Production and Distribution Notes

This publication was typeset electronically using Helvetica and Minion Pro typefaces. It was printed using vegetable oil-based ink on recycled paper containing 30% post consumer waste.

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/fdlpdir/public.jsp.

The electronic text of this publication is available for public use free of charge at https://www.govinfo.gov/gpo-style-manual.

Library of Congress Cataloging-in-Publication Data


Other titles: Official guide to the form and style of federal government publications | Also known as: GPO style manual


LC record available at https://lccn.loc.gov/2016055634

Use of ISBN Prefix

This is the official U.S. Government edition of this publication and is herein identified to certify its authenticity. ISBN 978–0–16–093601–2 is for U.S. Government Publishing Office official editions only. The Superintendent of Documents of the U.S. Government Publishing Office requests that any reprinted edition be labeled clearly as a copy of the authentic work, and that a new ISBN be assigned.
THE UNITED STATES GOVERNMENT PUBLISHING OFFICE STYLE MANUAL
IS PUBLISHED UNDER THE DIRECTION AND AUTHORITY OF

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Previous printings of the GPO STYLE MANUAL: 1894, 1898, 1900, 1903, 1908, 1909, 1911, 1912, 1914,
§ 1105. Form and style of work for departments

The Director of the Government Publishing Office 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


Amendments


EXTRACT FROM THE PUBLIC PRINTING LAW

(TITLE 44, U.S.C.)
About This Manual

The GPO Style Manual, as it is popularly known, is issued under the authority of section 1105 of title 44 of the U.S. Code, which requires the Director of the GPO to “determine the form and style in which the printing . . . ordered by a department is executed, . . . having proper regard to economy, workmanship, and the purposes for which the work is needed.” The Manual is prepared by the GPO Style Board, composed of proofreading, printing, and Government documents specialists from within GPO, where all congressional publications and many other key Government documents are prepared.

The first GPO Style Manual appeared in 1894. It was developed originally as a printer’s stylebook to standardize word and type treatment, and it remains so today. Through successive editions, however, the Manual has come to be widely recognized by writers and editors both within and outside the Federal Government as one of the most useful resources in the editorial arsenal. And now in the 21st century, writers and editors are using the Manual in the preparation of the informational content of Government publications that appear in digital formats.

Writers and editors whose disciplines have taught them aspects of style different from those found in the GPO Style Manual will appreciate the difficulty of establishing a single standard. Users of this Manual should consider it instead as a general guide. Its rules cannot be regarded as rigid, for the printed word assumes many shapes and variations in final presentation, and usage changes over time as language evolves. Periodically the Manual is updated, as this edition has been, to eliminate obsolete standards, update form and usage, and adjust the guidance for document preparation and appearance to current custom.

Comments and suggestions from users of the GPO Style Manual are welcomed. All such correspondence may be emailed to the GPO Style Board at gpostyle@gpo.gov.
A digital version of this Manual appears on GPO’s govinfo at https://www.govinfo.gov/gpo-style-manual. Revisions and updates are made to the online version of this Manual periodically. Accordingly, that document rather than the printed edition should be consulted as the most up-to-date version available.

For the purposes of the GPO Style Manual, examples provided throughout both the printed and digital versions are to be given the same weight as the enumerated 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:

Special thanks go to Michael M. Shelton, Program Analyst, Office of Policy, National Park Service, and Member of the U.S. Board on Geographic Names, for his wealth of knowledge, special consultation, and research during the entire revision process of this Manual. He has, indeed, been a true friend to the Board.

M. Michael Abramson, past Chair of the GPO Style Board, who acted as an adviser to the present Style Board.

Elizabeth Appel, Bureau of Indian Affairs, U.S. Department of the Interior, for advice on the issue of capitalization of “Tribe” and “Tribal.”

Douglas Caldwell, Geospatial Research Laboratory, U.S. Army Engineer Research and Development Center and Jacqueline Nolan, Geography and Map Division, Library of Congress, for information on acronyms and cartographic names.

The offices of Indiana Senators Dan Coats and Joe Donnelly and Indiana Governor Mike Pence for information regarding the demonym “Hoosier.”

Rachel R. Creviston, Chief of Staff, Office of the Secretary of the Senate; Matthew P. McGowan, Senate Committee on Rules and Administration; and Corey Plank, Lead Cartographer—Remote Sensing, Bureau of Land Management, for consulting on the issue regarding compass directional abbreviations.
Linda Crown, Administrative Specialist, Office of Weights and Measures, National Institute of Standards and Technology, for information on terms of measures.


Cynthia L. Etkin, Program Planning Specialist, Office of the Superintendent of Documents, Government Publishing Office, for her assistance in the production of this Manual.

Dean Gardei, Brand and Web Manager, Government Publishing Office, for the design of the cover and title page.

Solange A. Garvey, Foreign Affairs Officer and Leo Dillon, Office of the Geographer and Global Issues, U.S. Department of State; and Trent Palmer, Executive Secretary for Foreign Names, U.S. Board on Geographic Names, for information on foreign countries and terms.

Jeremy Gelb, IT Specialist, Government Publishing Office, for technical assistance in the production of this Manual.

Christine Jones, Editorial Team Lead, Information Design and Publishing Staff, National Center for Health Statistics, Centers for Disease Control and Prevention, for information on medical eponyms.

Library Services & Content Management Staff, including Patricia A. Duplantis, Systems Librarian; Laurie B. Hall, Chief and Acting Superintendent of Documents; James M. Mauldin, Manager, Office of Archival Management; and Kelly M. Seifert, Strategic Communications Coordinator, for their feedback and support.

Christine McMahon, Program Planner, Programs, Strategy and Technology, Government Publishing Office, for her contribution in updating the GPO’s Digital Information Initiatives.

James Moore, Gibbs & Cox, Inc., for information regarding technical abbreviations.
Kirk Petri and Jon Quandt, Lead Program Planners, Programs, Strategy and Technology, and John Foley and Jiang (John) Zheng, IT Specialists, Information Technology, Government Publishing Office, for their contributions in updating the information technology acronyms and initialisms section in the abbreviations and letter symbols chapter.

Kathleen Swiatek, IT Specialist, IT Product Support, for Bill language assistance.

Marcia Thompson, Chief, Congressional Record Index Office, Government Publishing Office, for revisions to the pages relating to the Congressional Record Index.

Louis Yost, Executive Secretary and Jennifer Runyon, Staff, U.S. Board on Geographic Names, for help on a variety of names and geographic issues.

Employees of the Production Planning and Control Division, Government Publishing Office, for their contributions during the preproduction/production process.

Employees of the Proof and Copy Markup Section, Government Publishing Office, for their constant contributions to the GPO Style Manual.

Current users who have contributed many ideas and suggestions that were incorporated into this edition of the GPO Style Manual.
GPO’s Digital Information Initiatives

In the digital age, GPO is responsible for providing public access to the digital versions of many of the official documents it prints, as well as—to the greatest extent possible—the digital versions of Government publications that are not printed but are otherwise made available on other Federal websites. GPO recognizes that a Federal author today often begins the content creation process at a computer, and frequently publishes the final document to the web without creating a print version that will make its way to a user’s hands or a library’s shelves.

GPO Access

To accommodate this transition in Federal publishing strategies while preserving GPO’s core responsibility for ensuring public access to Government publications, Congress enacted Public Law 103–40, the Government Printing Office Electronic Information Access Enhancement Act of 1993, which required GPO to establish access to key Government publications in digital format and provide a system of storage to ensure permanent public access to the information they contain. Opened to the public in 1994, the resulting website, GPO Access, was GPO’s entrance into the digital age. In 2003, the National Archives and Records Administration formally recognized GPO as an affiliate archive for the digital content on the GPO Access site. GPO Access operated for 15 years before it was retired following the introduction of GPO’s Federal Digital System (FDsys).

Federal Digital System (FDsys)

To meet continued public demand for access to digital 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, GPO embarked on the construction of a more comprehensive online capability, called the Federal Digital System, or FDsys, available at www.fdsys.gov.

FDsys was launched as a beta website in 2009 and permanently replaced GPO Access in 2011. FDsys provides free access to hundreds of thousands
of official Federal Government publications in digital format from all three branches of the Federal Government, including congressional bills, the Congressional Record, the Federal Register, the Compilation of Presidential Documents, the U.S. Code, the Code of Federal Regulations, and opinions from more than 100 Federal courts. In 2016, GPO reached a milestone of two billion retrievals of digital Government information from FDsys (the equivalent of nine retrievals per second over seven years of operation).

**govinfo beta website**

In February 2016, GPO launched the next generation of digital public access, [govinfo](http://www.govinfo.gov) (at www.govinfo.gov) as a public beta website to eventually replace the FDsys public website. **govinfo** is a redesign of FDsys featuring a modern, easy-to-use look and feel that syncs with the need of today’s Government information users for quick and effective digital access across a variety of digital platforms. It was developed with a focus on implementing feedback from users and improving overall search and access to FDsys content. The redesigned, mobile-friendly website incorporates state-of-the-art innovative technologies and includes several new features for an overall enhanced user experience. **govinfo** is the new front door to accessing the same official, pre-served content that GPO has made available through GPO Access and FDsys for more than two decades.

The key new features of **govinfo** include the capability to link related content, new ways to browse content, a new open-source search engine, enhancements to the search filters, and more options for sharing pages and content on social media.

**Digital preservation**

Content in FDsys and **govinfo** is preserved to ensure permanent availability in electronic form. As a preservation repository, GPO follows archival system standards to ensure long-term preservation and access to digital content. GPO’s digital stewardship vision is to operate a standards-based preservation repository and to implement user-friendly, responsive, and innovative technologies to ensure that all archived content information can be obtained, rendered, used, and understood by the designated community into the future.
In 2015, GPO began pursuing certification of its flagship system as a Trustworthy Digital Repository for Government information under ISO 16363: Audit and Certification of Trustworthy Digital Repositories.

**Authentication of digital documents**

The increasing use of documents in digital format poses a special challenge in verifying authenticity, because digital technology makes such documents easy to alter or copy in unauthorized or illegitimate ways. GPO assures users that the publications available from GPO websites are as official and authentic as publications that have been printed by GPO for many years. GPO digital systems operate with established trust relationships between all parties in digital transactions. A visible digital signature, viewed as the GPO Seal of Authenticity signified by an eagle, verifies document integrity and authenticity on GPO online Federal documents. The visible digital signature on PDF documents on FDsys and [govinfo](https://www.govinfo.gov) signifies a guarantee that the information in the document is official, authentic, and secure.

**XML bulk data repository**

Since the launch of FDsys, GPO has worked with partners in the legislative and executive branches to expand the availability of Government information content in support of an open and transparent government. One such effort involves making content available in machine-readable Extensible Markup Language (XML) format for bulk download. The effort began in 2009 and has grown to nine collections now available through GPO’s bulk data repository at [www.gpo.gov/fdsys/bulkdata](http://www.gpo.gov/fdsys/bulkdata). The repository features data collections including text, summary, and status information for bills introduced in the House of Representatives and the Senate, the annual official and unofficial digital versions of the Code of Federal Regulations, the Federal Register, the U.S. Government Manual, and the Public Papers of the Presidents of the United States.

Information available on GPO’s XML bulk data repository helps maximize the ways this data can be used or repurposed by users. Making information available in XML permits data to be reused and repurposed for mobile web applications, data mashups, and other analytical tools by third-party providers, contributing to efforts supporting openness and transparency in government.
Catalog of U.S. Government Publications (CGP)

GPO is responsible for creating a catalog and index for all public documents published by the Federal Government that are not confidential in character. This work serves libraries and the public nationwide and enables people to locate desired Government publications in all formats. The public interface for accessing these cataloging records is the Catalog of U.S. Government Publications (CGP), which is available in digital format at http://catalog.gpo.gov. Using the CGP, anyone can freely access descriptive information for historical and current Government publications as well as digital links to their full content. Print versions of U.S. Government publications may be found by contacting a Federal depository library: https://catalog.gpo.gov/fdlpdir/FDLPdir.jsp.

Ben's Guide to the U.S. Government


Online U.S. Government Bookstore

Government information users may also locate and order publications available for sale in both print and digital—including eBook—formats through GPO’s Publication and Information Sales Program. Orders may be placed online securely at https://bookstore.gpo.gov.

Applicability of the GPO Style Manual to digital publications

The rules of grammar, spelling, punctuation, and related matters, as stated in this Manual, will serve well when preparing documents for digital access. Most of the documents on FDsys and govinfo are derived from databases used in the printing of Government publications. As the availability of Government publications in digital formats continues to grow, the rules as stated in this Manual will continue to be GPO’s standard for all document preparation, whether for conventional printing or digital access.
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1. **Advice to Authors and Editors**

The GPO *Style Manual* is intended to facilitate the production of Government publications. Careful observance of the following suggestions will aid in expediting your publication and reduce 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 Publishing 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 halftitles 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, consider 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.


1.17. 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 or no change will be made.
1.21. The following GPO publications relate to material included in this Manual.

**Government Paper Specification Standards**
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. [2011](https://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf).

**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. [2011](https://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf).
1.22. Corrections made to proofs should be indicated as follows:

- Insert period
- Insert comma
- Insert colon
- Insert semicolon
- Insert question mark
- Insert exclamation mark
- Insert hyphen
- Insert apostrophe
- Insert quotation marks
- Insert 1-en dash
- Insert 1-em dash
- Insert space
- Insert ( ) points of space
- Insert shilling
- Superior
- Inferior
- Parentheses
- Brackets
- Indent 1 em
- Indent 2 ems
- Paragraph
- No paragraph
- Transpose 1—used in margin
- Transpose 2—used in text
- Spell out
- Italics—used in margin
- Italics—used in text
- Boldface—used in margin
- Boldface—used in text
- Small caps—used in margin
- Small caps—used in text
- Roman type
- Caps—used in margin
- Caps—used in text
- Caps & small caps—used in margin
- Caps & small caps—used in text
- Lowercase—used in margin
- Used in text to show deletion or substitution
- Delete
- Delete and close up
- Wrong font
- Close up
- Move right
- Move left
- Move up
- Move down
- Align vertically
- Align horizontally
- Center horizontally
- Center vertically
- Equalize space—used in margin
- Equalize space—used in text
- Let it stand—used in text
- Let it stand—used in margin
- Letter(s) not clear
- Carry over to next line
- Carry back to preceding line
- Something omitted—see copy
- Question to author to delete
- Caret—General indicator used to mark position of error.

1 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.

2 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.

3 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.
Advice to Authors and Editors

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. 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. 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 will be printed on all publications in accordance with this Manual and with standards developed by the American National Standards Institute (ANSI).

Publications such as books and pamphlets should contain:

(a) Title and other title information;
(b) Name of department issuing or creating the 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;
(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.

(See ANSI/NISO Standard Z39.18—2005 (R2010), Scientific and Technical Reports—Preparation, Presentation, and Preservation.)

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.)
Use of Weather Information by General Aviation Pilots, Part I, Quantitative: Reported Use and Value of Providers and Products

William R. Knecht
Civil Aerospace Medical Institute
Oklahoma City, OK 73125

March 2008

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, www.ansi.org. Users of ANSI standards are cautioned that all standards are reviewed periodically and subject to revision.
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) False title (frontispiece, if any, on back).
(b) Frontispiece, faces title page.
(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 (new odd page), differs from a preface in that it is an introductory note written as an endorsement by a person other than the author. 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 (new odd page), by author.
(h) Acknowledgments (new odd page), if not part of preface.
(i) Contents (new odd page), immediately followed by list of illustrations and list of tables, as parts of contents.
(j) Halftitle, new odd page preceding first page of text.
(k) Text, begins with page 1 (if halftitle is used, begins with p. 3).
(l) Glossary (new odd page).
(m) Bibliography (new odd page).
(n) Appendix (new odd page).
(o) 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 to combine them (e.g., contents on cover; or contents, title, and foreword on cover 2).

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

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

2.11. Jobs that have bottom folios will align them 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. All backstrips should read down (from top to bottom).

Copy preparation

2.20. 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.

2.21. 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.

2.22. Preparers must indicate the proper subformat at the beginning of each extension, verify folios, and plainly indicate references, footnotes, cut-ins, etc.

2.23. 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.

2.24. 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, or 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”.

2.25. 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.

Capitalization
2.26. The customer should indicate use of capital and lowercase letters.

Datelines, addresses, and signatures
2.27. 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
2.28. 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”
2.29. 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**

2.30. Folios should be placed in the upper right corner, preferably half an inch from the top.

**Headings**

2.31. The element identifier codes to be used for all headings must be marked. Caps, caps and small caps, small caps, caps and lowercase, sentence case, or italic must be prepared. (See rule 3.53.)

**Pickup**

2.32. 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**

2.33. 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.

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

**Signs, symbols, etc.**

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

2.35. Some typesetting systems produce characters that look the same as figures. A lowercase I 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**

2.36. Use the same font for text and capital letters that convey shape and form, e.g., U-shape(d), A-frame, T-bone, and I-beam.
2.37. Plurals are formed by adding an apostrophe and the letter \textit{s} to letters illustrating shape and form, such as T’s and Y’s. \textit{Golf tee(s)} should be spelled, as shape is not indicated.

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

\textit{Fol. lit. and FIC & punc.}

2.39. After submittal to GPO, manuscript copy is 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 will, 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).

2.40. Bill copy will be followed as supplied and treated as “FIC & punc.” (See rule 2.39.) This data is transmitted to the GPO with formatting codes in place, requiring minimal copy preparation.

2.41. 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.

\textit{Abbreviations}

2.42. In marking abbreviations to be spelled, preparers must show what the spelled form should be, unless the abbreviations are common. An unfamiliar abbreviation, with spelled-out form unavailable, will not be changed.
Type composition

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

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

2.45. 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.

2.46. Queries intended for the author are not to be corrected. Such queries, however, are not to be carried on jobs going directly to press.

Leading and spacing

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

2.48. 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.

2.49. A single justified word space will be used between sentences (key one space when typing). 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. 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. 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.

2.53. Full-measure numbered or lettered paragraphs and quoted extracts are not separated by space from adjoining matter.
2.54. Extracts that 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.

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

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

2.57. Footnotes and legends are leaded if the text is leaded, and are solid if the text is solid.

2.58. Leaderwork is separated from text by 4 points above and 4 points below.

**Indents**

2.59. In measures less than 30 picas, the paragraph indent is 1 em. Paragraph indents 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.

2.60. In measures 30 picas or wider, the paragraph indent is 2 ems. Paragraph indents 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.

2.61. In measures less than 30 picas, overruns in hanging indents are 1 em more than the first line. To avoid conflict with an indent that follows, such as a subentry or paragraph, the overrun indent is made 1 em more than the following line.

2.62. In measures 30 picas or wider, overruns in hanging indents are 2 ems more than the first line. To avoid conflict with an indent that follows, such as a subentry or paragraph, the overrun indent is made 2 ems more than the following line.

2.63. Indents of matter set in smaller type should be the same, in points, as that of adjoining main-text indented matter.
2.64. Two-line centerheads are centered, but heads of three or more lines are set with a hanging indent.

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

Legends for illustrations
2.66. 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 indent. Legends are set full measure regardless of the width of the illustration. Paragraph style is acceptable.

2.67. 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.

2.68. Unless otherwise indicated, legends for illustrations are set in 8-point roman, sentence case.

2.69. Periods are used after legends and explanatory remarks beneath illustrations. However, legends without descriptive language do not use a period. (See rule 8.116.)

2.70. 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.

\textit{Figure 5, not Fig. 5} \hfill \textit{Figure A, not Fig. A}

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

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

Proofreading
2.73. All special instructions, layouts, and style sheets must be included with the first installment of each job.

2.74. If the proofreader detects inconsistent or erroneous statements, it is their responsibility to query them.
2.75. All queries appearing on the copy must be carried to the author’s set of proofs.

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

2.77. 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. 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.

2.78. In reading proof of wide tables, the proofreader should place the correction as near as possible to the error.

2.79. 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.

2.80. Proofreaders must not make important changes in indents or tables without consulting the referee.

2.81. Follow the marks of the copy preparer, as they are in a position to know more about the peculiarities of a job than one who reads but a small portion of it.

2.82. Any proposed deviation from the prepared manuscript must be queried to the referee.

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

2.84. Folios of copy must be run by the proofreader and marked on the proof.

2.85. 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

2.86. 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. The reviser should 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.

2.87. 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.

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

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

Revising page proofs

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

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

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

2.93. 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.

2.94. 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 properly 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.”

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

2.96. If a table (with or without footnotes) ends a page that has footnotes to the text, the text footnotes fall at the bottom of the page, with a 50-point rule above them. (See rule 13.76.)

Press revising

2.97. Press revising calls for the exercise of utmost care. The press reviser must be thoroughly familiar with the style and makeup of Government publications. They are required to OK all forms that go to press—bookwork, covers, jobwork, etc.—and must see that all queries are answered. 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.
2.98. Although speed is essential when forms reach the press reviser, accuracy is still paramount and must not be sacrificed.

**Signature marks, etc.**

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

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

\[
\begin{align*}
125–327—16—4 & & 116–529—16—\text{vol. }1—3 \\
116–529—16—\text{pt. }5—3
\end{align*}
\]

2.101. 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 2.113.)

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

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

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

<table>
<thead>
<tr>
<th>House of Representatives:</th>
<th>Senate:</th>
</tr>
</thead>
<tbody>
<tr>
<td>★17–234—16—2</td>
<td>17–235—16—2 ★(Star Print)</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>House</th>
<th>Senate</th>
</tr>
</thead>
<tbody>
<tr>
<td>H. Doc. 73, 16–1—2</td>
<td>S. Doc. 57, 16–1—2</td>
</tr>
<tr>
<td>S. Doc. 57, 16–2, pt. 1—2</td>
<td>S. Doc. 57, 16–2, vol. 1—2</td>
</tr>
<tr>
<td>H. Rept. 120, 16–2—8</td>
<td>S. Rept. 100, 16–2—9</td>
</tr>
</tbody>
</table>

2.106. 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 2.100.)
2.107. For pasters or foldouts, the jacket number, the year, and the page to be faced by the paster or foldout are used as follows (note punctuation):

12–344—16 (Face p. 10)

2.108. On a paster or foldout facing an even page, the marks are placed on the lower right-hand side; on a paster or foldout facing an odd page, the marks are placed on the lower left-hand side.

2.109. If more than one paster or foldout faces the same page, they are numbered as follows:

12–344—16 (Face p. 19) No. 1
12–344—16 (Face p. 19) No. 2

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

Imprints

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

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

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

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

2.115. 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.

2.116. The GPO logo is used only on GPO publications. If it is printed on page 11, the full imprint is used on the title page; if it is printed on the title page, use the half imprint only, thus—Washington : 2016.
**Imprint variations**

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

For sale by the Superintendent of Documents, U.S. Government Publishing 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.govinfo.gov](http://www.govinfo.gov)

2.118. 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 Publishing 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.govinfo.gov](http://www.govinfo.gov)

2.119. Outside-purchase publications are identified by the GPO logo at the beginning of the imprint line. These lines are positioned 4 ems from the right margin.


2.120. Publications purchased outside that are reprinted by the GPO use an em dash in lieu of the GPO logo.


2.121. Jobs set on outside purchase but printed by the GPO use an asterisk in lieu of the GPO logo.

*U.S. GOVERNMENT PUBLISHING OFFICE: 2016—456–789

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

Reprints

2.123. 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 2000
Reprinted July 2005
First printed June 2000
Revised June 2005

Original edition May 2000
Reprinted May 2005
Revised July 2007

2.124. 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 revisions are necessary.

Sales notices

2.125. The use of sales notices is discouraged.

2.126. 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.

Franking

2.127. The franking (mailing) privilege on covers for Government publications should be at least 1½ inches from the trim.

Bibliographies or references

2.128. 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. Pub. 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, with 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 in this 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.

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

Proper names
3.3. Proper names are capitalized.
Rome
Brussels
John Macadam
Macadam family
Italy
Anglo-Saxon

Derivatives of proper names
3.4. Derivatives of proper names used with a proper meaning are capitalized.
Roman (of Rome)
Johannean
Italian

3.5. 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.
roman (type)
brussels sprouts
venetian blinds
macadam (crushed rock)
watt (electric unit)
plaster of paris
italicize
anglicize
pasteurize
Common nouns and adjectives in proper names

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

Massachusetts Avenue; the avenue
Washington Monument; the monument
Statue of Liberty; the statue
Hoover Dam; the dam
Boston Light; the light
Modoc National Forest; the national forest
Panama Canal; the canal
Soldiers’ Home 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

3.7. 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

3.8. 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)
3.9. 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

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

abstract B figure 7 room A722
amendment 5 first district (not) rule 8
apartment 2 congressional schedule K
appendix C flight 007 section 3
article 1 graph 8 signature 4
book II group 7 spring 1926
chapter III mile 7.5 station 27
chart B page 2 table 4
class I paragraph 4 title IV
collection 6 part I volume X
column 2 phase 3 ward 2
drawing 6 plate IV
exhibit D region 3

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

aqueduct irrigation project shipway
breakwater jetty slip
buoy levee spillway
chute lock turnpike
dike pier watershed
dock reclamation project weir
drydock ship canal wharf

Definite article in proper place names

3.12. 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

3.13. Rule 3.12 does not apply in references to newspapers, periodicals, vessels, airships, trains, firm names, etc.

the Washington Post the U–3
the Times the *Los Angeles*
the Atlantic Monthly the Hotel Roanoke
the *Mermaid* the National Photo Co.

Particles in names of persons

3.14. 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

3.15. 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

3.16. If copy is not clear as to the form of such a name (for example, *La Forge* or *Laforge*), the two-word form should be used.
3.17. In names set in capitals, _de_, _von_, etc., are also capitalized.

**Names of organized bodies**

3.18. 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: 114th 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 Publishing Office: the Publishing 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

American Indian and Alaska Native federally recognized entities:

- Shawnee Tribe, the Tribe; Cherokee Nation, the Nation; Alturas Indian Rancheria, the Rancheria; Cahuilla Band of Indians, the Band; Takotna Village, the Village; Akiak Native Community, the Community

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
Southern Railroad Co.: the Southern Railroad; Southern Co.; Southern Road; the railroad company; the company
Riggs National Bank: the Riggs Bank; the bank
Metropolitan Club: the club
Yale School of Law: Yale University School of Law; School of Law, Yale University; school of law

3.19. 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.)

Names of countries, domains, and administrative divisions

3.20. 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: territory of American Samoa, Guam, Virgin Islands; Yukon, Northwest Territories; the Territory(ies), Territorial
Dominion of Canada: the Dominion; but dominion (in general sense)
Ontario Province, Province of Ontario: the Province, Provincial; but province, provincial (in general sense)

3.21. 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

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

the North Atlantic States the Continental Divide
the Gulf States Deep South
the Central States Midsouth
the Pacific Coast States the Far East
the Lake States Far Eastern
East North Central States the East
Eastern North Central States Middle East
Far Western States Middle Eastern
Eastern United States Mideast
the West Mideastern (Asia)
the Midwest Near East (Balkans, etc.)
the Middle West the Promised Land
the Far West the Continent (continental Europe)
the Eastern Shore (Chesapeake Bay) the Western Hemisphere
the Badlands (SD and NE) the North Pole
3.23. A descriptive term used to denote 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; but Northern Virginia (D.C. suburbs)
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

3.24. 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.

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

April Fools’ Day Fourth of July; the Fourth
Arbor Day Halloween
Armed Forces Day Hanukkah
Birthday of Martin Luther King, Jr. Inauguration Day (Federal)
Christmas Day, Eve Independence Day
Columbus Day Labor Day
Father’s Day Lincoln’s Birthday
Feast of the Passover; the Passover Memorial Day (also
Flag Day Decoration Day)
Trade names and trademarks

3.26. 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

3.27. The name of a phylum, class, order, family, or genus is capitalized. The name of a species is not capitalized, even if derived from a proper name. (See rule 11.9.)

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

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

aviculoid menodontine

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

Rhynchonellas Spirifers

3.30. In soil science the 12 soil orders are capitalized.

Alfisols Gelisols Oxisols
Andisols Histosols Spodosols
Aridisols Inceptisols Ultisols
Entisols Mollisols Vertisols
3.31. Capitalize the names of the celestial bodies as well as the planets.

Sun
Moon
Saturn
Earth
Mars
the Big Dipper
Ceres
Kepler-1647b
Alpha Centauri
Orion
the Milky Way
but the moons of Jupiter

3.32. In general, names of diseases, viruses, and syndromes are not capitalized. An exception is when the disease is named for the person who discovered it or the geographic location where the disease occurred.

Alzheimer(s) disease
cancer
diabetes
Down syndrome
Ebola virus
group A strep infection;
hepatitis C; herpes B virus
Hodgkin lymphoma
Lyme disease
measles
Parkinson(s) disease
West Nile virus
Zika virus

Historical or political events
3.33. Names of historical or political events used as a proper name are capitalized.

Battle of Bunker Hill
Christian Era
Cold War
D-Day
Dust Bowl
Fall of Rome
Great Depression
Great Society
Holocaust, the
Middle Ages
New Deal
New Federalism
New Frontier
Prohibition
Restoration
Reformation
Renaissance
the American Revolution; the
Revolution
V-E Day
War of 1812
War on Poverty

but Korean war; Vietnam war; Gulf war

Personification
3.34. 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 of a sudden,
Time stood still.
Religious terms

3.35. 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; 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; Talmud; *also* Biblical; Scriptural; Koranic; Talmudic
- New Testament; Ten Commandments
- Gospel (memoir of Christ); *but* gospel music
- Apostles’ Creed
- 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

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

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

*but* baseball player Harper; maintenance person Flow; foreperson Taylor

3.37. 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:

- Barack Obama, President of the United States: the President; the President-elect; the Executive; the Chief Magistrate; the Commander in Chief; ex-President Bush; former President Reagan; *similarly* the Vice President; the Vice-President-elect; ex-Vice-President Cheney
Terry McAuliffe, 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:

John Kerry, 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; General Joseph F. Dunford, Jr., 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; Her 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 the United Kingdom of Great Britain and Northern Ireland: 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

3.38. 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.

3.39. A title in the second person is capitalized.

<table>
<thead>
<tr>
<th>Your Excellency</th>
<th>Mr. Chairman</th>
<th>but not conversational salutations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your Highness</td>
<td>Madam Chairman</td>
<td>my dear General</td>
</tr>
<tr>
<td>Your Honor</td>
<td>Mr. Secretary</td>
<td>my dear sir</td>
</tr>
</tbody>
</table>
Titles of publications, papers, documents, acts, laws, etc.

3.40. 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
Declaration of Independence; the Declaration
Constitution (United States or with name of country); constitutional; but New York State constitution: first amendment, 12th amendment
Kellogg-Briand 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)

3.41. All principal words are capitalized in titles of addresses, albums, 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.

3.42. 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

3.43. 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

3.44. The first word following a comma or a colon that introduces a complete sentence or a direct quotation is capitalized. (See also rule 3.45)

The question is, Shall the bill pass?
He asked, “And where are you going?”
The following question came up for discussion: What policy should be adopted?
His only rule was this: Chickens are not allowed past the front parlor.

3.45. 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?

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

She objected “to the phraseology, not to the ideas.”
“The President,” he said, “will veto the bill.”

3.47. The first word of a line of poetry is capitalized.

Lives of great men all remind us
We can make our lives sublime.

3.48. The first word of a run-in list following a colon is not capitalized. (For lists that are not run in, see rule 8.28.)

There are three primary pigment colors: magenta, yellow, and cyan.
The vote was as follows: in the affirmative, 23; in the negative, 11; not voting, 3.
His goals were these: (1) learn Spanish, (2) see the Grand Canyon, and (3) climb Mt. Everest.

3.49. 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 . . .

Centerheads and sideheads
3.50. Unless otherwise marked, centerheads are set in capitals, and sideheads are set in sentence case. In centerheads making two lines, wordbreaks should be avoided. The first line should be centered and set as full as possible.

3.51. 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.

3.52. 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.

3.53. 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, per, 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 8.133.)

World en Route to All-Out War
Curfew To Be Set for 10 o’Clock (To capitalized in an infinitive verb)
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)
The Per Diem Was Increased (Per Diem is used as a noun here); Lower Taxes per Person (per is a preposition here)

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

Buildings On and Near the National Mall

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

All Returns Are In

3.56. Verbs and the first element of an infinitive are capitalized.

Controls To Be Applied

but Aid Sent to Disaster Area (to is a preposition here)

3.57. 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.
James Bros. et al.
James, Nelson, et al.

3.58. 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

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

3.60. The interjection “O” is always capitalized. Other interjections within a sentence are not capitalized.

Sail on, O Ship of State!
For lo! the days are hastening on.
But, oh, how fortunate!
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
accordion, Paris peace (see Agreement)
accords, Helsinki
Act (Federal, State, or foreign), short or
   popular title or with number; the act:
   Affordable Care
   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 Obama 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)
   Africa:
      east
      East Coast
      north
      South
      South-West (Territory of)
      West Coast
   African American (noun)
   African-American (adjective)
   Agency, if part of name; capitalized
      standing alone if referring to
      Federal unit:
      Central Intelligence; 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 Coffee 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: LaGuardia; Reagan National; the airport
Alaska Native:
the Native; but Ohio native, a native of Alaska, etc.
Al Jazeera
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-Qaida
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
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; aquiculture
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
currents
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 (AFRH)
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
General Staff; the Staff
Headquarters, 1st Regiment

1 The colon is preferred; a dash is permissible; but a comma is too weak.
| 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 American (noun) Asian-American (adjective) 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 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 |
Baltic States (see States)
Band, if part of name; the band:
  Army, Marine, Navy
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 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 Fallujah; 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 (African American)
Black Caucus (see Congressional)
bloc (see Western)
block (grants)
Bluegrass region, etc.
Bluetooth
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
Boko Haram
bond:
  Government
  savings
  series EE
  Treasury
book:
  books of the Bible
  First Book of Samuel; etc.
  Good Book (synonym for Bible)
book 1, I, etc.; but Book 1, when part of title:
  Book 1: The Golden Legend
Boolean:
  logic
  operator
  search
border, United States-Mexican
Borough, if part of name: Borough of the Bronx; the borough
Botanic Garden (National); the garden (not Botanical Gardens)
Bowl, Dust, Rose, Super, etc.; the bowl
Boy Scouts (the organization); a Boy Scout;
  a Scout; Scouting; Eagle Scout;
  Explorer Scout
Branch, if part of name; capitalized standing alone only if referring to a Federal unit:
  Accounts
  Public Buildings
  but executive, judicial, or legislative branch
Bridge, if part of name; the bridge:
  Arlington Memorial; Memorial;
  Francis Scott Key; Key
  but Baltimore & Ohio Railroad bridge
Brother(s) (adherent of religious order)
budget:
  department
  estimate
  Federal

message
performance-type
President’s
Budget of the United States Government,
  the Budget (publication)
Building, if part of name; the building:
  Capitol (see Capitol Building)
  Colorado
  House (or Senate) Office
  Investment
  Russell Senate Office
  Cannon 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

C
C–SPAN
Cabinet, American or foreign, if part of name or standing alone (see also foreign cabinets):
  British Cabinet; the Cabinet
  the President’s Cabinet; the Cabinet;
  Cabinet officer, member
Calendar, if part of name; the calendar:
  Consent; etc.
  House
  No. 99; 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
   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
da
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
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.
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 Rogers, Chairwoman
   Capito
Chair, the, if personified
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

Charter, 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:

Chief

of Division of Publications

of Engineers (Army)

of Staff

Christian; Christendom; Christianity;

Christianize; but christen

church and state

circle 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

cnost

client

client-server

cloud computing; the cloud

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

coalition; coalition force; coalition members, etc.

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

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

Coastguardsman 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 committeeman
  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
congress committee
Committee Print No. 32; Committee Prints
Nos. 8 and 9; committee print
Common Cause
Common Core State Standards Initiative;
Common Core
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:
Procter & Gamble Co.; the company
Comptroller of the Currency; the
Comptroller
Comptroller General (U.S.); the
Comptroller
Comsat
Concor
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:
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;
Library of
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.
Consumer Price Index (official title); the price index; the index; but a consumers’ price index (descriptive)
Continent, only if following name; North American Continent; the continent; but the Continent (continental Europe)
Continental:
Army; the Army
Congress; the Congress
Divide (see Divide)
Outer Continental Shelf
Shelf; the shelf; a continental shelf continental Europe, United States, etc.
Continents (Revolutionary soldiers)
Convention, governmental (U.S.), international, or national political; the convention:
89th National Convention of the American Legion
Constitutional (United States, 1787); the Convention
Democratic National; Democratic
Genocide (international)
on International Civil Aviation
Republican National; Republican
Universal Postal Union; Postal Union also International Postal; Warsaw

copper age (see Ages)
Corporation, if part of name; the Corporation, if referring to unit of Federal Government:
Commodity Credit
Federal Deposit Insurance
National Railroad Passenger (Amtrak)
Rand Corp.; the corporation
Saint Lawrence Seaway Development (American)
St. Lawrence Seaway Management (Canadian)
Union Carbide Corp.; the corporation
Virgin Islands
Corps, if part of name; the corps, all other uses:
Adjutant General’s
Army Reserve
Chemical
Finance
Foreign Service Officer (see Foreign Service)
Job
Judge Advocate General’s
Marine (see Marine Corps)
Medical
Military Police
Nurse
of Cadets (West Point)
of Engineers; Army Engineers; the Engineers; but Army engineer; the corps
Ordnance
Peace; Peace Corpsman; the corpsman
Quartermaster
Reserve Officers’ Training (ROTC)
VII Corps, etc.
Signal
Transportation
Youth
but diplomatic corps
corpsman; hospital corpsman
corridor, Northeast
Council, if part of name; capitalized standing alone if referring to Federal or international unit (see also United Nations):
Boston City; 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 of Philadelphia City; the council counsel; general counsel County, Prince George’s; county of Prince George’s; County Kilkenny, etc.; 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 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. Current, if part of name; the current: Humboldt Japan North Equatorial customhouse; customs official czar; czarist

D
D-Day 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
Purple Heart
Silver Star Medal
Soldier’s Medal
Victoria Cross
Victory Medal
dead oakleaf cluster
also Carnegie Medal; Olympic Gold Medal; Mother of the Year;
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
- astrakan 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
- burley tobacco
- cananda balsam
- (microscopy)
- carlsbad twins
- (petrography)
- cashmere shawl
- castle soap
- cesarean section
- chantilly lace
- chesterfield coat
- china clay
- chinese blue
- collins (drink)
- congo red
- cordovan leather
- coulomb
- curie
- degaussing apparatus
- delware
- derby hat
- diesel engine, dieselize
dixie cup
dotted swiss
depsom 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
erculean task
hessian fly

- holland cloth
- 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
- magnit line
- (noliteral)
- manila paper
- maraschino cherry
- mason jar
- maxwell
- melba toast
- mercerized fabric
- merino sheep
- morlotov cocktail
- morocco leather
- morris chair
- murphy bed
- navy 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
- pharisic
- philistine
- photostat
- pitman arm
- pitot tube
- plaster of paris
- prussian blue
quisling
quixotic idea
quonset hut
rembert wheel
roentgen
roman candle
roman cement
roman type
russia leather
rutherford
sanforize
saratoga chips
scotch plaid, but
Scotch tape
(trademark)
shanghai
siamese twins
spanish omelet
stillson wrench
surah silk
swiss cheese
timothy grass
turkey red
turkish towel
utopia, utopian
vandyke collar
vaseline
venetian blind
venturi tube
victoria (carriage)
vienna bread
virginia reel
wedgwoodware
wheatstone bridge
wilton rug
zeppelin
myasthenia gravis
Parkinson’s disease
post-traumatic stress disorder (PTSD)
spina bifida
Zika virus
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
police officer; 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 Motor 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
dumpster
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)
est:
Africa
coast (U.S.)
Pennsylvania
Eastern:
Gulf States
Middle, Mideastern (Asia)
North Central States
Shore (Chesapeake Bay)
States
United States
eastern:
France
seaboard
Wisconsin

easterner
Ebola virus
eBook
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
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

F
Fair Deal
Fair, World’s, etc.; the fair; Texas State Fair fall (season)
Falls, Niagara; the falls
Far East, Far Eastern; Far West (U.S.); but far western
Farm, if part of name; the farm:
Johnson Farm; but Johnson’s farm
San Diego Farm
Wild Tiger Farm
Fascist; fascism
Father of our Country (Washington)
FDsys

Fed, the (no period)
Federal (synonym for United States or other sovereign power):
Depository Library Program but Federal depository library, libraries
Digital System
District (Mexico)
Establishment
Government (of any national government)
grand jury; the grand jury
land bank (see Bank)
Register (publication); the Register
Reserve Board, the Board; also Federal Reserve System, the System; Federal Reserve Board Regulation W, but Federal regulation W
but a federal form of government
federally
fellow, fellowship (academic)
Field, Wrigley, Frank Wiley, etc.; the field
figure 2, A, II, etc. (illustration); but Figure 2, when part of legend: Figure 2.— Market scenes
firewall
firm names:
ACDelco
Amazon
America Online (AOL)
Apple
Bausch & Lomb Inc.
BP
Bristol-Myers Squibb
Carson, Pirie, Scott & Co.
Coldwell Banker
Colgate-Palmolive Co.
Comcast
DIRECTV
Dow Jones & Co., Inc.
Dun & Bradstreet
eBay
E.I. du Pont de Nemours & Co.
Facebook
FedEx
GlaxoSmithKline
Google
Hamilton Beach/Proctor Silex, Inc.
Hartmarx Corp.
Hewlett-Packard
Houghton Mifflin Co.
Ingersoll-Rand Co.
Intel Corp.
J.C. Penney Co., Inc.
Johns-Manville Corp.
Kennecott Exploration Co.
Kmart
Libbey-Owens-Ford Co.
LinkedIn
Macmillan Co.
Merck & Co., Inc.
Merrill Lynch
Microsoft
Pfizer Inc.
Phelps Dodge Corp.
PricewaterhouseCoopers
Procter & Gamble Co.
Rand McNally & Co.
Rolls-Royce
Sun Microsystems
3M
Twitter
Underwriters Laboratories, Inc.
Walmart
Wal-Mart Stores, Inc.
Weyerhaeuser Co.
Xerox Corp.
YouTube
First Family (Presidential)
First Lady (wife of President)
First World War (see War)
flag code
flag, U.S.:
   Old Flag, Old Glory
   Stars and Stripes
   Star-Spangled Banner
flags, foreign:
   Tricolor (French)
   Union Jack (British)
   United Nations
Fleet, if part of name; the fleet:
   Atlantic
   Channel
   Grand
   High Seas
   Marine Force
   Naval Reserve
   Pacific
   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)
   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 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
Gambia, The
GAO (Government Accountability Office)
Geiger counter
General Order No. 14; General Orders No. 14; a general order
General Schedule
Generation X
gentile
Geographer, the (State Department)
geographic terms (terms, such as those listed below,2 are capitalized if part of name; are lowercased in general sense (rivers of Virginia and Maryland)):
Archipelago Cascade
Area Cave
Arroyo Cavern
Atoll Channel; but
Bank Mississippi River
Bar channel(s)
Basin, Upper (Lower) Cirque
Colorado River, etc. (legal entity);
but Hansen Goulee
flood-control basin;
Missouri River Cove
basin (drainage);
upper Colorado Creek
River storage project Crossroads
feature
Bay Cut
Bayou Cutoff
Beach Dam
Bench Delta
Bend Desert
Bight Divide
Bluff Dome (not geologic)
Bog Draw (stream)
Borough (boro) Dune
Bottom Escarpment
Branch (stream) Estuary
Brook Falls
Butte Fault
Canal; the canal Flat(s)
(panama) Floodway
Canyon Ford
Cape Forest

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2 List compiled with cooperation of the U.S. Board on Geographic Names.
Fork (stream)  
Gap  
Geyser  
Glacier  
Glen  
Gorge  
Gulch  
Gulf  
Gut  
Harbor  
Head  
Hill  
Hogback  
Hollow  
Hook  
Horn  
Hot Spring  
Icefield  
Ice Shelf  
Inlet  
Island  
Isle  
Islet  
Keys (Florida only)  
Knob  
Lagoon  
Lake  
Landing  
Ledge  
Lowland  
Marsh  
Massif  
Mesa  
Monument  
Moraine  
Mound  
Mount  
Mountain  
Narrows  
Neck  
Needle  
Notch  
Oasis  
Ocean  
Oxbow  
Palisades  
Park  
Pass  
Passage  
Peak  
Peninsula  
Plain  
Plateau  
Point  
Pond  
Pool  
Port (water body)  
Prairie  
Range (mountain)  
Rapids  
Ravine  
Reef  
Reservoir  
Ridge  
River  
Roads (anchorage)  
Rock  
Run (stream)  
Sea  
Seaway  
Shoal  
Sink  
Slough  
Sound  
Spring  
Spur  
Strait  
Stream  
Summit  
Swamp  
Terrace  
Thoroughfare  
Trench  
Trough  
Valley  
Volcano  
Wash  
Waterway  
Woods  

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  
department, officials, -owned, publications, etc. (U.S. Government)  
National and State Governments  
Printing Office (historical)  
Publishing Office (see Office)  
U.S.; National; Federal; Tribal  
Government information product  
government:  
Churchill  
Communist  
District (of Columbia)  
European governments  
Federal, State, and municipal governments  
insular; island  
local  
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  
.govinfo (always bold)  
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)
Greater 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
Hague, The
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
Hoosier
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 (see 3.18):
  Absentee 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)
  Tribe (if federally recognized)
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 (lowercase within a sentence)
Internet (uppercase “I” to start a sentence)
Internet of Things
Interstate 95; I−95; the interstate
Intracoastal Waterway; the waterway (see also waterway)
intranet
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 Alito, etc.

K
kaffiyeh (Arabic headdress)
King of Thailand, etc.; the King
Koran, the; Koranic
Krugerrand
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 Latino, Latina
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 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 (cruises) 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
Madam:
Chair Chairman Chairwoman Magna Carta Majesty, His, Her, Your; Their Majesties
Majority Leader McConnell; Majority Leader McCarthy; 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 decorations)
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)
millennials
millennium
Minister Plenipotentiary; the Minister; Minister Without Portfolio (see also foreign cabinets)
Ministry (see foreign cabinets)
Minority Leader Reid; Minority Leader Pelosi; but the minority leader (U.S. Congress)
Mint, Philadelphia, etc.; the mint
minutemen (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 African American
History and Culture
National Museum of the American
Indian

N
Nation (synonym for United States); but a nation; nationwide; also French nation, Balkan nations
nation, in general, standing alone
National, in conjunction with capitalized name:
Academy of Sciences (see Academy)
Archives and Records Administration;
the National Archives; the Archives
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
Legislature (see Legislature)
Muir Woods National Monument, etc.; the national monument; the monument
Museum (see Museum)

Park Service
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.
Naval, if part of name:
Academy (see Academy)
Air Station (NAS) Patuxent River; Pensacola; etc.
Base Guam; the naval base
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.)
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
Southern
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 (historical)
Government Publishing; the Publishing
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; XXXI 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
   Pact
   Regional Planning Group; the Group
   Standing Group; the Group
   of American States (OAS)
   United Nations Educational, Scientific,
   and Cultural (UNESCO)
   *but* nongovernmental organization (NGO)

Orient, the; oriental (objects)
Osama bin Laden
Outer Continental Shelf (see Continental)

P
Pacifica (see also Atlantic):
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:
controlled materials
5-year
Marshall (European Recovery Program)
Planetarium, Fels, Hayden; the planetarium
plant, United States Steel, etc.
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 II)
Western
but European powers
precinct; first, 10th precinct
Premier (see foreign cabinets)

Preserve, Sully's 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
preceeding name
of any other country; the President of
Federal or international unit
but president of the Norfolk Southern
Railway; president of the Federal
Reserve Bank of New York
Presidential 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
Fulbright
Mutual Defense Assistance
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
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<td>Ranch, King, etc.; the ranch</td>
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<td>Range, Cascade, etc. (mountains); the range</td>
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<td>Rebellion, if part of name; the rebellion:</td>
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<td>Red Cross, American, American National</td>
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<td>Reds, the; a Red (political)</td>
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<td>Refuge, Blackwater National Wildlife, etc.; Blackwater Refuge; the refuge</td>
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<td>region, north-central, etc.; first region, 10th region; region 7; midcontinent</td>
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<td>Regular Army, Navy; a Regular (see also officer)</td>
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<td>religious terms:</td>
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<td>Catholic; Catholicism; but catholic (universal)</td>
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<td>Christian Science</td>
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<td>Evangelical United Brethren</td>
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<td>Hindu; Hinduism</td>
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<td>Latter-day Saints</td>
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<td>Muslim: Shiite; Sunni</td>
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<tr>
<td></td>
<td>New Thought</td>
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<td>Protestant; Protestantism</td>
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<td>Scientology</td>
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<td>Seventh-day Adventists</td>
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<td>Seventh Day Baptists</td>
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<td>Sikh</td>
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<td>Zoroastrian</td>
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<td>Renaissance, the (era)</td>
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<td>Report, if part of name (with date or number); the annual report; the report:</td>
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<td></td>
<td>2015 Report of the Chief of the Forest Service</td>
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<td></td>
<td>9/11 Commission Report</td>
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<td></td>
<td>Annual Report of the Secretary of Defense for the year ended September 30, 2015</td>
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<td>President’s Economic Report; the Economic Report</td>
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<td>Railroad Retirement Board Annual Report, 2015; but annual report of the Railroad Retirement Board Report No. 31</td>
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<td>United States Reports (publication)</td>
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<td></td>
<td>Reporter, the (U.S. Supreme Court)</td>
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<td></td>
<td>Representative; Representative at Large (U.S. Congress); U.N.</td>
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<tr>
<td></td>
<td>Republic, capitalized if part of name; capitalized standing alone if referring to a specific government:</td>
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<td>Czech</td>
</tr>
</tbody>
</table>
French
Irish
of Bosnia and Herzegovina
of Panama
of the Philippines
Slovak
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; 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:
airmail
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 (see rule 3.30)
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
spam (email)
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 (international)
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 (U.S.)
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:
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
Publishing 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 Hague Conference; the Weirs streets
but the Adjutant General; the National Archives; the Archives; the Times; the Mermaid
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 MasterCard
Coca-Cola TiVo
Dr Pepper U-Haul
Hersheypark UNIX
iPhone VISA
iPod Yahoo!
iTunes 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; Treasurys
Treasury, of the United States; General; National; Public
Treaty, if part of name; the treaty:
Jay
North Atlantic; North Atlantic Defense
of Versailles
but treaty of 1919
triad
Tribe; Tribal (federally recognized)
(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; the Teamsters; the
union; also the Auto Workers, etc.
Universal Postal; the Postal Union
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 (lowercase within a sentence):
#address
#page
site
Web (upper case “W” to start a sentence)
Week, Fire Prevention; etc.
Weirs, The; but the Weirs streets
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.
Wi-Fi
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, the web

X
x ray (note: no hyphen)

Y
year, calendar, fiscal
Your Excellency; Your Honor; Your Majesty; etc.
Youth Corps; the Corps

Z
Zika virus
ZIP Code number; ZIP+4
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.

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<td>awhile (for some time)</td>
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<td>a while (a short time)</td>
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<td>backward</td>
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<td>baloney (nonsense)</td>
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<td>briquet, -ted, -ting</td>
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<td>callous (adj.)</td>
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<td>calorie</td>
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<tr>
<td>canceled, -ing</td>
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<td>canvas (cloth)</td>
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<td>canvass (solicit)</td>
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<tr>
<td>capital (city, money)</td>
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<td>capitol (building)</td>
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<td>carabao (sing., pl.)</td>
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<tr>
<td>carat (gem weight)</td>
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<td>caret (omission mark)</td>
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<td>karat (gold weight)</td>
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<td>carburetor</td>
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<td>caster (roller)</td>
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<td>castor (oil)</td>
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<td>catalog, -ed, -ing</td>
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<td>caviled, -er, -ing</td>
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<td>chaise longue; lounge</td>
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<td>chancellor</td>
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<td>control, -able, -ling</td>
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<td>converter</td>
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<td>cookie</td>
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<td>corollary</td>
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<td>corvette</td>
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<td>councilor (of council)</td>
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<td>counselor (adviser)</td>
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<td>cozy</td>
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<td>Crawford</td>
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<td>creneled, -ing</td>
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<td>crystalline</td>
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<td>crystallize</td>
</tr>
<tr>
<td>cudged, -ing</td>
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<td>cyclopedia</td>
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</table>

**D**
- darndest
- debarkation
- decaffeinated
- decalogue
- defense
- deliverer
- deliveror (law)
- demagogue
- demarcation
- de minimis
- dependent
- descendant (n., adj.)
- desecrater
- desiccate
- desuetude (suspended)
- destitute (bereft)
- detractor
- develop, -ment
device (contrivance)  
devise (convey)  
dextrous (syllable division)  
dialectic  
diuretic (water pill)  
dialed, -ing  
dialogue  
dialysis  
diaphragm  
diarrhea  
dickey  
dietitian  
diffuser  
dike  
dilettante  
dinghy (boat)  
diphtheria  
disc (computer)  
dispatch  
dissension  
distention  
distill, -ed, -ing, -ment  
distributor  
divertor  
divorcée (masc., fem.)  
doctoral  
doctriinaire  
doggerel  
dossier  
dowed, -ing  
downward  
dreadnought  
dreamed  
drought  
dueled, -ing  
duffelbag  
dullness  
dumbfound  
dwelt  
dyeing (coloring)  
dying (death)  
eastward  
ecstasy  
edema  
edgewise  
electronics (n.)  
   electronic (adj.)  
elenemosynary  
elicit (to draw)  
illicit (illegal)  
embarrass  
embed  
embellish  
emboweled, -ing  
emboweler  
emigrant (go from)  
   immigrant (go into)  
emigree  
eminent (famous)  
imminent (soon)  
emoji  
employee  
enameled, -ing  
encage  
encase  
enclave  
enclasp  
enclose  
enclave  
encyclopedia  
encumber  
encumbrance  
endorse, -ment  
endwise  
enfleeble  
enforce, -ment  
engraft  
enroll, -ed, -ing, -ment  
enshade  
ensheathe  
enstrate  
ensure (guarantee)  
insure (protect)  
etrench  
etrepreneur  
etrust  
etwine  
envelop (v.)  
envelope (n.)  
enwrap  
eon  
epaulet, -ed, -ing  
epiglottis  
epilogue  
eqaed, -ing  
erysipelas  
escallop  
escapable  
esophagus  
etiology  
evacuee  
evanescent  
eviscerate  
evocative  
exhibitor  
exhilarate  
exonerate  
exorbitant  
expellant  
expel  
expired  
expedite  
existent (in existence)  
extent (range)  
extoll, -ed, -ing  
eying  
eyrie  
fantasy  
farter (distance)  
further (degree)  
favor  
fecal  
feces  
fetal  
fetish  
fetus  
fiance(e)  
fiber  
fiche (microfiche)  
filigree  
finable  
finagle  
financier  
fjord  
flammable (not inflammable)  
flection  
fledgling  
fletime  
flier  
folage  
flotation  
fluorescent  
focused, -ing  
folderol  
forbade  
foreswear  
fortissimo  
forward (ahead)  
foresee  
forgettable  
forebear (ancestor)  
forbear (endurance)  
forgettable  
forgo (relinquish)  
forego (precede)  
format, formatted, formatting  
forcswear  
fortissimo  
forward (ahead)  
foreword (preface)  
fricassee  
fuchsia
fueled
fulfill, -ed, -ing, -ment
fulsome
fungus (n., adj.)
funneled, -ing
furo
fuse (all meanings)
fuselage
fusillade

G
haiety
gaily
galosh
gamboled, -ing
garrote
gauge
gazetteer
gelatin
genealogy
generalissimo
germane
glamorous
glamour
glycerin
gobbledygook
goodbye
govinfo
(always bold)
graveled, -ing
gray
grieved
groveled, -ing
grotesque
guarantee (n., v.)
  guaranty (n., law)
guerrilla (warfare)
gorilla (ape)
guesstimate
guttural
gypsy

H
hailed
hallelujah
hra-kiri
harass
harebrained
healthful (for health)
healthy (with health)
heinous
hemoglobin
hemorrhage
hiccups
highfalutin
hijack
homeopath
homogeneity
homogeneous
(mixed uniformly)
homogenous (of similar origin)
homeologue
hors d’oeuvre
hypocrisy
hypocrisy
hypotenuse

I
idiosyncrasy
idle (inactive)
  idol (statue)
  idyll
imminent (soon)
  eminent (famous)
impaneled, -ing
impass
imperiled, -ing
impessor
imprimatur
inculcate
indict (to accuse)
  indite (to compose)
iniquity (unfairness)
  iniquity (sin)
inferable
infold
ingenious (skillful)
  ingenuous (simple)
inocuous
inuendo
inculate
inquire, inquiry
install, -ed, -ing,
  -ment
installation
instill, -ed, -ing
insure (protect)
ensure (guarantee)
telligentia
interceptor
interment (burial)
internment (jail)
intern
intervener
intervenor (law)
intransigent (n., adj.)
in in vitro
in vivo
iridescent
italic

J
jalopy
jalousie
jerry-(built)
  jury-(rigged)
jeweled, -ing, -er
jewelry
judgeship
judgment
judg
jujitsu
juxtaposition

K
karat
kerneled, -ing
kerosene
ketchup
kidnapped, -ing
kidnapper
kilogram
knapsack
kopek
kumquat

L
labeled, -ing
lacquer
landward
lath (wood)
lathe (machine)
lauered
leukemia
leveled, -ing
leveler
liable (responsible)
libel (legal)
liaison
libelant
libeled, -ing
libelle
libeler
license
licensor (issuer)
  licensor (grantor)
licorice
likable
lilliputian
linage (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)
maize (labyrinth)
maneuver
manifold
manikin (dwarf)
mannequin (model)
mantel (shelf)
mantle (cloak)
marbleize
marijuana
marshaled, -ing
marshal
marveled, -ing
marvelous
material (goods)
materiel (military)
meager
medaled, -ing
medalist
medieval
meme
metal
metalized, -ing
metalize
meteorology
(weather)
meterology
(weights and measures)
meter
mil (1/1000 inch)
mill (1/1000 dollar)
milage
miliary
(tuberculosis)
milieu
milk cow
millenary (1,000)
millinery (hats)
millennium
minable
missellry
misspell
mite
mnemonic
moccasin
modeled, -ing
modeler
mold
mollusk
molt
moneys
monogrammed, -ing
monologue
mortise
movable
mucilage
mucous
Muslim
mustache

N
naphtha
Navajo
Nazism
neophyte
niacin
nickel
niter
nonplused
northward
Novocain
(trademark)
novocaine
(anesthetic)

O
obligato
obloquy
ocher
octet
offal
offense
omelet
ophthalmology
opossum
orangutan
orbited, -ing
ordinance (law)

ordnance (military)
organdy
overseas or oversea

P
pajamas
palate (mouth)
palette (colors)
pallet (bed or freight)

paraffin
paralleled, -ing
parceled, -ing
paralelepiped
parceled, -ing
parson
pastime
patrol, -led, -ling
peccadillo
pedant (n.)
pedantic (adj.)

peddler
penciled, -ing
pendant (n.)

penny (u.m.)
percent
peremptory (decisive)

peremptory (preference)
perennial
periled, -ing

permittee

perquisite (privilege)
prerequisite (requirement)
personal (individual)
personnel (staff)

perspective (view)
prospective (expected)
peted, -ing
pharaoh
pharmacopeia
phoenix
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)

preventive
principal (chief)
principle (proposition)
privilege
proffer
programmatic
programmed, -mer,
-ming
prologue
promissory
pronunciation
propel, -led, -ling
propellant (n.)
propellent (adj.)
prophecy (n.)
prophecy (v.)
prophesy
ptomaine
pubic (anatomy)
pulmotor
pusillanimous
Q
quarreled, -ing
quartet
quaternary
questionnaire
queue
R
raccoon
racket (all meanings)
rapprochement
rarity
ratable
rational (adj.)
rationale (n.)
rattan
raveled, -ing
recyclable
referable
refuse
registrar
reinforce
relater
relator (law)
remodeler
renaissance
replicable
repellent (n.)
repellent (adj.)
requester
requestor (law)
rescission
responder
(respondent)
RIFing, RIFed, RIFs
rivaled, -ing
roweled, -ing
ruble
S
saccharin (n.)
saccharine (adj.)
sacrilegious
salable
sanded, -ing
savable
savanna
savior
Saviour (Christ)
scalloped, -ing
schizophrenia
scion (horticulture)
scurrilous
seismology
selage (edging)
salage (save)
sentineled, -ing
separatist (v., adj.)
sepulcher
seriatim
settler
settlor (law)
sewage (waste)
sewerage (drain system)
sextet
Shakespearean
shellacking
shoveled, -ing
shriveled, -ing
sideward
signaled, -ing
siphon/site (place)

cite (quote)
sizable
skeptic
skillful
skullduggery
sleight (deft)
slight (meager)
smolder
sniveled, -ing
snorkel
soliloquy
sometime
(formerly)
some time (some time ago)
some times (at times)
southward
spacious (space)
spacious
(deceptive)
specter
spirituous (liquor)
spirochete
spoliation
stationary (fixed)
stationery (paper)
stature (sculpture)
stature (height)
statute (law)
staunch
stenciled, -ing
stenciler
stifling
stratagem
stubbornness
stultify
stupefy
subpoena, -ed
sublicy
success
supererogation
surfeit
surreptitious
surveillance
swiveled, -ing
syllabary
symbolic
syphon
T
taboo
tactician
tasseled, -ing
tattoo
taxied, -ing
technique
teetotaller
tercentenary
theater
therefor (for it)
therefore (for that reason)
thiamine
thralldom
thresh (beat)
threshold
tie, tied, tying
timber (wood)
timbrem (tone)
tinseled, -ing
titer
tonsillitis
torturer
totaled, -ing
toward
towed, -ing
toxemia
trafficking
trammeled, -ing
tranquilize(r)
tranquillity
transcendent
transferable
transferred
transonic
transponder
(transelectronics)
transshipment
traveled, -ing
traveled
travelogue
v
vacillate
valance (drape)
valence
(chemistry)
veld
veranda
vermilion
victualer
vilify
villain
visa, -ed, -ing
vitamin
vitriify
volcanism
voluntarism
votable
vying

W
wainscoting
warranter
warrantor (law)
warranty
weevled, -ing
welder
westward
whimsy
whiskey, -s
willful
withe
woeful
woolen
woolly
worshiped, -er, -ing

Anglicized and foreign words

5.3. Diacritical marks are not used with anglicized words.

A
abaca
aide memoire
a la carte
a la king
a la mode
angstrom
aperitif
applique
apropos
auto(s)-da-fe

B
blase
boutonniere
brasseeire

C
cabana
cafe
cafeteria
c骨折
crepe
crepe de chine

D
debacle
debrihs
debut
debutante
decollete
demeuner
depot
dos-a-dos

critique
critiquing

cliche
cloisonne
comedienne
comme ci
comme ca
communique
confrere
consomme
cortege
coulee
coup de grace
coup d'etat
coupe
creme
crepe
crepe de chine

coup
eclair
eclat
ecru
elite
entre

etude

F
facade
failence
fau pas
fete
fianc (masc., fem.)
frappe

G
garcon
glace
grille
gruyere

H
habiture

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

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<tr>
<th>J</th>
<th>jardiniere</th>
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<tr>
<td>L</td>
<td>laissez faire</td>
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<td>O</td>
<td>opera bouffe</td>
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<td>opera comique</td>
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<td>P</td>
<td>papier mache</td>
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<td>piece de resistance</td>
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<td>porte lumiere</td>
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<td>portiere</td>
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<td>pousse cafe</td>
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<td>premiere</td>
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<td>protege (masc., fem.)</td>
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<td>puree</td>
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<td>saute</td>
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<td>senor</td>
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<td>smorgasbord</td>
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<td>soiree</td>
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<td>tete-a-tete</td>
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<td>tragedienne</td>
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<td>victorus</td>
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</tbody>
</table>

Plural forms

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

<table>
<thead>
<tr>
<th>albinos</th>
<th>falsettos</th>
<th>merinos</th>
<th>sextodecimos</th>
</tr>
</thead>
<tbody>
<tr>
<td>armadillos</td>
<td>gauchos</td>
<td>mestizos</td>
<td>sextos</td>
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<tr>
<td>avocados</td>
<td>ghettos</td>
<td>octavos</td>
<td>sirocco's</td>
</tr>
<tr>
<td>banjos</td>
<td>halos</td>
<td>octodecimos</td>
<td>solos</td>
</tr>
<tr>
<td>cantos</td>
<td>indigos</td>
<td>pianos</td>
<td>tangos</td>
</tr>
<tr>
<td>cascos</td>
<td>infernos</td>
<td>piccolos</td>
<td>tobaccos</td>
</tr>
<tr>
<td>centos</td>
<td>juntos</td>
<td>pomelos</td>
<td>twos</td>
</tr>
<tr>
<td>didos</td>
<td>kiminos</td>
<td>provisos</td>
<td>tyros</td>
</tr>
<tr>
<td>duodecimos</td>
<td>lassos</td>
<td>quartos</td>
<td>virtuosos</td>
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<tr>
<td>dynamos</td>
<td>magnetos</td>
<td>salvos</td>
<td>zeros</td>
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<td>escudos</td>
<td>mementos</td>
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</tbody>
</table>
5.6. When a noun is hyphenated with an adverb or preposition, the plural is formed on the noun.

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

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

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

5.8. 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

- 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
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.

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trade unions
under secretaries
vice chairmen

Both words equally significant:
Bulletins Nos. 27 and 28 *not* Bulletin Nos. 27 and 28 *but*
Bulletin No. 27 or 28 coats of arms masters at arms men buyers

No word significant in itself:
forget-me-nots hand-me-downs jack-in-the-pulpits man-of-the-earths pick-me-ups will-o’-the-wisps
5.11. The following words end in *ible*; other words in this class end in *able*.

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

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

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

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<td>productible</td>
<td>producible</td>
<td>unsusceptible</td>
<td>unresponsible</td>
<td></td>
</tr>
<tr>
<td>protrusible</td>
<td>producible</td>
<td>vendible</td>
<td>visible</td>
<td></td>
</tr>
<tr>
<td>putrescible</td>
<td>producible</td>
<td>vincible</td>
<td>vitrescible</td>
<td></td>
</tr>
<tr>
<td>recepitable</td>
<td>recepitable</td>
<td>sensible</td>
<td>possible</td>
<td></td>
</tr>
<tr>
<td>redemptible</td>
<td>recepitable</td>
<td>sensible</td>
<td>permissible</td>
<td></td>
</tr>
<tr>
<td>reducible</td>
<td>recepitable</td>
<td>sensible</td>
<td>persuasible</td>
<td></td>
</tr>
<tr>
<td>passible (feeling)</td>
<td>recepitable</td>
<td>sensible</td>
<td>pervertible</td>
<td></td>
</tr>
<tr>
<td>perceptible</td>
<td>recepitable</td>
<td>sensible</td>
<td>plausible</td>
<td></td>
</tr>
<tr>
<td>perfectible</td>
<td>recepitable</td>
<td>sensible</td>
<td>possible</td>
<td></td>
</tr>
<tr>
<td>permissible</td>
<td>recepitable</td>
<td>sensible</td>
<td>prehensible</td>
<td></td>
</tr>
<tr>
<td>persusiasible</td>
<td>recepitable</td>
<td>sensible</td>
<td>prescriptible</td>
<td></td>
</tr>
<tr>
<td>pervertible</td>
<td>recepitable</td>
<td>sensible</td>
<td>producible</td>
<td></td>
</tr>
<tr>
<td>plausible</td>
<td>recepitable</td>
<td>sensible</td>
<td>productible</td>
<td></td>
</tr>
<tr>
<td>possible</td>
<td>recepitable</td>
<td>sensible</td>
<td>protrusible</td>
<td></td>
</tr>
<tr>
<td>prehensible</td>
<td>recepitable</td>
<td>sensible</td>
<td>putrescible</td>
<td></td>
</tr>
<tr>
<td>prescriptible</td>
<td>recepitable</td>
<td>sensible</td>
<td>recepitable</td>
<td></td>
</tr>
<tr>
<td>producible</td>
<td>recepitable</td>
<td>sensible</td>
<td>redemptible</td>
<td></td>
</tr>
<tr>
<td>productible</td>
<td>recepitable</td>
<td>sensible</td>
<td>reducible</td>
<td></td>
</tr>
<tr>
<td>protrusible</td>
<td>recepitable</td>
<td>sensible</td>
<td>passible</td>
<td></td>
</tr>
<tr>
<td>putrescible</td>
<td>recepitable</td>
<td>sensible</td>
<td>perceptible</td>
<td></td>
</tr>
<tr>
<td>recepitable</td>
<td>recepitable</td>
<td>sensible</td>
<td>perfectible</td>
<td></td>
</tr>
<tr>
<td>redemptible</td>
<td>recepitable</td>
<td>sensible</td>
<td>permissibility</td>
<td></td>
</tr>
<tr>
<td>reducible</td>
<td>recepitable</td>
<td>sensible</td>
<td>possibilite</td>
<td></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
- an herbseller
- but
- a hotel
- an hour
- an H-U-D directive
- a human being
- an honor
- a HUD directive
- a humble man
- an onion
- an oyster

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

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

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

- an AEC report
- an NSC (en) proclamation
- an RFC (ahr) loan

5.19. Use of the indefinite article *a* or *an* before a numerical expression is determined by the consonant or vowel sound of the beginning syllable.

- an 11-year-old
- an VIII (eight) classification
- a onetime winner
- a IV–F (four ef) category (military draft)
- a III (three) group
- a 4–H Club
Geographic names

5.20. The spelling of geographic names must conform to the decisions of the U.S. Board on Geographic Names (BGN) (http://geonames.usgs.gov). In the absence of such a decision, the U.S. Directory of Post Offices is to be used.

5.21. If the decisions or the rules of the BGN permit the use of either the local official form or the conventional English form, it is the prerogative of the originating office to select the form that is most suitable for the matter in hand; therefore, in marking copy or reading proof, it is required only to verify the spelling of the particular form used. GPO’s preference is for the conventional English form. Copy will be followed as to accents, but these should be consistent throughout the entire job.

Nationalities, etc.

5.22. The table on Demonyms in Chapter 17 “Useful Tables” shows forms to be used for nouns and adjectives denoting nationality.

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

<table>
<thead>
<tr>
<th>Alabamian</th>
<th>Kentuckian</th>
<th>North Dakotan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alaskan</td>
<td>Louisianan</td>
<td>Ohioan</td>
</tr>
<tr>
<td>Arizonan</td>
<td>Mainer</td>
<td>Oklahoman</td>
</tr>
<tr>
<td>Arkansan</td>
<td>Marylander</td>
<td>Oregonian</td>
</tr>
<tr>
<td>Californian</td>
<td>Massachusetsan</td>
<td>Pennsylvanian</td>
</tr>
<tr>
<td>Coloradan</td>
<td>Michigianian</td>
<td>Rhode Islander</td>
</tr>
<tr>
<td>Connecticuter</td>
<td>Minnesotan</td>
<td>South Carolinian</td>
</tr>
<tr>
<td>Delawarean</td>
<td>Mississippian</td>
<td>South Dakotan</td>
</tr>
<tr>
<td>Floridian</td>
<td>Missourian</td>
<td>Tennessean</td>
</tr>
<tr>
<td>Georgian</td>
<td>Montanan</td>
<td>Texan</td>
</tr>
<tr>
<td>Hawaii resident</td>
<td>Nebraskan</td>
<td>Utahn</td>
</tr>
<tr>
<td>Hoosier (Indiana)</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>Iowan</td>
<td>New Mexican</td>
<td>West Virginian</td>
</tr>
<tr>
<td>Kansan</td>
<td>North Carolinian</td>
<td>Wyomingite</td>
</tr>
</tbody>
</table>
5.24. Observe the following forms:

- Alaska Native
- Asian American
- Black or African American
- Hispanic or Latino
- Native American or American Indian
- Native Hawaiian
- Pacific Islander
- Puerto Rican
- White

Native American words

5.25. Words, including Tribal and other proper names of Indian, Alaska Native, Hawaiian, and other groups, are to be followed literally as to spelling and the use of spaces, diacriticals, hyphens, etc.

Transliteration

5.26. In the spelling of nongeographic words transliterated from Chinese, Japanese, or any other language that does not have a Latin alphabet, copy is to be followed literally.
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
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.

<table>
<thead>
<tr>
<th>afterglow</th>
<th>forget-me-not</th>
<th>right-of-way</th>
</tr>
</thead>
<tbody>
<tr>
<td>bookkeeping</td>
<td>gentleman</td>
<td>whitewash</td>
</tr>
<tr>
<td>cupboard</td>
<td>newsprint</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>coldbloodedness</th>
<th>outlawry</th>
<th>Y-shaped</th>
</tr>
</thead>
<tbody>
<tr>
<td>footnoting</td>
<td>praiseworthiness</td>
<td></td>
</tr>
<tr>
<td>ill-advisedly</td>
<td>railroader</td>
<td></td>
</tr>
</tbody>
</table>

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.)

<table>
<thead>
<tr>
<th>cooperation</th>
<th>semi-independent</th>
<th>shell-like</th>
</tr>
</thead>
<tbody>
<tr>
<td>deemphasis</td>
<td>brass-smith</td>
<td>hull-less</td>
</tr>
<tr>
<td>preexisting</td>
<td>Inverness-shire</td>
<td><em>but</em></td>
</tr>
<tr>
<td>anti-inflation</td>
<td>thimble-eye</td>
<td>co-occupant</td>
</tr>
<tr>
<td>micro-organism</td>
<td>ultra-atomic</td>
<td>cross section</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>airship</th>
<th>cupboard</th>
<th>footnote</th>
</tr>
</thead>
<tbody>
<tr>
<td>bathroom</td>
<td>dressmaker</td>
<td>locksmith</td>
</tr>
<tr>
<td>bookseller</td>
<td>fishmonger</td>
<td>workman</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>blowout</th>
<th>builddown</th>
<th>flareback</th>
</tr>
</thead>
<tbody>
<tr>
<td>breakdown</td>
<td>cooldown</td>
<td>giveaway</td>
</tr>
<tr>
<td>hangover</td>
<td>runoff</td>
<td><em>but</em></td>
</tr>
<tr>
<td>holdup</td>
<td>setup</td>
<td>cut-in</td>
</tr>
<tr>
<td>makeready</td>
<td>showdown</td>
<td>phase-in</td>
</tr>
<tr>
<td>markoff</td>
<td>throwaway</td>
<td>run-in</td>
</tr>
<tr>
<td>pickup</td>
<td>tradeoff</td>
<td>sit-in</td>
</tr>
</tbody>
</table>
Compounding Rules

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

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

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

- berry
- bird
- blossom
- board
- boat
- book
- borne
- bound
- box
- boy
- brained
- bug
- bush
- cam
- craft
- field
- fish
- flower
- fly
- girl
- grower
- headed
- hearted
- holder
- hopper
- house
- keeper
- keeping
- land
- light
- like
- line
- load
- maid
- maker
- making
- man
- master
- mate
- mill
- mistress
- monger
- over
- owner
- person
- picker
- picking
- piece
- plane
- power
- proof
- roach
- room
- shop
- site
- skin
- smith
- stone
- store
- tail
- tight
- time (not clock)
- ward
- ware
- water
- way
- wear
- weed
- wide
- wise
- woman
- wood
- work
- worker
- working
- worm
- worthy
- writer
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.

<table>
<thead>
<tr>
<th>Word</th>
<th>Word</th>
<th>Word</th>
</tr>
</thead>
<tbody>
<tr>
<td>anybody</td>
<td>everywhere</td>
<td>somebody</td>
</tr>
<tr>
<td>anything</td>
<td>everyone</td>
<td>something</td>
</tr>
<tr>
<td>anywhere</td>
<td>nobody</td>
<td>somewhere</td>
</tr>
<tr>
<td>anyone</td>
<td>nothing</td>
<td>someone</td>
</tr>
<tr>
<td>everybody</td>
<td>nowhere</td>
<td>no one</td>
</tr>
</tbody>
</table>

*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.

<table>
<thead>
<tr>
<th>Word</th>
<th>Word</th>
<th>Word</th>
</tr>
</thead>
<tbody>
<tr>
<td>herself</td>
<td>oneself</td>
<td>yourself</td>
</tr>
<tr>
<td>himself</td>
<td>ourselves</td>
<td>yourselves</td>
</tr>
<tr>
<td>itself</td>
<td>themselves</td>
<td>thyself</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Direction</th>
<th>Direction</th>
</tr>
</thead>
<tbody>
<tr>
<td>northeast</td>
<td>north-northeast</td>
</tr>
<tr>
<td>southwest</td>
<td>south-southwest</td>
</tr>
</tbody>
</table>

*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.

<table>
<thead>
<tr>
<th>Combination</th>
<th>Combination</th>
</tr>
</thead>
<tbody>
<tr>
<td>agreed-upon standards</td>
<td>Federal-State-local cooperation</td>
</tr>
<tr>
<td>Baltimore-Washington road</td>
<td>German-English descent</td>
</tr>
<tr>
<td>collective-bargaining talks</td>
<td>guided-missile program</td>
</tr>
<tr>
<td>contested-election case</td>
<td>hearing-impaired class</td>
</tr>
<tr>
<td>contract-bar rule</td>
<td>high-speed line</td>
</tr>
<tr>
<td>cost-of-living increase</td>
<td>large-scale project</td>
</tr>
<tr>
<td>drought-stricken area</td>
<td>law-abiding citizen</td>
</tr>
<tr>
<td>English-speaking nation</td>
<td>long-term loan</td>
</tr>
<tr>
<td>fire-tested material</td>
<td>line-item veto</td>
</tr>
</tbody>
</table>
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

but no-hyphen rule (readability aided); not no hyphen rule

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 duties were price fixing.
The shale was oil bearing. The shale was oil bearing.
The effects were far reaching. The effects were far reaching.
The area is used for beet raising. The area is used for beet raising.
6.18. Print without a hyphen a compound predicate adjective the second element of which is a past participle. Omit the hyphen in a predicate modifier of comparative or superlative degree.

- The area is drought stricken.
- The paper is fine grained.
- Moderately fine grained wood.

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

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

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

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

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

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

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

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

- Latin American countries
- North Carolina roads
- a Mexican American
- South American trade
- Spanish-American pride
- Winston-Salem festival
- African-American program
- Anglo-Saxon period
- Franco-Prussian War

- Seventh-day Adventists
- but
- Minneapolis-St. Paul region
- North American-South American
- French-English descent
- Washington–Wilkes-Barre route
- Washington/Wilkes-Barre route
6.22. Do not confuse a modifier with the word it modifies.

- elderly clothesman
- old-clothes man
- competent shoemaker
- wooden-shoe maker
- field canning factory
- tomato-canning factory
- brave servicemen
- service men and women
- light blue hat (weight)
- light-blue hat (color)
- average taxpayer
- income-tax payer
- American flagship (military)
- American-flag ship

<table>
<thead>
<tr>
<th>Modified</th>
<th>Not Modified</th>
</tr>
</thead>
<tbody>
<tr>
<td>elderly clothesman</td>
<td>well-trained schoolteacher</td>
</tr>
<tr>
<td>old-clothes man</td>
<td>elementary school teacher</td>
</tr>
<tr>
<td>competent shoemaker</td>
<td>preschool children (kindergarten)</td>
</tr>
<tr>
<td>wooden-shoe maker</td>
<td>pre-school children (before school)</td>
</tr>
<tr>
<td>field canning factory</td>
<td>rezon ed wastesite</td>
</tr>
<tr>
<td>tomato-canning factory</td>
<td>hazardous-waste site</td>
</tr>
<tr>
<td>brave servicemen</td>
<td>but</td>
</tr>
<tr>
<td>service men and women</td>
<td></td>
</tr>
<tr>
<td>light blue hat (weight)</td>
<td>common stockholder</td>
</tr>
<tr>
<td>light-blue hat (color)</td>
<td>stock ownership</td>
</tr>
<tr>
<td>average taxpayer</td>
<td>small businessman</td>
</tr>
<tr>
<td>income-tax payer</td>
<td>working men and women</td>
</tr>
<tr>
<td>American flagship (military)</td>
<td>steam powerplant site</td>
</tr>
<tr>
<td>American-flag ship</td>
<td>meat packinghouse owner</td>
</tr>
</tbody>
</table>

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 hyphens 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

<table>
<thead>
<tr>
<th>Compound</th>
<th>Not Compound</th>
</tr>
</thead>
<tbody>
<tr>
<td>2- to 3- and 4- to 5-ton trucks</td>
<td></td>
</tr>
<tr>
<td>2- by 4-inch boards, but boards</td>
<td>2 to 6 inches wide</td>
</tr>
<tr>
<td>8-, 10-, and 16-foot boards</td>
<td></td>
</tr>
<tr>
<td>6.4-, 3.1-, and 2-percent pay</td>
<td></td>
</tr>
<tr>
<td>raises</td>
<td></td>
</tr>
<tr>
<td>moss- and ivy-covered walls</td>
<td>moss and ivy-covered walls</td>
</tr>
<tr>
<td>not</td>
<td></td>
</tr>
<tr>
<td>moss and ivy-covered walls</td>
<td></td>
</tr>
<tr>
<td>long- and short-term money</td>
<td>long and short-term money rates</td>
</tr>
<tr>
<td>rates, not</td>
<td></td>
</tr>
<tr>
<td>long and short-term money rates</td>
<td></td>
</tr>
<tr>
<td>but</td>
<td></td>
</tr>
<tr>
<td>twofold or threefold</td>
<td></td>
</tr>
<tr>
<td>goat, sheep, and calf skins</td>
<td>goat, sheep, and calveskins</td>
</tr>
<tr>
<td>not</td>
<td></td>
</tr>
<tr>
<td>goat, sheep, and calveskins</td>
<td></td>
</tr>
<tr>
<td>intrastate and intracity</td>
<td>intra-state and -city</td>
</tr>
<tr>
<td>not</td>
<td></td>
</tr>
<tr>
<td>intra-state and -city</td>
<td></td>
</tr>
<tr>
<td>American owned and managed</td>
<td>American owned and managed</td>
</tr>
<tr>
<td>companies</td>
<td></td>
</tr>
<tr>
<td>preoperative and postoperative</td>
<td>preoperative and postoperative examination</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Compound</th>
<th>Not Compound</th>
</tr>
</thead>
<tbody>
<tr>
<td>ante bellum days</td>
<td>ex officio member</td>
</tr>
<tr>
<td>bona fide transaction</td>
<td>per capita tax</td>
</tr>
<tr>
<td>per diem employee</td>
<td>prima facie evidence</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Compound</th>
<th>Not Compound</th>
</tr>
</thead>
<tbody>
<tr>
<td>abstract B pages</td>
<td>class II railroad</td>
</tr>
<tr>
<td>article 3 provisions</td>
<td>grade A milk</td>
</tr>
<tr>
<td>point 4 program</td>
<td>ward D beds</td>
</tr>
</tbody>
</table>
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
coopurate  microscope  retrospect
contraposition  misstate  semiofficial
countercase  monogram  stepfather
deenergize  multicolor  subsecretary
demitasse  neophyte  supermarket
excommunicate  nonneutral  thermocouple
extracurricular  offset  transonic
foretell  outbake  transship
heroicomic  overactive  tricolor
hypersensitive  panceomic  ultraviolet
hypocaid  paracentric  unnecessary
inbound  particoated  underflow
6.30. Print solid combining forms and suffixes, except as indicated elsewhere.

- portable geography innermost
- coverage manhood partnership
- operate selfish lonesome
- plebscite meatless homestead
- twentyfold outlet northward
- spoonful wavelike clockwise
- kilogram procurement

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

- lifelike girllike Scotland-like
- lilylike bell-like McArtor-like

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.

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

6.33. Use a hyphen to join duplicated prefixes.

- re-redirect sub-subcommittee super-superlative

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

- ex-governor quasi-argument
- ex-serviceman quasi-corporation
- ex-son-in-law quasi-young
- ex-vice-president
- self-control *but*
- self-educated selfhood
- quasi-academic selfsame
6.35. Unless usage demands otherwise, use a hyphen to join a prefix or combining form to a capitalized word. (The hyphen is retained in words of this class set in caps.)

- anti-American
- pro-British
- un-American
- non-Government
- neo-Nazi
- post-World War II

*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
- 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

- multimillion-dollar fund
- 10-dollar-per-car tax
- thirty- (30-) day period
- but
- but
- but
- but
- but
- but
- but
- but
- but

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
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  
two-thirds  
two one-thousandths

twenty-three thirtieths  
twenty-one thirty-seconds  
three-fourths of an inch

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

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  
but under-secretaryship

vice president  
but vice-presidency

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-elect (Federal)

ambassador-designate  
minister-designate
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 full-size figures use a hyphen; chemical symbols do not.

- polonium-210
- uranium-235
- $^{235}\text{U}$
- $^{234}\text{U}_{92}$
- $^{90}\text{Sr}$

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
- light-year
- work-year
- crop-year
- passenger-mile
- but kilowatthour
- horsepower-hour
- staff-hour

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

- blue-pencil (v.)
- George “Pay-As-You-Go” Miller
- 18-year-old (n., u.m.)
- stick-in-the-mud (n.)
- know-it-all (n.)
- let-George-do-it attitude
- know-how (n.)
- how-to-be-beautiful course
- lick-the-finger-and-test-the-wind economics
- hard-and-fast rule
- make-believe (n., u.m.)
- penny-wise and pound-foolish policy
- one-man-one-vote principle
- first-come-first-served basis
- roll-on/roll-off ship
- but a basis of first come, first served
6.47. Use hyphens in a prepositional-phrase compound noun consisting of three or more words.

- cat-o’-nine-tails
- government-in-exile
- grant-in-aid
- jack-in-the-box
- man-of-war
- mother-in-law
- mother-of-pearl
- patent-in-fee
- but
- heir at law
- next of kin
- officer in charge

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

- cold-shoulder
- blue-pencil
- cross-brace

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

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

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

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

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

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

6.52. Print idiomatic phrases without hyphens.

- come by
- insofar as
- inasmuch as
- Monday week
- nowadays
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 nonliteral 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 spring 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. 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).

7.10. 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.

7.11. Words spelled alike but pronounced differently, such as tear-dimmed and tearsheet, wind tunnel and windup, are listed under the same keyword.

7.12. 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.

7.13. 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.
Compounding Examples

A

A

BC(s) (n.)
-B–C (u.m.)
-bomb
-day
-flat
-frame
-pole
-sharp

a

born, etc.

foot

while (adv.)

abdomino (c.f.)

all one word

able

-bodied (u.m.)

-minded (u.m.)

about-face

above

-cited (u.m.)

dock

-found (u.m.)

-given (u.m.)

-ground (u.m.)

-mentioned (u.m.)

-named (u.m.)

-agribusiness

ague

-faced (u.m.)

-plagued (u.m.)

-sore (u.m.)

aide-de-camp

air

-bag

-base

-bill

-blast

-blasted (u.m.)

-blown

-brake

-brush

-burst

-cargo

-clear (u.m.)

-coach

-condition (all forms)

-cool (v.)

-addle

-brain

-head

-pate

-add-on (n., u.m.)

-adeno (c.f.)

-all one word

-aero (c.f.)

-otitis

-rest one word

-afore

-all one word

-after (c.f.)

-agar-agar

-age

-less

-long

-old (u.m.)

-stricken (u.m.)

-weary (u.m.)

-agribusiness

-ague

-faced (u.m.)

-plagued (u.m.)

-sore (u.m.)

aide-de-camp

air

-bag

-base

-bill

-blast

-blasted (u.m.)

-blown

-brake

-brush

-burst

-cargo

-clear (u.m.)

-coach

-condition (all forms)

-cool (v.)

-cooled (u.m.)

-course

-crew

-dried (u.m.)

-driven (u.m.)

-drome

-drop

-dry (u.m., v.)

-fare

-floated (u.m.)

-flow

-foil

-formed (u.m.)

-frame

-freight

-gap

-glow

-hammer

-head

-hole

-hose

-lane

-lift

-line (line for air)

-line (aviation)

-liner

-link

-locked

-mail

-mark (v.)

-marker

-mass

-minded

-park

-path

-photo

-port (all meanings)

-news

-scoop

-shaip

-show

-sick

-slaked (u.m.)

-sleeve

-space

-speed

-stream

-strike

-strip

-time (radio and TV)

-wave

-woman

-worthy

-alder-leaved (u.m.)

-able

-fod (u.m.)

-glass

-alkali

-alleyway

-ace-high (u.m.)

-acid

-fast

-treat (v.)

-works

-ack-ack

-acre

-foot

-inch

-actino (c.f.)

-all one word

-almsgiver

-all

-absorbing (u.m.)

-aged (u.m.)

-American

-clear (n., u.m.)

-fired (u.m.)

-flotation

-(mining)

-fours

-in

-inclusive (u.m.)

-mark (printing)

-out (u.m.)

-possessed (u.m.)

-round (u.m.)

-spice

-star (u.m.)

-time (u.m.)

-wise

-almsgiver

-along

-ship

-almsgiver

-along

-ship
shore
side
alpen
glow
stock
alpha
-cellulose
-iron
-naphthol
also-ran (n., u.m.)
also
-cumulus
-relievo
-stratus
amber
-clear (u.m.)
-colored (u.m.)
-tipped (u.m.)
ambi (c.f.)
all one word
amidships
amino
#acid
as prefix, all one word
ampere
-foot
-hour
-meter
-minute
-second
amphi (pref.)
all one word
amphilo (c.f.)
all one word
anchor
hold
#light
plate
angel
cake
-eyed (u.m.)
-faced (u.m.)
food
anglo (c.f.)
all one word
angle
-hook
-meter
-wing
-worm
Anglo (c.f.)
-American, etc.
rest one word
anhydr(o) (c.f.)
all one word
ankle
-bone
-deep (u.m.)
-jack
ant
-eater
-hill
ante (pref.)
#bellum, etc.
-Christian, etc.
#mortem
-mortem
(nonliteral)
rest one word
antero (c.f.)
all one word
anthra (c.f.)
all one word
anthropo (c.f.)
all one word
anti (pref.)
-American, etc.
-choice
-christ
-god
-hog-cholera
(u.m.)
-icer
-imperial
-inflation, etc.
-life
-missile-missle
(u.m.)
-missle
-NewDeal, etc.
-personnel
-trust, etc.
rest one word
antro (c.f.)
all one word
anvil
-faced (u.m.)
-headed (u.m.)
any
-body
-how
-one
#one (one thing
or one of
a group)
-place (adv.)
aorto (c.f.)
all one word
apo (pref.)
all one word
apple
cart
-jack
#juice
-sauce
-scented (u.m.)
April-fool (v.)
aqua
culture
-lung
-marine
-meter
-puncture
-tint
-tone
aquo (c.f.)
-ion
rest one word
arc
-over (n., u.m.)
-weld (v.)
arch (pref.)
-band
-bishop
-duke
-enemy
-Protestant
archeo (c.f.)
all one word
archi (pref.)
all one word
archo (c.f.)
all one word
areo (c.f.)
all one word
aristo (c.f.)
all one word
arithmo (c.f.)
all one word
arm
-band
-bone
-chair
-hole
-lift
-pit
-plate
-rack
-rest
-shaped (u.m.)
armer
-clad (u.m.)
-piercing (u.m.)
-plate
-plated (u.m.)
-smith
-arm’s-length (u.m.)
arrow
-head
-leaved (u.m.)
-plate
Compounding Examples

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
-rack
-room
-train
-bailout (n., u.m.)
<table>
<thead>
<tr>
<th><strong>bake</strong></th>
<th>tender</th>
<th><strong>bath</strong></th>
<th>hide</th>
</tr>
</thead>
<tbody>
<tr>
<td>oven</td>
<td>-wound (u.m.)</td>
<td>mat</td>
<td>hound</td>
</tr>
<tr>
<td>pan</td>
<td>bare</td>
<td>robe</td>
<td>off (n., u.m.)</td>
</tr>
<tr>
<td>shop</td>
<td>-armed (u.m.)</td>
<td>#towel</td>
<td>trap</td>
</tr>
<tr>
<td><strong>bald</strong></td>
<td>back</td>
<td>tub</td>
<td></td>
</tr>
<tr>
<td>faced</td>
<td>bone</td>
<td>batswing (cloth)</td>
<td></td>
</tr>
<tr>
<td>head (n.)</td>
<td>faced</td>
<td>battercake</td>
<td></td>
</tr>
<tr>
<td><strong>ball</strong></td>
<td>foot</td>
<td>battle</td>
<td></td>
</tr>
<tr>
<td>field</td>
<td>handed</td>
<td>ax</td>
<td></td>
</tr>
<tr>
<td>#game</td>
<td>legged</td>
<td>-fallen (u.m.)</td>
<td></td>
</tr>
<tr>
<td>-like</td>
<td>necked</td>
<td>front</td>
<td></td>
</tr>
<tr>
<td>park (nonliteral)</td>
<td>worn</td>
<td>ground</td>
<td></td>
</tr>
<tr>
<td>#park (literal)</td>
<td>barge-laden (u.m.)</td>
<td>-scarred (u.m.)</td>
<td></td>
</tr>
<tr>
<td>player</td>
<td>bark</td>
<td>ship</td>
<td></td>
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Compounding Examples

stead
straw
time
bee
bread
-eater
herd
hive
keeper
line
way
beechnut
beef
eater
#extract
-faced (u.m.)
head
steak
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

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| belt       |                 |
| -driven (u.m.)|             |
| saw        |                 |

| bench      |                 |
| fellow     |                 |
| -hardened (u.m.)|    |
| made (u.m.) |                 |
| mark (nonliteral) |
| #mark (surveying) |
| warmer      |                 |
| #warrant   |                 |
| bentwing (n., u.m.) |
| benzo (c.f.)|                 |
| all one word|
| berry-brown (u.m.) |
| best       |                 |
| #man       |                 |
| seller (n.)|
| beta       |                 |
| -glucose   |                 |
| tron       |                 |

| between    |                 |
| deeks      |                 |
| whiles     |                 |
| bi (pref.) |                 |
| -iliac     |                 |

| big        |                 |
| -eared (u.m.)|             |
| -eyed (u.m.) |                 |
| head (ego)  |                 |
| horn (sheep)|                 |
| -horned (u.m.) |
| -leaguer    |                 |
| mouthed     |                 |

| 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       |
| coin     |
| -mapped  |
| stock    |

| bitter    |
| -ender   |
| head     |
| sweet    |
| -tongued (u.m.) |

<p>| 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       |</p>
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<td>neck</td>
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<td>haul</td>
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<tr>
<td>head (printing)</td>
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<td>stuff</td>
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<tr>
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<td>stuff</td>
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through (n., u.m.)
up (n., u.m.)
wind (n.)

**breaker**
- down
- off
- up

**breast**
band
beam
bone
- deep (u.m.)
- fed (u.m.)
feed
- high (u.m.)
hook
mark
piece
pin
plate
plow
rail
rope
work

**breath**
- blown (u.m.)
- tainted (u.m.)
taking

**breech**
block
cloth
loader
- loading (u.m.)
lock
pin
plug
sight

**breeze**
- borne (u.m.)
- lifted (u.m.)
- swept (u.m.)
way

**bribe**
- free (u.m.)
giver
taker
bric-a-brac

**brick**
bat
- built (u.m.)
- colored (u.m.)
kiln
layer
liner
mason
- red (u.m.)
setter
work
yard

**bride**
bed
bowl
cake
chamber
cup
groom
knot
lace
maid
stake

**bridge**
builder
head
pot
tree
# wall
work
briefcase

**bright**
- colored (u.m.)
- eyed (u.m.)

**brilliant**
- cut (u.m.)
- green (u.m.)

**bringer-up**

**bristle**
cone (u.m.)
- pointed (u.m.)

**broad**
acre
ax
band (n., u.m.)
- beamed (u.m.)
brim
cast
cloth
head
# jump
leaf (n.)
- leaved (u.m.)
loom
minded
- mouthed (u.m.)
share (n., v.)
sheet (n.)
side
sword
wife
woven

**broken**
- down (u.m.)
- legged (u.m.)
- mouthed (u.m.)

**bromo** (c.f.)
*all one word*

**bronchio** (c.f.)
*all one word*

**broncho** (c.f.)
*all one word*
broncobuster

**bronce**
- clad (u.m.)
- covered (u.m.)
- red (u.m.)

**broom**
# handle
- leaved (u.m.)

**buff**
- tipped (u.m.)

**bribe**
- free (u.m.)
giver
taker
bric-a-brac

**broad**
acre
ax
band (n., u.m.)
- beamed (u.m.)
brim
cast
cloth
head
# jump
leaf (n.)
- leaved (u.m.)
loom
minded
- mouthed (u.m.)
share (n., v.)
sheet (n.)
side
sword
wife
woven

**brown**
back
- eyed (u.m.)
out (n., u.m.)
print

**brush**
ball
# holder
off (n., u.m.)
- treat (v.)
# up

**brusher**
- off
- up

**buck**
eye
- eyed (u.m.)
horn
hound
passer
plate
pot
saw
shot
skinned
stall
stay
stove
tooth
wagon
wash
bucketshaped (u.m.)

**buff**
- tipped (u.m.)
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<td>bite</td>
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<td>-eyed (u.m.)</td>
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<tr>
<td><strong>build</strong></td>
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<td>-up (u.m.)</td>
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<td>-pile (v.)</td>
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<td>weigh (v.)</td>
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<td><strong>bus</strong></td>
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<td>-joint (v.)</td>
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- not
  #opener
canalside
candle
  bomb
  -foot
  holder
  -hour
  lighter
  lit
  -meter
  power
  -shaped (u.m.)
  stand
  stick
  wick
  wright
candystick
cane
  -backed (u.m.)
  brake
  crusher
  cutter
  #sugar
canker
  -eaten (u.m.)
  -mouthed (u.m.)
cannonball
canvas-covered
  (u.m.)
cap
  -flash (v.)
  nut
  screw
  sheaf
  shore
car
  barn
  break
  builder
  fare
  goose
  hop
  jacker
  lot
  -mile
  owner
  pool
  port
  sick
  wash
carbo (c.f.)
  all one word
carbol (c.f.)
  all one word
carcino (c.f.)
  all one word
card
  case
  -index (u.m., v.)
  player
  sharp
  stock
cardio (c.f.)
  -aortic
  rest one word
care
  free
  giver
  -laden (u.m.)
  taker
  -tired (u.m.)
  worn
carpet
  bagger
  beater
  #cleaner
  -cleaning (u.m.)
  -covered (u.m.)
  fitter
  layer
  -smooth (u.m.)
  -sweeping (u.m.)
  weaver
  -weaving (u.m.)
  web
  woven
carpo (c.f.)
  -olecranal
  rest one word
carriage-making
  (u.m.)
carrot
  -colored (u.m.)
  head (nonliteral)
  juice
  top (nonliteral)
carry
  all (n., u.m.)
  around (n., u.m.)
  back (n., u.m.)
  forward (n.)
  -in (n., u.m.)
  out (n., u.m.)
  over (n., u.m.)
cart
  load
  wheel (coin)
  whip
  wright
case
  bearer
  finding
  hammer
  harden
  load
  mated
  worker
caser-in
cashflow
cast
  away (n., u.m.)
  back (n., u.m.)
  -by (u.m.)
  off (n., u.m.)
  out (n., u.m.)
  -ridden (u.m.)
  -weld (v.)
caster
  -off
  -out
castlebuilder
  (nonliteral)
cat
  back
  beam
  bird
  call
  -eyed (u.m.)
  face (n.)
  fall
  gut
  head
  hole
  hook
  -ion
  like
  nap
  nip
  -o’-nine-tails
  stitch
  walk
  CAT scan
catch
  all (n., u.m.)
  -as-catch-can
  (u.m.)
  cry
  penny
  plate
  up (n., u.m.)
  weight
  word
cater
  corner
  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
cephalo (c.f.)
  all one word
cerato (c.f.)
  all one word
cerebro (c.f.)
  -ocular
  rest one word
certificator
  holder
  cerebro (c.f.)
  -ocular
  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
  chapelgoing
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
  -justice
  ship
  mate
child
  bearing
  bed
  birth
  care
  crowing
  hood
  kind
  life
  -minded (u.m.)
<table>
<thead>
<tr>
<th>Word</th>
<th>Definition</th>
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<tbody>
<tr>
<td>ridden</td>
<td>past participle of ride; ridden back on the horse.</td>
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<td>support, support.</td>
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<td>female.</td>
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<td>cast into cold; chill-cast.</td>
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<td>chin, jaw.</td>
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<td>strap, belt.</td>
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<td>chin.</td>
</tr>
<tr>
<td>cloth</td>
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<tr>
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</tr>
<tr>
<td>chipmunk</td>
<td>chipmunk.</td>
</tr>
<tr>
<td>chiro</td>
<td>chiro.</td>
</tr>
<tr>
<td>(c.f.)</td>
<td>all one word.</td>
</tr>
<tr>
<td>chisel</td>
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</tr>
<tr>
<td>-cut</td>
<td>cut.</td>
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<tr>
<td>-edged</td>
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</tr>
<tr>
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</tr>
<tr>
<td>chitchat</td>
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<tr>
<td>chitter-chatter</td>
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<tr>
<td>chloro</td>
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<tr>
<td>(c.f.)</td>
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<tr>
<td>(c.f.)</td>
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<td>circuitbreaker</td>
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<td>(u.m.)</td>
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<td>(n., u.m.)</td>
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<td>-graft</td>
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<td>client/server</td>
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<td>clinch-built</td>
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<td>clink-clank</td>
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<td>clip</td>
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<td>clipper-built</td>
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<td>-and-dagger</td>
<td>and-dagger.</td>
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</table>
Compounding Examples

room
clock
case
face
-minded (u.m.)
setter
#speed
watcher
close
bred
-connected (u.m.)
cross
-cut (u.m.)
down (n.)
-fertilize (v.)
fisted
handed
-knit
minded
mouthed
out (n., u.m.)
up (n., u.m.)
closed
-circuit (u.m.)
#end
#shop
cloth-backed (u.m.)
clothes
bag
basket
brush
#closet
horse
pin
line
press
rack
#tree
cloud
base
burst
cap
-hidden (u.m.)
clover
bloom
leaf
seed
sick
club
#car
foot
hand
haul
mobile
ridden
room
root
-shaped (u.m.)
co (pref.)
-op
exist, operate, etc.
processor
rest one word
coach
-and-four
builder
whip
coal
bag
bed
bin
-black (u.m.)
brunker
#car
dealer
digger
-faced (u.m.)
-hole
-laden (u.m.)
#loader
#mine
#oil
-pit
-rake
sack (astron. only)
shed
ship
#tar
#truck
yard
coastside
cloak
hanger
rack
-tailed
cob
head
-meal
shed
web
cock
bill
-brain
crow
eye
fight
head
pit
#robin
spur
-sure
-tailed (u.m.)
up (n., u.m.)
cockleshell
cockscomb
cod
bank
fishing
-head
#liver
-piece
pitchings
smack
code
-name
-named (u.m.)
coffee
break
cake
-color (u.m.)
-growing (u.m.)
pot
room
cofferdam
cogwheel
coin-operated
(u.m.)
cold
-blooded
-chisel (v.)
cuts
-draw (v.)
finch
-flow (v.)
-forge (v.)
-frame
-hammer (v.)
-hammered (u.m.)
pack
-press (v.)
-roll (v.)
-rolled (u.m.)
-short (u.m.)
-shortness
-shouder (v.)
type (printing)
-war
-wave
-work (v.)
cole
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.)
comb-toothed
(u.m.)

come
-along (tool)
-back (n., u.m.)
-between (n.)
down (n.)
-off (n., u.m.)
on (n., u.m.)
-out (n.)
-out (u.m.)
-up (u.m.)

companionship
-compressed
-file
-comptime
-cone
-shaped (u.m.)
speaker
-conference
room
-Congressman
-at
-Large

contra (pref.)
-acting
-approach
-ion
rest one word
cook
-book
-off (n., u.m.)
-out (n., u.m.)
-shack
-stove
-coolheaded
cooped
-in (u.m.)
-up (u.m.)
cop
-out (v.)
-out (n.)
copper
-bottomed (u.m.)
-colored (u.m.)
-head
-headed (u.m.)
-mine
-nose
-plate
-plated (u.m.)
-smith
-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
-stalk
-starch
corner
-bind
-post
corpsmember
cost
-effective (n.)
-effectiveness
-wise
costo (c.f.)
all one word
cotton
-clad (u.m.)
-covered (u.m.)
-growing (u.m.)
-mill
-mouth (snake)
packer
-picker, ing
-seed
-sick
countdown (n., u.m.)
counter
-check (banking)

-cork
-lined (u.m.)

-country
-born (u.m.)
bred (u.m.)
folk
people
-side
-wide

county
-seat
-wide
court
-bred
-martial
-ship
cousin
-hood
-in-law
cover
-alls
-let
-side
-up (n., u.m.)
cow
-barn
-bell
-catcher
-eyed (u.m.)
gate
-hand
-herd
-hide
-hitch
-lick
-path
-pen
-pony

 conta (pref.) -acting -approach -ion rest one word cook book off (n., u.m.) out (n., u.m.) shack stove coolheaded cooped -in (u.m.) -up (u.m.) cop #out (v.) out (n.) copper -bottomed (u.m.) -colored (u.m.) head -headed (u.m.) #mine nose plate -plated (u.m.) smith 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 stalk starch corner bind post corpsmember cost effective (n.) effectiveness wise costo (c.f.) all one word cotton clad (u.m.) covered (u.m.) growing (u.m.) mill mouth (snake) packer picker, ing seed sick countdown (n., u.m.) counter check (banking)

cork lined (u.m.)

-country born (u.m.) bred (u.m.) folk people side wide
county seat wide court bred martial ship cousin hood in-law cover alls let side up (n., u.m.) cow barn bell catcher eyed (u.m.) gate hand herd hide hitch lick path pen pony
pox
cracker
shed
sucker
crab
cake
catcher
eater
faced
hole
meat
stick
crack
down (n., u.m.)
#house
jaw
pot
-the-whip (n., u.m.)
up (n., u.m.)
cradle
side
#snatcher
song
cranio (c.f.)
all one word
crank
case
-driven (u.m.)
pin
pit
shaft
crapehanger
crashdive (v.)
crazy
bone
cat
cream
cake
-colored (u.m.)
creditworthiness
creek
bed
side
creep
hole
mouse
crepe#de#chine
crestfallen
crew
cut
member
cribstrap
crime
fighter
solver
wave
crisscross
crook
all one word
crooked
-foot (n.)
-legged (u.m.)
-nosed (u.m.)
crop
-bound (u.m.)
-haired (u.m.)
head
mark
-year
cross
-appeal
arm
band
bar
beam
bearer
bedded
belt
bench
-bidding
bill (bird)
#bill (legal)
bind
bolt
bond
bones
bred
breed
-bridge (v.)
-brush (v.)
-carve (v.)
-channel (u.m.)
-check
-claim
-compound (v.)
-connect (v.)
-country (u.m.)
-cultivate (v.)
current
-curve (math.) (n.)
cut
-date (v.)
-drain (v.)
-dye (v.)
-dyeing (n.)
-examine (v.)
-eye (n., u.m.)
-eyed (u.m.)
fall
feed
-fertile (u.m.)
-fertilize (v.)
-fiber (u.m.)
file
fire
flow
foot
-grained (u.m.)
-hair
hand
hatch
haul
head
-immunity
-index (u.m.)
-interrogate (v.)
-interrogatory
-invite (v.)
legged
legs
-level (v.)
-license (v.)
-lift (v.)
lock
lots
mark
member
patch
path
plow (v.)
-pollinate (v.)
-purpose (n.)
-question
rail
-reaction
-refer (v.)
-reference
road
row
-service
-shaft
-slide
-staff
-sterile
-stitch
-stone
-stratification
-sue (v.)
-surge (v.)
talk
tie
town
track
trail
tree
-under (n., u.m.)
-vote
walk
web
wind
word
crow
   bait
   bar
   foot
crowd
   funding
   sourcing
crownbar
   -foot (nonliteral)
   -nest (nonliteral)
crybaby
crypto (c.f.)
   -Christian, etc.
   rest one word
crystal
   -clear (u.m.)
   -girded (u.m.)
   -smooth (u.m.)
cubbyhole
cumulo (c.f.)
   all one word
cup
   bearer
   cake
   ful
   head
curb
   side
   stoner
cure-all (n., u.m.)
curly
   head
   locks (n.)
currycomb
cussword
custom
   -built (u.m.)
   -made (u.m.)
   -tailored (u.m.)
cut
   away (n., u.m.)
   back (n., u.m.)
glass
   -in (n., u.m.)
   off (n., u.m.)
   out (n., u.m.)
   rate (u.m.)
   throat
   -toothed (u.m.)
   -under (u.m.)
   -up (n., u.m.)
cutter
   -built (u.m.)
   -down
   head
   -off
   -out
   -rigged (u.m.)
   -up
cuttlebone
cyano (c.f.)
   all one word
cyber
   bullying
   security
cycle
   -clear (u.m.)
   -olefin
   rest one word
cysto (c.f.)
   all one word
cyto (c.f.)
   all one word
D
   -Day
   -major
   -plus-4-day
dairy
   -fed (u.m.)
   -made (u.m.)
daisy#chain
damp
   proofing
   -stained (u.m.)
damping-off (n., u.m.)
dancehall
danger#line
dark
   -all (n., u.m.)
   devil
   say
dash
   plate
   wheel
data
   bank
   base
   set
date
   lined
   mark
daughter-in-law
dawn
   -gray (u.m.)
   room (n.)
   -skinned (u.m.)
dead
   -alive
   beat (n.)
born
   -burn (v.)
   #center
   -cold (u.m.)
   -dip (v.)
   -drunk (u.m.)
   -ender
   eye (n.)
   -eyed (u.m.)
   fall
   head
   -heated (u.m.)
   -heater
   -heavy (u.m.)
latch
   #load
   lock
   pan
   -roast (v.)
   weight (n., u.m.)
   wood
d把控
   bed
   blow
   day
   -divided (u.m.)
   -doom (v.)
   #house
   -struck (u.m.)
Compounding Examples

trap
watch
-weary (u.m.)
decision
#making (n.)
-making (u.m., v.)
deckhand
deep
-affect(u.m.)
-cut (u.m.)
-felt (u.m.)
-freeze (u.m., v.)
-frying (u.m.)
go/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.)
dereat
-drive (n.)
-eyed (u.m.)
food
herd
horn
hound
meat
stalker
stand
tick
derhydr(o) (c.f.)
all one word
demi (pref.)
-Christian, etc.
-incognito
rest one word
dermato (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.)
diaz(o) (c.f.)
-oxide
rest one word
dice
cup
play
die
-away (u.m.)
back
case
-cast (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
dong
dining#room
dinitro (c.f.)
#spray
rest one word
dip
-dye (v.)
-grained (u.m.)
head
-stick
dipper-in
direct
-connected (u.m.)

-dirt
-cheap (u.m.)
fast
-incrusted (u.m.)
plate
dirty
-faced (u.m.)
-mined (u.m.)
#work
dis (pref.)
all one word
disc drive
dish
cloth
#cover
pan
rack
rag
#towel
washer
disk
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.)  fall  fight  
   #food  -headed (u.m.)  hole  leg  
   #owner  race  shore  sled  
   -tired (u.m.)  tooth  
   -toothed (u.m.)  trick  
   trot  watch  
   -weary (u.m.)
doll  face  -faced (u.m.)  dollyhead
donkey  back  
   -drawn (u.m.)  -eared (u.m.)
doomsday  
door  bed  bell  case  check  frame  head  
   jamb  keeper  knob  knocker  
   mat  nail  
   #opener  plate  post  
   -shaped (u.m.)  sill  step  stop  
dope  fiend  passer  
   pusher  sheet  

dorsi (c.f.)  all one word
dorso (c.f.)  -occipital  rest one word
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  -leded (u.m.)  
   -quick (u.m.)  -sided  
   #space (v.)  #take  
   talk  tone (printing)  tree  
   -trouble  -up (u.m., v.)  
   #work  dough  boy  
   -colored (u.m.)  mixer  
   nut  down  beat  by  
   cast  check  coast  
   come  -covered (u.m.)  
   crier  cry  curved  
   cut  
   dale  draft  drag  
   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.)  
   spout  stage  stairs  
   state  stream  street  
   stroke  stroke  sun (adv., u.m.)  
   swing  take  throw
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decay
away (n., u.m.)
in (n., u.m.)
out (n., u.m.)
fail-safe
faint
hearted
-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
#belts
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
-aloft (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.)
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-setting (u.m.)

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

fat
-back
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-free (u.m.)
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father
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-in-law
land

fault
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-line
-slip
faint
pas
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.)
-stitching
-tongue (v.)
weight
-wing (moth)
-fed-up (u.m.)

feeble
-bodied (u.m.)

minded

feed
-back (n., u.m.)

bag
-box
-cutter
-head
-lot
-mixer
-pipe
-rack
-store
-stuff

feeder
-in

-up

fellow
-craft

ship

rest two words

felt
-cutter

-lined (u.m.)

packer

fence
-post

-row

fern
-plant (u.m.)
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-eyed (u.m.)
fall
#farm
-fed (u.m.)
food
garth
hook
-joint (v.)
kill
#ladder
meal
mouth
plate
pond
pool
pot
pound
trap
weir
works
fisher
folk
man
people
fishyback (n., u.m.)
fit
out (n.)
strip
five
bar
fold
-ply (u.m.)
-pointed (u.m.)
-reeler
score
flag
bearer
pole
post
-raising (u.m.)
ship
-signal (v.)
staff

stick

flame
-colored (u.m.)
-cut (v.)
-out (n.)
-proof
-retardant
 thrower
flannelmouth

flap
 cake
doodle
- eared (u.m.)
jack

flare
 back (n., u.m.)
-out (n., u.m.)
-path
 up (n., u.m.)

flash
 back (n., u.m.)
 bulb
 card
 gun
 lamp
 pan
 point

flat
 back
 (bookbinding)
 bed (printing)
-bottomed (u.m.)
car
-compound (v.)
fold
 foot (n.)
 hat
 head
 iron
 nose
 out (n., u.m.)
-rolled (u.m.)
sawn

top
-topped (u.m.)
woods

flax
 drop
-leaved (u.m.)
-polled (u.m.)
 seed

flea
 bite
-bitten (u.m.)
 trap

fleet
 foot
-footed (u.m.)
 wing

flesh
 brush
 hook
-pink (u.m.)
pot
#wound
fleur-de-lis
flextime

flight
 crew
-hour
 path
-test (v.)
flimflam

flip
 -flap
 -flop
 -up (n., u.m.)

flood
 cock
 flow
 gate
 lamp
 lighting
 mark
#plain
tide

wall
 water

floor
 beam
 cloth
 head
 lamp
 mat
 mop
 #show
 space
 stain
 walker
 #wax
 -waxing (u.m.)
 flophouse
 floppy#disc

flour
 bag
 bin
 #mill
 sack
 #sifter

flow
 chart
 meter
 off (n., u.m.)
 sheet
 through (n., u.m.)

flower
 bed
 bud
 -crowned (u.m.)
 #grower
 -hung (u.m.)
 #piece
 pot
 -scented (u.m.)
 #shop
 flue-cure (v.)

fluid
 -compressed (u.m.)
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### Chapter 7

#### Four
- -bagger
- -eyed (u.m.)
- flusher
- fold
- -footed (u.m.)
- -in-hand (n., u.m.)
- -masted (u.m.)
- -master
- penny (nail)
- -ply (u.m.)
- score
- some
- square
- -wheeler

#### Fox
- -faced (u.m.)
- hole
- hound
- #hunting
- skinned
- tailed
- trot

#### Fracto (c.f.)
_all one word_

#### Free
- booter
- born
- drop
- -for-all (n., u.m.)
- -grown (u.m.)
- hand (drawing)
- handed
- hold
- lance
- loader
- -minded
- masonry
- #post
- -spoken (u.m.)
- standing (u.m.)

#### Thinker
- trader
- wheel (u.m., v.)
- wheeler (n.)
- #will (n.)
- will (u.m.)
- freedom#fighter

#### Freeze
- down (n., u.m.)
- out (n., u.m.)
- up (n., u.m.)

#### Freight
- #house
- -mile
- #room
- #train

#### Fresh
- -looking (u.m.)
- -painted (u.m.)
- water

#### Frog
- belly
- -eyed (u.m.)
- face
- man
- mouth
- nose
- pond
- tongue
  (medicine)

#### Front
- -end (u.m.)
- -focused (u.m.)
- runner
- stall
- -wheel (u.m.)

#### Fronto (c.f.)
- -occipital
- -orbital
  _rest one word_

#### Frost
- bite
- bow

#### Free (u.m.)
- -hardy (u.m.)
- -heaving (u.m.)
- -killed (u.m.)
- lamp
- line

#### Fruit
- cake
- #fly
- growing
- #shop
- stalk
- frying#pan

#### Fuel
- #line
- #oil

#### Full
- back
- -bellied (u.m.)
- blood
- -bound (u.m.)
- -duplex
- face
- -fashioned (u.m.)
- -flowering (u.m.)
- -grown (u.m.)
- -handed (u.m.)
- -headed (u.m.)
- -lined (u.m.)
- #load
- mouth
- -strength (u.m.)
- -text
- -time (u.m.)
- fundraising
- funlover

#### Funnel
- form
- -shaped (u.m.)

#### Fur
- -clad (u.m.)
- coat
- -lined (u.m.)

#### Skin
- -trimmed (u.m.)

#### Fuse
- box
- #gauge
- plug

#### G

- -major
- -man
- -minor
- -sharp
- gabfest

#### Gad
- about (n., u.m.)
- fly
gaff-topsail

#### Gag
- -check (v.)
- #order
- root
- #rule

#### Gain
- say
- -sharing (u.m.)

#### Galact(o) (c.f.)
_all one word_
gallbladder
galley#proof
  (printing)
galvano (c.f.)
_all one word_

#### Game
- bag
- cock

#### Gang
- boss
- plank
- saw
garnet-brown
  (u.m.)
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<tr>
<td>hepta (c.f.)</td>
<td>all one word</td>
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<td>here</td>
<td>about after at by from in inabove inafter inbefore into of on to tofore under unto upon with herringbone hetero (c.f.) -ousia, etc. rest one word hexa (c.f.) all one word hi-fi hide -and-seek (n., u.m.) away (n., u.m.) out (n., u.m.)</td>
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<tr>
<td>high</td>
<td>ball binder born bred brow (nonliteral) -caliber (u.m.) -class (u.m.) -density flier (n.) flying (u.m.) -foreheaded (u.m.) #frequency handed -hat (v.) jinks lander #light (literal) light (nonlit.) -minded (u.m.) -power (u.m.) -pressure (u.m., v.) -priced (u.m.) #proof -reaching (u.m.) -rigger (n.) rise (building) road #seas -speed (u.m.) stepper -tension (u.m.) #tide -up (u.m.) #water higher-up (n.) hill culture (farming) side top</td>
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<tr>
<td>hind</td>
<td>brain cast gut (n.) head leg most quarter saddle sight wing</td>
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| 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
#page
plate
#rule
seeker
sick
spun
stead
stretch
town
woven
homeo (c.f.)
all one word
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
hope#chest
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
hide
hoof
-hour
jockey
laugh
meat
mint
play
pond
power-hour
power-year
pox
race
#sense (n.)
shoe
thief
#trade
whip
hot
bed
blood
-blooded (u.m.)
brain
cake
-cold
dog
foot
head (n.)
-mix (u.m.)
pack
patch
plate
-press (v.)
rod (nonliteral)
-roll (v.)
-rolled (u.m.)
spot
-work (v.)
hotelkeeper
houndshark
hourglass
house
breaking
broken
builder
#call
cleaner
-cleaning (u.m.)
coat
dress
father
furnishing(s) (n.)
guest
hold
husband
mother
owner
parent
pest
plant
-raising (u.m.)
|工商银行
|工商|
spring
ino (c.f.)
    all one word
insect-borne (u.m.)
inter (pref.)
    -American, etc.
rest one word
intra (pref.)
    -atomic, etc.
rest one word
intro (pref.)
    all one word
Irish
    -American (u.m.)
    -born (u.m.)
iron
    #age
    back
    -braced (u.m.)
    clad
    fist
    -free (u.m.)
    handed
    hard
    -lined (u.m.)
    mold
    -red (u.m.)
    shod
    shot (mineral) (u.m.)
    #shot (golf)
    side
    -willed (u.m.)
    works
ironer-up
island
    -born (u.m.)
    -dotted (u.m.)
iso (c.f.)
    -octane
    -oleic
    -osmosis
rest one word
ivory
    -tinted (u.m.)
    type (photog.)
    -white (u.m.)
ivy
    -clad (u.m.)
    -covered (u.m.)
J
    J-bolt
jack
    ass
    hammer
    head
    -in-the-box
    knife
    -of-all-trades
    -o'lantern
    -plane (v.)
    pot
    rabbit
    screw
jail
    bird
    house
jam
    nut
    packed
Java
    #applets
    Beans
    Script
jaw
    bone
    breaker
    -locked (u.m.)
twister
jay
    hawk
    walk
jelly
    bean
    roll
jerry
    -build (v.)
    builder
    -built (u.m.)
jet
    #airliner
    #airplane
    -black (u.m.)
    lag
    liner
    port
    -powered (u.m.)
    prop
    -propelled (u.m.)
    #propulsion
    stream
    wash
jewel
    -bright (u.m.)
    -studded (u.m.)
jib
    head
    -o-jib
    stay
jig
    -a-jig
    back
    -drill (v.)
    saw
job
    #lot
    seeker
    #shop
    site
joggle
    piece
    joint#owner
    joulometer
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
    -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          | hole         |
| stop          | -hour        |
| word          | house        |
| worker        | lighter      |
| **kick**      | lit          |
| about (n., u.m.) | post       |
| back (n., u.m.) | shade       |
| -in (n., u.m.) | stand        |
| off (n., u.m.) | wick         |
| out (n., u.m.) |             |
| up (n., u.m.)  |             |
| killjoy       |             |
| **kiln**      |             |
| -dry (u.m., v.) |             |
| eye           |             |
| hole          |             |
| rib           |             |
| stick         |             |
| tree          |             |
| **kilo** (pref.) |             |
| gram-meter    |             |
| voltmeter     |             |
| 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.)  |             |
| hole          |             |
| -jerk (u.m.)  |             |
| pad           |             |
| pan           |             |
| strap         |             |
| **knick**     |             |
| knob          |             |
| knuck         |             |
| **knock**     |             |
| about (n., u.m.) |             |
| away (n., u.m.) |             |
| down (n., u.m.) |             |
| -knee (n.)    |             |
| -kneed (u.m.) |             |
| off (n., u.m.) |             |
| -on (n., u.m.) |             |
| out (n., u.m.) |             |
| up (n., u.m.)  |             |
| **knocker**   |             |
| -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        |             |
| finger        |             |
| killer        |             |
| ship          |             |
| **lake**      |             |
| bed           |             |
| front         |             |
| lander        |             |
| shore         |             |
| side          |             |
| **lameduck**  |             |
| (nonliteral)  |             |
| (n., u.m.)    |             |
| **lamp**      |             |
| black         |             |
| -blown (u.m.) |             |
| -foot         |             |
wrack
lantern-jawed
(u.m.)

lap
belt
-lap
robe
streak
top
weld (v.)
-welded (u.m.)
-welding (u.m.)
large
-eyed
-handled (u.m.)
-minded (u.m.)
mouthed
-scale (u.m.)
lark
-colored (u.m.)
spur

laryngo (c.f.)
all one word

last
-born (u.m.)
-cited (u.m.)
-ditcher
-named (u.m.)
latch
bolt
key
string
late
-born (u.m.)
comer
-lamented (u.m.)
-maturing (u.m.)
latero (c.f.)
all one word
lath-backed (u.m.)
lathe-bore (v.)
latter
-day (u.m.)

most

lattice

-laughing

work

laughing

#gas

stock
launch

#pad

site
laundry#room

law

-abiding (u.m.)

book

breaker

-fettered (u.m.)
giver

#office

suit
lawnmower

lay

-away (n., u.m.)

back (n., u.m.)

-by (n.)

-down (n., u.m.)

-minded (u.m.)

-off (n., u.m.)

-on (n., u.m.)

-out (n., u.m.)

-up (n., u.m.)

layer

-on

-out

-over

-up

lazy

bones

boots

#guy

legs

lead

-alpha

-burn (v.)

-filled (u.m.)

-gray (u.m.)

-in (n., u.m.)

-line

#line (medical,

naut. only)

-off (n., u.m.)

-out (n., u.m.)

#pencil

-time

leaden

-ey ed (u.m.)
pated

-souled (u.m.)
leader#line

leaf

-bud

-clad (u.m.)

-eating (u.m.)

-shaped (u.m.)

stalk

lean

-faced (u.m.)

-looking (u.m.)

-to (n., u.m.)

leap

-frog

#year

lease

-back (n., u.m.)

-hold

leased-line

leather

-back

-backed (u.m.)

-bound (u.m.)

-brown (u.m.)

-covered (u.m.)

-head

-neck

-side

-ware

leavetaking

lee-bow (v.)

leech

eater

#rope

left

-bank (v.)

#field (sports)

-hand (u.m.)

-handed (u.m.)

-hander

-most

-sided (u.m.)

-wing (political)

leg

-band

-puller

-rope (v.)

-work

lend-lease (n., u.m.)

length

-ways

-wise

lepto (c.f.)
all one word

let

-down (n., u.m.)

-off (n., u.m.)

-up (n., u.m.)

letter

-bomb

#carrier

-drop

-gram

-head

-perfect (u.m.)

-press

-space

-writer

leuc(o) (c.f.)
all one word

liberal-minded

(u.m.)
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<td>(domestic)</td>
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<p>| nut | out (n., u.m.) |
| pin | ring |
| step | stitch |
| up (n., u.m.) | washer |
| locker#room | lode |
| star | stone |
| log | book |
| in | jam |
| on | off |
| roll | sheet |
| loggerhead | logo (c.f.) |
| all one word | long |
| -awaited (u.m.) | beard (n.) |
| -bearded (u.m.) | -billed (u.m.) |
| bow | cloth |
| -distance (u.m.) | -drawn (u.m.) |
| felt | hair (n.) |
| -haired (u.m.) | hand (nonliteral) |
| -handed (u.m.) | -handled (u.m.) |
| head (n.) | horn (cattle) |
| -horned (u.m.) | johns |
| #jump |</p>
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- ammonium  
- clad (u.m.)  
- coated (u.m.)  
- lined (u.m.)  
- works  |
| **meter**  
- amperes  
- kilogram  
- kilogram-second  |
| **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*  |
| **mill (c.f.)**  
- -American, etc.  
- -April  
- -day  
- -decade  
- -dish  
- -ice  
- -level  
- -1958  
- -Pacific, etc.  
- -Victorian, etc.  
- *rest one word*  |
| **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.)**  
- -fed (u.m.)  
- -head  
- #run  
- -shake  
- -shed  
- -sick  
- -sop  
- -white (u.m.)  |
| **minor**  
- -American, etc.  
- -April  
- -day  
- -decade  
- -dish  
- -ice  
- -level  
- -1958  
- -Pacific, etc.  
- -Victorian, etc.  
- *rest one word*  |
| **mirror**  
- -American, etc.  
- -April  
- -day  
- -decade  
- -dish  
- -ice  
- -level  
- -1958  
- -Pacific, etc.  
- -Victorian, etc.  
- *rest one word*  |
| **mix**  
- bow  
- -clad (u.m.)  
- -covered (u.m.)  
- fall  |
| **mock**  
- -heroic (u.m.)  
- #turtle  
- up (n., u.m.)  
- mocker-up  |
| **mocking**  
- stock  
- -up (u.m.)  |
| **mole**  
- catcher  
- #turtle  
- #turtle  |
| **money**  
- bag  
- changer  
- getter  
- grubber  
- lender  
- -mad (u.m.)  
- maker  
- saver  |
| **monkey**  
- -faced (u.m.)  
- nut  
- pod  
- pot  
- shine  
- #wrench  |
| **mono (c.f.)**  
- -ideistic  
- -ido  
- -iodohydrin  
- -ion  
- -ousian  
- *rest one word*  |
| **month**  
- end  
- long (u.m.)  |
<p>| moon             | -clad (u.m.) | -eaten (u.m.) |
|                 | -green (u.m.) | hole          |
|                 | -grown (u.m.) | trap          |
| blind           | head         |              |
| blindness       | -lined (u.m.) |              |
| blink           | most-favored-nation |              |
| born            | (u.m.)       |              |
| -bright (u.m.)  | moth         |              |
| eye             | ball         |              |
| face            | -eaten (u.m.) |              |
| gazing          | hole         |              |
| glow            | proof        |              |
| head            | mother       |              |
| lighter         | board        |              |
| lit             | hood         |              |
| -mad (u.m.)     | -in-law      |              |
| path            | -of-pearl    |              |
| rise            | moto (c.f.)  | all one word |
| sail            | all one word |
| set             | motor        |              |
| shade           | bike         |              |
| shine           | bus          |              |
| shot            | cab          |              |
| sick            | cade         |              |
| struck          | car          |              |
| tide            | coach        |              |
| walker          | cycle        |              |
| -white (u.m.)   | -driven (u.m.) |              |
| moosecall       | jet          |              |
| mop             | -minded (u.m.) |              |
| head            | #scooter     |              |
| stick           | ship         |              |
| up (n., u.m.)   | truck        |              |
| mopper-up       | van          |              |
| mopping-up (u.m.) | moundbuilder |              |
| morning         | mountain     |              |
| #sickness       | -high (u.m.) | all one word |
| #star           | side         |              |
| tide            | top          |              |
| mosquito        | -walled (u.m.) |              |
| -free (u.m.)    | mouse        |              |
| #net            | -brown (u.m.) |              |
| moss            | -eared (u.m.) |              |
| back            | music        |              |
|                 | lover        |              |
|                 | -mad (u.m.)  |              |
|                 | maker        |              |
|                 | room         |              |
| musico (c.f.)   | all one word |
| musk            | #deer        |              |
|                 | melon        |              |
|                 | #ox          |              |
|                 | rat          |              |
| mutton          | #chop (meat) |              |
|                 | chop (shape) |              |
|                 | fist         |              |
|                 | head         |              |
| myria (c.f.)    | all one word |
| mytho (c.f.)    | all one word |
| myxo (c.f.)     | all one word |
| N               | nail         |              |
|                 | bin          |              |
|                 | brush        |              |
|                 | head         |              |
|                 | -headed (u.m.) |              |
|                 | #hole        |              |
|                 | print        |              |
|                 | puller       |              |
|                 | rod          |              |
|                 | -shaped (u.m.) |              |
|                 | -studded (u.m.) |              |
| name            | -calling (u.m.) |              |
|                 | -dropping (u.m.) |              |
|                 | plate        |              |
|                 | sake         |              |
| nano (c.f.)     | all one word |</p>
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<td>nol-pros (v.)</td>
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notwithstanding

novel

-pros (v.)

#sequitur, etc.

tumor-bearing (u.m.)
as prefix, one word

none

such

theless

noon

day
tide
time

north

central (u.m.)
east

going

most

-northeast

-sider

nose

bag

bleed

bone

dive
down (n., u.m.)
gay

guard

-high (u.m.)

hole

-led (u.m.)

over (n., u.m.)

pipe

ring

-thumbing (u.m.)

up (n., u.m.)

wheel

note

book

#paper

worthy

print

put

-reckoning (n.)
saddle

scape

scour

scum

-season

set

shoot

shore

side

site

-sorts (n.)
spring

stage

street

take

-the-record (u.m.)
type

-wheel (n.)
wheeler (n.)

-white (u.m.)

-year

office

#boy

holder

seeker

-seeking (u.m.)
oftentimes

ofttimes

ohm

-ammeter

meter

-mile

oil

#burner

cake

can

cloth

coat

cup

-driven (u.m.)
-fed (u.m.)
field
-forming (u.m.)
-harden (v.)
-hole
-meal
-paper
-proofing
-seed
-shale
-skinned
-soaked (u.m.)
-spill (n.)
-stove
-temper (v.)
-tightness
-well
-old
-fashioned (u.m.)
-fogy (u.m.)
-growing (u.m.)
-looking (u.m.)
-maid
-maidish (u.m.)
-man
-new
-style (printing)
-timer
-woman
-young

olive
-gear
-margarine
-oil
-strut
-as combining
-form, one word

-armed (u.m.)
decker
-eyed (u.m.)
fold
-half
-handed (u.m.)
ness
-piece (u.m.)
self
-sided (u.m.)
sidedness
-signed (u.m.)
-step (dance)
-striper
time (formerly)
(u.m.)
time (one action)
(u.m.)
two-three
-way (u.m.)

onion
-peel
-skin

open
-air (u.m.)
-armed (u.m.)
-back (u.m.)
-backed (u.m.)
-band (yarn)
cast
cut (mining)
-end (u.m.)
-ended
-faced (u.m.)
handed
-house
-mined
-mouthed
-shop
-side (u.m.)
sided (u.m.)
-worked

opera
goer
going
-house
-operating#system
ophthalmo (c.f.)
-all one word

orange
-ade
-colored (u.m.)
-peel
-red (u.m.)
-stick
-orchard#house
-orderly#room

organo (c.f.)
-all one word

other
-wise
-world
-worldly

out
-and-out (u.m.)
-and-out (n.)
-loud (u.m.)
-Machiavelli, etc.
migration
-of-date (u.m.)
-of-door(s) (u.m.)
-of-State (u.m.)
-of-the-way (u.m.)
-placement
-to-out (u.m.)
as prefix, one
-word

outer
-city (u.m.)
-man
-most
-wear

outward
-bound (u.m.)
-bounder

ovate
-acuminate (u.m.)
-peel

ovato (c.f.)
-oblong

oven
-baked
-dried
-peel
-ware

over
-age (surplus)
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<td>up (n., u.m.)</td>
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<td>-for-page (u.m.)</td>
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<td>#leaf</td>
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  all one word
phyto (c.f.)
  all one word
piano
  forte
  graph
  #player
pick
  aback
  ax
  lock
  -me-up (n., u.m.)
  off (n., u.m.)
  over (n., u.m.)
  #over (v.)
  pocket
  pole
  shaft
  up (n., u.m.)
picker-up
picket-line
pickle-cured (u.m.)
picture
  #book
  #writing
pie
  bald
  crust
  -eater
  -eyed
  marker
  pan
  plant
  #plate
  -stuffed (u.m.)
  #tin
piece
  -dye (v.)
  #goods
  meal
  mold
piezo (c.f.)
  -oscillator
  rest one word
pig
  -back (v.)
  -backed (u.m.)
  -bellied (u.m.)
  belly
  -eyed (u.m.)
  face
  -faced (u.m.)
  foot
  -footed (u.m.)
  headed
  herd
  #iron
  out
  pen
  root
  stick
  sty
  tailed
  wash
pigeon
  gram
  hole
  -toed (u.m.)
  wing
piggyback
pike
  -eyed (u.m.)
  staff
pile
  driver
  -driving (u.m.)
  hammer
  up (n., u.m.)
  #weave
  woven
pill
  pusher
  rolling
  taker
pillow
  case
  made
  slip
  top
pilot
  #boat
  house
  #light
pin
  ball
  block
  bone
  case
  cushion
  -eyed (u.m.)
  fall
  feather
  fire
  fold
  head
  hold
  hole
  hook
  lock
  paper
  point
  prick
  rail
  setter
  spot
  stripe
  -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
  #valve
pit
  #boss
  #bull
  -eyed (u.m.)
  fall
  head
  -headed (u.m.)
  hole
  mark
  -marked (u.m.)
-rotted (u.m.)  
saw  
side  

**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.)  

**plane**  
  #curve  
  load  
- mile  
- parallel (u.m.)  
  table (surveying)  

**plani**  
  all one word  

**plano**  
  all one word  

**plant**  
  #food  
  life  
  site  

plasterboard  

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

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

**pleasure**  
  - bent (u.m.)  
  #boat  

**pleo**  
  (c.f.)  
  all one word  

**pleuro**  
  (c.f.)  
  all one word  

**plow**  
  back (n., u.m.)  
- bred (u.m.)  
  hand  
  horse  
  pan  
  point  
  - shaped (u.m.)  
  share  
  shoe  
  sole  
  staff  
  #tail  
  wright  

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

**pluri**  
  (c.f.)  
  all one word  

**pluto**  
  (c.f.)  
  all one word  

**pneumato**  
  (c.f.)  
  - hydato-genetic  
  (u.m.)  
  rest one word  

**pneumo**  
  (c.f.)  
  all one word  

**pocket**  
  book (purse)  
  #book (book)  
- tired (u.m.)  
  knife  
- sized (u.m.)  
- veto (v.)  

**poet**  
- artist  
# laureate  
- painter  
pointblank  
Point-to-Point  
poison-dipped  
  (u.m.)  

**pole**  
  arm  
- armed (u.m.)  
  ax  
  burn  
  cat  
- dried (u.m.)  
  horse  
- pile (v.)  
  setter  
- shaped (u.m.)  
  sitter  
- stack (v.)  
  star  
  timber  
  trap  
- vault (v.)  
  #vaulter  

**policy**  
  maker  
  making  

**politic**  
  (c.f.)  
  - orthodox  
  rest one word  

**poll**  
  book  
  #parrot  
  #tax
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rail  bird
car  guard
head  road
rider
set
silver
step
#time
-witted (u.m.)
quin (c.f.)
all one word
quit
claim
rent

R
rabbit
-backed (u.m.)
-eared (u.m.)
#fever
#foot
skin
race
about (n., u.m.)
course
goer
horse
track
way
radarscope
radio
generally two words except the following forms
frequency
isotope
telegraph
telephone
rag
bolt
#doll
-made (u.m.)
sorter
tag
time

rat
bite
catcher
hole
-infested (u.m.)
#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.)
spout
storm
wash
water
rakeoff (n., u.m.)
ram
jet
rod
shackle
ranch
#hand
house
random-access (u.m.)
red
bait (v.)
-billed (u.m.)
-blooded (u.m.)
buck
cap (porter)
coat (n.)
eye (n.)
-eyed (u.m.)
-faced (u.m.)
-haired (u.m.)
handed

read
out (n.)
through (n., u.m.)
real
time (n.)
-time (u.m.)
ready
-built (u.m.)
-handed (u.m.)
-made (u.m.)
-mix (u.m.)
-reference
room
-witted (u.m.)
rear
#end
guard
most
-view (u.m.)
ward
reception-room
recordbreaker
recti (c.f.)
all one word
recto (c.f.)
all one word

set
silver
step
#time
-witted (u.m.)
quin (c.f.)
all one word
quit
claim
rent
head (n.)
-hot (u.m.)
-legged (u.m.)
#line (literal)
out (n., u.m.)
-skinned (u.m.)
tape (nonliteral)
#tape (literal)
-throated (u.m.)
-yellow (u.m.)

reformat
regionwide
religio (c.f.)
    all one word
remote-access
repair*shop
representative
    #at*large
    -elect
research*worker
resino (c.f.)
    all one word
retro (c.f.)
    -ocular
    -omentual
    -operative
    -oral
    rest one word
rheo (c.f.)
    all one word
rhino (c.f.)
    all one word
rhizo (c.f.)
    all one word
rhod(o) (c.f.)
    all one word
rhomb(o) (c.f.)
    all one word
rice
    growing
    #water
rich
    -bound (u.m.)

- clad (u.m.)
- looking (u.m.)
rickrack
ridge
    band
    pole
    top
rifffraff
rifleshot
rig
    out (n., u.m.)
    -up (n., u.m.)
right
    about
    about-face
    -angle (u.m., v.)
    -angled (u.m.)
    #away
    #field (sports)
    -handed (u.m.)
    -hander
    -headed (u.m.)
    -most
    -of-way
    -wing (political)
rim
    -deep (u.m.)
    fire
    lock
    rock
ring
    -adorned (u.m.)
    -banded (u.m.)
    -billed (u.m.)
    bolt
giver
    head
    -in (n., u.m.)
    lead (v.)
    leader
    -necked (u.m.)
    -off (n., u.m.)
    pin
-porous (u.m.)
-shaped (u.m.)
side
sight
stand
stick
-tailed (u.m.)
-up (n., u.m.)
worm
rip
    cord
    -off (n., u.m.)
rapproaring
sack
saw
snorter
tide
-up (n., u.m.)
river
    bank
    bed
    #bottom
    flow
    -formed (u.m.)
    front
    head
    scape
    side
    wash
    -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
    -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
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**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

---

**sashcord**
-faced (u.m.)
#tissue

scare
crow
head

scarfpin

scarlet
-breasted (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
-brusher
-coated (u.m.)
#pad
#test

screen
out (n., u.m.)
play

cricket
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
(u.m.)

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)
fighter
#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.)

seam
blasting
rend (v.)
stitch
weld (v.)
-welded (u.m.)

search
#engine
light
plane

seat
belt
#cover
-mile

second
-class (u.m.)
-degree (u.m.)
<table>
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<td>-Christian, etc.</td>
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jacket  
stick  
-up (n., u.m.)  

slate  
-blue (u.m.)  
-colored (u.m.)  
works  

slaughter  
house  
pen  

slave  
holding  
#market  
owner  
pen  

Slavo (c.f.)  
-Hungarian, etc.  

sledge  
#hammer  
-hammered (u.m.)  
-meter  

sleep  
-filled (u.m.)  
talker  
walker  

sleepy  
-eyed (u.m.)  
head  
-looking (u.m.)  
sleetstorm  
sleeveband  
sleuthhound  

slide  
-film  
-knot  
#rule  

sling  
-ball  
-shot  

slip  
-along (u.m.)  
-band  
-case  

small  
#arms  
#businessman  
-pox  
-scale (u.m.)  
-sword  
talk  
-time (u.m.)  
town (u.m.)  

smart  
#aleck  
-alecky (u.m.)  
-looking (u.m.)  
#set  
tongued (u.m.)  
smashup (n., u.m.)  
smearchase  

smoke  
-blinded (u.m.)  
-bomb  
-chaser  
-dried (u.m.)  
-dry (v.)  
-dyed (u.m.)  
-filled (u.m.)  
-house  
-jack  
-jumper  
-laden (u.m.)  
-pot  
-screen  
-stack  
-smoking#room  

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

smacker  

snail  
-paced (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  
-nosed (u.m.)  
sniperscope  

snooperscope  

snow  
-ball  
-bank  
-berg  
-blind  
#blindness  
-blink  
-block  
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-blower  
-break  
-capped  
-choked (u.m.)
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<td>over (n., u.m.)</td>
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<td>watch</td>
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<td>-off (u.m.)</td>
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<td><strong>stereo (c.f.)</strong></td>
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<td><em>all one word</em></td>
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<td>-at-it (n., u.m.)</td>
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<td>-in-the-mud (n., u.m.)</td>
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<td>-to-it-iveness (n.)</td>
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<td>-burn (v.)</td>
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<td>about (n., u.m.)</td>
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<td>away (n., u.m.)</td>
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<td>-face (v.)</td>
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<td>-legged (u.m.)</td>
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<tr>
<td>Compound</td>
<td>Meaning</td>
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| straight | away, -backed (u.m.), -cut (u.m.), edge, -edged (u.m.), #face, -faced (u.m.), forward, head, -legged (u.m.), #line, -lined (u.m.), -out (n., u.m.), -spoken (u.m.), #time, -up (u.m.), -up-and-down (u.m.), strainslip, strait, -chestied (u.m.), jacket, laced, stranglehold, strap, -bolt (v.), hanger, head, -shaped (u.m.), watch, strato (c.f.), all one word, straw, berry#field, boss, -built (u.m.), hat, #poll, -roofed (u.m.), splitting, stack, -stuffed (u.m.), #vote, walker, -yellow (u.m.), stray, away (n., u.m.), #line, mark, stream, bank, bed, flow, head, lined, side, street, -bred (u.m.), car, cleaner, -cleaning (u.m.), sweater, walker, strepto (c.f.), all one word, stretchout (n., u.m.), strike, breaker, -in (n., u.m.), out (n., u.m.), -over (n., u.m.), striker, -in, -out, -over, string, course, halt, #proof (density), ways, strip, cropping, #mine, tease, strong, -arm (u.m., v.), back (nautical), -backed (u.m.), box, hold, #man (literal), man (nonliteral), -minded (u.m.), point (n.), stub, runner, -toed (u.m.), wing, stubble, #field, -mulch (u.m.), stubbornminded, stucco-fronted (u.m.), stuck, up (n., u.m.), -uppish (u.m.), stud, bolt, horse, mare, stuntman, sturdy-limbed (u.m.), stylebook, stylo (c.f.), all one word, sub (pref.), -Himalayan, etc., machinegun, #rosa, #specie, etc., -subcommittee, polar, standard, etc., rest one word, subject, -object, -objectivity, subter (pref.), all one word, such-and-such, suck, -egg (n., u.m.), hole, -in (n., u.m.), sugar, #beet, #bowl, cake, cane, -coat (v.), -coated (u.m.), -cured (u.m.), loaf, plum, spoon, sweet, #water, works, sulfa (c.f.), all one word, sulfo (c.f.), all one word, sulfon (c.f.), all one word, sullen, hearted, -natured (u.m.), summer, -clad (u.m.), -dried (u.m.), -fallow (v.), -made (u.m.), tide, time (season), #time (daylight saving), sun, -baked (u.m.), bath, -bathed (u.m.),
beam  
blind  
#blindness  
onnett  
bow  
break  
burn  
burst  
-cured (u.m.)  
dial  
dog  
down  
dress  
-dried (u.m.)  
-dry (v.)  
fall  
fast  
glade  
glare  
glow  
#hat  
lamp  
lit  
quake  
ray  
rise  
scald  
set  
shade  
shine  
-shot (u.m.)  
shower  
spot  
stricken  
stroke  
struck  
tan  
#time (measure)  
time (dawn)  
up  
sunny  
-looking (u.m.)  
natured (u.m.)  

super (pref.)  
-Christian, etc.  
#high frequency  
-superlative  
highway, market, etc.  
rest one word  

Super Bowl  
supra (pref.)  
-abdominal  
-acromial  
-aerial  
anal  
-angular  
-arytenoid  
-auditory  
-auricular  
-axillary  
-Christian, etc.  
rest one word  
sur (pref.)  
all one word  
sure  
-fire (u.m.)  
-footed (u.m.)  
-slow  

surf  
-battered (u.m.)  
board  
#fish  
-swept (u.m.)  

swallow  
-pipe  
-tailed (u.m.)  

swampside  

swan  
-bosomed (u.m.)  
dive  
herd  
mark  
neck  

song  

swansdown  

swash  
buckler  
plate  

sway  
back (n., u.m.)  
-backed (u.m.)  

bar  
-brace (v.)  
swearer-in  

sweet  
bread  
#gland  

shirt  
shop  

sweep  
back (aviation)  
(n., u.m.)  
forward  
(aviation) (n., u.m.)  
stake  
through (n., u.m.)  

washer  

sweet  
bread  
-breathed (u.m.)  

brier  

faced  
heart  
meat  
mouthed  
-pickle (v.)  
-sour  

swell  
-butted (u.m.)  
head  

toad  

swelled-headed  
(u.m.)  

swept  
back (n., u.m.)  
forward (n., u.m.)  
wing (n., u.m.)  

swift  
foot  
-footed (u.m.)  

-handed (u.m.)  

-running (u.m.)  

swill  
bowl  
tub  

swimsuit  

swine  
-backed (u.m.)  

-bread  

-head  

-pox  

-sty  

swinging  
back (n., u.m.)  

bar  

-dingle  

#gate  

#shift  

stock  

-tree  

swingle  

bar  

-tree  

-switch  

back  

-blade  

-box  

-gear  

-plate  

-plug  

-rail  

-tender  

swivel  

#chair  

-eye  

-eyed (u.m.)  

-hooked (u.m.)  

sword  
-foot (u.m.)  

-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
T
T
-ball
-bandage
-beam
-boat
-bone
-cloth
-iron
-man
-rail
-scale (score)
-shape
-shaped
-shirt
-square
table
cloth
-cut (u.m.)
cutter
-cutting (u.m.)
-formed (u.m.)
#linen
-shaped (u.m.)
spoon
talk
top
ware
tachy (c.f.)
all one word
tag
-affixing (u.m.)
lock
rag
sore
tail
band
#coat
-cropped (u.m.)
#end
-ender
-first
foremost
gate
head
-heavy (u.m.)
hook
lamp
pin
pipe
race
spin
stock
-tied (u.m.)
twister
-up (n., u.m.)
wheel
wind
tailor
-cut (u.m.)
-made (u.m.)
-suited (u.m.)
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.)
taker
-down
-in
-off
-over
-up
tale
bearer
carrier
teller
talkfest	
talking-to (n.)
tall
boy (n.)
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.)
tap
bolt
dance
hole
net
off (n., u.m.)
-riveted (u.m.)
taker
down
-in
-off
-over
-up
tale
bearer
carrier
teller
talkfest
talking-to (n.)
tall
boy (n.)
built (u.m.)
-looking (u.m.)
tallow
-faced (u.m.)
pale (u.m.)
tally
#board
#clerk
ho
#room
#sheet
tape
deck
drive
measure
string
tap
bearer
-fasion (u.m.)
-headed (u.m.)
tapestry
-covered (u.m.)
-maker
-making (u.m.)
-work
tar
-brand (v.)
brush
-coal (u.m.)
dipped (u.m.)
tariff-protected (u.m.)
tarpaulin
-covered (u.m.)
#maker
ship
town
boat
town
table
town

-making (u.m.)
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-rocked (u.m.)
tempero (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
   thanksgiving
   thatch-roofed (u.m.)
text
   -based
   #file
   #mode
theater
   goer
   going
   thenceforth
theo (c.f.)
   all one word
theologico (c.f.)
   all one word
there
   about(s)
   above
   across
   after
   against
   among
   around
   at
   away
   before
   between
by
   for
   fore
   from
   in
   inafter
   inbefore
   into
   on
   over
   through
   tofore
   under
   until
   unto
   upon
   with
thermo (c.f.)
   all one word
thick
   -blooded (u.m.)
   head
   -looking (u.m.)
   pated
   set (n., u.m.)
   skinned
   skull (n.)
   skullled
   -tongued (u.m.)
   wit
   -witted (u.m.)
   -wooded (u.m.)
   -woven (u.m.)
thin
   -clad (u.m.)
   down (n., u.m.)
   set (u.m.)
   -voiced (u.m.)
thio (c.f.)
   all one word
third
   -class (u.m.)
   -degree (u.m.)
hand (adv., u.m.)
#house
-rate (u.m.)
-rater
thistledown
thoraco (c.f.)
all one word
thorn
back
bill
-covered (u.m.)
-set (u.m.)
-strewn (u.m.)
tail
thorough
-bind (v.)
bred
-dried (u.m.)
fare
-going
-made (u.m.)
paced
pin
thought
-free (u.m.)
-out (u.m.)
-provoking (u.m.)
thousand
fold
-headed (u.m.)
-legged (u.m.)
legs (worm)
thrall
-born
-dom
-less
thread
-bare
-leaved (u.m.)
worn
three
-bagger
-cornered (u.m.)
dimensional
(u.m.)
fold
-in-hand
-master
-penny (nail)
-piece (u.m.)
-ply (u.m.)
score
-some
-spot
-square
-striper
throat
-band
cutter
-latch
strap
thrombo (c.f.)
all one word
through
-out
put
-road
way
throw
-away (n., u.m.)
-back (n., u.m.)
-in (n., u.m.)
-line
-off (n., u.m.)
-on (n., u.m.)
-out (n., u.m.)
-over (n., u.m.)
-weight
thrust-pound
thumb
-hole
-made (u.m.)
-mark
-marked (u.m.)
nail
print
screw
-stall
-string
-sucker
tack
-worn
thunder
-bearer
-blast
-bolt
-clap
-cloud
-head
-peat
-shower
-storm
-striker
thousand
fold
-in-hand
-master
-penny (nail)
-piece (u.m.)
-ply (u.m.)
score
-some
-spot
-square
-striper
throat
-band
cutter
-latch
strap
thrombo (c.f.)
all one word
through
-out
put
-road
way
throw
-away (n., u.m.)
-back (n., u.m.)
-in (n., u.m.)
-out (n., u.m.)
-pin
-plater
-rod
-tack
-up (n., u.m.)
tierlift (truck)
tiger
-eye
-lily
-shark
-striped (u.m.)
tight
-belted (u.m.)
fisted
-fitting (u.m.)
lipped
rope
-set (u.m.)
-tie (v.)
wad
wire
tile
-clad (u.m.)
#drain
-red (u.m.)
setter
-works
wright
tilt
-hammer
-rotor
-up (n.)
timber
-built (u.m.)
head
-headed (u.m.)
jack
line
-propped (u.m.)

#wolf
wright

#fish (torpedo)
foil
horn
kettle
-lined (u.m.)
man
pan
plate
-plated (u.m.)
pot
-roofed (u.m.)
type
-white (u.m.)

#town

tinsel
-bright (u.m.)
-clad (u.m.)
-covered (u.m.)


tip
burn
cart
-curled (u.m.)
head
-in (n., u.m.)
most
-off (n., u.m.)
over (n., u.m.)
staff
stock
tank
-tap
toe
top
-up (u.m.)

tire
changer
dresser
-fitter
#gauge
#iron
-mile


to

-and-fro
-do (n.)


toilet


toll

#


tom


tommy


ton


tone


tongue


Compounding Examples

play
-shot (u.m.)
-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

-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.)
-full
gallant (n., u.m.)
-hat
-hatted (u.m.)
-heavy
-kick
-knot
-liner
-mark
-mast
-milk
-most
-notch (nonliteral)
-rail
-rope
-sail
-secret (u.m.)
-shaped (u.m.)
-side (naut.)
-soil
tooth

-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.)
-pan
-reader
-stone
-up (n., u.m.)
tough
-headed (u.m.)
-looking (u.m.)
-skinned (u.m.)
tow
-away
-boat
-head
-line
-mast
#net
-netter
-path
-rope
#truck
tower
-high (u.m.)
-shaped (u.m.)
town
-bre'd (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

tracheo (c.f.)
-all one word
trachy (c.f.)
-all one word

track
-barrow
-hound
-layer
-mark
-mile
-side
-walker
tractor-trailer
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
Compounding Examples 185

up (n., u.m.)
tunnel
- boring (u.m.)
- shaped (u.m.)
# vision
turbo (c.f.)
- ramjet (u.m.)
rest one word
turf
- built (u.m.)
- clad (u.m.)
- covered (u.m.)
# war
turkey
back
# buzzard
# gobbler
# trot
Turko (c.f.)
- Greek, etc.
rest one word
turn
about (n., u.m.)
about-face
again (n., u.m.)
around (n., u.m.)
back (n., u.m.)
buckle
cap
cot
cock
down (n., u.m.)
gate
- in (n., u.m.)
key
off (n., u.m.)
out (n., u.m.)
over (n., u.m.)
pine
pin
plate
round (n., u.m.)
screw

sheet
sole
stile
stitch
table
tail
- to (n.)
under (n., u.m.)
up (n., u.m.)
turned
- back (u.m.)
- down (u.m.)
- in (u.m.)
- on (u.m.)
- out (u.m.)
- over (u.m.)
turner-off
turtle
back
dove
- footed (u.m.)
neck (u.m.)
# shell
twelve
fold
penny (nail)
score	
twenty
- first
- fold
- one
twice
- born (u.m.)
- reviewed (u.m.)
- told (u.m.)
twin
# boat
born
- engined (u.m.)
fold
- jet (u.m.)
- motor (u.m.)
- screw (u.m.)
two
- a-day (u.m.)
- along (n.)
(bookbinding)
- decker
- faced (u.m.)
fold
- handed (u.m.)
penny (nail)
- piece (u.m.)
- ply (u.m.)
score
- seater
some
- spot
- step (dance)
- striper
- suiter
- up (n., u.m.)
- way (u.m.)
- wheeler
tympano (c.f.)
all one word
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.)
# velorem, 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
( insufficient)
# 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  
grahient  
keep  
lift  
load  
-over (u.m.)  
rade  
rivet  
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  
used-car (u.m.)  
user  
#default  
-defined  
-friend ly  
#group  
#interface  
uter o (c.f.)  
 all one word  
V  
V  
-connection  
-curve  
-engine  
-neck  
-shaped  
-type  
vacant  
-eyed (u.m.)  
-looking (u.m.)  
-minded (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.)  
vase (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.)  
velvet  
-crimson (u.m.)  
-draped (u.m.)  
-green (u.m.)  
-pile (u.m.)  
venthole  
ventri (c.f.)  
 all one word  
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  
-consultate  
#governor  
-governorship  
#minister  
-ministry  
-presidency  
#president  
#president-elect  
#presidential  
#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.)  
-heated (u.m.)  
-making (u.m.)  
-tart (u.m.)  
violet  
-blue (u.m.)’  
-colored (u.m.)  
-eared (u.m.)  
#ray  
-rayed (u.m.)  
#water  
vioin-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.)
- breaker
- 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
basket
board
bowl
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
tower

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
### Compounding Examples

- **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  
  after  
  as  
  at  
  by  
  for  
  fore  
  from  
  in  
  insoever  
  into  
  of  
  on  
  over  
  soever  
  through  
  to  
  under  
  upon  
  with  
  withal  
  wherever
- **which**  
  ever  
  soever
- **whiffletree**
- **whip**  
  cord  
  crack  
  -graft (v.)
- **#hand**  
  lash  
  -marked (u.m.)  
  post  
  saw  
  -shaped (u.m.)  
  socket  
  staff  
  stalk  
  stalk  
  stick  
  stitch  
  stock  
  -tailed (u.m.)
- **whipper**  
  -in  
  snapper
- **whirl**  
  about (n., u.m.)  
  -blown (u.m.)  
  blast
  -shaped (u.m.)  
  wind
  whirlbird
- **whisk**  
  broom  
  #tail
- **whistle**  
  blower  
  (nonliteral)
  #blower (literal)
  stop
- **white**  
  back  
  beard (n.)
  #book
  (diplomatic)
  cap (n.)
  coat (n.)
  -collar (u.m.)
  comb (n.)
  corn
  -eared (u.m.)
- **-eyed (u.m.)**  
  face  
  -faced (u.m.)  
  foot (n.)  
  -footed (u.m.)  
  handed
  -hard (u.m.)  
  head
  -headed (u.m.)  
  -hot (u.m.)
- **#line**  
  out (u.m., v.)
  pot
  tail
  -tailed (u.m.)
  -throated (u.m.)
  top (n.)
  vein
  wash
- **who**  
  ever
  soever
- **whole**  
  -headed (u.m.)
  #hog
  -hogger
  sale
  some
  whomsoever
- **whooping##cough**
  wicker-woven (u.m.)
- **wicket**  
  keeper
  keeping
- **wide**  
  -angle (u.m.)
  -awake (u.m.)
  -handed (u.m.)
  mouthed
  -open (u.m.)
  spread
  -spreading (u.m.)
<p>| widow                  | mill            | -red (u.m.)    | time            |
| #bird                 | pipe            | seller         | -worn (u.m.)    |
| hood                  | -pollinated (u.m.) | taster       |                |
| wigwag                | #power          | tester         |                |
| wild                  | -rode (u.m.)    | tester         |                |
| cat (n.)              | row             | vat            |                |
| -eyed (u.m.)          | screen          |                |                |
| fire                  | -shaken (u.m.)  |                |                |
| #land                 | -shear (u.m.)   |                |                |
| life                  | shield          |                |                |
| #man                  | side            |                |                |
| wind                  | sleeve          |                |                |
| will                  | sock            |                |                |
| -less                 | speed           |                |                |
| -o'-the-wisp         | stop            |                |                |
| power                 | storm           |                |                |
| wilt-resistant (u.m.) | stream          |                |                |
| wind (v.)             | swept           |                |                |
| down (n., u.m.)       | #tunnel         |                |                |
| up (n., u.m.)         | worn            |                |                |
| bag                   | window          |                |                |
| ball                  | breaker         |                |                |
| blown                 | -breaking (u.m.)|                |                |
| brace                 | #cleaner        |                |                |
| breaker               | -cleaning (u.m.)|                |                |
| burn                  | #dresser        |                |                |
| catcher               | #dressing (u.m.)|                |                |
| -chapped (u.m.)       | pane            |                |                |
| chill                 | #shade          |                |                |
| fall                  | -shop (v.)      |                |                |
| #farm                 | -shopping (u.m.)|                |                |
| fast                  | sill            |                |                |
| -fertilized (u.m.)    | #work           |                |                |
| firm                  | wine            |                |                |
| flow                  | bag             |                |                |
| #force                | -black (u.m.)   |                |                |
| gall                  | -drinking (u.m.)|                |                |
| -galled (u.m.)        | glass           |                |                |
| #gauge                | growing         |                |                |
| hole                  | -hardy (u.m.)   |                |                |
| -hungry (u.m.)        | pot             |                |                |
| jammer                | #press          |                |                |
| lass                  |                |                |                |
|                      |                |                |                |</p>
<table>
<thead>
<tr>
<th>Compounding Examples</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>out</td>
<td>pile</td>
</tr>
<tr>
<td>stand</td>
<td>-planing (u.m.)</td>
</tr>
<tr>
<td><strong>within</strong></td>
<td>print</td>
</tr>
<tr>
<td>-bound (u.m.)</td>
<td>pulp</td>
</tr>
<tr>
<td>-named (u.m.)</td>
<td>ranger</td>
</tr>
<tr>
<td><strong>woe</strong></td>
<td>rock</td>
</tr>
<tr>
<td>begone</td>
<td>#rot</td>
</tr>
<tr>
<td>worn</td>
<td>shed</td>
</tr>
<tr>
<td><strong>wolf</strong></td>
<td>side</td>
</tr>
<tr>
<td>-eyed (u.m.)</td>
<td>stock</td>
</tr>
<tr>
<td>#fish</td>
<td>turner</td>
</tr>
<tr>
<td>hound</td>
<td>-turning (u.m.)</td>
</tr>
<tr>
<td>pack</td>
<td>-walled (u.m.)</td>
</tr>
<tr>
<td><strong>woman</strong></td>
<td>wind (music)</td>
</tr>
<tr>
<td>folk</td>
<td>working (u.m.)</td>
</tr>
<tr>
<td>hood</td>
<td><strong>wooden</strong></td>
</tr>
<tr>
<td>kind</td>
<td>head (n.)</td>
</tr>
<tr>
<td><strong>womenfolk</strong></td>
<td>-hulled (u.m.)</td>
</tr>
<tr>
<td><strong>wonder</strong></td>
<td><strong>wool</strong></td>
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<tr>
<td>land</td>
<td>fell</td>
</tr>
<tr>
<td>strong</td>
<td>gatherer</td>
</tr>
<tr>
<td>-struck (u.m.)</td>
<td>grader</td>
</tr>
<tr>
<td><strong>wood</strong></td>
<td>growing</td>
</tr>
<tr>
<td>bark (color)</td>
<td>head</td>
</tr>
<tr>
<td>bin</td>
<td>-laden (u.m.)</td>
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<tr>
<td>bined</td>
<td>-lined (u.m.)</td>
</tr>
<tr>
<td>block</td>
<td>pack</td>
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<tr>
<td>-built (u.m.)</td>
<td>press</td>
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<tr>
<td>-cased (u.m.)</td>
<td>shearer</td>
</tr>
<tr>
<td>chipper</td>
<td>shed</td>
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<tr>
<td>chopper</td>
<td>sorter</td>
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<td>chuck</td>
<td>stock</td>
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<td>craft</td>
<td>washer</td>
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<tr>
<td>cut</td>
<td>wheel</td>
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<td>grub</td>
<td>-white (u.m.)</td>
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<td>hole</td>
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<td>horse</td>
<td>-coated (u.m.)</td>
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<td>hung (u.m.)</td>
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<td>land</td>
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<td>-lined (u.m.)</td>
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<td>lot</td>
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<td>-paneled (u.m.)</td>
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<td>pecker</td>
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<td>aday (n., u.m.)</td>
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<td>-and-turn (u.m.)</td>
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<td>away (n., u.m.)</td>
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<td>-hour (u.m.)</td>
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<td>out (n., u.m.)</td>
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<td>room</td>
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<td>saving</td>
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<td><strong>world</strong></td>
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<td>beater</td>
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<td>-conscious (u.m.)</td>
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<td>#consciousness</td>
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<td>#line</td>
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<td>#power</td>
</tr>
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<td>-shaking (u.m.)</td>
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<td>-weary (u.m.)</td>
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<td><strong>worm</strong></td>
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<td>-eaten (u.m.)</td>
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<td>-eating (u.m.)</td>
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<td>hole</td>
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<td>-riddled (u.m.)</td>
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<td>-ripe (u.m.)</td>
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<td>shaft</td>
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<td>wood</td>
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<td></td>
<td><strong>worn</strong></td>
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</tbody>
</table>
|                     | #away}
down (u.m.)
out (u.m.)
outness
worrywart
worth
less
while (n., u.m.)
whileness (n.)
wrap
around (n., u.m.)
-wreath-crowned (u.m.)
wreck-free (u.m.)
wring
bolt
staff
wrist
band
bone
drop
fall
lock
#pin
plate
watch
write
back (n., u.m.)
-in (n., u.m.)
-off (n., u.m.)
-protect
-up (n., u.m.)
writing
wrong
doer
-ended (u.m.)
-minded (u.m.)
-thinking (u.m.)
wrought
#iron
-up (u.m.)
-wry

bill
-billed (u.m.)
-faced (u.m.)
-looking (u.m.)
-mouthed (u.m.)
-neck
-set (u.m.)

y

-body
-chromosome
-disease
-rated
-shaped
-virus

yellow
back
-backed (u.m.)
-bellied (u.m.)
-belly
-billed (u.m.)
-brush
#fever
-head (u.m.)
-tailed (u.m.)
-throated (u.m.)
-top

yes
-man
-no

yester
day
-year

yoke
fellow
-mating
-toed (u.m.)

Y

Y

-chromosome
-joint
-level
-potential
-shaped
-track
-tube

Yankee-Doodle
arm
-deep (u.m.)
-long (u.m.)
-stick
-wide (u.m.)

year
book
day
-end
-hour (u.m.)
-long (u.m.)
-old (u.m.)
-round (u.m.)

young
-eyed (u.m.)
-head (u.m.)
-ladylike
-looking (u.m.)
-manlike
-old
-womanhood
youthtide
yuletide

Z

Z

-bar
zero

axial
-dimensional
(u.m.)
#gravity
#hour
zigzag
zinc
-coated (u.m.)
-white (u.m.)

zip
#gun
-line
-

lock
zoo (c.f.)
all one word
zygo (c.f.)
all one word
zygomatico (c.f.)
rest one word
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
- Brown & Nelson’s store
- men’s, women’s, and children’s clothing
- St. Michael’s Men’s Club
- editor’s or proofreader’s opinion
- Bush’s or Obama’s administration
- Mrs. Smith’s and Mrs. Allen’s children
- the Army’s and the Navy’s work
- master’s and doctor’s degrees

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
- Dentists’ Supply Co. of New York
- International Ladies’ Garment Workers’ Union
- Court of St. James’s
- St. Peter’s Church
- St. Elizabeths Hospital
- Johns Hopkins University
- Hinds’ Precedents
- Hells Canyon
- Reader’s Digest
- Actor’s Equity Association
- Harpers Ferry
- 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
- United Nations meeting
- Southern States industries
- Massachusetts laws
- Bureau of Ships report
- House of Representatives session
- Teamsters Union
- editors handbook
- syrup producers manual
- technicians guide
- teachers college
- merchants exchange
- children’s hospital
- Young Men’s Christian Association
- but
- Veterans’ Administration
- (now Department of Veterans Affairs)
- Congress’ attitude

8.8. Possessive pronouns do not take an apostrophe.

- its
- ours
- theirs
- yours
- hers
- 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
- M.Cing
- R.Fing
- RIFs
- RIFed
- Y.W.C.A.s
- A.B.C.s
- 1920s
- I.O.U.s
- 10.s (thread)
- 4½s (bonds)
- 3s (golf)
- 2 by 4s
- I.Qs
- 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 nineties
- 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 lowercase \( s \) is included within the parentheses.

\[(\text{MPDs}) \quad (\text{IPOs})\]
\[(\text{MP3s}) \quad (\text{SUVs})\]
\[(\text{JPEGs}) \quad (\text{EVs})\]

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

- Danl., \textit{not} Dan’l
- Halloween, \textit{not} Hallowe’en
- phone, \textit{not} ’phone
- coon, \textit{not} ’coon
- possum, \textit{not} ’possum
  \textit{but} ma’am

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
- yeses and noes
- ands, ifs, and buts
- yeas and nays
- ins and outs
- the haves and have-nots
- but
- ups and downs
- do’s and don’ts
- whereases and wherefores
- which’s and that’s
- 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) \quad \text{for charity’s sake}
- 12 days’ labor \quad \text{for pity’s sake}
- 2 hours’ traveltime \quad \text{several billion dollars’ worth}
- a stone’s throw
- 2 weeks’ pay \quad \text{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) \quad \text{State prison}
- quartermaster stores \quad \text{States 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

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

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 Publishing 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. To introduce any matter that forms a question or a quotation.

The following question came up for discussion: What policy should be adopted?
She said: “We believe the time is now or never.”

8.24. After an introductory independent clause that describes or defines what follows. If a complete sentence follows the colon, capitalize its first word.

And then came the surprise: cake all around!
His only rule was this: Chickens are not allowed past the front parlor.
Before a final clause that extends or amplifies the preceding independent clause. Even if a complete sentence follows the colon, lowercase its first word.

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.

Following a sentence introducing an extract.

The Clerk will read as follows:
Amendment by Mr. Stearns: In line 4, after the word "pay", add a comma and the following words: “out of any money in the Treasury not otherwise appropriated”.

To introduce a run-in list.

There are three primary pigment colors: magenta, yellow, and cyan.
The vote was as follows: in the affirmative, 23; in the negative, 11; not voting, 3.
These are what he missed most: walking along the river at dawn, napping under the old maple tree, chasing birds in the park.
His goals were these: (1) learn Spanish, (2) see the Grand Canyon, and (3) climb Mt. Everest.

To introduce a bulleted or enumerated list that is not run in. There are many ways to construct such a list—far too many to detail here—depending on the contents of the list and the intent of the author; however, a few guidelines concerning consistency should be kept in mind.

Punctuation at the end of each list item may be commas, semicolons, periods, or even none at all, as long as its use is consistent within a list. The exception to this is that if commas or semicolons are used, the last item should end with a period, unless the list is part of a sentence that continues on after the list.

List items should be lowercased in a list using commas or semicolons after each list item. For lists using periods or no punctuation, capitalization should be determined by context—lists of single words are usually lowercased, whereas lists of independent clauses are more appropriately capitalized. Whatever choice is made concerning capitalization, it should be applied to all the list items; the first item is not handled differently.
A conjunction (and, or, nor) should follow the penultimate item in a list using commas or semicolons after each list item, but not otherwise.

His goals were these:
- Learn Spanish.
- See the Grand Canyon.
- Climb Mt. Everest.

His goals were these:
1. learn Spanish,
2. see the Grand Canyon, and
3. climb Mt. Everest.

His goals were these:
(a) learn Spanish,
(b) see the Grand Canyon, and
(c) climb Mt. Everest;
but he knew it was unlikely he would meet them.

8.29. To introduce subentries in tables and leaderwork. Single subentries are run in following the colon and are initial cap.

Seward Peninsula: Council district: (single subentry runs in).
Mining and manufacturing.
Shipping and trade.

Seward Peninsula:
Council district:
Mining and manufacturing.
Shipping and trade.

Fairhaven district: Tourism (single subentry runs in).

8.30. After a salutation.

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

8.31. In expressing clock time.

2:40 p.m.

8.32. In Biblical and other citations.

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


8.34. To separate book titles and subtitles.

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

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

U.S. Government Publishing Office
Washington : 2016

8.36. In proportions.

Concrete mixed 5:3:1
but 5–2–1 or 5-2-1 (when so in copy)

8.37. In double colon as ratio sign.

1:2::3:6

Comma

The comma is used—

8.38. 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.

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

He said, “Now or never.”

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

Then we had much; now, nothing.

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

short, swift streams; but short tributary streams
8.42. Between an introductory modifying phrase and the subject modified.

Beset by the enemy, they retreated.

8.43. Before and after Jr., Sr., Esq., Ph.D., F.R.S., Inc., etc., within a sentence except where possession is indicated.

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Henry Smith, Jr., chairman</td>
<td></td>
</tr>
<tr>
<td>Peter Johns, F.R.S., London</td>
<td>John Smith 2d (or II); Smith, John, II</td>
</tr>
<tr>
<td>Washington, DC, schools</td>
<td>Mr. Smith, Junior, also spoke</td>
</tr>
<tr>
<td>Google, Inc., technology</td>
<td>(where only last name is used)</td>
</tr>
<tr>
<td>Brown, A.H., Jr. (not Brown, Jr., A.H.)</td>
<td>Alexandria, VA's waterfront</td>
</tr>
<tr>
<td>Milan, Italy, vacation</td>
<td></td>
</tr>
<tr>
<td>University of California, Santa Cruz, mascot</td>
<td></td>
</tr>
</tbody>
</table>

8.44. 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.

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.

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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.

8.45. To set off words or phrases in apposition or in contrast.

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.

8.46. 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)

8.47. 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.

8.48. 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.

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

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

8.50. 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

8.51. 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.

8.52. To separate thousands and millions in numerical figures.

4,230 but 1,000,000,000 is more clearly illustrated as 1 billion
50,491
1,250,000

8.53. 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—

8.54. Between superior figures or letters in footnote references.

Numerous instances may be cited.¹ ²

Data are based on October production.ᵃᵇ


Washington, DC 20401–0003, for the GPO
East Rochester, OH 44625–9701 USA, was his hometown

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

<table>
<thead>
<tr>
<th>Month and Year</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 2016</td>
<td>150 B.C.</td>
</tr>
<tr>
<td>22d of May 2016</td>
<td>Labor Day 2016</td>
</tr>
<tr>
<td>February and March 2016</td>
<td>Easter Sunday 2016</td>
</tr>
<tr>
<td>January, February, and March 2016</td>
<td>5 January 2016 (military usage)</td>
</tr>
<tr>
<td>January 24 A.D. 2016; 15th of June</td>
<td>spring 2016</td>
</tr>
<tr>
<td>A.D. 2016</td>
<td>autumn 2016</td>
</tr>
</tbody>
</table>

8.57. Between the name and number of an organization.

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

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

<table>
<thead>
<tr>
<th>Fraction</th>
<th>Decimal</th>
<th>Serial Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>½</td>
<td>0.5</td>
<td>1/2500</td>
</tr>
<tr>
<td>1.0947</td>
<td></td>
<td>202–512–1800 (telephone number)</td>
</tr>
<tr>
<td>page 2632</td>
<td></td>
<td>1721–1727 St. Clair Avenue</td>
</tr>
<tr>
<td>10.1242</td>
<td></td>
<td>Executive Order 11242</td>
</tr>
<tr>
<td>motor No. 189463</td>
<td></td>
<td>1450 kilocycles; 1100 meters</td>
</tr>
</tbody>
</table>

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

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

8.60. Before an ampersand (&).

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

8.61. Before abbreviations of compass directions.

6430 Princeton Dr. SW
8.62. In bibliographies, between name of the publication and volume or similar number.

American Library Association Bulletin 34:238, April 1940.

8.63. 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—

8.64. 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.

8.65. 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 . . . .”
8.66. 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.

8.67. 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.

8.68. 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.

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

How can you explain this?—“Fee paid, $5.”

8.70. 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.

8.71. After a run-in sidehead.

8.72. To separate run-in questions and answers in testimony.

Q. Did he go?—A. No.

A 1-em dash is not used—

8.73. At the beginning of any line of type, except as shown in rule 8.70.

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

A 3-em dash is used—

8.75. In bibliographies to indicate repetition.

An en dash is used—

8.76. In a combination of figures and/or letters, including acronyms (even if the acronym spells out a word (e.g. PATRIOT)). But use a hyphen to combine such letters and/or figures with a word or abbreviation, or in chemical nomenclature.

figures:
- 5–20 (bonds)
- 85–1—85–20 (Public laws; use em dash between two elements with en dashes)
- 1–703–555–6593 (telephone number)
- 123–45–6789 (Social Security number)
- $15–$20 (range)

letters:
- WTOP–AM–FM–TV (radio and television stations)
- CBS–TV
- AFL–CIO
- C–SPAN
- s–NOM (scientific term)

figures and letters:
- 6–A (exhibit identification)
- DC–14 (airplane)
- MiG–25 (airplane, mixed letters with figure)
- I–95 (interstate roadway)
- 4–H (Club)
- LK–66–A(2)–74, 15A–x–3 (serial numbers)
- SE–BatsCZX–2015–65 (SEC file number)
- rule 13e–4
- Section 12(a)–(d) (range)

*but* a hyphen is used with:
- ACF-Brill Motors Co. (hyphen with capital letters and a word)
- loran-C (coined word plus letter)
- ALL-AMERICAN ESSAY CONTEST (hyphen in capitalized heading)
- Four Corners Monument, AZ-NM-UT-CO (hyphen with two-letter state abbreviations)
- U-235, Cr-Ni-Mo (chemical symbols)
- δ-HCH (chemical nomenclature)

8.77. 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—

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

*From June 1 to July 30, 2016; not from June 1–July 30, 2016*

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

*Between 2000 and 2016; not between 2000–16*

**Ellipses**

**8.80.** Three periods or three asterisks, 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 charge . . .

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 * * *.

**8.81.** Ellipses are not overrun alone at the end of a paragraph.
8.82. Copy will be followed for period or asterisk ellipses, even if inconsistent.

8.83. 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.

* * * * * * *

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

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

8.86. Equalize spacing above and below an ellipsis line.

Exclamation point

8.87. 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!

8.88. 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!
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—

- To connect the elements of certain compound words. (See Chapter 6 “Compounding Rules.”)

- To indicate continuation of a word divided at the end of a line.

- 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.

- To separate elements of chemical formulas.

The hyphen, as an element, may be used—

- To represent letters deleted or illegible words in copy.

  Oakland’s - - bonic plague Richard Emory H - - - -

**Parentheses**

Parentheses are used—

- 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).

- 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.
8.97. 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

8.98. 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.)

8.99. 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.

8.100. 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.)

8.101. 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).

8.102. 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.

8.103. 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.

8.104. 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. (sometimes ice cream)).

8.105. To enclose bylines in congressional work.

(By Harvey Hagman, archeological correspondent)

8.106. 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—

8.107. After a declarative sentence that is not exclamatory or after an imperative sentence.

Stars are suns.
He was employed by Sampson & Company.
Do not be late.
On with the dance.

8.108. 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.
8.109. In place of a closing parenthesis after a letter or number denoting a series.
   
   a. Bread well baked  
   b. Meat cooked rare  
   c. Cubed apples stewed

1. Punctuate freely
2. Compound sparingly
3. Index thoroughly

8.110. To indicate an ellipsis. (See rules 8.80 and 8.82.)

8.111. After a run-in sidehead.

   *Conditional subjunctive.*—The conditional subjunctive is required for all unreal and doubtful conditions.

2. **Peacetime preparation.**—a. The Chairman of the National Security Resources Board, etc.

2. Peacetime preparation.—**Industrial mobilization plans.**—The Chairman of the National Security Resources Board, etc.

2. **Peacetime preparation.**—**Industrial mobilization.**—The Chairman of the National Security Resources Board, etc.

62. **Determination of types.**—a. **Statement of characteristics.**—Before types of equipment, etc.

   *Steps in planning for procurement.*—(1) **Determination of needs.**—To plan for the procurement of such arms, etc.

62. **Determination of types.**—(a) **Statement of characteristics.**—Before types of, etc.

**DETERMINATION OF TYPES.**—**Statement of characteristics.**—Before types of, etc.

*but Note.*—The source material was furnished.


8.112. 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.

1. Outlines can begin with a capital Roman numeral.

   A. The number of levels and the width of the column determine alignment and indentation.

   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.

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

13.75 percent 1.25 meters
$3.50 0.08 mile

8.114. In continental European languages, to indicate thousands.

1.317 72.190.175

8.115. After abbreviations, unless otherwise specified. (See Chapter 9, "Abbreviations and Letter Symbols.")

Apr. but Co. m (meter)
fig. kc (kilocycle)
Ry. NY (New York)
Ph.D. RR
p.m. SSE (south-southeast)


Figure 1.—Schematic drawing.
Figure 1.—Continued.
but Figure 1 (without legend, no period)

8.117. After Article 1, Section 1, etc., at the beginning of paragraphs.

A center period is sometimes used—

8.118. To indicate multiplication. (Use of a multiplication sign is preferable.)

$$a \cdot b$$

$$a \times b$$
The period is omitted—

**8.119.** 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.

**8.120.** After a quotation mark that is preceded by a period.

She said: “I believe the time is now or never.”

**8.121.** 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.

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

- Daniel D Tompkins
- Ross T McIntire
  *but* Harry S. Truman (President Truman’s preference)

**8.123.** After a short name which is not an abbreviation of the longer form.

- Alex
- Ed
- Mac
- Sam

**8.124.** After Roman numerals used as ordinals.

- King George V
- Apollo XII insigne
  *but* Super Bowl 50

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

**8.126.** After explanatory matter under leaders or rules.

<table>
<thead>
<tr>
<th>(Name)</th>
<th>(Address)</th>
<th>(Position)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
8.127. Immediately before leaders, even if an abbreviation precedes the leaders.

**Question mark**
The question mark is used—

8.128. 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.

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

Can he do it? or you? or anyone?

8.130. 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—

8.131. 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?”

8.132. 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 well written.
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.

8.133. To enclose titles of addresses, albums, articles, awards, books, captions, editorials, essays, headings, headlines, hearings, motion pictures and plays (including television and radio programs), operas, papers, short poems, reports, songs, studies, subheadings, 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 or headline)
In “Search for Paradise” (motion picture)
“South Pacific” (play)
A paper on “Constant-Pressure Combustion” was read.
“O Captain! My Captain!” (short poem)
This was followed by the singing of “The Star-Spangled Banner.”
The information is located under the subhead “Sixty Days of Turmoil.”
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.”

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

8.135. To enclose a letter or communication that bears both date and signature.

8.136. 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.

8.137. 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.

8.138. 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 conductor shouted, “All aboard!”
   Who asked, “Why?”
   The President suggests that “an early occasion be sought.”
   Why call it a “gentlemen’s agreement”?

8.139. 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, 2016”.
   “Insert in lieu thereof ‘July 1, 1983,’”

8.140. 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.”

8.141. 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?’”

Quotation marks are not used—

8.142. To enclose titles of works of art: paintings, statuary, etc.
8.143. To enclose names of newspapers or magazines.

8.144. To enclose complete letters having date and signature.

8.145. 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.

8.146. In indirect quotations.

Tell her yes. He could not say no.

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

**Semicolon**

The semicolon is used—

8.148. 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.

8.149. 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.

8.150. 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—

8.151. Where a comma will suffice.

Offices are located in New York, NY, Chicago, IL, and Dallas, TX.

**Single punctuation**

8.152. 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**

8.153. 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 sidehead 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\cdot lbs}. See ASME Y14.38 ("Abbreviations and Acronyms for use on Drawings and Related Documents") for an extended list of technical abbreviations.

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\cdot 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.

F.D.R. i.e., e.g. (but op. cit.)
J.F.K. B.S., LL.D., Ph.D., B.Sc.
U.S. but
U.N. but
U.S.C. (but Rev. Stat.) AT&T
A.F. of L.-CIO (AFL–CIO preferred) Texas A&M
A.D., B.C. 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” will be interpreted to mean organized bodies that have become popularly identified with a symbol, such as MIT (Massachusetts Institute of Technology), GM (General Motors), AFLAC (American Family Life Assurance Company), etc. (See also rule 9.61.) 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
Abbreviations and Letter Symbols

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.

U.S. foreign policy United States Steel Corp.
U.S. farm-support program (legal title)
U.S. attorney Foreign policy of the United States
U.S. citizen United States Code (official title)

not Temperatures vary in the U.S.

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, the Virgin Islands, and freely associated states 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).

Prince George’s County, MD Arlington National Cemetery, VA
Mount Rainier National Forest, WA Aberdeen Proving Ground, MD
Washington Dulles
Stone Mountain, GA International Airport, VA
National Naval Medical Center, Bethesda, MD Redstone Arsenal, AL
Mark Twain National Wildlife Refuge, IL-IA-MO (note use of hyphens here) Leavenworth freight yards, Kansas
Richmond, VA Altoona sidetrack, Wisconsin

9.13. The Postal Service style of two-letter State, Province, and freely associated State abbreviations is to be used.
### United States

<table>
<thead>
<tr>
<th>State</th>
<th>Abbreviation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabama</td>
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<td>Delaware</td>
<td>DE</td>
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<td>District of Columbia</td>
<td>DC</td>
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<td>Federated States of Micronesia</td>
<td>FM</td>
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### Canada

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<td>MB</td>
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<tr>
<td>New Brunswick</td>
<td>NB</td>
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<tr>
<td>Newfoundland and Labrador</td>
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<tr>
<td>Northwest Territories</td>
<td>NT</td>
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<tr>
<td>Prince Edward Island</td>
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<tr>
<td>Nova Scotia</td>
<td>NS</td>
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<tr>
<td>Nunavut</td>
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<tr>
<td>Ontario</td>
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<tr>
<td>Quebec</td>
<td>QC</td>
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<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, no 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        Ninth Avenue Bldg.
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. In the description of tracts of public land the following abbreviations are used (periods are only used after compass directional abbreviations that describe township(s) (T./Tps.) and range(s) (R./Rs.)):

- SE¼NW¼ 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)

9.21. 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.

9.22. 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:

- Al
- Ben
- Fred
- Walt

- Alex
- Ed
- Sam
- Will

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.           Norton Enterprises, Inc.
Maryland Steamship Co., Ltd.  but
Chesapeake & Delaware Canal  Little Theater Company
Fairmount Building & Loan
Association             Senate Banking, Housing and
                        Urban Affairs Committee

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

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.

Lennon and McCartney  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.
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.

Source: http://www.defense.gov/About-DoD/Insignias/Officers.
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>Army</th>
<th>Navy Coast Guard</th>
<th>Marines</th>
<th>Air Force</th>
</tr>
</thead>
<tbody>
<tr>
<td>E3</td>
<td>Private First Class (PFC)</td>
<td>Seaman (SN)</td>
<td>Lance Corporal (LCpl)</td>
</tr>
<tr>
<td>E2</td>
<td>Private E–2 (PV2)</td>
<td>Seaman Apprentice (SA)</td>
<td>Private First Class (PFC)</td>
</tr>
<tr>
<td>E1</td>
<td>Private</td>
<td>Seaman Recruit (SR)</td>
<td>Private</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. John Kerry; the Honorable John Kerry; the Honorable Mr. Kerry
the Honorableables John Roberts, Elena Kagan, 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.;
but James A. Jones, Jr., Esq.
Ford Maddox, A.B., Ph.D., not Mr. Ford Maddox, A.B., Ph.D.
George Gray, M.D., not Mr. George Gray, M.D., nor Dr. George Gray, M.D.
Dwight A. Bellinger, D.V.M., but Major John P. Pryor, M.D.

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.
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., Ph.D., Jr., and Sr. 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)
ch., chs. (chapter, chapters)
col., cols. (column, columns)
ed., eds. (edition, editions)
fig., figs. (figure, figures)
fn., fns. (footnote, footnotes)
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 I; Section I
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.                                  Public Law 84, 102d Cong.
1st sess., 106th 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)                                  H. Conf. Rept. 10 (House conference report)
S. 116 (Senate bill)                                   H. Doc. 35 (House document)
The examples above may be abbreviated or spelled out in text.
H. Res. 5 (House resolution)                            S. Doc. 62 (Senate document)
H. Con. Res. 10 (House concurrent resolution)          H. Rept. 214 (House report)
H.J. Res. 21 (House joint resolution)                   S. Rept. 410 (Senate report)
S. Res. 50 (Senate resolution)                          Ex. Doc. B (Executive document)
S. Con. Res. 17 (Senate concurrent resolution)         Ex. F (92d Cong., 2d sess.)
S.J. Res. 45 (Senate joint resolution)                 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:

Mon. | Thurs. | Sat. |
Tues. |
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
- ChST—Chamorro standard time
- (DST not observed)
- 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
- SST—Samoan standard time
- (DST not observed)
- 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)

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)

but USAJOBS

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. The only instance where a period is used with a compass directional abbreviation is in a land tract description with township(s) (T./Tps.) and range(s) (R./Rs.). (See rule 9.20.) Compass directionals are abbreviated as follows:

- N
- NE
- E
- NW by N ¼ W
- S
- NNW
- W
- SW
- ESE
- 10° N 25° W
- but
- T. 2 S., R. 1 E.

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:

- **abs, absolute**
- **Bé, Baumé**
- **°C, degree Celsius**
- **°F, degree Fahrenheit**
- **°R, degree Rankine**
- **K, kelvin; but Kelvin scale**
- **273.15 K**
- **°API**
- **Twad, Twaddell**
- **100 °C**
- **212 °F**
- **671.67 °R**
- **18 °API**

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

- 10 a.m. (not 10:00 a.m.)
- 12 p.m. (12 noon)
- 2:30 p.m.
- 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 \( \text{cm}^3 \); use \( \text{cc} \) 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>Prefixes for multiples and submultiples</th>
<th>Metric units</th>
</tr>
</thead>
<tbody>
<tr>
<td>Y yotta ( (10^{24}) )</td>
<td>d deci ( (10^{-1}) )</td>
</tr>
<tr>
<td>Z zetta ( (10^{21}) )</td>
<td>c centi ( (10^{-2}) )</td>
</tr>
<tr>
<td>E exa ( (10^{18}) )</td>
<td>m milli ( (10^{-3}) )</td>
</tr>
<tr>
<td>P peta ( (10^{15}) )</td>
<td>μ micro ( (10^{-6}) )</td>
</tr>
<tr>
<td>T tera ( (10^{12}) )</td>
<td>n nano ( (10^{-9}) )</td>
</tr>
<tr>
<td>G giga ( (10^{9}) )</td>
<td>p pico ( (10^{-12}) )</td>
</tr>
<tr>
<td>M mega ( (10^{6}) )</td>
<td>f femto ( (10^{-15}) )</td>
</tr>
<tr>
<td>k kilo ( (10^{3}) )</td>
<td>a atto ( (10^{-18}) )</td>
</tr>
<tr>
<td>h hecto ( (10^{2}) )</td>
<td>z zepto ( (10^{-21}) )</td>
</tr>
<tr>
<td>da deka ( (10) )</td>
<td>y yocto ( (10^{-24}) )</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).
### Abbreviations and Letter Symbols

#### Length

<table>
<thead>
<tr>
<th>Unit</th>
<th>Symbol</th>
<th>Unit</th>
<th>Symbol</th>
<th>Unit</th>
<th>Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>km</td>
<td>km</td>
<td>km²</td>
<td>km²</td>
<td>km³</td>
<td>km³</td>
</tr>
<tr>
<td>hm</td>
<td>hm</td>
<td>hm²</td>
<td>hm²</td>
<td>hm³</td>
<td>hm³</td>
</tr>
<tr>
<td>dam</td>
<td>dam</td>
<td>dam²</td>
<td>dam²</td>
<td>dam³</td>
<td>dam³</td>
</tr>
<tr>
<td>m</td>
<td>m</td>
<td>m²</td>
<td>m²</td>
<td>m³</td>
<td>m³</td>
</tr>
<tr>
<td>dm</td>
<td>dm</td>
<td>dm²</td>
<td>dm²</td>
<td>dm³</td>
<td>dm³</td>
</tr>
<tr>
<td>cm</td>
<td>cm</td>
<td>cm²</td>
<td>cm²</td>
<td>cm³</td>
<td>cm³</td>
</tr>
<tr>
<td>mm</td>
<td>mm</td>
<td>mm²</td>
<td>mm²</td>
<td>mm³</td>
<td>mm³</td>
</tr>
</tbody>
</table>

#### Area

<table>
<thead>
<tr>
<th>Length Unit</th>
<th>Area Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>km</td>
<td>km²</td>
</tr>
<tr>
<td>hm</td>
<td>hm²</td>
</tr>
<tr>
<td>dam</td>
<td>dam²</td>
</tr>
<tr>
<td>m</td>
<td>m²</td>
</tr>
<tr>
<td>dm</td>
<td>dm²</td>
</tr>
<tr>
<td>cm</td>
<td>cm²</td>
</tr>
<tr>
<td>mm</td>
<td>mm²</td>
</tr>
</tbody>
</table>

#### Volume

<table>
<thead>
<tr>
<th>Length Unit</th>
<th>Volume Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>km</td>
<td>km³</td>
</tr>
<tr>
<td>hm</td>
<td>hm³</td>
</tr>
<tr>
<td>dam</td>
<td>dam³</td>
</tr>
<tr>
<td>m</td>
<td>m³</td>
</tr>
<tr>
<td>dm</td>
<td>dm³</td>
</tr>
<tr>
<td>cm</td>
<td>cm³</td>
</tr>
<tr>
<td>mm</td>
<td>mm³</td>
</tr>
</tbody>
</table>

#### Weight

<table>
<thead>
<tr>
<th>Unit</th>
<th>Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>kg</td>
<td>kg</td>
</tr>
<tr>
<td>hg</td>
<td>hg</td>
</tr>
<tr>
<td>dag</td>
<td>dag</td>
</tr>
<tr>
<td>g</td>
<td>g</td>
</tr>
<tr>
<td>dg</td>
<td>dg</td>
</tr>
<tr>
<td>cg</td>
<td>cg</td>
</tr>
<tr>
<td>mg</td>
<td>mg</td>
</tr>
<tr>
<td>μg</td>
<td>μg</td>
</tr>
</tbody>
</table>

#### Land area

<table>
<thead>
<tr>
<th>Unit</th>
<th>Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>ha</td>
<td>ha</td>
</tr>
<tr>
<td>a</td>
<td>a</td>
</tr>
</tbody>
</table>

#### Capacity of containers

<table>
<thead>
<tr>
<th>Unit</th>
<th>Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>kL</td>
<td>kL</td>
</tr>
<tr>
<td>hL</td>
<td>hL</td>
</tr>
<tr>
<td>daL</td>
<td>daL</td>
</tr>
<tr>
<td>L</td>
<td>L</td>
</tr>
<tr>
<td>dL</td>
<td>dL</td>
</tr>
<tr>
<td>cL</td>
<td>cL</td>
</tr>
<tr>
<td>mL</td>
<td>mL</td>
</tr>
</tbody>
</table>

### 9.57. A similar form of abbreviation applies to any unit of the metric system.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>A</td>
</tr>
<tr>
<td>VA</td>
<td>VA</td>
</tr>
<tr>
<td>F</td>
<td>F</td>
</tr>
<tr>
<td>H</td>
<td>H</td>
</tr>
<tr>
<td>Hz</td>
<td>Hz</td>
</tr>
<tr>
<td>J</td>
<td>J</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unit</th>
<th>Symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>V</td>
<td>V</td>
</tr>
<tr>
<td>W</td>
<td>W</td>
</tr>
<tr>
<td>kc</td>
<td>kc</td>
</tr>
<tr>
<td>kilovolt</td>
<td>kW</td>
</tr>
<tr>
<td>kilovoltampere</td>
<td></td>
</tr>
</tbody>
</table>

### 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>in²</td>
</tr>
<tr>
<td>ft</td>
<td>in³</td>
</tr>
<tr>
<td>yd</td>
<td>mi²</td>
</tr>
<tr>
<td>mi</td>
<td>ft³</td>
</tr>
</tbody>
</table>

#### Note

A similar form of abbreviation applies to any unit of the metric system.
In astrophysical and similar scientific matter, magnitudes and units of time may be expressed as follows:

\[ 5^h3^m9^s \quad 4.5^h \]

**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.”)

- \$ (dollar)
- Mex \$2,650
- c, ct, ¢ (cent, cents)
- P (peso)
- TRL\$175 (Turkish)
- £ (pound)
- USD15,000
- d (pence)
- € (euro)

Use “USD” if omission would result in confusion.

**Standard word abbreviations**

9.61. For a more complete list of Government acronyms visit the U.S. Government Manual: https://www.govinfo.gov/content/pkg/GOVMAN-2015-07-01/pdf/GOVMAN-2015-07-01-Commonly-Used-Agency-Acronyms-105.pdf. Use these forms if abbreviations are required:

- 2,4D (insecticide)
- A1 (rating)
- 2d—second
- A.A.—Alcoholics Anonymous
- 3d—third
- AARP—American Association of Retired Persons
- 3D—three dimensional
- abbr.—abbreviation
- 4˚—quarto
- abs.—abstract
- 8˚—octavo
- bbl—barrel
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>acct.</td>
<td>account</td>
</tr>
<tr>
<td>ACTH</td>
<td>adrenocorticotropic hormone</td>
</tr>
<tr>
<td>A.D.</td>
<td>(anno Domini) in the year of our Lord (A.D. 937)</td>
</tr>
<tr>
<td>ADDH</td>
<td>attention deficit disorder with hyperactivity</td>
</tr>
<tr>
<td>ADHD</td>
<td>attention deficit hyperactivity disorder</td>
</tr>
<tr>
<td>AF</td>
<td>audiofrequency</td>
</tr>
<tr>
<td>AFB</td>
<td>Air Force Base</td>
</tr>
<tr>
<td>AFL–CIO</td>
<td>American Federation of Labor and Congress of Industrial Organizations</td>
</tr>
<tr>
<td>AIDS</td>
<td>acquired immunodeficiency syndrome</td>
</tr>
<tr>
<td>a.k.a.</td>
<td>also known as</td>
</tr>
<tr>
<td>A.L.R.</td>
<td>American Law Reports</td>
</tr>
<tr>
<td>ALS</td>
<td>amyotrophic lateral sclerosis</td>
</tr>
<tr>
<td>AM</td>
<td>amplitude modulation (no periods)</td>
</tr>
<tr>
<td>A.M.</td>
<td>(anno mundi) in the year of the world</td>
</tr>
<tr>
<td>A.M. or M.A.</td>
<td>master of arts</td>
</tr>
<tr>
<td>a.m.</td>
<td>(ante meridiem) before noon</td>
</tr>
<tr>
<td>Am. Repts.</td>
<td>American Reports</td>
</tr>
<tr>
<td>Amtrak</td>
<td>National Railroad Passenger Corporation</td>
</tr>
<tr>
<td>AMVETS</td>
<td>American Veterans; Amvet(s) (individual)</td>
</tr>
<tr>
<td>ANSI</td>
<td>American National Standards Institute</td>
</tr>
<tr>
<td>antilog</td>
<td>antilogarithm (no period)</td>
</tr>
<tr>
<td>AOA</td>
<td>Administration on Aging</td>
</tr>
<tr>
<td>APEC</td>
<td>Asia-Pacific Economic Cooperation</td>
</tr>
<tr>
<td>API</td>
<td>American Petroleum Institute</td>
</tr>
<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 approx. — 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>ASD</td>
<td>autism spectrum disorder</td>
</tr>
<tr>
<td>ASME</td>
<td>American Society of Mechanical Engineers</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 Ave. — 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>BAC</td>
<td>billing address code</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>
</tbody>
</table>
CACM—Central American Common Market
CAD—computer-aided design
CAP—Civil Air Patrol
CAT scan—computerized axial tomography
C.C.A.—Circuit Court of Appeals
CCC—Commodity Credit Corporation
C.Cls.—Court of Claims
C.Cls.R.—Court of Claims Reports
C.C.P.A.—Court of Customs and Patents Appeals
CCSDS—Consultative Committee for Space Data Systems
CDC—Centers for Disease Control and Prevention
C.E.—Common Era
CEA—Council of Economic Advisers
cf.—(confer) compare or see
CFR—Code of Federal Regulations
CFR Supp.—Code of Federal Regulations Supplement
CHAMPUS—Civilian Health and Medical Program of the Uniformed Services
CIA—Central Intelligence Agency
C.J.—(corpus juris) body of law; Chief Justice
CMYK—cyan, magenta, yellow, black
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
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—dichlorodiphenyl-trichloroethane
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
DOI—Department of the Interior
DOJ—Department of Justice
Abbreviations and Letter Symbols

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
DST—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
ESE—east-southeast
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
EXIM 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
Fannie Mae—Federal National Mortgage Association
FAO—Food and Agriculture Organization
FAQ—frequently asked question
FAR—Federal Acquisition Regulation
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
FERC—Federal Energy Regulatory Commission
FHA—Federal Housing Administration
FHFA—Federal Housing Finance Agency
FmHA—Farmers Home Administration
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
FNS—Food and Nutrition Service
f°—folio
FOB—free on board
FPO—fleets 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
F. Supp.—Federal Supplement
FTC—Federal Trade Commission
FWS—Fish and Wildlife Service
GAO—Government Accountability Office
GATT—General Agreement on Tariffs and Trade
GDP—Gross Domestic Product
GFE—government furnished equipment
GFI—government furnished information
GI—general issue; Government issue
GIS—geographic information system
G.M.&S.—general, medical, and surgical
GNMA—Government National Mortgage Association (Ginnie Mae)
Gov.—Governor
GPO—Government Publishing Office
GPS—Global Positioning System
gr. wt.—gross weight
GSA—General Services Administration
GSE—Government-Sponsored Enterprise
G7—Group of Seven
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
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Full Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>IAEA</td>
<td>International Atomic Energy Agency</td>
</tr>
<tr>
<td>ibid</td>
<td>(ibidem) in the same place</td>
</tr>
<tr>
<td>ICBM</td>
<td>intercontinental ballistic missile</td>
</tr>
<tr>
<td>id</td>
<td>(idem) the same</td>
</tr>
<tr>
<td>ID</td>
<td>Information Dissemination</td>
</tr>
<tr>
<td>IDA</td>
<td>International Development Association</td>
</tr>
<tr>
<td>IDE</td>
<td>integrated drive electronics</td>
</tr>
<tr>
<td>i.e.</td>
<td>(id est) that is</td>
</tr>
<tr>
<td>IEEE</td>
<td>Institute of Electrical and Electronic Engineers</td>
</tr>
<tr>
<td>IF</td>
<td>intermediate frequency (no periods)</td>
</tr>
<tr>
<td>IFC</td>
<td>International Finance Corporation</td>
</tr>
<tr>
<td>IMF</td>
<td>International Monetary Fund</td>
</tr>
<tr>
<td>Insp. Gen.</td>
<td>inspector general</td>
</tr>
<tr>
<td>Interpol</td>
<td>International Criminal Police Organization</td>
</tr>
<tr>
<td>IOU</td>
<td>I owe you</td>
</tr>
<tr>
<td>IQ</td>
<td>intelligence quotient</td>
</tr>
<tr>
<td>IRA</td>
<td>individual retirement account</td>
</tr>
<tr>
<td>IRBM</td>
<td>intermediate range ballistic missile</td>
</tr>
<tr>
<td>IRE</td>
<td>Institute of Radio Engineers</td>
</tr>
<tr>
<td>IRS</td>
<td>Internal Revenue Service</td>
</tr>
<tr>
<td>ISIL</td>
<td>Islamic State of Iraq and the Levant (Intelligence Community standard)</td>
</tr>
<tr>
<td>ISIS</td>
<td>Islamic State of Iraq and Syria</td>
</tr>
<tr>
<td>ISO</td>
<td>International Organization for Standardization</td>
</tr>
<tr>
<td>ISS</td>
<td>International Space Station</td>
</tr>
<tr>
<td>ISSN</td>
<td>International Standard Serial Number</td>
</tr>
<tr>
<td>JAG</td>
<td>Judge Advocate General</td>
</tr>
<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>Judge Adv. Gen</td>
<td>Judge Advocate General</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>LGBTQ</td>
<td>Lesbian, Gay, Bisexual, Transgender, and Questioning</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</td>
<td>logarithm</td>
</tr>
<tr>
<td>long</td>
<td>longitude</td>
</tr>
<tr>
<td>loran</td>
<td>long-range navigation</td>
</tr>
<tr>
<td>lox</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>MAC</td>
<td>Military Airlift Command</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>Medi-Cal</td>
<td>Medicaid California</td>
</tr>
</tbody>
</table>
memo—memorandum
MF—medium frequency; microfiche
MFN—most favored nation
MIA—missing in action (plural MIA)
MIRV—multiple independently targetable reentry vehicle
Misc. Doc. (with number)—miscellaneous document
Mlle.—mademoiselle
MMAR—Materials Management Acquisition Regulation
Mme.—madam
Mmes.—mesdames
mo.—month
MOS—military occupational specialty
M.P.—Member of Parliament
MP—military police
Mr.—mister (plural Messrs.)
MRI—magnetic resonance imaging
Mrs.—mistress
Ms.—feminine title (plural Mses.)
M.S.—master of science
MS.—MSS., manuscript, manuscripts
MSC—Military Sealift Command
Msgr.—monsignor
m.s.l.—mean sea level
MTN—multilateral trade negotiations
N—north
NA—not available; not applicable
NACo.—National Association of Counties
NAFTA—North American Free Trade Agreement
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
NFC—National Finance Center
NIH—National Institutes of Health
NIST—National Institute of Standards and Technology
NGA—National Geospatial-Intelligence Agency
n.l.—natural log or logarithm
NLRB—National Labor Relations Board
NNTP—Network News Transfer Protocol
NNW—north-northwest
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
NPR—National Public Radio
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
Abbreviations and Letter Symbols

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

OD—officer of the day

OD—overdose; Odd, overdosed

O.D.—doctor of optometry

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

PA—public address system; physician assistant

Pac.—Pacific Reporter; P.2d, Pacific Reporter, second series

PAC—political action committee (plural PACs)

PBS—Public Broadcasting Service; Public Buildings Service

PCV—Peace Corps Volunteer

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)

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

PTSD—post-traumatic stress disorder

Public Res. (with number)—public resolution

PX—post exchange

QT—on the quiet

R.—Rs., range, ranges

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

Rev.—reverend

Rev. Stat.—Revised Statutes

RF—radio frequency

R.F.D.—rural free delivery

RGB—red, green, blue

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
RSS—Really Simple Syndication
Rt. Rev.—right reverend
Ry.—railway
S—south
S.—Senate bill (with number)
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
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
SEO—Search Engine Optimization
SHF—superhigh frequency
shoran—short range (radio)
SI—Systeme International d’Unités
sic—thus
sin—sine
sinh—hyperbolic sine
S.J. Res. (with number)—Senate joint resolution
sonar—sound, navigation, and ranging (no period)
SOP—standard operating procedure
SOS—wireless distress signal
SP—shore patrol
SPA—simplified purchase agreement
SPAR—Coast Guard Women’s Reserve (semper paratus—always ready)
sp. gr.—specific gravity
Sq.—square (street)
Sr.—senior
S. Rept. (with number)—Senate report
S. Res. (with number)—Senate resolution
SS—steamship
ss—(scilicet) namely (in law) (see also sc.)
SSA—Social Security Administration
SSE—south-southeast
SSS—Selective Service System
St.—Ste., SS., Saint, Sainte, Saints
St.—street
Stat.—Statutes at Large
STEAM—Science, Technology, Engineering, Art and Mathematics
STEM—Science, Technology, Engineering and Mathematics
STP—standard temperature and pressure
Sup. Ct.—Supreme Court Reporter
Supp. Rev. Stat.—Supplement to the Revised Statutes
Supt.—superintendent
Surg.—surgeon
Surg. Gen.—Surgeon General
SW—southwest
S.W.2d—Southwestern Reporter, second series
SWAT—special weapons and tactics (team)
T.—Tps., township, townships
tan—tangent
tanh—hyperbolic tangent
TB—tuberculosis
T.D.—Treasury Decisions
TDY—temporary duty
Ter.—terrace
3d—third
t.m.—true mean
TNT—trinitrotoluol
TPP—Trans-Pacific Partnership
TV—television
TVA—Tennessee Valley Authority
uc.—uppercase
UHF—ultrahigh frequency
U.N.—United Nations
UNESCO—United Nations Educational, Scientific, and Cultural Organization
UNCHR—United Nations High Commissioner for Refugees
UNICEF—United Nations Children’s Fund
U.S.—U.S. Supreme Court Reports
U.S.A.—United States of America
USA—U.S. Army
USAF—U.S. Air Force
USAID—U.S. Agency for International Development
USCCR—U.S. Commission on Civil Rights
USCG—U.S. Coast Guard
USDA—U.S. Department of Agriculture
USES—U.S. Employment Service
U.S. 61—U.S. No. 61, U.S. Highway No. 61
USGS—U.S. Geological Survey
USMC—U.S. Marine Corps
USN—U.S. Navy
USNR—U.S. Navy Reserve
U.S.P.—United States Pharmacopeia
USPS—U.S. Postal Service
U.S.S.—U.S. Senate
v. or vs.—(versus) against
VA—Department of Veterans Affairs
VAT—value added tax
VCR—video cassette recorder
VHF—very high frequency
VIP—very important person
viz—(videlicet) namely
VLF—very low frequency
VTR—video tape recording
W—west
w.a.e.—when actually employed
Wall.—Wallace (U.S. Supreme Court Reports)
wf—wrong font
Wheat.—Wheaton (U.S. Supreme Court Reports)
WHO—World Health Organization
WIPO—World Intellectual Property Organization
WNW—west-northwest
w.o.p.—without pay
Yale L.J.—Yale Law Journal
ZIP Code—Zone Improvement Plan Code (Postal Service)
ZIP+4—9-digit ZIP Code
Standard letter symbols for units of measure

9.62. The same form is used for singular and plural senses.

A—ampere
Å—angstrom
a—are
a—atto (prefix, one-quintillionth)
aA—attoampere
abs—absolute (temperature and gravity)
ac—alternating current
AF—audiofrequency
Ah—ampere-hour
A/m—ampere per meter
AM—amplitude modulation
asb—apostilb
At—ampere-turn
at—atmosphere, technical
atm—atmosphere
at wt—atomic weight
au—astronomical units
avdp—avoirdupois
b—barn
B—bel
b—bit
bbl—barrel
bbl/d—barrel per day
Bd—baud
bd. ft.—board foot (obsolele); use fbm
Bé—Baumé
Bev (obsolele); see GeV
Bhn—Brinell hardness number
bhp—brake horsepower
bm—board measure
bp—boiling point
Btu—British thermal unit
bu—bushel
¢—¢, ct; cent(s)
c—centi (prefix, one-hundredth)
C—coulomb
°C—degree Celsius
cal—calorie (also: calIT, International Table; calth—thermochemical)


cd/in²—candela per square inch
cd/m²—candela per square meter
cg—centigram
cd•h—candela-hour
Ci—curie
cL—centiliter
cm—centimeter
c/m—cycles per minute
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
Abbreviations and Letter Symbols

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—fentometer
FM—frequency modulation
ft—foot
ft²—square foot
ft³—cubic foot
ft\text{H}_2\text{O}—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
ft-pdl—foot poundal
ft/s—foot per second
ft²/s—square foot per second
ft³/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—ghigahertz (gigacycle per second)
grain; gross
h—hecto (prefix, 100)
H—heavy
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
in—inch
in²—square inch
in³—cubic inch
in/h—inch per hour
in\text{H}_2\text{O}—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
kHz—kilohertz (kilocycles per second)
kL—kiloliter
klbf—kilopound-force
km—kilometer
km²—square kilometer
km³—cubic kilometer
km/h—kilometer per hour
kn—knot (speed)
kΩ—kilohm
kt—kiloton; carat
kV—kilovolt
kVA—kilovoltampere
kvar—kilovar
kW—kilowatt  
kWh—kilowatt-hour  
L—lambert  
L—liter  
lb—pound  
lb ap—apothecary pound  
lb—avdp, avoirdupois pound  
lbf—pounds-force  
lbf/ft—pounds-force foot  
lbf/ft²—pounds-force per square foot  
lbf/ft³—pounds-force per cubic foot  
lbf/in²—pounds-force per square inch  
(see psi)  
lb/ft—pounds per foot  
lb/ft²—pounds per square foot  
lb/ft³—pounds 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 per second  
lm/W—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  
cmp—millicycle; see also mHz  
(millihertz), millicycles per second  
mD—millidarcy  
meq—milliequivalent  
MeV—megaelectronvolts  
mF—millifaraday  
μF—microfarad  
mG—milligauss  
mg—milligram  
μg—microgram  
Mgal/d—million gallons per day  
mH—millihenry  
μH—microhenry  
MHz—megahertz  
mHz—millihertz  
mi—mile (statute)  
m²—square mile  
mi/gal—miles per gallon  
mi/h—miles per hour  
mil—mil  
min—minute (time)  
μin—microinch  
µL—millilitre  
mL—millilitre  
mm—millimetre  
mm²—square millimetre  
mm³—cubic millimetre  
μm²—square micrometre  
μm³—cubic micrometre  
μm—micromicron (use of compound prefixes obsolete; use pm, picometre)  
μµF—micromicrofarad (use of compound prefixes obsolete; use pF)  
mmHg—conventional millimetre of mercury  
mΩ—megohm  
mo—month  
mol—mole (unit of substance)
Abbreviations and Letter Symbols

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
pF—water-holding energy
pH—hydrogen-ion concentration
ph—phot; phase
pk—peck
pm—picometer
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 (measurement of radiation)
°R—degree Rankine
rad—radian
rd—rad (radiation-absorbed dose)
rem—roentgen equivalent man
r/min—revolutions per minute
rms—root mean square
r/s—revolutions per second
s—second (time)
s—shilling
S—sieling
sb—stilb
scp—spherical candlepower
s•ft—second-foot
shp—shaft horsepower
slug—slug
sr—steradian
sSu—standard saybolt universal
sSf—standard saybolt fural
stdft³—standard cubic foot (feet)
Sus—saybolt universal second(s)
T—tera (prefix, 1 trillion)
Tft³—trillion cubic feet
T—tesla
t—tonne (metric ton)
tbsp—tablespoonful
thm—therm
ton—ton
tsp—teaspoonful
Ttw—twaddell
u—(unified) atomic mass unit
UHF—ultrahigh frequency
V—volt
VA—voltampere
var—var
VHF—very high frequency
V/m—volt per meter
W—watt
Wb—weber
Standard Latin abbreviations

9.63. When Latin abbreviations are used, follow this list.

a.—annus, year; ante, before
A.A.C.—anno ante, Christum in the year before Christ
A.A.S.—Academiae Americanae Socius, Fellow of the American Academy [Academy of Arts and Sciences]
A.B.—artium baccalaureus, bachelor of arts
ab init.—ab initio, from the beginning
abs. re.—absente reo, the defendant being absent
A.C.—ante Christum, before Christ
A.D.—anno Domini, in the year of our Lord
a.d.—ante diem, before the day
ad fin.—ad finem, at the end, to one end
ad h.l.—ad hunc locum, to this place, on this passage
ad inf.—ad infinitum, to infinity
ad init.—ad initium, at the beginning
ad int.—ad interim, in the meantime
ad lib.—ad libitum, at pleasure
ad loc.—ad locum, at the place
ad val.—ad valorem, according to
A.I.—anno inventionis, in the year of the discovery
al.—alia, alii, other things, other persons
A.M.—anno mundi, in the year of the world; Annus mirabilis, the wonderful year [1666]
am.—ante meridiem, before noon
an.—anno, in the year; ante, before
ann.—annales, annals; anni, years
A.R.S.S.—Antiquariorum Regiae Societatis Socius, Fellow of the Royal Society of Antiquaries
A.U.C.—anno urbis conditae, ab urbe conoluta, in [the year from] the building of the City [Rome], 753 B.C.
B.A.—baccalaureus artium, bachelor of arts
B.S. or B. Sc.—baccalaureus scientiae, bachelor of science
C.—centum, a hundred; 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

Wh—watthour
W/(m•K)—watt per meter kelvin
W/sr—watt per steradian
W/(sr•m²)—watt per steradian square meter
x—unknown quantity (italic)
yd—yard
yd²—square yard
yd³—cubic yard
yr—year
<table>
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<tr>
<th>Abbreviation</th>
<th>Explanation</th>
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<tr>
<td>D.</td>
<td>Deus, God; Dominus, Lord; d., decretum, a decree; denarius, a penny; da, give</td>
</tr>
<tr>
<td>D.D.</td>
<td>divinitatis doctor, doctor of divinity</td>
</tr>
<tr>
<td>D.G.</td>
<td>Dei gratia, by the grace of God; Deo gratias, thanks to God</td>
</tr>
<tr>
<td>D.N.</td>
<td>Dominus noster, our Lord</td>
</tr>
<tr>
<td>D.S.</td>
<td>doctor scientiae, doctor of science</td>
</tr>
<tr>
<td>D.S. or D. Sc.</td>
<td>doctor scientiae, doctor of science</td>
</tr>
<tr>
<td>d.s.p.</td>
<td>decessit sine prole, died without issue</td>
</tr>
<tr>
<td>D.V.</td>
<td>Deo volente, God willing</td>
</tr>
<tr>
<td>dwt.</td>
<td>d. for denarius, wt. for weight pennyweight</td>
</tr>
<tr>
<td>e.g.</td>
<td>exempli gratia, for example</td>
</tr>
<tr>
<td>et al.</td>
<td>et alibi, and elsewhere; et alii, or aliae, and others</td>
</tr>
<tr>
<td>etc.</td>
<td>et cetera, and others, and so forth</td>
</tr>
<tr>
<td>et seq.</td>
<td>et sequentes, and those that follow</td>
</tr>
<tr>
<td>et ux.</td>
<td>et uxor, and wife</td>
</tr>
<tr>
<td>F.</td>
<td>filius, son</td>
</tr>
<tr>
<td>f.</td>
<td>fiat, let it be made; forte, strong</td>
</tr>
<tr>
<td>fac.</td>
<td>factum similis, facsimile, an exact copy</td>
</tr>
<tr>
<td>fasc.</td>
<td>fasciculus, a bundle</td>
</tr>
<tr>
<td>fl.</td>
<td>flores, flowers; floruit, flourished; fluidus, fluid</td>
</tr>
<tr>
<td>f.r.</td>
<td>folio recto, right-hand page</td>
</tr>
<tr>
<td>F.R.S.</td>
<td>Fraternitatis Regiae Socius, Fellow of the Royal Society</td>
</tr>
<tr>
<td>f.v.</td>
<td>folio verso, on the back of the leaf</td>
</tr>
<tr>
<td>guttat.</td>
<td>guttatim, by drops</td>
</tr>
<tr>
<td>H.</td>
<td>hora, hour</td>
</tr>
<tr>
<td>h.a.</td>
<td>hoc anno, in this year; hujus anni, this year’s</td>
</tr>
<tr>
<td>hab. corp.</td>
<td>habeas corpus, have the body—a writ</td>
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<tr>
<td>h.e.</td>
<td>hic est, this is; hoc est, that is</td>
</tr>
<tr>
<td>h.m.</td>
<td>hoc mense, in this month; huius mensis, this month’s</td>
</tr>
<tr>
<td>H.R.I.P.</td>
<td>hic requiescat in pace, here rests in peace</td>
</tr>
<tr>
<td>H.S.</td>
<td>hic sepultus, here is buried; hic situs, here lies; h.s., hoc sensu, in this sense</td>
</tr>
<tr>
<td>H.S.S.</td>
<td>Historiae Societatis Socius, Fellow of the Historical Society</td>
</tr>
<tr>
<td>h.t.</td>
<td>hoc tempore, at this time; hoc titulo, in or under this title</td>
</tr>
<tr>
<td>I.</td>
<td>Idus, the Ides; i., id, that; immortalis, immortal</td>
</tr>
<tr>
<td>ib. or ibid.</td>
<td>ibidem, in the same place</td>
</tr>
<tr>
<td>i.d.</td>
<td>idem, the same</td>
</tr>
<tr>
<td>i.e.</td>
<td>id est, that is</td>
</tr>
<tr>
<td>imp.</td>
<td>imprimatur, sanction, let it be printed</td>
</tr>
<tr>
<td>I.N.D.</td>
<td>in nomine Dei, in the name of God</td>
</tr>
<tr>
<td>in f.</td>
<td>in fine, at the end</td>
</tr>
<tr>
<td>inf.</td>
<td>infra, below</td>
</tr>
<tr>
<td>init.</td>
<td>in initio, in the beginning</td>
</tr>
<tr>
<td>in loc.</td>
<td>in loco, in its place</td>
</tr>
<tr>
<td>in loc. cit.</td>
<td>in loco citato, in the place cited</td>
</tr>
<tr>
<td>in pr.</td>
<td>in principio, in the beginning</td>
</tr>
<tr>
<td>in trans.</td>
<td>in transitu, on the way</td>
</tr>
<tr>
<td>i.q.</td>
<td>idem quod, the same as</td>
</tr>
<tr>
<td>i.q.e.d.</td>
<td>id quod erat demonstrandum, what was to be proved</td>
</tr>
<tr>
<td>J.</td>
<td>judex, judge</td>
</tr>
<tr>
<td>J.C.D.</td>
<td>juris civilis doctor, doctor of civil law</td>
</tr>
<tr>
<td>J.D.</td>
<td>jurum or juris doctor, doctor of laws</td>
</tr>
<tr>
<td>J.U.D.</td>
<td>juris utriusque doctor, doctor of both civil and canon law</td>
</tr>
<tr>
<td>L.</td>
<td>liber, a book; locus, a place</td>
</tr>
<tr>
<td>£.</td>
<td>libra, pound; placed before figures thus £10; if l., to be placed after, as 401.</td>
</tr>
</tbody>
</table>
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
L.L.B.—legum baccalaureus, bachelor of laws
L.L.D.—legum doctor, doctor of laws
L.L.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 dicat, 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; qq. v., quos, quas, or quae vide, which see (plural)
R.—regina, queen; recto, right-hand page; respublica, commonwealth
B.—recipe, take
R.I.P.—requiescat, or requiescant, in pace, may he, she, or they, rest in peace
R.P.D.—rerum politcarum 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; sculpsit, he, or she, carved or engraved it
S.B. or Sc. B.—scientiae baccalaureus, bachelor of science
S.D. or 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.a.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
3DES—Triple DES encryption
3DM—Data Driven Decision Making
ABLS—Automated Bid List System
ACES—access certificates for electronic services
ACID—Atomicity, Consistency, Isolation and Durability
ACL—Access Control List
ACP—Access Content Package
AES—advanced Encryption Standard
AI—Artificial Intelligence
AIDC—Automatic identification and capture
AIFF—audio interchange file format
AIO—Asynchronous I/O
AIP—Archival Information Package
AJAX—Asynchronous JavaScript and XML
ALPN—Application-Layer Protocol Negotiation
API—Application Programming Interface
ARK—archival resource key
ARP—address resolution protocol
ASCII—American Standard Code for Information Interchange
ASP—application service provider
ATO—Authority to Operate
AWS—Amazon Web Services
BASE—Basically Available, Soft-State, Eventually Consistent
BDA—Big Data Analytics
BI—Business Intelligence
BLOB—Binary Large OBject
BPEL—business process execution language
BPI—business process information
C&I—Cataloging and Indexing
CA—certificate authority
CAP—Consistency, Availability, Partition tolerance
CBC—Cipher Block Chaining
CD—compact disc
CDM—Copy Data Management
CDN—content delivery network
CDR—critical design review
CD–ROM—compact disc read only memory
CE—content evaluator
CentOS—Community Enterprise Operating System

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. Use these forms, if abbreviations are required:
CERN—(European) Centre for Nuclear Research
CGP—Catalog of U.S. Government Publications
CI—Clustered Index
CIM—Common Interface Model
CISCAT—Center for Internet Security—Configuration Assessment Tool
CISSP—Certified Information Systems Security Professional
CK—Candidate Key
CLOB—Character Large Object
CMS—content management system
CN—Canonical Name
CO—content originator
COG—Continuity of Government
COOP—continuity of operations plan
CP—content processor
CPS—Certificate Practice Statement
CRC—cyclic redundancy checks
CRL—Certificate Revocation List
CRM—Customer Relationship Management
CRUD—Create, Read, Update, and Delete
CSS—Cascading Style Sheets
CSV—comma separated variable
CTE—Common Table Expression
CVS—Concurrent Versioning Services
DaaS—Database as a Service
DBA—Database Administrator
DB—Database
DBMS—database management system
DCL—Data Control Language
DDL—Data Definition Language
DDoS—Distributed Denial of Service
DES—data encryption standard
DHCP—Dynamic Host Control Protocol
DH—Diffie-Hellman (Exchange)
DHE—Diffie-Hellman Ephemeral
DHSL—Distributed Hadoop Storage Layer
DIP—Dissemination Information Package
DMD—Data Management Definition
DMI—desktop management interface
DML—Data Manipulation Language
DMV—Dynamic Management Views
DN—Distinguished Name
DNS—domain name system
DO—digital objects
DOI—Digital Object Identifier
DoS—denial of service
DPI—dots per inch
DR—Disaster Recovery
DSL—digital subscriber line
DSR—deployment system review
DSSL—document style and semantics language
DVD—digital versatile disc
DW—Database Warehouse
E_Port—Expansion port, also known as ISL
EAC—estimate at completion
EAD—encoded archival description
EA—enterprise architecture
EAP—enterprise application platform
EBCDIC—Extended Binary Coded Decimal Interchange Code
ECC—Elliptic Curve Cryptography
ECDHE—Elliptic Curve Diffie-Hellman Key Exchange
EPS—Encapsulated PostScript
ERD—Entity Relationship Diagram
ESXi—Elastic Sky X Integrated
ETL—Extract, Transform, Load
EV—Extended Validation
FBCA—Federal Bridge Certificate Authority
FC–AL—Fibre Channel Arbitrated Loop
FCIA—Fibre Channel Industry Association
FC–IP—Fibre Channel Over IP
FCP—Fibre Channel Protocol
FC–SW—Fibre Channel Switched
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<tr>
<td>FDDI</td>
<td>fiber distributed data interface</td>
</tr>
<tr>
<td>FDsys</td>
<td>Federal Digital System</td>
</tr>
<tr>
<td>FICC</td>
<td>Federal Identity Credentialing Committee</td>
</tr>
<tr>
<td>FIFO</td>
<td>first in first out</td>
</tr>
<tr>
<td>FIPNet</td>
<td>Federal Information Preservation Network</td>
</tr>
<tr>
<td>FIPS</td>
<td>Federal Information Processing Standard</td>
</tr>
<tr>
<td>FISMA</td>
<td>Federal Information Security Management Act of 2002</td>
</tr>
<tr>
<td>FK</td>
<td>Foreign Key</td>
</tr>
<tr>
<td>FOSI</td>
<td>format output specification instance</td>
</tr>
<tr>
<td>FTP</td>
<td>file transfer protocol</td>
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<tr>
<td>GBIC</td>
<td>Gigabit Interface Converter</td>
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<tr>
<td>Gbps</td>
<td>Gigabits per second</td>
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<tr>
<td>GDI</td>
<td>graphical device interface</td>
</tr>
<tr>
<td>GGP</td>
<td>gateway-to-gateway protocol</td>
</tr>
<tr>
<td>GIF</td>
<td>graphics interchange format</td>
</tr>
<tr>
<td>GILS</td>
<td>Government Information Locator Service</td>
</tr>
<tr>
<td>GUI</td>
<td>graphical user interface</td>
</tr>
<tr>
<td>HBA</td>
<td>Host Bus Adapter</td>
</tr>
<tr>
<td>HDFS</td>
<td>Hadoop Distributed File System</td>
</tr>
<tr>
<td>HDTV</td>
<td>high definition television</td>
</tr>
<tr>
<td>HMAC</td>
<td>key hashed message authentication code</td>
</tr>
<tr>
<td>HPC</td>
<td>High-Performance Computing</td>
</tr>
<tr>
<td>HSM</td>
<td>hardware security module</td>
</tr>
<tr>
<td>HSM</td>
<td>Hierarchical Storage Management</td>
</tr>
<tr>
<td>HSTS</td>
<td>HTTP Strict Transport Security</td>
</tr>
<tr>
<td>HTML</td>
<td>hypertext markup language</td>
</tr>
<tr>
<td>HTTP</td>
<td>hypertext transfer protocol</td>
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<tr>
<td>HTTPS</td>
<td>HyperText Transfer Protocol Secure</td>
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<tr>
<td>Hz</td>
<td>Hertz</td>
</tr>
<tr>
<td>Iaas</td>
<td>Infrastructure as a Service</td>
</tr>
<tr>
<td>IAM</td>
<td>Identity and Access Management</td>
</tr>
<tr>
<td>ICMP</td>
<td>internet control message protocol</td>
</tr>
<tr>
<td>IDD</td>
<td>interface design description</td>
</tr>
<tr>
<td>IDE</td>
<td>Integrated Development Environment</td>
</tr>
<tr>
<td>IETF</td>
<td>Internet Engineering Task Force</td>
</tr>
<tr>
<td>iFCP</td>
<td>Internet Fibre Channel Protocol</td>
</tr>
<tr>
<td>ILS</td>
<td>Integrated Library System</td>
</tr>
<tr>
<td>IOPS</td>
<td>I/O operations per second</td>
</tr>
<tr>
<td>IOS</td>
<td>Apple Operating System</td>
</tr>
<tr>
<td>IOT</td>
<td>Index Organized Table</td>
</tr>
<tr>
<td>IoT</td>
<td>Internet of Things</td>
</tr>
<tr>
<td>IP</td>
<td>internet protocol</td>
</tr>
<tr>
<td>IPR</td>
<td>internal progress review</td>
</tr>
<tr>
<td>IPSEC</td>
<td>internet protocol security</td>
</tr>
<tr>
<td>IPS</td>
<td>Intrusion Prevention System</td>
</tr>
<tr>
<td>ISAM</td>
<td>Indexed Sequential Access Method</td>
</tr>
<tr>
<td>ISL</td>
<td>Inter switch link</td>
</tr>
<tr>
<td>ISP</td>
<td>internet service provider</td>
</tr>
<tr>
<td>IT</td>
<td>information technology</td>
</tr>
<tr>
<td>ITU</td>
<td>International Telecommunications Union</td>
</tr>
<tr>
<td>JBOD</td>
<td>just a bunch of disks</td>
</tr>
<tr>
<td>JDBC</td>
<td>Java Database Connectivity</td>
</tr>
<tr>
<td>JDF</td>
<td>Job Definition Format</td>
</tr>
<tr>
<td>JITS</td>
<td>Just-in-time storage</td>
</tr>
<tr>
<td>JPEG</td>
<td>Joint Photographic Experts Group</td>
</tr>
<tr>
<td>JS</td>
<td>JavaScript</td>
</tr>
<tr>
<td>JSON</td>
<td>JavaScript Object Notation</td>
</tr>
<tr>
<td>L_Port</td>
<td>Loop port</td>
</tr>
<tr>
<td>LAMP</td>
<td>Linux, Apache, MySQL and PHP</td>
</tr>
<tr>
<td>LAN</td>
<td>local area network</td>
</tr>
<tr>
<td>LDAP</td>
<td>lightweight directory access protocol</td>
</tr>
<tr>
<td>LHC</td>
<td>Large Hadron Collider</td>
</tr>
</tbody>
</table>
LOB—Large Object
LPAR—Logical Partition
LPI—lines per inch
LRU—Last Recently Used (algorithm)
LUN—Logical Unit Number
MAC—message authentication code
MAN—Metropolitan area network
MARC—Machine Readable Cataloging
MDC—Multidimensional Clustering Table
METS—Metadata Encoding and Transmission Standard
MIME—multipurpose internet mail extensions
MIPS—millions of instructions per second
MODS—Metadata Object Descriptive Schema
MOOC—massive online open courses
MP3—MPEG-2 Audio Layer III
MPCF—marginally punched continuous forms
MVC—Model View Controller
MV—Materialized View
NAS—Network Attached Storage
NAT—network address translation
NDIIPP—National Digital Information Infrastructure and Preservation Program
NDLP—National Digital Library Program
NF—Normal Form
NNTP—network news transfer protocol
NOSQL—Not Only Structured Query Language
OAI—Open Archives Initiative
OAI–PMH—Open Archives Initiative Protocol for Metadata Harvesting
OAIS—open archival information system
OCLC—Online Computer Library Center
OCR—optical character recognition
OCSP—Online Certificate Status Protocol
ODBC—Open Database Connectivity
OLAP—Online Analytical Processing
OLTP—online transaction processing
OODBMS—Object-Oriented Database Management System
ORM—Object-Relational Mapping
PAAS—Platform as a service
PDF—Portable Document Format
PGP—Pretty Good Privacy
PHP—PHP Hypertext Preprocessor
PKI—Public Key Cryptography
PK—Primary Key
PL/pgSQL—Procedural Language/SQL
PL/SQL—Procedural Language/SQL
PNG—portable network graphics
PREMIS—Preservation Metadata: Implementation Strategies
PRONOM—Practical Online Compendium of File Formats
PTR—program tracking report
PURL—persistent uniform resource locator
QoS—Quality of service
QPS—Queries Per Second
RAC—Real Application Clusters (Oracle)
RAID—redundant array of inexpensive disks
RAM—random access memory
RC4—Rivest Cipher 4
RDA—Resource Description and Access
REGEX—Regular Expression
REST—Representational State Transfer
RFC—Request for Comments or Request for Change
RHEL—Red Hat Enterprise Linux
RI—representation information
RMA—reliability, maintainability, availability
RPC—remote procedure call
RPM—RPM Package Manager
RSA—Rivest, Shamir, and Adelman (public key cryptosystem)
RTF—rich text format
RVTM—requirements verification traceability matrix
S4—Simple Scalable Streaming System
SAAS—Software as a Service
SAML—security assertion markup language
SAN—Storage-area network
SASL—Simple Authentication and Security Layer
SASS—Syntactically Awesome Stylesheets
SDD—System Design Diagram
SDD—System Design Document
SDK—Software Development Kit
SDLC—software/system development lifecycle
SDR—system design review
Section 508—Section 508 of the Rehabilitation Act
SFTP—Secure File Transfer Protocol
SGML—standard generalized markup language
SHA—Secure Hash Algorithm
SIP—Submission Information Package
SMTP—simple mail transfer protocol
SNMP—simple network management protocol
SOAP—Simple Object Access Protocol
SOA—Service Oriented Architecture
SQL—Structured Query Language
SQL PL—SQL Procedure Language used for writing stored procedures. Also see PL/SQL
SQL/XML—an extension of the SQL language used for querying XML
SSD—Solid State Drive
SSD—System Security Diagram
SSH—Secure Shell
SSL—Secure Sockets Layer
SSP—system security plan
SSR—software specification review
SUSE—Software und System Entwicklung (Software and Systems Development)
SVN—Subversion
TDES—Triple Data Encryption Standard
TFS—Team Foundation Server
TIFF—tagged image file format
TLS—transport layer security
TPS—Transactions Per Second, a measurement of database performance
UAT—User Acceptance Testing
UDF—User Defined Function
UDP—user datagram protocol
UDT—User Defined Type
UID—Unique Identifier
URL—uniform resource locator
URN—uniform resource name/number
UUID—Universal Unique Identifier
VC—Virtual Center
VDC—Virtual Data Center
VIP—Virtual Internet Protocol
VI—Virtual Interface
VLAN—virtual local area network
VM—Virtual Machine
VMW—Vmware
VPN—virtual private network
VSAN—Virtual Storage Area Network
W3C—World Wide Web Consortium
WAI–ARIA—Worldwide Accessibility Initiative - Accessible Rich Internet Applications
WAIS—wide area information service
WAN—Wide Area Network
<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>WAP</td>
<td>Wireless Application Protocol</td>
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<td>WAV</td>
<td>Waveform Audio Format</td>
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<tr>
<td>WCAG</td>
<td>Web Content Accessibility Guidelines</td>
</tr>
<tr>
<td>Wi-Fi</td>
<td>Wireless Fidelity</td>
</tr>
<tr>
<td>WIP</td>
<td>Work in Process</td>
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<tr>
<td>WML</td>
<td>Wireless Markup Language</td>
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<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>XAML</td>
<td>Extensible Application Markup Language</td>
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<tr>
<td>XDW</td>
<td>Extended Data Warehouse</td>
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<tr>
<td>XMLDsig</td>
<td>XML Signature</td>
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<td>XML Schema Definition</td>
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<td>XSL</td>
<td>Extensible Stylesheet Language</td>
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<td>XSL-FO</td>
<td>XSL Formatting Objects</td>
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<tr>
<td>XSLT</td>
<td>Extensible Stylesheet Language Transformations</td>
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<tr>
<td>YAML</td>
<td>Yet Another Markup Language</td>
</tr>
<tr>
<td>YARN</td>
<td>Yet Another Resource Negotiator</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.

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.

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 to $8 price range
5’–7’ long, not 5–7’ long
3¢ to 5¢ (no spaces)
±2 to ±7; 2°±1°
#61 to #64

but
§ 12 (thin space)
§ 1951 (thin space)
from 15 to 25 percent
45 to 65 °F not 45° to 65° 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.
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<th>Element</th>
<th>Symbol</th>
<th>Atomic No.</th>
<th>Element</th>
<th>Symbol</th>
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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.

<table>
<thead>
<tr>
<th>ACCENTS</th>
<th>dot in triangle in circle</th>
<th>(184 N) key</th>
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</thead>
<tbody>
<tr>
<td>acute</td>
<td>cross in circle</td>
<td>(206 N) paragraph</td>
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<tr>
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</tbody>
</table>

| ARROWS | |
|---|---|---|
|→ direction | | |
|← direction | | |
|↑ direction | | |
|↓ direction | | |
|←↑ bold arrow | | |
|→↓ open arrow | | |
|↔ reversible reaction | | |

| BULLETS | |
|---|---|---|
|solid circle; bullet | | |
|bold center dot | | |
|movable accent | | |

| CHEMICAL | |
|---|---|---|
|salinity | | |
|minim | | |
|exchange | | |
|gas | | |

| CIRCLED SYMBOLS | |
|---|---|---|
|angle in circle | | |
|circle with parallel rule | | |
|triangle in circle | | |
|dot in circle | | |

| CODE | |
|---|---|---|
|No. 1 6 pt. code dot | | |
|No. 2 8 pt. code dot | | |
|No. 3 10 pt. code dot | | |
|No. 4 8 pt. code dot | | |
|No. 1 6 pt. code dash | | |
|No. 2 8 pt. code dash | | |
|No. 3 10 pt. code dash | | |
|No. 4 8 pt. code dash | | |
|No. 4 10 pt. code dash | | |

| COMPASS | |
|---|---|---|
|degree | | |
|degree with period | | |
|minute | | |
|minute with period | | |
|second | | |
|second with period | | |
|canceled second | | |

| DECORATIVE | |
|---|---|---|
|bold cross | | |
|cross patte | | |
|cross patte | | |
|cross patte | | |

| ELECTRICAL | |
|---|---|---|
|reluctance | | |
|reaction goes both right and left | | |
|reaction goes both up and down | | |
|reversible | | |
|direction of flow; yields | | |
|direct current | | |
|electrical current | | |
|reversible reaction | | |
|reversible reaction | | |
|alternating current | | |
|alternating current | | |
|reversible reaction beginning at left | | |
|reversible reaction beginning at right | | |
|ohm; omega | | |
|megohm; omega | | |
|microohm; mu omega | | |
|angular frequency; solid angle; omega | | |
|magnetic flux; phi | | |
|dielectric flux; electrostatic flux; psi | | |
|conductivity; gamma | | |
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 italic 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.

---

269
SS America; the liner America
USS Los Angeles (submarine)
USS Wisconsin
ex-USS Savannah
USCGS (U.S. Coast and Geodetic Survey) ship Pathfinder
CSS Virginia
CG cutter Thetus
the U–7 destroyer 3l
HMS Hornet
HS (hydrofoil ship) Denison
MS (motorship) Richard
GTS (gas turbine ship) Alexander
NS (nuclear ship) Savannah
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
Enola Gay
but
Air Force One (President’s plane)
B–50 (type of plane)
DD–882
MiG; MiG–35
PT–109
F–22 Raptor
F–117 Nighthawk (Stealth fighter)
A–10 Thunderbolt

11.7. Names of vessels are quoted in matter printed in other than capitals and 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.

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.

- $n$th degree; $x$ dollars
- $D=0.025V_m^{2.7}=0.042/G−1V_m^{2.7}$
- $5 Cu_2 S\cdot 2(Cu,Fe,Zn) S\cdot 2 Sb_2 S_3 O_4$
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 websites 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 figures for other numerical expressions within a sentence.

Each of the five girls earned 75 cents an hour.

Each of the 15 girls earned 75 cents an hour.

A team of four men ran the 1-mile relay in 3 minutes 20 seconds.

This usually requires from two to five washes and a total time of 2 to 4 hours.

This usually requires 9 to 12 washes and a total time of 2 to 4 hours.

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

*but* There were two 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.

Bulletin 725            290 U.S. 325
Document 71             Genesis 39:20
pages 352–357           202–512–0724 (telephone number)
lines 5 and 6            the year 2001
paragraph 1              1721–1727 St. Clair Avenue
chapter 2                *but* Letters Patent No. 2,189,463

**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              a 3-year-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)
$4^{30}_m$ or $4.5^h$, 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  but .30 caliber (meaning 0.30 inch, bore of small arms); 30 calibers
silver 0.900 fine
specific gravity 0.9547
gauge height 10.0 feet
(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
35°30'; 35°30' N
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"

but
two degrees of justice; 12 degrees of freedom
32d degree Mason
150 million degrees Fahrenheit
30 Fahrenheit degrees

7 to 6 (football), etc.
2 all (tie)

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 18500.76

i. Mathematical expressions:
multiplied by 3
a factor of 2
divided by 6
square root of 4

j. Measurements:

7 meters
about 10 yards
8 by 12 or 8 x 12 inches
8- by 12-inch page
2 feet by 1 foot 8 inches by 1 foot 3 inches
2 by 4 or 2 x 4 (lumber) (not 2×4)
1½ miles
6 acres
9 bushels
1 gallon

3 ems
20/20 (vision)
30/30 (rifle)
12-gauge shotgun
2,500 horsepower
15 cubic yards
6-pounder
80 foot-pounds
10s (for yarns and threads)
f/2.5 (lens aperture)
4 by 4 or 4 x 4 truck
<table>
<thead>
<tr>
<th>Numerals</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>but</td>
<td>six bales</td>
</tr>
<tr>
<td>tenpenny nail</td>
<td>two dozen</td>
</tr>
<tr>
<td>fourfold</td>
<td>one gross</td>
</tr>
<tr>
<td>three-ply</td>
<td>zero miles</td>
</tr>
<tr>
<td>five votes</td>
<td>seven-story building</td>
</tr>
</tbody>
</table>

### Money:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>$3.65; $0.75; 75 cents; 0.5 cent</td>
<td>but</td>
</tr>
<tr>
<td>$3 (not $3.00) per 200 pounds</td>
<td>two pennies</td>
</tr>
<tr>
<td>75 cents apiece</td>
<td>three quarters</td>
</tr>
<tr>
<td>Rs32,25,644 (Indian rupees)</td>
<td>one half</td>
</tr>
<tr>
<td>CHF 2.5 (Swiss francs)</td>
<td>six bits, etc.</td>
</tr>
<tr>
<td>9 euros or 9€</td>
<td></td>
</tr>
<tr>
<td>65 yen</td>
<td></td>
</tr>
<tr>
<td>P265</td>
<td></td>
</tr>
</tbody>
</table>

### Percentage:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>12 percent; 25.5 percent; 0.5 percent (or one-half of 1 percent)</td>
<td>50–50 (colloquial expression)</td>
</tr>
<tr>
<td>thirty-four one hundredths of 1 percent</td>
<td>5 percentage points</td>
</tr>
<tr>
<td>3.65 bonds; 3.65s; 5–20 bonds; 5–20s; 4½s; 3s</td>
<td>a 1,100-percent increase, or an 1100-percent increase</td>
</tr>
</tbody>
</table>

### Proportion:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1 to 4</td>
<td>1:62,500</td>
</tr>
<tr>
<td>1–3–5</td>
<td></td>
</tr>
</tbody>
</table>

### Time (see also Clock time):

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>6 hours 8 minutes 20 seconds</td>
<td>but</td>
</tr>
<tr>
<td>10 years 3 months 29 days</td>
<td>four centuries</td>
</tr>
<tr>
<td>7 minutes</td>
<td>three decades</td>
</tr>
<tr>
<td>8 days</td>
<td>three quarters (9 months)</td>
</tr>
<tr>
<td>4 weeks</td>
<td>statistics of any one year</td>
</tr>
<tr>
<td>1 month</td>
<td>in a year or two</td>
</tr>
<tr>
<td>3 fiscal years; third fiscal year</td>
<td>four afternoons</td>
</tr>
<tr>
<td>1 calendar year</td>
<td>one-half hour</td>
</tr>
<tr>
<td>millennium</td>
<td>the eleventh hour</td>
</tr>
<tr>
<td>FY 2010</td>
<td>FY10</td>
</tr>
</tbody>
</table>
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

a 5-percent increase
20th-century progress

p. Vitamins:

B₁₂, B₇, 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
eighth parallel; 38th parallel
First Congress; 102d Congress
fifth ward; 12th ward
ninth century; 21st century
ninth birthday; 66th birthday
Second Congressional District; 20th
first grade; 11th grade
Congressional District
1st Army
seventh region; 17th region
1st Cavalry Division
323d Fighter Wing
but
12th Regiment
XII Corps (Army usage)
9th Naval District
Court of Appeals for the Tenth
7th Fleet
Circuit
7th Air Force
Seventeenth Decennial Census (title)
7th Task Force

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 ac-
cording 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, astro-
nomical 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.

$$6\text{PbS} \cdot (\text{Ag},\text{Cu})_2 \text{S}_2 \cdot 2\text{As}_2\text{S}_3\text{O}_4$$
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., 2015), sums of money, decimals, street numbers, and for numerical expressions beginning with 101.

Mr. Birch, Junior. 2015 was a good year.
Mr. Bell. $1 per share was the return. Two dollars in 1956 was the alltime high. Two thousand twenty-nine 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.

Three Rivers, PA, Fifteenmile Creek, etc.
the Thirteen Original States
in the year two thousand eight
the One Hundred Tenth Congress
millions for defense but not one cent for tribute
three score years and ten
Ten Commandments
Air Force One (Presidential plane)
back to square one
behind the eight ball
our policy since day one

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.

two ¾-inch boards
but
twelve 6-inch guns
120 8-inch boards
two 5-percent discounts
three four-room houses

12.22. Indefinite expressions are spelled out.

the seventies; the early seventies;
but the early 1870s or 1970s
in his eighties, not his ’80’s nor 80’s
between two and three hundred horses (better between 200 and 300 horses)
twelfold; thirteentold; fortyfold;
hundredfold; twentyfold to thirtyfold
midthirties (age, years, money)
a thousand and one reasons
but
1 to 3 million
mid-1971; mid-1970s
40-odd people; nine-odd people
40-plus people
100-odd people
3½-fold; 250-fold; 2.5-fold; 41-fold
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.

| six horses  | but     |
| five wells  | 3½ cans |
| eight times as large | 2½ times or 2.5 times |

12.24. For typographic appearance and easy grasp of large numbers beginning with million, the word million, billion, or trillion 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
- 2½ million dollars, change to $2½ 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 trillion
- $1,270,000
- $1,270,200,000
- $2½ billion; $2.75 billion; $2,750 million
- $500,000 to $1 million
300,000; not 300 thousand
$\frac{1}{2}$ billion to $\frac{1}{4}$ 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</td>
<td>not (\frac{3}{4})</td>
</tr>
<tr>
<td>inch nor (\frac{3}{4}) of an inch</td>
<td>one-thousandth</td>
</tr>
<tr>
<td>one-half inch</td>
<td>five one-thousandths</td>
</tr>
<tr>
<td>one-half of a farm; not (\frac{1}{2}) of a farm</td>
<td>thirty-five one-thousandths</td>
</tr>
<tr>
<td>one-fourth inch</td>
<td>but</td>
</tr>
<tr>
<td>seven-tenths of 1 percent</td>
<td>(\frac{1}{2}) to 1(\frac{1}{4}) pages</td>
</tr>
<tr>
<td>three-quarters of an inch</td>
<td>(\frac{1}{2})-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>3(\frac{1}{2}) cans</td>
</tr>
<tr>
<td>one-tenth portion</td>
<td>2(\frac{1}{2}) times</td>
</tr>
<tr>
<td>one-hundredth</td>
<td></td>
</tr>
</tbody>
</table>

12.27. Fractions (\(\frac{1}{4}\), \(\frac{1}{2}\), \(\frac{3}{4}\), \(\frac{1}{8}\), \(\frac{1}{6}\), \(\frac{1}{2954}\)) or full-sized figures with the shilling mark (1/4, 1/2954) may be used only when either is specifically requested. Mixed fractions in full-sized figures are joined with a hyphen (2-2/3). 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.

\(\frac{1}{2}\)-inch pipe; not \(\frac{1}{4}\)-mile run \(\frac{7}{8}\)-point rise
one-half-inch pipe
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>
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<td>X</td>
<td>10</td>
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<td>XI</td>
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<td>XII</td>
<td>12</td>
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<td>XIII</td>
<td>13</td>
</tr>
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<td>XIV</td>
<td>14</td>
</tr>
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<td>XV</td>
<td>15</td>
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<td>XVIII</td>
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</tr>
<tr>
<td>XXI</td>
<td>21</td>
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<tr>
<td>XXII</td>
<td>22</td>
</tr>
<tr>
<td>XXIII</td>
<td>23</td>
</tr>
<tr>
<td>XXIV</td>
<td>24</td>
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<tr>
<td>XXV</td>
<td>25</td>
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<tr>
<td>XXVI</td>
<td>26</td>
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<td>XXVII</td>
<td>27</td>
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<td>XXVIII</td>
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<td>XXIX</td>
<td>29</td>
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<tr>
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<td>XLIX</td>
<td>49</td>
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<td>L</td>
<td>50</td>
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<td>LX</td>
<td>60</td>
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<td>64</td>
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<td>LXVII</td>
<td>67</td>
</tr>
<tr>
<td>LXVIII</td>
<td>68</td>
</tr>
<tr>
<td>LXIX</td>
<td>69</td>
</tr>
<tr>
<td>LXX</td>
<td>70</td>
</tr>
<tr>
<td>LXXX</td>
<td>80</td>
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<td>XC</td>
<td>90</td>
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<td>C</td>
<td>100</td>
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<tr>
<td>CCC</td>
<td>300</td>
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<tr>
<td>CD</td>
<td>400</td>
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<tr>
<td>D</td>
<td>500</td>
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<td>DC</td>
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<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>or MV</td>
<td>5,000</td>
</tr>
<tr>
<td>or MV</td>
<td>1,000</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>MDC</td>
<td>1700</td>
</tr>
<tr>
<td>MDC</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>MCMX</td>
<td>1940</td>
</tr>
<tr>
<td>MCM</td>
<td>1950</td>
</tr>
<tr>
<td>MCMLXX</td>
<td>1960</td>
</tr>
<tr>
<td>MCML</td>
<td>1970</td>
</tr>
<tr>
<td>MCMLXX</td>
<td>1980</td>
</tr>
<tr>
<td>MCMLX</td>
<td>1990</td>
</tr>
<tr>
<td>MMX</td>
<td>2000</td>
</tr>
<tr>
<td>MM</td>
<td>2010</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. If down rules are used they will be set as hairlines, unless a specific weight is requested.

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 or inset**

13.14. An en space is used for all bearoffs or insets.

13.15. In a crowded table, when down rules are necessary, the bearoff or inset may be reduced in figure columns.

13.16. Fractions are set flush right to the bearoff or inset of the allotted column width, and not aligned.

13.17. Mathematical signs, parentheses, fractions, and brackets are set with a normal bearoff or inset.

**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 students 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>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Number (percent)</td>
<td>Number (percent)</td>
</tr>
<tr>
<td></td>
<td>June to August</td>
<td>September to May</td>
</tr>
<tr>
<td></td>
<td>Not reported</td>
<td></td>
</tr>
<tr>
<td>Female (16 to 18)</td>
<td>3,869 45.5</td>
<td>1,415 9.6</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2,405 15.8</td>
</tr>
<tr>
<td></td>
<td></td>
<td>49</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>Concentrate shipped to smelters and recoverable metals</th>
<th>Crude material shipped to smelters</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Short tons</td>
<td>Gold (fine ounces)</td>
</tr>
<tr>
<td>Copper ...............</td>
<td>220,346</td>
<td>763</td>
</tr>
<tr>
<td>Lead ..................</td>
<td>3,931</td>
<td>392</td>
</tr>
<tr>
<td>Zinc ..................</td>
<td>25,159</td>
<td>269</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2008 ...............</td>
<td>249,436</td>
<td>1,424</td>
</tr>
<tr>
<td>2007 ...............</td>
<td>367,430</td>
<td>1,789</td>
</tr>
<tr>
<td>Dry gold, dry gold-silver ore</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copper:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crude ore..............</td>
<td>107,270</td>
<td>844</td>
</tr>
<tr>
<td>Slag.....................</td>
<td>421</td>
<td>10</td>
</tr>
<tr>
<td>Lead........................</td>
<td>528</td>
<td>12</td>
</tr>
<tr>
<td>Mill cleanings (lead-zinc)</td>
<td>31</td>
<td></td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2008 ...............</td>
<td>125,749</td>
<td>919</td>
</tr>
<tr>
<td>2007 ...............</td>
<td>166,184</td>
<td>1,042</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.

#### 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.

<table>
<thead>
<tr>
<th>25</th>
<th>Miscellaneous: Powerplant equipment</th>
<th>$245,040.37</th>
</tr>
</thead>
<tbody>
<tr>
<td>26</td>
<td>Roads, railroads, and bridges</td>
<td>275,900.34</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>520,940.71</td>
</tr>
</tbody>
</table>

**TRANSMISSION PLANT**

<table>
<thead>
<tr>
<th>42</th>
<th>Structures and improvements</th>
<th>26,253.53</th>
</tr>
</thead>
<tbody>
<tr>
<td>43</td>
<td>Station equipment</td>
<td>966,164.41</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>992,417.94</td>
</tr>
</tbody>
</table>

**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.

<table>
<thead>
<tr>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct. 1.........35.6 15</td>
<td>Jan. 16........45.2 15</td>
</tr>
<tr>
<td>Oct. 31........45.0 15</td>
<td>Feb. 4.........50.2 15</td>
</tr>
<tr>
<td>Nov. 14........40.9 18</td>
<td>Feb. 17........43.4 15</td>
</tr>
<tr>
<td>Dec. 24........41.7 15</td>
<td>Mar. 4.........45.6 15</td>
</tr>
<tr>
<td></td>
<td>Mar. 19........42.7 15</td>
</tr>
<tr>
<td></td>
<td>Apr. 2.........40.9 15</td>
</tr>
<tr>
<td></td>
<td>Apr. 28........47.7 13</td>
</tr>
<tr>
<td></td>
<td>May 8.........46.5 15</td>
</tr>
<tr>
<td></td>
<td>May 22........45.1 18</td>
</tr>
<tr>
<td></td>
<td>June 9.........47.1 14</td>
</tr>
<tr>
<td></td>
<td>June 24........48.2 16</td>
</tr>
<tr>
<td></td>
<td>July 9.........46.6 17</td>
</tr>
<tr>
<td></td>
<td>July 24........45.9 16</td>
</tr>
<tr>
<td></td>
<td>Aug. 6.........46.5 16</td>
</tr>
</tbody>
</table>
### Down-rule style (see rule 13.3)

<table>
<thead>
<tr>
<th>2015</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct. 1</td>
<td>35.6</td>
<td>15</td>
<td>Jan. 16</td>
<td>45.2</td>
<td>15</td>
<td>May 8</td>
<td>46.5</td>
<td>15</td>
</tr>
<tr>
<td>Oct. 31</td>
<td>45.0</td>
<td>15</td>
<td>Feb. 4</td>
<td>50.2</td>
<td>15</td>
<td>May 22</td>
<td>45.1</td>
<td>18</td>
</tr>
<tr>
<td>Nov. 14</td>
<td>40.9</td>
<td>18</td>
<td>Feb. 17</td>
<td>43.4</td>
<td>15</td>
<td>June 9</td>
<td>47.1</td>
<td>14</td>
</tr>
<tr>
<td>Dec. 24</td>
<td>41.7</td>
<td>15</td>
<td>Mar. 4</td>
<td>45.6</td>
<td>15</td>
<td>June 24</td>
<td>48.2</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Mar. 19</td>
<td>42.7</td>
<td>15</td>
<td>July 9</td>
<td>46.6</td>
<td>17</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Apr. 2</td>
<td>40.9</td>
<td>15</td>
<td>July 24</td>
<td>45.9</td>
<td>16</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Apr. 28</td>
<td>47.7</td>
<td>15</td>
<td>Aug. 6</td>
<td>46.5</td>
<td>16</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2016</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Jan. 3</td>
<td>43.9</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apr. 2</td>
<td>40.9</td>
<td>15</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></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>Month</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>+26.4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
<td>$0.7</td>
</tr>
<tr>
<td>February</td>
<td>+66.7</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>−9</td>
<td>65.8</td>
<td>+98.1</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>0</td>
<td>+12.4</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.

|        |        |        |        |        |        |
|--------|--------|--------|--------|--------|
| 0.6    | 0      | 3.0    | 4.2    | 5.0    |

13.32. Where column has mixed decimals of two or more places, do not supply ciphers but follow copy.

|        |        |        |        |        |        |
|--------|--------|--------|--------|--------|
| 0.22453| 1.263  | 4      | 2.60   | 3.4567 |
| 78     | 12.6   |        |        |        |

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 (no leaders) 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) (in italic). 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>Operations:</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>Total</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.

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>$300</td>
<td>13.43</td>
</tr>
<tr>
<td>500</td>
<td>15.07</td>
</tr>
<tr>
<td>700</td>
<td>23.18</td>
</tr>
</tbody>
</table>

13.56. The dollar mark should be repeated in stub or reading columns.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>0 to $0.99</td>
<td>............</td>
</tr>
<tr>
<td>$1 to $24</td>
<td>............</td>
</tr>
<tr>
<td>$25 to $49</td>
<td>............</td>
</tr>
<tr>
<td>$50 to $74</td>
<td>............</td>
</tr>
</tbody>
</table>
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>Description</th>
<th>Median value of livestock</th>
<th>Median value of machinery</th>
<th>Median value of furniture</th>
<th>Possessing automobiles (percent)</th>
<th>Median age (years)</th>
<th>Median value</th>
<th>Fraternal membership:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$224</td>
<td>$54</td>
<td>$211</td>
<td>25</td>
<td>17</td>
<td>$144</td>
<td>Men</td>
</tr>
<tr>
<td></td>
<td>$62</td>
<td>Small</td>
<td>$100</td>
<td></td>
<td></td>
<td></td>
<td>Women</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>IV</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>None</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.

Footnotes and references
13.65. Footnotes to tables are numbered independently from footnotes to text unless requested by committee or department.

13.66. Superior figures are used for footnote references, beginning with 1 in each table.
13.67. If figures might lead to ambiguity (for example, in connection with a chemical formula), asterisks, daggers, or italic superior letters, etc., may be used.

13.68. 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.

13.69. Footnote references are repeated in boxheads or in continued lines over tables.

13.70. References to footnotes are numbered consecutively across the page from left to right.

13.71. 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.

13.72. Two or more footnote references occurring together are separated by spaces, not commas.

13.73. 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.

13.74. 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:

13.75. 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.
13.76. 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.

13.77. 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.

13.78. Footnotes are set as paragraphs, but two or more short footnotes should be combined into one line, separated by not less than 2 ems.

13.79. The footnotes and notes to tables are set solid.

13.80. Footnotes and notes to tables and boxheads are set the same size, but not smaller than 6 point, unless specified otherwise.

13.81. Footnotes to tables follow tabular style in the use of abbreviations, figures, etc.

13.82. In footnotes, numbers are expressed in figures, even at the beginning of a note or sentence.

13.83. 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.”

13.84. 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
13.85. All fractions are set flush right to the bearoff.

<table>
<thead>
<tr>
<th>Fraction</th>
<th>Total length</th>
<th>Sleeve length</th>
<th>Armhole length</th>
<th>Sleeve cuff length</th>
<th>Neck opening</th>
<th>Waist</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>40¼</td>
<td>41</td>
<td>43</td>
<td>44</td>
<td>46</td>
<td>47</td>
</tr>
<tr>
<td>10%</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>11</td>
<td>11</td>
<td>11</td>
</tr>
<tr>
<td>8½</td>
<td>9</td>
<td>9½</td>
<td>9½</td>
<td>10</td>
<td>10½</td>
<td>11</td>
</tr>
<tr>
<td>5½</td>
<td>5½</td>
<td>5½</td>
<td>5½</td>
<td>5½</td>
<td>5½</td>
<td>5½</td>
</tr>
<tr>
<td>5⅛</td>
<td>5⅛</td>
<td>5⅛</td>
<td>5⅛</td>
<td>5½</td>
<td>5⅛</td>
<td>5⅛</td>
</tr>
<tr>
<td>5⅞</td>
<td>5⅞</td>
<td>5⅞</td>
<td>5⅞</td>
<td>5½</td>
<td>5⅞</td>
<td>5⅞</td>
</tr>
<tr>
<td>4⅜</td>
<td>4⅜</td>
<td>4⅜</td>
<td>4⅜</td>
<td>5⅛</td>
<td>4⅜</td>
<td>4⅜</td>
</tr>
<tr>
<td>4⅛</td>
<td>4⅛</td>
<td>4⅛</td>
<td>4⅛</td>
<td>5⅞</td>
<td>4⅛</td>
<td>4⅛</td>
</tr>
<tr>
<td>26½</td>
<td>26</td>
<td>27⅓₂</td>
<td>28⅓₂</td>
<td>29⅓₂</td>
<td>30</td>
<td>30</td>
</tr>
<tr>
<td>23⅓₂</td>
<td>24</td>
<td>25½</td>
<td>27⅓₂</td>
<td>28</td>
<td>29½</td>
<td>31</td>
</tr>
<tr>
<td>22⅓₂</td>
<td>22½</td>
<td>23½</td>
<td>25</td>
<td>26⅓₂</td>
<td>27½</td>
<td>29</td>
</tr>
<tr>
<td>21⅓₂</td>
<td>21⅓₂</td>
<td>22½</td>
<td>25</td>
<td>26⅓₂</td>
<td>27½</td>
<td>29</td>
</tr>
<tr>
<td>20⅓₂</td>
<td>20⅓₂</td>
<td>21½</td>
<td>25</td>
<td>26⅓₂</td>
<td>27½</td>
<td>29</td>
</tr>
<tr>
<td>19⅓₂</td>
<td>19⅓₂</td>
<td>20½</td>
<td>25</td>
<td>26⅓₂</td>
<td>27½</td>
<td>29</td>
</tr>
</tbody>
</table>
13.86. 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

13.87. 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.

13.88. Headnotes are repeated under continued heads but the word Continued is not added to the headnote.

Indentions and overruns

Subentries

13.89. 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.

13.90. 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

13.91. 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.

13.92. 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.

13.93. 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.
### ASSETS

<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>
</tbody>
</table>

| Real estate loans:         |                  |                |                   |                      |
|----------------------------|                  |                |                   |                      |
| Secured by farmland        | 12,532           | 29,854         | 186,228           | 19,044               |
| Secured by residential property other than rural and farm | 1,011,856 | 167,765 | 1,554,084 | 3,172,837 |
| Total (indent 1 em more to avoid conflict with line above) | 1,024,388 | 194,619 | 1,740,312 | 3,191,881 |

| Securities:                |                  |                |                   |                      |
|----------------------------|                  |                |                   |                      |
| U.S. Government obligations: |                |                |                   |                      |
| Direct obligations:        |                  |                |                   |                      |
| U.S. savings bonds         | 1,149,764        | 3,285,721      | 2,361,796         | 23,506               |
| Nonmarketable bonds (including investment series A-1965) | 242,500 | 490,677 | 732,689 | 167,735 |
| Total (indent 1 em more than runover above) | 1,392,264 | 3,776,398 | 3,094,485 | 191,241 |

### Italic

13.94. 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.

13.95. Set “See” and “See also” in roman.

### Leaders

13.96. Leaders run across the entire table except that they are omitted from a last reading column.

13.97. 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.
13.98. If leadering from the top line, overruns end with a period.

13.99. 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.

13.100. In tables with tracing figures on left and right of page, leader from top line.

**Numerals in tables**

13.101. 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**

13.102. 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.

13.103. 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.


13.105. Boxheads are not divided but are repeated, with *Continued* added.

13.106. Tracing figures are carried through from the outside columns of both pages and are set to “leader from the top line.”

13.107. 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.

13.108. 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

13.109. 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.

13.110. The en dash is not to be used for *to* in a reading column; if both occur, change to *to* throughout.

13.111. Cut-in items following a colon are indented 2 ems.

13.112. A single entry under a colon line should be run in; retain the colon.

13.113. Numerical terms, including numbered streets, avenues, etc., are expressed in figures, even at the beginning of an item.

Symbol columns

13.114. 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 or catalog number</th>
<th>Filing or filling 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>41-X-59</td>
<td>N</td>
<td>Extreme pressure ......</td>
<td>BR</td>
</tr>
<tr>
<td>CW1</td>
<td>Wheel-bearing grease.</td>
<td>OE20</td>
<td>X</td>
<td>......do ..................</td>
<td>WBG</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>

13.115. 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 filling 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

13.116. 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.

13.117. Column heads over figure columns in 6- or 8-point leaderwork are set in 6-point italic.

13.118. 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

| Supporting and general facilities: | Fixed assets | | | |
|----------------------------------|--------------|---|---|---|---|---|
| Transportation and utilities:    | Balance June 30, 2008 (table 9–a) | Investment | Operations | | |
| Panama Railroad................. | $12,123,197 | $306 | (539) | (284,358) | $11,838,606 |
| Motor Transportation Division .... | 2,242,999 | 122,597 | 2,143 | (147,561) | 2,220,178 |
| Steamship line.................... | 13,653,989 | 10,247 | ............ | ............ | 13,664,236 |
| Power system..................... | 19,364,373 | 366,311 | (342) | (290,174) | 19,440,168 |
| Communication system.............. | 2,739,012 | 151,819 | ............ | ............ | 2,751,470 |
| Water system and hydroelectric facilities | 10,590,820 | 104,039 | ............ | 1,661 | (48,920) | 10,647,600 |
| Total, transportation and utilities | 60,714,390 | 755,319 | (113,261) | 2,923 | (797,113) | 60,562,258 |

| Employee service and facilities: | | | | | |
| Commissary Division ............ | 7,012,701 | 105,952 | (130,891) | 21,777 | (36,418) | 6,973,121 |
| Service centers.................. | 3,684,670 | 29,086 | ............ | 530 | (230,276) | 3,484,010 |
| Housing Division................ | 35,729,465 | (10,336) | ............ | (485,548) | (937,916) | 34,295,665 |
| Total employee service and facilities | 46,426,836 | 124,702 | (130,891) | 463,241 | (1,204,610) | 44,752,796 |
| Grand total...................... | 107,141,236 | 880,021 | (244,152) | 466,164 | (2,001,723) | 105,315,054 |
13.119. 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>Industrial:</td>
<td></td>
<td></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>Estimated</th>
<th>2004</th>
<th>2008</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>General account:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receipts</td>
<td>$64,800</td>
<td>$69,800</td>
<td>+$5,000</td>
</tr>
<tr>
<td>Expenditures</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>
</tr>
<tr>
<td>Deduct 2004 deficit</td>
<td></td>
<td></td>
<td>1,500</td>
</tr>
<tr>
<td>Net surplus, estimated for 2008</td>
<td></td>
<td></td>
<td>300</td>
</tr>
</tbody>
</table>
Balance with the Treasury Department July 1, 2008 .......................................................... $165,367,704.85
Receipts:
  Collections ........................................................................................................ $564,944,502.99
  Return from agency accounts of currencies advanced for liquidation of obligations incurred prior to July 1, 2007 4,450,577.07
  Total receipts ........................................................................................................ 569,395,080.06
  Total available ...................................................................................................... 734,762,784.91

Units of quantity

13.120. Units of quantity in stub columns are set in lowercase in plural form and placed in parentheses.

<table>
<thead>
<tr>
<th>Units of quantity</th>
<th>1,000s (short tons)</th>
<th>1,000s (long tons)</th>
<th>1,000s (pounds)</th>
<th>1,000s (crude)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coke</td>
<td>4,468</td>
<td>4,468</td>
<td>765</td>
<td>765</td>
</tr>
<tr>
<td>Diatomite</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emery</td>
<td>25,526</td>
<td>6,828</td>
<td>1,046</td>
<td>9,349</td>
</tr>
<tr>
<td>Feldspar (crude) (long)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ferroalloys (short)</td>
<td>183,465</td>
<td>18,388</td>
<td>259,303</td>
<td>30,719</td>
</tr>
</tbody>
</table>

13.121. 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.

13.122. 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

13.123. 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 or inset

14.2. No bearoff or inset 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>Fiscal year:</td>
<td></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.
<table>
<thead>
<tr>
<th><strong>Particulars</strong></th>
<th><strong>Artist</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>To the French Government:</td>
<td>Degas.</td>
</tr>
<tr>
<td>The entire collection of French paintings on loan, with the exception of Mlle. DuBourg (Mme. Fantin-Latour).</td>
<td>Do.</td>
</tr>
<tr>
<td><em>Avant la Course</em></td>
<td></td>
</tr>
<tr>
<td>To Col. Axel H. Oxholm, Washington, DC:</td>
<td></td>
</tr>
<tr>
<td>Roses</td>
<td>Renoir.</td>
</tr>
<tr>
<td>Do</td>
<td>Forain.</td>
</tr>
<tr>
<td>Roses in a Chinese Vase and Sculpture by Maillol</td>
<td>Vuillard.</td>
</tr>
<tr>
<td>Maternity</td>
<td>Gauguin.</td>
</tr>
</tbody>
</table>

**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 (no leaders) in the last reading column (see above).

**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:
   May................................................................. 50,000
   June................................................................. 52,000
   Coal carried .......................................................... 90,000
   Dixie RR: Freight carried Jan. 1, 1999, including freight carried by
     all its subsidiaries.......................................................... ¹ 2,000
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................................................................. 71,500

14.17. Explanatory matter is set in 6 point under leaders (note omission of period):

................................................................. ................................................................. .................................................................
(Name) (Address) (Position)

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>Inches</th>
<th>Inches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black locust 27</td>
<td>Osage-orange 20</td>
</tr>
<tr>
<td>Honey locust 16</td>
<td>Catalpa 16</td>
</tr>
<tr>
<td>Green ash 7</td>
<td>Black walnut 10</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.) Appendixes A, B, C, and D, maps, illustrations, 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, see the 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 Williams, John H.,</td>
</tr>
<tr>
<td>Monitoring, 58</td>
<td>special mission), exchange control</td>
</tr>
<tr>
<td>Air, 62</td>
<td>situation, 586–588</td>
</tr>
<tr>
<td>Personnel, 59</td>
<td>Trade agreement with United States, proposed:</td>
</tr>
<tr>
<td>Civilian, 60</td>
<td>Draft text, 558–567</td>
</tr>
<tr>
<td>Military, 59</td>
<td>Proposals for:</td>
</tr>
<tr>
<td>Sea, 61</td>
<td>Inclusion of all clauses, 531</td>
</tr>
<tr>
<td>Ship, 61</td>
<td></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 predominant size.

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 8.112 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.
16.6. Congressional hearings:

THURSDAY, NOVEMBER 19, 2015

House of Representatives, Committee on the Judiciary, Subcommittee on Immigration and Border Security, 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, 2016.
- Roanoke, VA.
- Roanoke, VA, July 1, 2016.
- Dated July 1, 2016.

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, 2016.—
- New York, NY, August 21, 2016.—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. Patty Murray, *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, overruns indented 2 ems to clear a following 1-em paragraph indentation.

  Hon. Mike Rounds, *Chairman, Subcommittee on Superfund, Waste Management, and Regulatory Oversight, 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. Todd T. Semonite, U.S. Army,
Chief of Engineers.

Chief of Engineers, U.S. Army. (Full title, all caps and small caps.)

Lt. Gen. Todd T. Semonite,
Chief of Engineers, U.S. Army,
Washington, DC.

Hon. Karen L. Haas,
Clerk of the House of Representatives.

Hon. Richard J. Durbin,
U.S. Senator, Washington, DC.

Hon. Cory Gardner,
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 the Workforce
2176 Rayburn House Office Building
Washington, DC 20515

Signatures

16.17. Signatures, preceded by an em dash, are sometimes run in with the 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; 3 ems and 1 em, successively, for two lines; and 5 ems, 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 picas or wider; in measures less than 26½ picas, 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,
BARBARA COMSTOCK,
Managers on the Part of the House.

CHRIS COONS,
AMY KLOBUCHAR,
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
(Typed) John R. King,
Secretary.

☐ or
(S) John R. King
SECRETARY.

☐ Attest:
RICHARD ROE, Notary Public.

☐ By the Governor:
NATHANIEL COX, Secretary of State.

☐ Approved.
JOHN SMITH, Governor.

☐ By the President:
JOHN KERRY, Secretary of State.

☐ Respectfully submitted.
MARY FARRELL, U.S. Indian Agent.

☐ Yours truly,
Capt. James Staley, Jr., Superintendent.

☐ Respectfully yours,
Mrs. Betty Sheffield.

☐ Very respectfully,
RON GOLDEN, U.S. Indian Agent.
Chapter 16

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. Fred Upton,
Chairman, House Committee on Energy and Commerce,
Washington, DC.

Dear Mr. Upton: We have been in contact with your office, etc.

Dr. Louis W. Uccellini,
Executive Director,
National Weather Service.


Hon. John Cornyn,
Chairman, Subcommittee on the Constitution,
Committee on the Judiciary, Washington, DC.

Dear Mr. Cornyn: You have for some time . . .

Sincerely yours,

Edward Pultorak,
Architectural Designer.
Hon. Trey Gowdy,
Chairman, Subcommittee on Immigration and Border Security
of the Committee on the Judiciary, House of Representatives,
Washington, DC.

Dear Mr. Gowdy: You have for some time . . .

U.S. Department of Commerce,
National Weather Service,

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, 2016.

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,

Barack Obama.
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. Charles E. Grassley,
Chairman, Committee on the Judiciary,
U.S. Senate, Washington, DC.

Dear Senator Grassley: 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, 2016.

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.
TOKYO, JAPAN, November 13, 2016.

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.

[seal]Richard Roe,
Notary Public.


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.

In 1872, the Congress established Yellowstone National Park—the first park of its kind anywhere in the world. Decades later, the passage of the Antiquities Act in 1906 created our first national historic preservation policy. Under this new authority, and heavily inspired by his time in nature with conservationist John Muir, President Theodore Roosevelt set aside 18 new monuments and landmarks, adding to the scattered collection of existing parks throughout our country. One decade later, in order to provide the leadership necessary for maintaining our growing system of parks, the Congress passed monumental legislation—which President Woodrow Wilson signed on August 25, 1916—to create the National Park Service (NPS). . . .

*    *    *    *    *    *    *

NOW, THEREFORE, I, BARACK OBAMA, President of the United States of America, by virtue of the authority vested in me by the Constitution and the laws of the United States, do hereby proclaim August 25, 2016, as the 100th Anniversary of the National Park Service. I invite all Americans
to observe this day with appropriate programs, ceremonies, and activities that recognize the National Park Service for maintaining and protecting our public lands for the continued benefit and enjoyment of all Americans.

In Witness Whereof, I have hereunto set my hand this twenty-second day of August, in the year of our Lord two thousand sixteen, and of the Independence of the United States of America the two hundred and forty-first.

Barack Obama.
### 17. Useful Tables

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>
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<th>Vice President</th>
<th>Years</th>
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<td>(1889–1893)</td>
<td>Adlai E. Stevenson</td>
<td>(1893–1897)</td>
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<td>(1893–1897)</td>
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<td>(1897–1901)</td>
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<td>(1897–1901)</td>
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<td>Calvin Coolidge</td>
<td>(1921–1923)</td>
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<td>Calvin Coolidge</td>
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<td>(1923–1925)</td>
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<td>Charles G. Dawes</td>
<td>(1925–1929)</td>
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<td>Herbert Hoover</td>
<td>(1929–1933)</td>
<td>Charles Curtis</td>
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<td>Franklin D. Roosevelt</td>
<td>(1933–1945)</td>
<td>John Nance Garner</td>
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<td>Henry A. Wallace</td>
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U.S. Presidents and Vice Presidents—Continued

<table>
<thead>
<tr>
<th>President</th>
<th>Years</th>
<th>Vice President</th>
<th>Years</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Joseph R. Biden, Jr.</td>
<td>(2009–     )</td>
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State Populations and Their Capitals
[As of July 1, 2015 Census estimates]

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<th>State, capital</th>
<th>State population</th>
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<td>Alabama, Montgomery</td>
<td>4,858,979</td>
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<tr>
<td>Alaska, Juneau</td>
<td>738,432</td>
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<tr>
<td>Arizona, Phoenix</td>
<td>6,828,065</td>
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<tr>
<td>Arkansas, Little Rock</td>
<td>2,978,204</td>
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<tr>
<td>California, Sacramento</td>
<td>39,144,818</td>
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<td>Colorado, Denver</td>
<td>5,456,574</td>
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<tr>
<td>Connecticut, Hartford</td>
<td>3,590,886</td>
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<tr>
<td>Delaware, Dover</td>
<td>945,934</td>
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<td>District of Columbia, Washington</td>
<td>672,228</td>
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<td>Florida, Tallahassee</td>
<td>20,271,272</td>
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<tr>
<td>Georgia, Atlanta</td>
<td>10,214,860</td>
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<td>Hawaii, Honolulu</td>
<td>1,431,603</td>
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<tr>
<td>Idaho, Boise</td>
<td>1,654,930</td>
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<tr>
<td>Illinois, Springfield</td>
<td>12,859,995</td>
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<tr>
<td>Indiana, Indianapolis</td>
<td>6,619,680</td>
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<tr>
<td>Iowa, Des Moines</td>
<td>3,123,899</td>
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<tr>
<td>Kansas, Topeka</td>
<td>2,911,641</td>
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<td>Kentucky, Frankfort</td>
<td>4,425,092</td>
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<td>Louisiana, Baton Rouge</td>
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<td>Maine, Augusta</td>
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<td>Maryland, Annapolis</td>
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<td>Massachusetts, Boston</td>
<td>6,794,422</td>
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<td>Michigan, Lansing</td>
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<td>Minnesota, St. Paul</td>
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<td>Mississippi, Jackson</td>
<td>2,992,333</td>
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<td>Missouri, Jefferson City</td>
<td>6,083,672</td>
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</table>

<table>
<thead>
<tr>
<th>State, capital</th>
<th>State population</th>
</tr>
</thead>
<tbody>
<tr>
<td>Montana, Helena</td>
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<td>Nebraska, Lincoln</td>
<td>1,896,190</td>
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<td>Nevada, Carson City</td>
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<tr>
<td>New Hampshire, Concord</td>
<td>1,330,608</td>
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<tr>
<td>New Jersey, Trenton</td>
<td>8,958,013</td>
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<td>New Mexico, Santa Fe</td>
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<td>New York, Albany</td>
<td>19,795,791</td>
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<td>North Carolina, Raleigh</td>
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<td>North Dakota, Bismarck</td>
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<td>Ohio, Columbus</td>
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<td>Pennsylvania, Harrisburg</td>
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<td>Rhode Island, Providence</td>
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### Principal Foreign Countries as of October 2016—Continued

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<th>Capital</th>
<th>Chief of state</th>
<th>Legislative body</th>
<th>Government type</th>
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<tr>
<td>Ukraine</td>
<td>Yes</td>
<td>Kyiv (Kiev)</td>
<td>do</td>
<td>Supreme Council (unicameral)</td>
<td>Do</td>
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<tr>
<td>United Arab</td>
<td>do</td>
<td>Abu Dhabi</td>
<td>do</td>
<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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<tr>
<td>United Kingdom</td>
<td>do</td>
<td>London</td>
<td>Queen</td>
<td>Parliament (bicameral)</td>
<td>Constitutional Monarchy.</td>
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<tr>
<td>Uruguay</td>
<td>do</td>
<td>Montevideo</td>
<td>President</td>
<td>General Assembly (bicameral)</td>
<td>Constitutional Republic.</td>
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<td>Uzbekistan</td>
<td>do</td>
<td>Tashkent</td>
<td>do</td>
<td>Supreme Assembly (bicameral)</td>
<td>Republic; authoritarian presidential rule, with little power outside the executive branch.</td>
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<tr>
<td>Vanuatu</td>
<td>do</td>
<td>Port-Vila (on Efate)</td>
<td>do</td>
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<td>Parliamentary Republic.</td>
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<td>do</td>
<td>Caracas</td>
<td>do</td>
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<td>Hanoi</td>
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<td>Republic.</td>
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<td>Lusaka</td>
<td>do</td>
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<td>Zimbabwe</td>
<td>do</td>
<td>Harare</td>
<td>Executive President</td>
<td>Parliament (bicameral)</td>
<td>Parliamentary Democracy.</td>
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</table>

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 Naingnyandaw.

2. In a diplomatic note sent on November 27, 2013, the Embassy of Cape Verde requested that the U.S. Government change the name of the country from "Cape Verde" to "Cabo Verde". The U.S. Board on Geographic Names approved the change on December 9, 2013.

3. With the establishment of diplomatic relations with China on January 1, 1979, the U.S. Government recognized the People’s Republic of China as the sole legal government of China and acknowledged the Chinese position that there is only one China and that Taiwan is part of China.

4. "Congo" is the official short-form name for both the Democratic Republic of the Congo and the Republic of the Congo. To distinguish one from the other, see capital names.

5. Following U.N. and U.S. State Department notification, the Czech Republic officially changed its English short-form name to Czechia as of July 1, 2016.

6. 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.

7. In November 2004, the United States recognized the country under its constitutional name: the Republic of Macedonia.

8. No accurate English equivalents.

9. The United States recognized South Sudan as a sovereign, independent state on July 9, 2011 following its secession from Sudan.

### Demonyms: Names of Nationalities

*Demonym is a name given to a people or inhabitants of a place.*

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<th>Demonym*</th>
<th>Country</th>
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## Demonyms: Names of Nationalities—Continued

[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 the 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 Myanmar Nainggandaw.

*Note.—Plural references add s unless otherwise indicated.


Currency

[As of July 2016]

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## Currency—Continued

[As of July 2016]

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<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 gram (1,000 mg)</td>
</tr>
<tr>
<td>10 decigrams</td>
<td>1 gram</td>
</tr>
<tr>
<td>10 grams (g)</td>
<td>1 decagram (100 mg)</td>
</tr>
<tr>
<td>10 dekagrams</td>
<td>1 hectaragram (100 g)</td>
</tr>
<tr>
<td>10 hectograms</td>
<td>1 kilogram</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>2,000 lbs</td>
<td>1 ton</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>
<th>Celsius</th>
<th>Fahrenheit</th>
<th>Kelvin</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>212</td>
<td>373.1</td>
<td>0</td>
<td>32</td>
<td>273.1</td>
</tr>
<tr>
<td>50</td>
<td>122</td>
<td>323.1</td>
<td>−10</td>
<td>14</td>
<td>263.1</td>
</tr>
<tr>
<td>40</td>
<td>104</td>
<td>313.1</td>
<td>−20</td>
<td>−4</td>
<td>253.1</td>
</tr>
<tr>
<td>30</td>
<td>86</td>
<td>303.1</td>
<td>−30</td>
<td>−22</td>
<td>243.1</td>
</tr>
<tr>
<td>20</td>
<td>68</td>
<td>293.1</td>
<td>−40</td>
<td>−40</td>
<td>233.1</td>
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<tr>
<td>10</td>
<td>50</td>
<td>283.1</td>
<td>−50</td>
<td>−58</td>
<td>223.1</td>
</tr>
<tr>
<td></td>
<td>−273.1</td>
<td>−459.7</td>
<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>

1 At this time, only three countries—Burma, Liberia, and the United States—have not significantly transitioned to 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.
### Common Measures and Their Metric Equivalents

<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>Gallon, imperial</td>
<td>4.55 liters.</td>
</tr>
<tr>
<td>Peck</td>
<td>8.810 liters.</td>
</tr>
<tr>
<td>Peck, imperial</td>
<td>9.092 liters.</td>
</tr>
<tr>
<td>Bushel</td>
<td>35.24 liters.</td>
</tr>
<tr>
<td>Bushel, imperial</td>
<td>36.37 liters.</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>Fractional inch</th>
<th>Decimal inches</th>
<th>Millimeters</th>
<th>Picas</th>
<th>Points</th>
<th>Fractional inch</th>
<th>Decimal inches</th>
<th>Millimeters</th>
<th>Picas</th>
<th>Points</th>
</tr>
</thead>
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<td>1⁄8</td>
<td>.0625</td>
<td>1.587</td>
<td>0p4.5</td>
<td>4.5</td>
<td>3⁄16</td>
<td>.0781</td>
<td>2.496</td>
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<td>9</td>
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<tr>
<td>3⁄32</td>
<td>.125</td>
<td>3.175</td>
<td>0p9</td>
<td>9</td>
<td>⅛</td>
<td>.125</td>
<td>3.175</td>
<td>1p1.5</td>
<td>13.5</td>
</tr>
<tr>
<td>⅜</td>
<td>.1875</td>
<td>4.762</td>
<td>1p1.5</td>
<td>13.5</td>
<td>5⁄32</td>
<td>.15625</td>
<td>4.0126</td>
<td>1p6</td>
<td>18</td>
</tr>
<tr>
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<td>6.4136</td>
<td>1p8</td>
<td>16</td>
<td>⅝</td>
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<td>6.4136</td>
<td>1p10.5</td>
<td>22.5</td>
</tr>
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<td>7.874</td>
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<td>22.5</td>
<td>13⁄64</td>
<td>.328125</td>
<td>8.3827</td>
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</tr>
<tr>
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<td>.5</td>
<td>12.7</td>
<td>3</td>
<td>36</td>
</tr>
<tr>
<td>⅝</td>
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<td>13.888</td>
<td>3p5.5</td>
<td>40.5</td>
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<td>.5625</td>
<td>14.287</td>
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<td>16.45625</td>
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<td>4p2.5</td>
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<td>19.05</td>
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<td>1</td>
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<td>1¾</td>
<td>1.5</td>
<td>38.1</td>
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<td>63.5</td>
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</tr>
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<td>180</td>
<td>3¼</td>
<td>3</td>
<td>76.2</td>
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<td>216</td>
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<td>3.5</td>
<td>88.9</td>
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<td>252</td>
<td>4¼</td>
<td>4</td>
<td>100.6</td>
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</tr>
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<td>5</td>
<td>5</td>
<td>127</td>
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<td>6</td>
<td>152.4</td>
<td>36p6</td>
<td>432</td>
</tr>
</tbody>
</table>
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]

<table>
<thead>
<tr>
<th>Eon</th>
<th>Era</th>
<th>Period</th>
</tr>
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<tbody>
<tr>
<td>Phanerozoic</td>
<td>Cenozoic</td>
<td>Quaternary.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Tertiary (Neogene, Paleogene).</td>
</tr>
<tr>
<td>Mesozoic</td>
<td></td>
<td>Cretaceous.</td>
</tr>
<tr>
<td></td>
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<td>Jurassic.</td>
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<tr>
<td>Paleozoic</td>
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<td>Permian.</td>
</tr>
<tr>
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<td></td>
<td>Carboniferous (Pennsylvanian, Mississippian).</td>
</tr>
<tr>
<td></td>
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<td>Devonian.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Silurian.</td>
</tr>
<tr>
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<td></td>
<td>Ordovician.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cambrian.</td>
</tr>
<tr>
<td>Proterozoic</td>
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<td>Ediacaran.</td>
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<td>Cryogenian.</td>
</tr>
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<td></td>
<td></td>
<td>Tonian.</td>
</tr>
<tr>
<td>Mesoproterozoic</td>
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<td>Stenian.</td>
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<td>Ectasian.</td>
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<td></td>
<td>Calymmian.</td>
</tr>
<tr>
<td>Paleoproterozoic</td>
<td></td>
<td>Statherian.</td>
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<tr>
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<td>Orosirian.</td>
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<tr>
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</tr>
<tr>
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<td>Palearchean.</td>
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</tr>
<tr>
<td></td>
<td>Eoarchean.</td>
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</tr>
<tr>
<td>Hadean.</td>
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</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Division</th>
<th>Province</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>Laurentian Upland</td>
<td>Superior Upland</td>
<td>Embayed.</td>
</tr>
<tr>
<td>Atlantic Plain</td>
<td>Continental Shelf</td>
<td>Sea Island.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Floridian.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>East Gulf Coastal Plain.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mississippi Alluvial Plain.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>West Gulf Coastal Plain.</td>
</tr>
<tr>
<td></td>
<td>Coastal Plain</td>
<td>Piedmont Upland.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Piedmont Lowlands.</td>
</tr>
<tr>
<td>Appalachian Highlands</td>
<td>Piedmont</td>
<td>Northern.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Southern.</td>
</tr>
<tr>
<td></td>
<td>Blue Ridge</td>
<td>Tennessee.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Middle.</td>
</tr>
<tr>
<td></td>
<td>Valley and Ridge</td>
<td>Hudson Valley.</td>
</tr>
<tr>
<td></td>
<td>St. Lawrence Valley</td>
<td>Champlain.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Northern.</td>
</tr>
<tr>
<td>Appalachian Plateaus</td>
<td>Mohawk.</td>
<td>Catskill.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Southern New York.</td>
</tr>
<tr>
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<td></td>
<td>Allegheny Mountain.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Kanawha.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cumberland Plateau.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Cumberland Mountain.</td>
</tr>
<tr>
<td>New England</td>
<td>Seaboard Lowland</td>
<td>Highland Rim.</td>
</tr>
<tr>
<td></td>
<td>New England Upland</td>
<td>Lexington Plain.</td>
</tr>
<tr>
<td></td>
<td>White Mountain</td>
<td>Nashville Basin.</td>
</tr>
<tr>
<td></td>
<td>Green Mountain</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Taconic.</td>
<td></td>
</tr>
<tr>
<td>Interior Plains</td>
<td>Interior Low Plateaus</td>
<td>Highland Rim.</td>
</tr>
<tr>
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<td></td>
<td>Lexington Plain.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nashville Basin.</td>
</tr>
<tr>
<td></td>
<td>Central Lowland</td>
<td>Eastern Lake.</td>
</tr>
<tr>
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<td></td>
<td>Western Lake.</td>
</tr>
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<td></td>
<td>Wisconsin Driftless.</td>
</tr>
<tr>
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<td></td>
<td>Till Plains.</td>
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<td></td>
<td>Dissected Till Plains.</td>
</tr>
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<td>Osage Plains.</td>
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<tr>
<td>Division</td>
<td>Province</td>
<td>Section</td>
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<tr>
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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

<table>
<thead>
<tr>
<th>Principal Meridian and Base Line</th>
<th>Base Line</th>
<th>Dakota</th>
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<tr>
<td>Black Hills</td>
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<td>Alaska</td>
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<td>Alabama-Mississippi</td>
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<td>California-Nevada</td>
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<td>New Mexico-Colorado</td>
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<td>Principal Meridian and Base Line</td>
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<td>Salt Lake</td>
<td>Utah</td>
<td></td>
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<tr>
<td>San Bernardino</td>
<td>California-Nevada</td>
<td></td>
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<td>Second Principal Meridian and Base Line</td>
<td>Illinois-Indiana</td>
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<td>Colorado-Kansas-Nebraska-South Dakota-Wyoming</td>
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<td>St. Helena Meridian and Base Line</td>
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<td>Alabama-Mississippi</td>
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<td>Tallahassee Meridian and Base Line</td>
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<td>Third Principal Meridian and Base Line</td>
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<td>Uintah Special Meridian and Base Line</td>
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<td>Umiat Principal Meridian and Base Line</td>
<td>Alaska</td>
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<tr>
<td>Ute Principal Meridian and Base Line</td>
<td>Colorado</td>
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<td>Washington Meridian and Base Line</td>
<td>Mississippi</td>
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<td>Willamette Meridian and Base Line</td>
<td>Oregon-Washington</td>
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<td>Wind River Meridian and Base Line</td>
<td>Wyoming</td>
<td></td>
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</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Major Rivers of the World</th>
<th>Length (in miles)</th>
<th>Length (in miles)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nile (Africa)</td>
<td>4,160</td>
<td>MacKenzie (Canada)</td>
</tr>
<tr>
<td>Amazon (S. America)</td>
<td>4,000</td>
<td>Mekong (Vietnam)</td>
</tr>
<tr>
<td>Yangtze (China)</td>
<td>3,964</td>
<td>Niger (Africa)</td>
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<tr>
<td>Yellow (China)</td>
<td>3,395</td>
<td>Yenisey (Russia)</td>
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<tr>
<td>Ob-Irtysh (Russia)</td>
<td>3,362</td>
<td>Missouri (U.S.)</td>
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<tr>
<td>Amur (Asia)</td>
<td>2,744</td>
<td>Parana (S. America)</td>
</tr>
<tr>
<td>Lena (Russia)</td>
<td>2,734</td>
<td>Mississippi (U.S.)</td>
</tr>
<tr>
<td>Congo (Africa)</td>
<td>2,718</td>
<td>Murray-Darling (Australia)</td>
</tr>
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</table>

Note.—Information compiled from numerous public domain websites; references cite different lengths for the same river depending on origin.

<table>
<thead>
<tr>
<th>Major Rivers of the United States</th>
<th>Length (in miles)</th>
<th>Length (in miles)</th>
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</thead>
<tbody>
<tr>
<td>Missouri</td>
<td>2,540</td>
<td>Ohio</td>
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<td>2,340</td>
<td>Red</td>
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<tr>
<td>Yukon</td>
<td>1,980</td>
<td>Brazos</td>
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<tr>
<td>Rio Grande</td>
<td>1,900</td>
<td>Columbia</td>
</tr>
<tr>
<td>St. Lawrence</td>
<td>1,900</td>
<td>Snake</td>
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<tr>
<td>Atchafalaya</td>
<td>1,420</td>
<td>Canadian</td>
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</table>

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

- Autauga
- Baldwin
- Barbour
- Bibb
- Blount
- Bullock
- Butler
- Calhoun
- Chambers
- Cherokee
- Chilton
- Choctaw
- Clarke
- Clay
- Cleburne
- Coffee
- Colbert
- Conecuh
- Coosa
- Crenshaw
- Cullman
- Dale
- Dallas
- DeKalb
- Elmore
- Escambia
- Fayette
- Franklin
- Geneva
- Greene
- Hale
- Henry
- Houston
- Jackson
- Lawrence
- Lee
- Limestone
- Lowndes
- Macon
- Madison
- Marengo
- Marion
- Marshall
- Mobile
- Montgomery
- Mobile
- Morgan
- Perry
- Pickens
- Randolph
- Russell
- St. Clair
- Shelby
- Sumter
- Talladega
- Tallapoosa
- Tuscaloosa
- Walker
- Washington
- Wilcox
- Winston

ALASKA (AK) (29 entities: 19 boroughs,* 10 census areas)
Capital: Juneau

- Aleutians East*
- Aleutians West Anchorage*
- Bethel
- Bristol Bay*
- Denali*
- Dillingham
- Fairbanks
- North Star*
- Haines*
- Hoonah-Anascoo
- Juneau*
- Kenai Peninsula*
- Ketchikan Gateway*
- Kodiak Island*
- Kusilvak
- Lake and Peninsula*
- Matanuska-Susitna*
- Nome
- North Slope*
- Northwest Arctic*
- Petersburg*
- Prince of Wales-Hyder
- Sitka*
- Skagway*
- Southeast Fairbanks
- Valdez-Cordova
- Wrangell*
- Yakutat*
- Yukon-Koyukuk

AMERICAN SAMOA (AS) (5 entities: 2 islands,* 3 districts)
Capital: Pago Pago

- Eastern
- Manu’a
- Rose*
- Swains*
- Western
## ARIZONA (AZ) (15 counties)
**Capital:** Phoenix

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<thead>
<tr>
<th>Apache</th>
<th>Gila</th>
<th>La Paz</th>
<th>Navajo</th>
<th>Santa Cruz</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cochise</td>
<td>Graham</td>
<td>Maricopa</td>
<td>Pima</td>
<td>Yavapai</td>
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<tr>
<td>Coconino</td>
<td>Greenlee</td>
<td>Mohave</td>
<td>Pinal</td>
<td>Yum</td>
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## ARKANSAS (AR) (75 counties)
**Capital:** Little Rock

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<tr>
<th>Arkansas</th>
<th>Craighead</th>
<th>Howard</th>
<th>Miller</th>
<th>Randolph</th>
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<td>Mississippi</td>
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<td>Baxter</td>
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<td>Izard</td>
<td>Monroe</td>
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<td>Logan</td>
<td>Polk</td>
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<td>Lonoke</td>
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<td>White</td>
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<td>Pulaski</td>
<td>Yell</td>
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## CALIFORNIA (CA) (58 counties)
**Capital:** Sacramento

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<th>San Diego</th>
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<td>Kings</td>
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<td>Santa Barbara</td>
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<td></td>
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<td>Yuba</td>
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</table>
**COLORADO (CO) (64 counties)**
*Capital: Denver*

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<td>Mesa</td>
<td>Rio Blanco</td>
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<td>Rio Grande</td>
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<td>Delta</td>
<td>Huerfano</td>
<td>Moffat</td>
<td>Routt</td>
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<td>Jackson</td>
<td>Montezuma</td>
<td>Saguache</td>
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<td>Jefferson</td>
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<td>Park</td>
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<td>Las Animas</td>
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**CONNECTICUT (CT) (8 counties)**
*Capital: Hartford*

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**DELWARE (DE) (3 counties)**
*Capital: Dover*

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<td>Sussex</td>
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**DISTRICT OF COLUMBIA (DC) (single entity)**

**FEDERATED STATES OF MICRONESIA (FM) (4 States)**
*Capital: Palikir*

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**FLORIDA (FL) (67 counties)**
*Capital: Tallahassee*

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**GEORGIA (GA) (159 counties)**

**Capital: Atlanta**

- Appling
- Atkinson
- Bacon
- Baker
- Baldwin
- Banks
- Barrow
- Bartow
- Ben Hill
- Berrien
- Bibb
- Bleckley
- Brantley
- Brooks
- Bryan
- Bulloch
- Burke
- Butts
- Calhoun
- Camden
- Candler
- Carroll
- Catoosa
- Charlton
- Chatham
- Chattahoochee
- Chattooga
- Cherokee
- Clarke
- Clay
- Clayton
- Clinch
- Cobb
- Coffee
- Colquitt
- Columbia
- Cook
- Coweta
- Crawford
- Crisp
- Dade
- Dawson
- Decatur
- DeKalb
- Dodge
- Dooly
- Dougherty
- Douglas
- Early
- Echols
- Effingham
- Elbert
- Emanuel
- Evans
- Fannin
- Fayette
- Floyd
- Forsyth
- Franklin
- Fulton
- Gilmer
- Glascock
- Glynn
- Gordon
- Grady
- Greene
- Gwinnett
- Habersham
- Hall
- Hancock
- Haralson
- Harris
- Hart
- Heard
- Henry
- Houston
- Irwin
- Jackson
- Jasper
- Jeff Davis
- Jefferson
- Jenkins
- Johnson
- Jones
- Lamar
- Lanier
- Laurens
- Lee
- Liberty
- Lincoln
- Long
- Lowndes
- Lumpkin
- McDuffie
- McIntosh
- Macon
- Madison
- Marion
- Meriwether
- Miller
- Mitchell
- Monroe
- Montgomery
- Morgan
- Murray
- Muscogee
- Newton
- Oconee
- Oglethorpe
- Paulding
- Peach
- Pickens
- Pierce
- Pike
- Polk
- Pulaski
- Putnam
- Quitman
- Rabun
- Randolph
- Richmond
- Rockdale
- Schley
- Screven
- Seminole
- Spalding
- Stephens
- Stewart
- Talbot
- Taliaferro
- Tattnall
- Taylor
- Telfair
- Terrell
- Thomas
- Tift
- Toombs
- Towns
- Treutlen
- Troup
- Turner
- Twiggs
- Union
- Upson
- Walker
- Walton
- Ware
- Warren
- Washington
- Wayne
- Webster
- Wheeler
- White
- Whitfield
- Wilcox
- Wilkes
- Wilkinson
- Worth
GUAM (GU) (single entity)
Capital: Agana

HAWAII (HI) (4 counties)
Capital: Honolulu
Hawaii Honolulu Kalawao Kauai Maui

IDAHO (ID) (44 counties)
Capital: Boise
Ada Bonneville Custer Kootenai Owyhee
Adams Boundary Elmore Latah Payette
Bannock Butte Franklin Lemhi Power
Bear Lake Camas Fremont Lewis Shoshone
Benewah Canyon Gem Lincoln Teton
Bingham Caribou Gooding Madison Twin Falls
Blaine Cassia Idaho Minidoka Valley
Boise Clark Jefferson Nez Perce Washington
Bonner Clearwater Jerome Oneida

ILLINOIS (IL) (102 counties)
Capital: Springfield
Adams DuPage Jo Daviess Massac Schuyler
Alexander Edgar Johnson Menard Scott
Bond Edwards Kane Mercer Shelby
Boone Effingham Kankakee Monroe Stark
Brown Fayette Kendall Montgomery Stephenson
Bureau Ford Knox Morgan Tazewell
Calhoun Franklin Lake Ogle Union
Carroll Fulton LaSalle Peoria Vermilion
Cass Gallatin Lawrence Perry Wabash
Champaign Greene Lee Piatt Warren
Christian Grundy Livingston Pike Wayne
Clark Hamilton Logan Pope White
Clay Hancock McDonough Pulaski Whiteside
Clinton Hardin McHenry Putnam Will
Coles Henderson McLean Randolph Williamson
Cook Henry Macoupin Richland Winnebago
Crawford Iroquois Madison Rock Island Woodford
Cumberland Jackson Marion St. Clair
DeKalb Jasper Marshall Saline
De Witt Jefferson Mason Sangamon
Douglas Jersey
## 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)
**Capital: Frankfort**

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Louisiana (LA) (64 parishes)
Capital: Baton Rouge

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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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<td>Howard</td>
<td>Queen Anne’s</td>
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<td>Montgomery</td>
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MASSACHUSETTS (MA) (14 counties)
Capital: Boston

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MICHIGAN (MI) (83 counties)
Capital: Lansing

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<td>Iron</td>
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<td>Crawford</td>
<td>Isabella</td>
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<tr>
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<td>Delta</td>
<td>Jackson</td>
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<tr>
<td>Antrim</td>
<td>Dickinson</td>
<td>Kalamazoo</td>
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<tr>
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<td>Eaton</td>
<td>Kalkaska</td>
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<td>Emmet</td>
<td>Kent</td>
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<tr>
<td>Barry</td>
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<td>Keweenaw</td>
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<tr>
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<td>Gladwin</td>
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<td>Gogebic</td>
<td>Lapeer</td>
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<td>Leelanau</td>
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<tr>
<td>Branch</td>
<td>Gratiot</td>
<td>Lenawee</td>
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<td>Livingston</td>
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<tr>
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<td>Houghton</td>
<td>Luce</td>
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MINNESOTA (MN) (87 counties)
Capital: St. Paul

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<th>County</th>
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<td>Cook</td>
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<td>Carver</td>
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<td>Freeborn</td>
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<td>Cass</td>
<td>Crow Wing</td>
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<td>Chisago</td>
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<td>Houston</td>
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MINNESOTA (MN) (87 counties)
Capital: St. Paul

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<td>Douglas</td>
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MINNESOTA (MN) (87 counties)
Capital: St. Paul

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### MISSISSIPPI (MS) (82 counties)

**Capital:** Jackson

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<th>Claiborne</th>
<th>Clarke</th>
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<td>Holmes</td>
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<td>Itawamba</td>
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### MISSOURI (MO) (115 counties)

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<td>Cooper</td>
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<td>DeKalb</td>
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### MONTANA (MT) (56 counties)
**Capital: Helena**

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<td>Fergus</td>
<td>Liberty</td>
<td>Pondera</td>
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<td>Blaine</td>
<td>Flathead</td>
<td>Lincoln</td>
<td>Powder River</td>
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<tr>
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<td>Gallatin</td>
<td>McConic</td>
<td>Powell</td>
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<tr>
<td>Carbon</td>
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### NEBRASKA (NE) (93 counties)
**Capital: Lincoln**

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**MONTANA (MT) (56 counties)**
- Capital: Helena

**NEBRASKA (NE) (93 counties)**
- Capital: Lincoln
Lincoln  Nemaha  Polk  Seward  Valley
Logan    Nuckolls  Red Willow  Sheridan  Washington
Loup     Otoe     Richardson  Sherman  Wayne
McPherson Pawnee  Rock      Sioux    Webster
Madison  Perkins  Saline    Stanton  Wheeler
Merrick  Phelps  Sarpy     Thayer   York
Morrill  Pierce  Saunders  Thomas
Nance    Platte   Scotts Bluff  Thurston

NEVADA (NV) (17 counties)
Capital: Carson City

Churchill  Esmeralda  Lincoln  Pershing  Carson City
Clark      Eureka    Lyon     Storey    City
Douglas    Humboldt  Mineral  Washoe
Elko       Lander    Nye     White Pine

NEW HAMPSHIRE (NH) (10 counties)
Capital: Concord

Belknap  Cheshire  Grafton  Merrimack  Strafford
Carroll  Coos    Hillsborough  Rockingham  Sullivan

NEW JERSEY (NJ) (21 counties)
Capital: Trenton

Atlantic  Cumberland  Mercer  Passaic  Warren
Bergen    Essex    Middlesex  Salem
Burlington Gloucester  Monmouth  Somerset
Camden    Hudson  Morris  Sussex
Cape May  Hunterdon  Ocean  Union

NEW MEXICO (NM) (33 counties)
Capital: Santa Fe

Bernalillo  Dona Ana  Lincoln  Rio Arriba  Socorro
Catron     Eddy     Los Alamos  Roosevelt  Taos
Chaves     Grant    Luna     Sandoval  Torrance
Cibola     Guadalupe McKinley  San Juan  Union
Colfax     Harding  Mora     San Miguel  Valencia
Curry      Hidalgo  Otero    Santa Fe
De Baca    Lea      Quay     Sierra
NEW YORK (NY) (62 counties)
Capital: Albany

Albany  Dutchess  Madison  Putnam  Sullivan
Allegany  Erie  Monroe  Queens  Tioga
Bronx  Essex  Montgomery  Rensselaer  Tompkins
Broome  Franklin  Nassau  Richmond  Ulster
Cattaraugus  Fulton  New York  Rockland  Warren
Cayuga  Genesee  Niagara  St. Lawrence  Washington
Chautauqua  Greene  Oneida  Saratoga  Wayne
Chemung  Hamilton  Onondaga  Schenectady  Westchester
Chenango  Herkimer  Ontario  Schenectady  Wyoming
Clinton  Jefferson  Orange  Schuyler  Yates
Columbia  Kings  Orleans  Seneca  Wyoming
Cortland  Lewis  Oswego  Steuben  Wyoming
Delaware  Livingston  Otsego  Sullivan  Sullivan

NORTH CAROLINA (NC) (100 counties)
Capital: Raleigh

Alamance  Chowan  Guilford  Mitchell  Rutherford
Alexander  Clay  Halifax  Montgomery  Sampson
Alleghany  Cleveland  Harnett  Moore  Scotland
Anson  Columbus  Haywood  Nash  Stanly
Ashe  Craven  Henderson  New Hanover  Stokes
Avery  Cumberland  Hertford  Northampton  Surry
Beaufort  Currituck  Hoke  Onslow  Swain
Bertie  Dare  Hyde  Orange  Transylvania
Bladen  Davidson  Iredell  Pamlico  Tyrrell
Brunswick  Davie  Jackson  Pasquotank  Union
Buncombe  Duplin  Johnston  Pender  Vance
Burke  Durham  Jones  Perquimans  Wake
Cabarrus  Edgecombe  Lee  Person  Warren
Caldwell  Forsyth  Lenoir  Pitt  Washington
Camden  Franklin  Lincoln  Polk  Watauga
Carteret  Gaston  McDowell  Randolph  Wayne
Caswell  Gates  Macon  Richmond  Wilkes
Catawba  Graham  Madison  Robeson  Wilson
Chatham  Granville  Martin  Rockingham  Yadkin
Cherokee  Greene  Mecklenburg  Rowan  Yancey
### NORTH DAKOTA (ND) (53 counties)
**Capital: Bismarck**

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### NORTHERN MARIANA ISLANDS (MP) (4 municipalities)
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### OHIO (OH) (88 counties)
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**OKLAHOMA (OK) (77 counties)**
*Capital: Oklahoma City*

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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)**
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**PUERTO RICO (PR) (78 municipios)**

**Capital: San Juan**

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<td>Guayanilla</td>
<td>Manati</td>
<td>Salinas</td>
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<td>Carolina</td>
<td>Guaynabo</td>
<td>Maricao</td>
<td>San Germán</td>
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**RHODE ISLAND (RI) (5 counties)**

**Capital: Providence**

<table>
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<tr>
<th>County</th>
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<tbody>
<tr>
<td>Bristol</td>
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<td>Newport</td>
<td>Providence</td>
<td>Washington</td>
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**SOUTH CAROLINA (SC) (46 counties)**

**Capital: Columbia**

<table>
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<td>Abbeville</td>
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<td>Chesterfield</td>
<td>Edgefield</td>
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<td>Berkeley</td>
<td>Clarendon</td>
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<td>Horry</td>
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<td>Calhoun</td>
<td>Colleton</td>
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<td>Jasper</td>
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<td>Anderson</td>
<td>Charleston</td>
<td>Darlington</td>
<td>Georgetown</td>
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<td>Dillon</td>
<td>Greenville</td>
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<td>Barnwell</td>
<td>Chester</td>
<td>Dorchester</td>
<td>Greenwood</td>
<td>Laurens</td>
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<td>SOUTH DAKOTA (SD) (66 counties)</td>
<td>Capital: Pierre</td>
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<td>Aurora</td>
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<td>Hand</td>
<td>McCook</td>
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<td>McPherson</td>
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<td>Sully</td>
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<td>Day</td>
<td>Hughes</td>
<td>Meade</td>
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<td>Brookings</td>
<td>Deuel</td>
<td>Hutchinson</td>
<td>Mellette</td>
<td>Tripp</td>
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<td>Brown</td>
<td>Dewey</td>
<td>Hyde</td>
<td>Miner</td>
<td>Turner</td>
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<td>Douglas</td>
<td>Jackson</td>
<td>Minnehaha</td>
<td>Union</td>
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<td>Edmunds</td>
<td>Jerauld</td>
<td>Moody</td>
<td>Walworth</td>
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<td>Fall River</td>
<td>Jones</td>
<td>Pennington</td>
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<td>Kingsbury</td>
<td>Perkins</td>
<td>Ziebach</td>
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<td>Charles Mix</td>
<td>Grant</td>
<td>Lake</td>
<td>Potter</td>
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<td>Gregory</td>
<td>Lawrence</td>
<td>Roberts</td>
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<td>Clay</td>
<td>Haakon</td>
<td>Lincoln</td>
<td>Sanborn</td>
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<td>Codington</td>
<td>Hamlin</td>
<td>Lyman</td>
<td>Shannon</td>
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<table>
<thead>
<tr>
<th>TENNESSEE (TN) (95 counties)</th>
<th>Capital: Nashville</th>
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<tr>
<td>Anderson</td>
<td>Decatur</td>
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<td>Bedford</td>
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<td>Bledsoe</td>
<td>Dyer</td>
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<tr>
<td>Blount</td>
<td>Fayette</td>
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<tr>
<td>Bradley</td>
<td>Fentress</td>
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<tr>
<td>Campbell</td>
<td>Franklin</td>
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<tr>
<td>Cannon</td>
<td>Gibson</td>
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<tr>
<td>Carroll</td>
<td>Giles</td>
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<td>Carter</td>
<td>Grainger</td>
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<td>Cheatham</td>
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<td>Grundy</td>
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<td>Claiborne</td>
<td>Hamblen</td>
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<td>Clay</td>
<td>Hamilton</td>
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<tr>
<td>Cocke</td>
<td>Hancock</td>
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<tr>
<td>Coffee</td>
<td>Hardeman</td>
</tr>
<tr>
<td>Crockett</td>
<td>Hardin</td>
</tr>
<tr>
<td>Cumberland</td>
<td>Hawkins</td>
</tr>
<tr>
<td>Davidson</td>
<td>Haywood</td>
</tr>
</tbody>
</table>
TEXAS (TX) (254 counties)
Capital: Austin

Anderson
Andrews
Angelina
Aransas
Archer
Armstrong
Atascosa
Austin
Bailey
Bandera
Bastrop
Baylor
Bee
Bell
Bexar
Blanco
Borden
Bosque
Bowie
Brazoria
Brazos
Brewster
Briscoe
Brooks
Brown
Burleson
Burnet
Caldwell
Calhoun
Callahan
Cameron
Camp
Carson
Cass
Castro
Chambers
Cherokee
Childress
Clay
Cochran

Coke
Collin
Collingsworth
Colorado
Comal
Comanche
Concho
Cooke
Coryell
Cottle
Crane
Crockett
Crosby
Culberson
Dallas
Dawson
Deaf Smith
Delta
Denton
DeWitt
Dickens
Dimmit
Donley
Duval
Eastland
Ector
Edwards
Ellis
El Paso
Erath
Falls
Fannin
Fayette
Fisher
Floyd
Foard
Fort Bend
Franklin

Freestone
Frio
Gaines
Galveston
Garza
Gillespie
Glasscock
Goliad
Gonzales
Gray
Grayson
Gregg
Grimes
Guadalupe
Hale
Hall
Hamilton
Hansford
Hardeman
Hardin
Harris
Harrison
Hartley
Haskell
Hays
Hemphill
Henderson
Hidalgo
Hill
Hockley
Hood
Hopkins
Houston
Howard
Hudspeth
Hunt
Hutchinson
Irion
Jack
Jackson
Jasper
Jeff Davis
Jefferson
Jim Hogg
Jim Wells
Johnson
Jones
Karnes
Kaufman
Kendall
Kenedy
Kent
Kerr
Kimble
King
Kinney
Kleberg
Knox
Lamar
Lamb
Lampasas
La Salle
Lavaca
Lee
Leon
Liberty
Limestone
Lipscomb
Live Oak
Llano
Loving
Lubbock
Lynn
McCulloch
McLennan
McMullen
Madison
Marion
Martin
Mason
Matagorda
Maverick
Medina
Menard
Midland
Milam
Mills
Mitchell
Montague
Montgomery
Moore
Morris
Motley
Nacogdoches
Navarro
Newton
Nolan
Nueces
Ochiltree
Oldham
Orange
Palo Pinto
Panola
Parker
Parmer
Pecos
Polk
Potter
Presidio
Rains
Randall
Reagan
Real
Red River
Reeves
Refugio
Robertson
Rockwall
Runnels
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<th>County</th>
<th>County</th>
<th>County</th>
<th>County</th>
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</thead>
<tbody>
<tr>
<td>Rusk</td>
<td>Smith</td>
<td>Terry</td>
<td>Van Zandt</td>
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<td>Sabine</td>
<td>Somervell</td>
<td>Throckmorton</td>
<td>Victoria</td>
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<td>San Augustine</td>
<td>Starr</td>
<td>Titus</td>
<td>Walker</td>
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<tr>
<td>San Jacinto</td>
<td>Stephens</td>
<td>Tom Green</td>
<td>Waller</td>
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<tr>
<td>San Patricio</td>
<td>Sterling</td>
<td>Travis</td>
<td>Ward</td>
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<td>San Saba</td>
<td>Stonewall</td>
<td>Trinity</td>
<td>Washington</td>
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<td>Schleicher</td>
<td>Sutton</td>
<td>Tyler</td>
<td>Webb</td>
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<td>Scurry</td>
<td>Swisher</td>
<td>Upshur</td>
<td>Wharton</td>
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<td>Shackelford</td>
<td>Tarrant</td>
<td>Upton</td>
<td>Wheeler</td>
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<td>Shelby</td>
<td>Taylor</td>
<td>Uvalde</td>
<td>Wichita</td>
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<td>Sherman</td>
<td>Terrell</td>
<td>Val Verde</td>
<td>Wilbarger</td>
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**UTAH (UT) (29 counties)**  
**Capital: Salt Lake City**

<table>
<thead>
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<th>County</th>
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<tbody>
<tr>
<td>Beaver</td>
<td>Duchesne</td>
<td>Kane</td>
<td>San Juan</td>
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<td>Box Elder</td>
<td>Emery</td>
<td>Millard</td>
<td>Sanpete</td>
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<tr>
<td>Cache</td>
<td>Garfield</td>
<td>Morgan</td>
<td>Sevier</td>
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<tr>
<td>Carbon</td>
<td>Grand</td>
<td>Piute</td>
<td>Summit</td>
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<tr>
<td>Daggett</td>
<td>Iron</td>
<td>Rich</td>
<td>Tooele</td>
</tr>
<tr>
<td>Davis</td>
<td>Juab</td>
<td>Salt Lake</td>
<td>Uintah</td>
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**VERMONT (VT) (14 counties)**  
**Capital: Montpelier**

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<thead>
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<th>County</th>
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<tr>
<td>Addison</td>
<td>Chittenden</td>
<td>Grand Isle</td>
<td>Orleans</td>
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<td>Bennington</td>
<td>Essex</td>
<td>Lamoille</td>
<td>Rutland</td>
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<tr>
<td>Caledonia</td>
<td>Franklin</td>
<td>Orange</td>
<td>Washington</td>
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**VIRGIN ISLANDS (VI) (3 islands)**  
**Capital: Charlotte Amalie**

<table>
<thead>
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<th>Island</th>
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<tr>
<td>St. Croix</td>
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<tr>
<td>St. John</td>
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<td>St. Thomas</td>
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**VIRGINIA (VA) (95 counties)**  
**Capital: Richmond**

<table>
<thead>
<tr>
<th>County</th>
<th>County</th>
<th>County</th>
<th>County</th>
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<tbody>
<tr>
<td>Accomack</td>
<td>Bedford</td>
<td>Charles City</td>
<td>Essex</td>
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<tr>
<td>Albemarle</td>
<td>Bland</td>
<td>Charlotte</td>
<td>Fairfax</td>
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<tr>
<td>Alleghany</td>
<td>Botetourt</td>
<td>Chesterfield</td>
<td>Fauquier</td>
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<td>Amelia</td>
<td>Brunswick</td>
<td>Clarke</td>
<td>Floyd</td>
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<td>Amherst</td>
<td>Buchanan</td>
<td>Craig</td>
<td>Fluvanna</td>
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<tr>
<td>Appomattox</td>
<td>Buckingham</td>
<td>Culpeper</td>
<td>Franklin</td>
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<tr>
<td>Arlington</td>
<td>Campbell</td>
<td>Cumberland</td>
<td>Frederick</td>
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<td>Augusta</td>
<td>Caroline</td>
<td>Dickenson</td>
<td>Giles</td>
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<td>Carroll</td>
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</table>

- Isle of Wight
- James City
- King and Queen
- King George
- King William
- Lancaster
- Lee
- Loudoun
- Louisa
- Lunenburg
- Madison
- Mathews
- Mecklenburg
- Middlesex
- Montgomery
- Nelson
- New Kent
- Northampton
- Northumberland
- Orange
- Page
- Patrick
- Pittsylvania
- Powhatan
- Prince Edward
- Prince George
- Prince William
- Pulaski
- Rappahannock
- Nottoway
- Richmond
- Roanoke
- Rockbridge
- Rockingham
- Russell
- Scott
- Shenandoah
- Smyth
- Southampton
- Spotsylvania
- Stafford
- Surry
- Sussex
- Tazewell
- Warren
- Washington
- Westmoreland
- Wise
- Wythe
- York

**WASHINGTON (WA) (39 counties)**

**Capital: Olympia**

<table>
<thead>
<tr>
<th>Adams</th>
<th>Douglas</th>
<th>King</th>
<th>Pacific</th>
<th>Stevens</th>
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<tbody>
<tr>
<td>Asotin</td>
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<td>Franklin</td>
<td>Klickitat</td>
<td>Pierce</td>
<td>Wahkiakum</td>
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<td>Chelan</td>
<td>Garfield</td>
<td>Lewis</td>
<td>San Juan</td>
<td>Walla Walla</td>
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<td>Grant</td>
<td>Lincoln</td>
<td>Skagit</td>
<td>Whatcom</td>
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<td>Mason</td>
<td>Skamania</td>
<td>Whitman</td>
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**WEST VIRGINIA (WV) (55 counties)**

**Capital: Charleston**

<table>
<thead>
<tr>
<th>Barbour</th>
<th>Grant</th>
<th>Logan</th>
<th>Nicholas</th>
<th>Summers</th>
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<tr>
<td>Berkeley</td>
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<td>McDowell</td>
<td>Ohio</td>
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<td>Braxton</td>
<td>Hancock</td>
<td>Marshall</td>
<td>Pleasants</td>
<td>Tyler</td>
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<td>Hardy</td>
<td>Mason</td>
<td>Pocahontas</td>
<td>Upshur</td>
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<td>Mercer</td>
<td>Preston</td>
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<td>Jackson</td>
<td>Mineral</td>
<td>Putnam</td>
<td>Webster</td>
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<td>Jefferson</td>
<td>Mingo</td>
<td>Raleigh</td>
<td>Wetzel</td>
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<td>Kanawha</td>
<td>Monongalia</td>
<td>Randolph</td>
<td>Wirt</td>
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<td>Lewis</td>
<td>Monro</td>
<td>Ritchie</td>
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<td>Gilmer</td>
<td>Lincoln</td>
<td>Morgan</td>
<td>Roane</td>
<td>Wyoming</td>
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</table>
WISCONSIN (WI) (72 counties)
Capital: Madison

Adams  Douglas  Kewaunee  Ozaukee  Taylor
Ashland  Dunn  La Crosse  Pepin  Trempealeau
Barron  Eau Claire  Lafayette  Pierce  Vernon
Bayfield  Florence  Langlade  Polk  Vilas
Brown  Fond du Lac  Lincoln  Portage  Walworth
Buffalo  Forest  Manitowoc  Price  Washburn
Burnett  Grant  Marathon  Racine  Washington
Calumet  Green  Marinette  Richland  Waukesha
Chippewa  Green Lake  Menominee  Rusk  Waupaca
Clark  Iowa  Menominee  Rock  Waushara
Columbia  Iron  Milwaukee  St. Croix  Winnebago
Crawford  Jackson  Monroe  Sauk  Wood
Dane  Jefferson  Oconto  Sawyer  Wood
Dodge  Juneau  Oneida  Shawano  Wood
Door  Kenosha  Outagamie  Sheboygan  Wood

WYOMING (WY) (23 counties)
Capital: Cheyenne

Albany  Crook  Laramie  Platte  Uinta
Big Horn  Fremont  Lincoln  Sheridan  Washakie
Campbell  Goshen  Natrona  Sublette  Weston
Carbon  Hot Springs  Niobrara  Sweetwater  Teton
Converse  Johnson  Park  Teton  Teton

Common misspellings

Geographers and cartographers omit the possessive apostrophe in placenames; 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
DeKalb all one word
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
Stratford 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 GPO 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.

Floor-approved statements in a foreign language, will be printed following their English translation.

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 Engel bill, the Fish amendment, etc.; but Udall’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, album, 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 prefaced 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

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. THUNE. (Name all caps when a Member or visitor addresses Senate or House.)

On motion by [or of] Mr. FRANKEN, it was, etc.

The VICE PRESIDENT resumed the chair.

The PRESIDING OFFICER (Mr. BLUNT). Is there objection?

The SPEAKER called the House to order.

Mr. HUDSON’s amendment was adopted.

Mr. FARR. 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. COATS, Mr. DONNELLY (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 PDPHQGPHQWZKLFKLVLGHQWLåHGDV "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 for a third reading, read the third time, and passed.

[Use this form when title of bill is given:] 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.

Mrs. CAPPS was recognized, and yielded her time to Mr. CÁRDENAS.

[When two Members from the same State have the same surname, full name is used.] On motion of Ms. LINDA T. SÁNCHEZ of California . . . On motion of Ms. LORETTA SÁNCHEZ of California . . . Mr. DeSANTIS and Mr. MARIO DIAZ-BALART of Florida rose to a point of order. The CHAIRMAN appointed Mr. POE and Mr. ISRAEL as conferees.

[Extracts that consist of colloquies will use caps and small caps for names of persons speaking, as shown below:] Mr. DeFAZIO. I think this bill is so well understood that no time will be required for its discussion. Ms. NORTON. Does this bill come from the Committee on Armed Services? The SPEAKER. It does.

SPECIAL ORDERS GRANTED

By unanimous consent, permission to address the House, following the legislative and any special orders heretofore entered, was granted to: Mr. HOYER, for 1 hour, on Wednesday, February 2. Mr. ENGEL (at the request of Mr. HOYER), for 1 hour, on February 2.

(The following Members (at the request of Mr. KING of New York) and to revise and extend their remarks and include therein extraneous matter:)

Mrs. COMSTOCK, for 5 minutes, today. Mr. HOLDING, for 5 minutes, today. Mr. COFFMAN, for 60 minutes, today.

[Note the following double action:]

(Mr. HOYER asked and was given permission to extend his remarks at this point in the Record and to include extraneous matter.)

(Mr. HOYER addressed the House. His remarks will appear hereafter in the Extensions of Remarks.)

The SPEAKER pro tempore. Under a previous order of the House, the gentleman from Nebraska (Mr. FORTEGBERRY) is recognized for 5 minutes.

(Mr. FORTEGBERRY addressed the House. His remarks will appear hereafter in the Extensions of Remarks.)

The title was amended so as to read: "A bill for the relief of Maude S. Burman."

A motion to reconsider was laid on the table. [House.]

[Use this form when title of bill is not given:]

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. [House.]

The bill was ordered to be engrossed and read a 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. Mr. Chairman, I move to strike the requisite number of words.

(Ms. EDWARDS asked and was given permission to revise and extend her remarks.)

[Note use of interrogation mark in the following:]

Mr. NELSON. 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 . . . .
Mr. HICE. 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. HURD 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. ELLISON. 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. HURT 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.)

So (no further count being called for) the amendment of Mr. SCOTT 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.]

[Voting in the House and in Committee of the Whole]

[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. SCHUMER. 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 MORAN.

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 WARNER or MENENDEZ, 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.”]
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. SHLEY’s motion, there were—ayes 18, noes 35.

The question being taken on concurring 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.

□ 1715

[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. PAULSEN] 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. MEEHAN] as a substitute for the amendment offered by the gentlewoman from South Dakota [Mrs. NOEM].

The question was taken; and the Chairman announced that the noes appeared to have it.

RECORDED VOTE

Mr. MEEHAN, 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
Abraham
Babin
Brooks (AL)
Brooks (IN)
Chabot
Curvelo (FL)
Ellmers (NC)
Parenthood
Fincher
Garrett
Goodlatte
Hartley
Hartler

NOES—188
Adams
Bonamici
DeGette
Deutch
Hastings
Langevin
Matsui
McCullum
O’Rourke
Ryan (OH)
Sarbanes
Schakowsky
Takano
Van Hollen
Vargas
Veasey
Wilson (FL)
Yarmuth

ANSWERED “PRESENT”—1

Fleming

NOT VOTING—17

Bishop (UT)
Duckworth
Gohmert
Graves (LA)

Lipinski
McKinley
Nugent
Palazzo

Price (NC)
Reichert
Ross
Valadao
Mr. RYAN of Wisconsin changed his vote from “aye” to “no.”

Ms. WASSERMAN SCHULTZ, Ms. ESHOO, 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.”]

So the amendment offered as a substitute for the amendment was agreed to.

The result of the vote was announced as above recorded.

VOTING BY YEAS AND NAYS

Senate

The clerk will call the roll.

The assistant legislative clerk proceeded to call the roll, and the following Senators entered the Chamber and answered to their names:

[Quorum No. 42]

Alexander  Murkowski  Tillis
Feinstein  Nelson  Udall
Grassley  Paul  Vitter
Hatch  Sullivan  Warner
Heinrich  Tester  Whitehouse
Kaine  Thune  Wicker

The PRESIDING OFFICER [Mr. Sasse]. A quorum is not present.

Mr. REID. Mr. President, I move that the Sergeant at Arms be instructed to require the attendance of absent Senators, and I ask for the yeas and nays on the motion.

THE PRESIDING OFFICER. Is there a sufficient second? There is a sufficient second.

The yeas and nays were ordered.

The PRESIDING OFFICER. The question is on agreeing to the motion of the Senator from Nevada. On this question the yeas and nays have been ordered, and the clerk will call the roll.

The Assistant legislative clerk called the roll.

Mr. DURBIN. I announce that the Senator from Ohio (Mr. BROWN), the Senator from Massachusetts (Mr. MARKEY), the Senator from Illinois (Mr. KIRK), the Senator from Arkansas (Mr. BOOZMAN), and the Senator from Montana (Mr. TESTER) are necessarily absent.

Mr. CORNYYN. The following Senators are necessarily absent: the Senator from Minnesota (Mr. FRANKLIN), the Senator from Nevada (Mr. HELLER), the Senator from South Carolina (Mr. GRAHAM), the Senator from New Hampshire (Mrs. SHAHEEN), 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 (Ms. KLOBUCHAR) would have voted “yea.”

The result was announced—yeas 52, nays 40, as follows:

[Rollcall Vote No. 163 Leg.]

YEAS—76

Baldwin  Heitkamp  Pryor
Begich  Hirono  Reed
Bennet  Johnson (SD)  Reid
Blumenthal  Kaine  Rockefeller
Booker  Klobuchar  Sanders
Boxer  Landrieu  Schatz
Brown  Leahy  Schumer
Cantwell  Levin  Shaheen
Cardin  Manchin  Stabenow
Carpenter  Markley  Tester
Casey  McCaskill  Udall (CO)
Coons  Menendez  Udall (NM)
Durbin  Merkley  Walsh
Feinstein  Mikulski  Warner
Franken  Murphy  Warren
Gillibrand  Murray  Whitehouse
Hagan  Nelson  Wyden
Heinrich

[If the Speaker votes, his name is not used, but at the end of the “yeas” or “nays,” according to his vote, insert: “The Speaker.”]
So the motion was agreed to.

Mr. PALLONE. Ms. Speaker, I move a call of the House.

A call of the House was ordered.

The result of the vote was announced as above recorded.

A motion to reconsider was laid on the table.

Mr. BARR. Mr. Speaker, I voted, but, being paired with the gentlelady from Minnesota, Mrs. BEATTY, I withdraw my vote.

Ms. MAXINE WATERS of California. Mr. Speaker, I have a pair with the gentleman from New York, Mr. SEAN PATRICK MALONEY of New York, 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. DAWES (when his name was called). I am paired on this question with the senior Senator from Massachusetts [Mr. MARKEY]. If he were here, I should vote “yea.”

CALL OF THE HOUSE

Mr. PALLONE. 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:

[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.

ADDRESS 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,

GEORGE W. BUSH.

COLUMBIA, MO

January 17, 2016

Hon. CLAIRE McCASKILL,
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, 2016

Hon. JACOB J. LEW,
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.

ALEXANDRIA, MN

November 10, 2016

Hon. AMY KLOBUCAR,
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 Representa-

tives, U.S. Capitol, Washington, DC.
your honorable bodies the following information, etc.

JAMES G. GREEN.
W.H. SOUTHIERLAND.
THOMAS HARRISON.
F.F. FLETCHER.
ROBERT WHELAN.
C.C. WILSON.

Respectfully submitted,
KARL F. FELLER,
International President.

THOMAS RUSCH,
Director of Organization.

ARTHUR GILDA,
Secretary-Treasurer.

JOSEPH E. BRADY,
Director of Legislation.

[More than eight signatures, with or without titles, are set full measure, caps and lower-case, run in, indented 2 and 3 ems, as follows:]

Gene H. Rosenblum, Cochairman;
Paul H. Ray, Cochairman;
Cynthia Asplund, James Pedersen, George Doty, Thomas St. Martin; Joan O’Neill; Lloyd Moosebrugger; Sam Kaplan; Ronald Nemer; Dean Potter; Phillip Archer; Thomas McDonough; Mrs. Lloyd Moosebrugger; 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 country, 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 program to proceed under court orders. That process is now underway. The administration 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 taking the same indention. Poems are flush left; overs 3 ems; 2 points of space between stanzas, 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
was 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
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
hurting through the air,
And Casey stood a-watching it in haughty
grandeur there.
Close by the sturdy batsman the ball
unheed ed sped—
“That ain’t my style,” said Casey. “Strike
one,” the umpire said.
From the benches, black with people, there
went up a muffled roar,
Like the beating of the storm-waves on a
stern and distant shore.
“Kill him! Kill the umpire!” shouted some-
one 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.”
“Fraid!” 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 some-
where 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 or-
dered otherwise by the Joint Committee on Printing. This does not refer to a casual quo-
tation 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 fol-
lowing 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
nail ed.
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, main-
tain 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

[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.]

USE OF DOUBLE HEADS
This is something which has been entirely overlooked by the . . .

EXECUTIVE PROGRAM

ESTATE TAX CONVENTION WITH CANADA

AMENDMENTS SUBMITTED

RECIPROCAL TRADE AGREEMENTS

WARREN AMENDMENT NO. 1194

HEADS USED IN EXTENSIONS OF REMARKS

[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 Lisa Murkowski, a Senator from the State of Alaska.

The Senate met at 9:30 a.m., and was called to order by the Honorable James Lankford, a Senator from the State of Oklahoma.

PRAYER

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 pre-occupations 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.

PLEDGE OF ALLEGIANCE

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 clerk will please read a communication to the Senate from the President pro tempore (Mr. Hatch).

The legislative clerk read the following letter:

U.S. Senate,
President pro tempore,
Washington, DC, September 26, 2016.

To the Senate:

Under the provisions of rule I, section 3, of the Standing Rules of the Senate, I hereby appoint the Honorable Joni Ernst, a Senator from the State of Iowa, to perform the duties of the Chair.

Orrin G. Hatch,
President pro tempore.

Mrs. Ernst 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. McConnell. Mr. President, following my remarks and those of Senator Reid, 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 sec-
ond 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 min-
utes 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 tem-
pore. Under the previous order, the
leadership time is reserved.

MORNING BUSINESS
The ACTING PRESIDENT pro tem-
pore. 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 control-
ing the first half and the Republicans
controlling the final half.

Ms. BALDWIN. Mr. President, I ask
unanimous consent that the order for
the quorum call be rescinded.

The PRESIDING OFFICER. With-
out objection, it is so ordered.

CONCLUSION OF MORNING
BUSINESS
The PRESIDING OFFICER. Morn-
ing business is now closed.

LEGISLATIVE BRANCH APPRO-
PRIATIONS ACT, 2017—MOTION
to Proceed
The PRESIDING OFFICER. Under
the previous order, the Senate will re-
sume consideration of the motion to
proceed to H.R. 5325, which the clerk
will report.

The senior assistant legislative clerk
read as follows:

Motion to proceed to Calendar No. 516,
H.R. 5325, a bill making appropriations for
the Legislative Branch for the fiscal year
ending September 30, 2017, and for other
purposes.

The PRESIDING OFFICER. The
assistant Democratic leader.

ZIKA VIRUS FUNDING
Mr. DURBIN. Mr. President, I can
still recall the first briefing I had as
a Member of Congress on something
called HIV/AIDS.

LEGISLATIVE BRANCH APPRO-
PRIATIONS ACT, 2017—MOTION
to Proceed—Continued

[Note the use of bullets signifying that
which was not spoken on the floor.]

ADDITIONAL STATEMENTS

TRIBUTE TO GEORGE TAKEI
● Ms. HIRONO. Mr. President, "Oh
Myyy!" My friend George Takei is
being honored with the National Asian
Pacific American Bar Association's
NAPABA, Inspire Award. In addition
to his many contributions to the arts,
George has been on the forefront for
decades, fighting for those who don't
have a voice.

MESSAGES FROM THE
PRESIDENT
Messages from the President of the
United States were communicated
to the Senate by Mr. Pate, 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.

(The nominations received today are printed at the end of the Senate proceedings.)


The PRESIDING OFFICER laid before the Senate the following message from the President of the United States which was ordered to be printed in the RECORD, spread in full upon the Journal and held at the desk:

To the Senate of the United States:

I am returning herewith without my approval S. 2040, the "Justice Against Sponsors of Terrorism Act" (JASTA) . . . .

The JASTA, however, does not contribute to these goals, does not enhance the safety of Americans from terrorist attacks, and undermines core U.S. interests. For these reasons, I must veto the bill.

BARACK OBAMA.


[The above to be 8 point.]

[When communications from the President contain extracts, etc., such extracts must be in 7 point.]

MESSAGES FROM THE HOUSE

At 12:21 p.m., a message from the House of Representatives, delivered by Mr. Novotny, one of its reading clerks, announced that the House has passed the following bill, with an amendment and an amendment to the title, in which it requests the concurrence of the Senate:

S. 253. An act to amend the Communications Act of 1934 to consolidate the reporting obligations of the Federal Communications Commission in order to improve congressional oversight and reduce reporting burdens.

ENROLLED BILLS SIGNED

At 10:05 a.m., a message from the House of Representatives, delivered by Mr. Novotny, one of its reading clerks, announced that the Speaker has signed the following enrolled bill:

H.R. 5325. An act making continuing appropriations for fiscal year 2017, and for other purposes. The enrolled bill was subsequently signed by the President pro tempore (Mr. HATCH).

The President pro tempore (Mr. HATCH) announced that on today, September 29, 2016, he signed the following enrolled bills, which were previously signed by the Speaker of the House:

S. 1878. An act to extend the pediatric priority review voucher program.

S. 2683. An act to include disabled veteran leave in the personnel management system of the Federal Aviation Administration.

At 12:56 p.m., a message from the House of Representatives, delivered by Mr. Novotny, one of its reading clerks, announced that the House has passed the following bill, in which it requests the concurrence of the Senate:

H.R. 5303. An act to provide for improvements to the rivers and harbors of the United States, to provide for the conservation and development of water and related resources, and for other purposes.

MEASURES REFERRED

The following bills were read the first and the second times by unanimous consent, and referred as indicated:

H.R. 5065. An act to direct the Administrator of the Transportation Security Administration to notify air
carriers and security screening personnel of the Transportation Security Administration of such Administration's guidelines regarding permitting baby formula, breast milk, purified deionized water, and juice on airplanes, and for other purposes, to the Committee on Commerce, Science, and Transportation.

**MEASURES PLACED ON THE CALENDAR**

The following bill was read the second time, and placed on the calendar:

S. 3326. A bill to give States the authority to provide temporary access to affordable private health insurance options outside of Obamacare exchanges.

**MEASURES READ THE FIRST TIME**

The following bill was read the first time:

H.R. 954. An act to amend the Internal Revenue Code of 1986 to exempt from the individual mandate certain individuals who had coverage under a terminated qualified health plan funded through the Consumer Operated and Oriented Plan (CO-OP) program.

**ENROLLED BILL PRESENTED**

The Secretary of the Senate reported that on September 12, 2016, she had presented to the President of the United States the following enrolled bill:

S. 2040. An act to deter terrorism, provide justice for victims, and for other purposes.

**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–7000. A communication from the Secretary of the Commodity Futures Trading Commission, transmitting, pursuant to law, the report of a rule entitled “System Safeguards Testing Requirements for Derivatives Clearing Organizations” (RIN 3038–AE29) received in the Office of the President of the Senate on September 21, 2016; to the Committee on . . .

**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 “Keaaupaha” 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. INHOFE. 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. McCONNELL. 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. INHOFE. 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.

[Note use of words, figures, and punctuation in the following example. Follow manuscript.]

The next amendment was, on page 34, in line 9, under the heading “Employees’ Compensation Commission”, before the word “assistants”, to strike out “five” and insert “three”; in line 10, after the word “clerks” and before the words “of class 3”, to strike out “seven” and insert “nine”; “of class 2”, to strike out “twelve” and insert “nine”; in the same line, before the words “of class 1”, to strike out “twenty-seven” and insert “twenty”; in line 12, before the words “at $1.000 each”, to strike out “three” and insert “two”; and in line 18, to strike out “$124,940” and insert “$102,590”, so as to read:

EMPLOYEE’S COMPENSATION COMMISSION

Salaries: Three Commissioners at $4,000 each; secretary, $2,750; attorney, $4,000; chief statistician, $3,000; chief of accounts, $2,500; accountant, $2,250; claim examiners—chief $2,250, assistant $2,000, assistant $1,600, three assistants at $1,600 each; special agents—two at $1,800 each, two at $1,600 each; clerks—five of class 3, nine of class 2, twenty of class 1, two at $1,000 each; in all $102,590.

Mr. UDALL submitted an amendment intended to be proposed by him to the sundry civil appropriation bill,
That's the America I know. That's the country we love. Clear-eyed. Bighearted. Optimistic that unarmed truth and unconditional love will have the final word. That's what makes me so hopeful about our future. Because of you, I believe in you. That's why I stand here confident that the State of our Union is strong.

Thank you, God bless you, and God bless the United States of America.

BARACK OBAMA.

THE WHITE HOUSE, January 12, 2016.

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.

RECESS UNTIL TOMORROW AT 10:30 A.M.

Mr. McCONNELL. 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 5, 2016, at 10:30 a.m.

[After the recess or adjournment the following may appear:]

NOMINATIONS

Executive Nominations received by the Senate.

[Under the heads Nominations, Confirmations, Withdrawal, and Rejection, the following scheme for subheads is to be followed:]

[Heads indicating service, or branch or department of Government and subheads]
indicating subdivision or type of service—7-point small caps.]
    [Subheads indicating new rank of appointee—7-point italic initial cap.
    [Text is set in 5-point caps.
    [Note: Nominations will be set first name, middle name (or first middle initial), and
    last name throughout followed by period. Asterisks, if any, precede names as in executive
    nominations.]

    Executive nominations received by the Senate:

    NATIONAL FOUNDATION ON
    THE ARTS AND THE HUMANITIES
    JANE MARIE DOGGETT, OF MONTANA, TO BE A MEMBER OF THE NATIONAL COUNCIL ON THE
    HUMANITIES FOR A TERM EXPIRING JANUARY 26, 2022, VICE CATHY M. DAVIDSON, TERM
    EXPIRED.

    STATE JUSTICE INSTITUTE
    WILFREDO MARTINEZ, OF FLORIDA, TO BE A MEMBER OF THE BOARD OF DIRECTORS OF THE STATE
    JUSTICE INSTITUTE FOR A TERM EXPIRING SEPTEMBER 17, 2019, (REAPPOINTMENT)

    IN THE NAVY
    THE FOLLOWING NAMED OFFICER FOR APPOINTMENT IN THE UNITED STATES NAVY TO THE GRADE

    INDICATED WHILE ASSIGNED TO A POSITION OF IMPORTANCE AND RESPONSIBILITY UNDER TITLE 10,
    U.S.C., SECTION 601:

    To be vice admiral
    VICE ADM. DIXON R. SMITH

    CONFIRMATIONS

    Executive nominations confirmed by the Senate September 28, 2016:

    IN THE AIR FORCE
    THE FOLLOWING NAMED OFFICER FOR APPOINTMENT IN THE UNITED STATES AIR FORCE TO THE
    GRADE INDICATED UNDER TITLE 10, U.S.C., SECTION 624:

    To be brigadier general
    COL. KENNETH P. EKMAN

    To be brigadier general
    COL. ALFRED F. ABRAMSON III
    COL. PETER B. ANDRYSIAK, JR.
    COL. ROBERT W. BENNETT, JR.
PRAYER

The Chaplain, the Reverend Patrick J. Conroy, offered the following prayer:

We give You thanks, O God, for giving us another day. In the wake of a great American holiday, we ask Your special blessing on American workers, those fortunate to have jobs and those desiring work. May they sense the sacredness of their labor.

As the Members of the people's House return to the Capitol, call them, as well, with Your gentling voice of collegiality.

When a sense of alienation shadows from each other. Insofar as this spirit of alienation has descended upon this House, help each Member to overcome unnecessary divisions that hamper productive work on behalf of our Nation.

Bring them to a deeper level of awareness of Your spirit, and make us one Nation. Give the Members listening hearts, ready and willing to respond to Your spirit living in each one.

And may all that is done be for Your greater honor and glory.

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. Will the gentleman from Iowa (Mr. BLUM) come forward and lead the House in the Pledge of Allegiance.

Mr. BLUM 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.

SWARING IN OF THE HONORABLE WARREN DAVIDSON, OF OHIO, AS A MEMBER OF THE HOUSE

Ms. KAPTUR. Mr. Speaker, I ask unanimous consent that the gentleman from Ohio, the Honorable WARREN DAVIDSON, be permitted to take the oath of office today.

His certificate of election has not arrived, but there is no contest and no question has been raised with regard to his election.

The SPEAKER. Is there objection to the request of the gentlewoman from Ohio?

There was no objection.

The SPEAKER. Will Representative-elect DAVIDSON and the members of the Ohio delegation present themselves in the well.

All Members will rise and the Representative-elect will please raise his right hand.

Mr. DAVIDSON appeared at the bar of the House and took the oath of office, as follows:

Do you solemnly swear 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 any 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 114th Congress.

WELCOMING THE HONORABLE WARREN DAVIDSON 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 gentleman from Ohio (Mr. DAVIDSON), 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.

I have 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 Statutes of the United States" (2 U.S.C. 25, approved February 18, 1948):

WARREN DAVIDSON, 8th District of Ohio.
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 a bill of the House of the following titles:

H.R. 3969. An act to designate the Department of Veterans Affairs community-based Outpatient clinic in Laughlin, Nevada, as the “Master Chief Petty Officer Jesse Dean VA Clinic”.

[Observe that bills from the Senate to the House read An act. If the manuscript should read $ELOO, change to An act in conformity with this rule, and place number first. Note also the following forms:]

PRESIDENTIAL ALLOWANCE MODERNIZATION ACT OF 2016—VETO MESSAGE FROM THE PRESIDENT OF THE UNITED STATES (H. DOC. NO. 114–155)

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. 1777, the “Presidential Allowance Modernization Act of 2016,” which would amend the Former Presidents Act of 1958.

I agree with H.R. 1777’s goal of reforming the pensions and allowances provided to former Presidents so as to reduce unnecessary costs to taxpayers. But if implemented as drafted, the bill would have unintended consequences. It would impose onerous and unreasonable burdens on the offices of former Presidents, including by requiring the General Services Administration to immediately terminate salaries and benefits of office employees and to remove furnishings and equipment from offices. It would withdraw the General Services Administration’s ability to administer leases and negatively impact operations, with unanticipated implications for the protection and security of former Presidents.

My Administration will work with the authors of the bill and other leaders in the Congress, in consultation with the offices of former Presidents, to explore the best ways to achieve these goals going forward. If the Congress returns the bill having appropriately addressed these concerns, I will sign it. For now, I must veto the bill.

BARACK OBAMA.


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.

Without objection, further consideration of the veto message and the bill, H.R. 1777, is postponed until the legislative day of September 23, 2016.

There was no objection.

[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. Sherman Williams, one of his secretaries, who also informed the House that on the following dates the
President approved and signed bills of the House and Senate of the following titles:

On July 1, 1996:
H.R. 3029. An act to designate the United States courthouse in Washington, District of Columbia, as the “E. Barrett Prettyman United States Courthouse.”

On July 2, 1996:
H.R. 2803. An act to amend the anti-car theft provisions of title 49, United States Code, to increase the utility of motor vehicle title information to the State and Federal law enforcement officials, and for other purposes.

On July 3, 1996:
H.R. 3525. An act amend title 18, United States Code, to clarify the Federal jurisdiction over offenses relating to damage to religious property. . . .

[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.]

MOURING THE LOSS OF SHIMON PERES
(Mr. CICILLINE asked and was given permission to address the House for 1 minute.)

Mr. CICILLINE. Mr. Speaker, I rise to express my deep sadness on the passing of former Israeli President and Prime Minister Shimon Peres. Shimon Peres was devoted to the cause of the Jewish state and worked tirelessly to achieve a lasting peace in the Middle East.

He was the founding father of the State of Israel and remained, throughout his life, one of its greatest champions. He was the central architect of the Oslo Accords and was respected around the world for his strong leadership as Prime Minister and President of Israel. His example should be an inspiration to us all, as he fought so long for peace.

My thoughts are with his family and friends as well as the people of Israel, who have lost a beloved leader.

MRS. VIRGINIA THRIFT

Mr. GOSAR. 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
Karen L. Haas, Clerk of the House, reported that on February 23, 2016, she presented to the President of the United States, for his approval, the following bill:

H.R. 644. To reauthorize trade facilitation and trade enforcement functions and activities, and for other purposes.

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 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 Martinez Nadal United States Customhouse Building”.

On July 1, 1996:

H.R. 3029. An act to designate the United States courthouse in Washington, District of Columbia, as the “E. Barrett Prettyman United States Courthouse.”
PRIVATE CALENDAR
The SPEAKER pro tempore (Mrs. BLACK). This is the day for the call of the Private Calendar.

The Clerk will call the bill on the calendar.

CORINA DE CHALUP TURCINOVIC
The Clerk called the bill (H.R. 306) for the relief of Corina de Chalup Turcinovic.

There being no objection, the Clerk read the bill as follows:

H.R. 306
Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

SECTION 1. PERMANENT RESIDENT STATUS FOR CORINA DE CHALUP TURCINOVIC.

(a) IN GENERAL.—Notwithstanding subsections (a) and (b) of section 201 of the Immigration and Nationality Act, Corina de Chalup Turcinovic shall be eligible for issuance of an immigrant visa or for adjustment of status to that of an alien lawfully admitted for permanent residence upon filing an application for issuance of an immigrant visa under section 204 of such Act or for adjustment of status to lawful permanent resident. . . .

(e) DENIAL OF PREFERENTIAL IMMIGRATION TREATMENT FOR CERTAIN RELATIVES.—The natural parents, brothers, and sisters of Corina de Chalup Turcinovic shall not, by virtue of such relationship, be accorded any right, privilege, or status under the Immigration and Nationality Act.

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.

The SPEAKER pro tempore. This concludes the call of the Private Calendar.

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. 1479. An act to amend the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 to modify provisions relating to grants, and for other purposes; to the Committee on Energy and Commerce; in addition, to the Committee on Transportation and Infrastructure for a period to be subsequently determined by the Speaker, in each case for consideration of such provisions as fall with the jurisdiction of the committee concerned.

S. 2829. An act to amend and enhance certain maritime programs of the Department of Transportation, and for other purposes; to the Committee on Armed Services; in addition, to the Committee on Transportation and Infrastructure; to the Committee on Natural Resources; to the Committee on Veterans' Affairs; to the Committee on the Judiciary; and to the Committee on Oversight and Government Reform 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.

[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.]

COMMITTEE OF THE WHOLE HOUSE ON THE STATE OF THE UNION

WATER RESOURCES DEVELOPMENT ACT OF 2016

The SPEAKER pro tempore. Pursuant to House Resolution 897 and rule XVIII, the Chair declares the House in the Committee of the Whole House on the state of the Union for the further consideration of the bill, H.R. 5303.

Will the gentleman from Illinois (Mr. HULTGREN) kindly take the chair.

□ 1535

IN THE COMMITTEE OF THE WHOLE

Accordingly, the House resolved itself into the Committee of the Whole House on the state of the Union for the
further consideration of the bill (H.R. 5303) to provide for improvements to the rivers and harbors of the United States, to provide for the conservation and development of water and related resources, and for other purposes, with Mr. HULTGREN (Acting Chair) in the chair.

The Clerk read the title of the bill.

The Acting CHAIR. When the Committee of the Whole rose earlier today, amendment No. 10 printed in House Report 114–790 offered by the gentleman from Louisiana (Mr. GRAVES) had been disposed of.

Pursuant to House Resolution 897, no further amendment to the amendment in the nature of a substitute referred to in House Resolution 892 shall be in order except those printed in House Report 114–794.

Each such further amendment shall be considered only in the order printed in the report, may be offered only by a Member designated in the report, shall be considered as 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. BYRNE

The Acting CHAIR. It is now in order to consider amendment No. 1 printed in House Report 114–794.

Mr. BYRNE. Mr. Chairman, I have an amendment at the desk.

The Acting CHAIR. The Clerk will designate the amendment.

The text of the amendment is as follows:

At the end of title I, add the following:

SEC. 11. GULF COAST OYSTER BED RECOVERY ASSESSMENT. . . .

(Voting occurs)

The amendment was agreed to.
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. 114–669)

The committee of conference on the disagreeing votes of the two Houses on the amendments of the House do the bill (S. 524), to authorize the Attorney General to award grants to address the national epidemics of prescription opioid abuse and heroin use, 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 disagreement to the amendment of the House to the text of the bill and agree to the same with an amendment as follows:

In lieu of the matter proposed to be inserted by the House amendment, insert the following:

SECTION 1. SHORT TITLE; TABLE OF CONTENTS.

(a) SHORT TITLE.—This act may be cited as the "Comprehensive Addiction and Recovery Act of 2016".

(b) TABLE OF CONTENTS.—The table of contents for this Act is as follows:

Sec. 1. Short title; table of contents.

Title I—PREVENTION AND EDUCATION

Sec. 101. Task force on pain management.

Sec. 102. Awareness campaigns. . . .

In lieu of the matter proposed to be inserted by the House amendment to the title of the bill, insert the following: "An Act to authorize the Attorney General and Secretary of Health and Human Services to award grants to address the prescription opioid abuse and heroin use crisis, and for other purposes.", And the House agree to the same.

For consideration of the Senate bill and the House amendments, and modifications committed to conference:

FRED UPTON,
JOSEPH R. PITTS,
LEONARD LANCE,
BRETT GUTHRIE,
ADAM KINZINGER,
LARRY BUCSHON,
SUSAN W. BROOKS,
BOB GOODLATTE,
F. JAMES SENSENBRENNER, JR.,
LAMAR SMITH,
TOM MARINO,
DOUG COLLINS,
DAVID A. TROTT,
MIKE BISHOP,
KEVIN MCCARTHY,

LOU BARLETTA,
EARL L. "BUDDY" CARTER,

GUS M. BILIRAKIS,
JACKIE WALORSKI,

PATRICK MEEHAN,
ROBERT J. DOLD,
Managers on the Part of the House.
Chuck Grassley,
Lamar Alexander,
Orrin G. Hatch,
Jeff Sessions,

Managers on the Part of the Senate.

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 amendments of the House to the bill (S. 524), to authorize the Attorney General to award grants to address the national epidemics of prescription opioid abuse and heroin use, 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 House amendment to the text of the bill struck all of the Senate bill after the enacting clause and inserted a substitute text.

The Senate recedes from its disagreement to the amendment of the House with an amendment that is a substitute for the Senate bill and the House amendment. . . .

Constitutional Statement of Authority

Congress has the power to enact this legislation pursuant to the following: Article I, Section 8, Clause 3 of the United States Constitution.

For consideration of the Senate bill and the House amendments, and modifications committed to conference:
Fred Upton,
Joseph R. Pitts,
Leonard Lance,
Brett Guthrie,
Adam Kinzinger,
Larry Bucshon,
Susan W. Brooks,
Bob Goodlatte,
F. James Sensenbrenner, Jr.,
Lamar Smith,
Tom Marino,
Doug Collins,
David A. Trott,
Mike Bishop,
Kevin McCarthy.

From the Committee on Education and the Workforce, for consideration of title VII of the House amendment, and modifications committed to conference:
Lou Barletta,
Earl L. “Buddy” Carter,

From the Committee on Veterans’ Affairs, for consideration of title III of the House amendment, and modifications committed to conference:
Gus M. Bilirakis,
Jackie Walorski,

From the Committee on Ways and Means, for consideration of sec. 705 of the Senate bill, and sec. 804 of the House amendment, and modifications committed to conference:
Patrick Meehan,
Robert J. Dold,

Managers on the Part of the House.

Joint Explanatory Statement of the Committee of Conference

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David A. Trott,
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Kevin McCarthy.

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Lou Barletta,
Earl L. “Buddy” Carter,

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Gus M. Bilirakis,
Jackie Walorski,

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Patrick Meehan,
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Managers on the Part of the House.

Joint Explanatory Statement of the Committee of Conference

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The House amendment to the text of the bill struck all of the Senate bill after the enacting clause and inserted a substitute text.

The Senate recedes from its disagreement to the amendment of the House with an amendment that is a substitute for the Senate bill and the House amendment. . . .

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Joseph R. Pitts,
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F. James Sensenbrenner, Jr.,
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Gus M. Bilirakis,
Jackie Walorski,

From the Committee on Ways and Means, for consideration of sec. 705 of the Senate bill, and sec. 804 of the House amendment, and modifications committed to conference:
Patrick Meehan,
Robert J. Dold,
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. HAHN) to revise and extend their remarks and include extraneous material):

Ms. HAHN, for 5 minutes, today.

Mr. DeFAZIO, for 5 minutes, today.

Ms. KAPTUR, for 5 minutes, today.

Mr. SIMPSON, 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. JONES of North Carolina, for 5 minutes, June 20, 23 and 24.

Mr. BISHOP of Utah, for 5 minutes, today and June 18.

Mr. MCCAUL, 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.), the House adjourned until tomorrow, Wednesday, June 15, 2016, 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. BOST) at 2 p.m.
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 2 of rule XIV, executive communications were taken from the Speaker’s table and referred as follows:

6340. A letter from the Congressional Review Coordinator, Animal and Plant Health Inspection Service, Department of Agriculture, transmitting the Department’s interim rule—Tuberculosis in Cattle and Bison; State and Zone Designations; California [Docket No.: APHIS-2016-0052] received August 8, 2016, pursuant to 5 U.S.C. 801(a)(1)(A); Public Law 104-121, Sec. 251; (110 Stat. 868); to the Committee on Agriculture.

6341. A letter from the Director, Issuances Staff, Department of Agriculture, transmitting the Department’s final rule—Eligibility of Namibia To Export Meat Products to the United States [Docket No.: FSIS-2012-0028] (RIN: 0583-AD51) received July 28, 2016, pursuant to 5 U.S.C. 801(a)(1)(A); Public Law 104-121, Sec. 251; (110 Stat. 868); to the Committee on Agriculture.

[Use the following form if only one communication is submitted—8 point:]

7147. 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, 2016, 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.

REPORTS OF COMMITTEES ON PUBLIC BILLS AND RESOLUTIONS

Under clause 2 of rule XIV, executive communications were taken from the Speaker’s table and referred as follows:

6340. A letter from the Congressional Review Coordinator, Animal and Plant Health Inspection Service, Department of Agriculture, transmitting the Department’s interim rule—Tuberculosis in Cattle and Bison; State and Zone Designations; California [Docket No.: APHIS-2016-0052] received August 8, 2016, pursuant to 5 U.S.C. 801(a)(1)(A); Public Law 104-121, Sec. 251; (110 Stat. 868); 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. GOODLATTE: Committee on the Judiciary. H.R. 5578. A bill to establish certain rights for sexual assault survivors, and for other purposes (Rept. 114–707, Pt. 1). Referred to the Committee of the Whole House on the state of the Union.

Mr. MILLER of Florida: Committee on Veterans’ Affairs. H.R. 3286. A bill to encourage effective, voluntary private sector investments to recruit, employ, and retain men and women who have served in the United States military with annual presidential awards to private sector employers recognizing such efforts, and for other purposes; with an amendment (Rept. 114–708). Referred to the Committee of the Whole House on the state of the Union.

[Use above form also when only one report is submitted.]

PUBLIC BILLS AND RESOLUTIONS

Under clause 2 of rule XII, public bills and resolutions of the following titles were introduced and severally referred, as follows:

By Mr. SHADEEGG:
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.

By Mr. ROYCE (for himself, Mr. ZELDIN, Ms. ROS-LEHTINEN, Mr. NUNES, Mr. MEADOWS, Mr. THORNBERRY, Mr. SESSIONS, Mr. DONOVAN, Mr. MCCAUL, Mr. DENT, Mr. CHAFFETZ, Mr. CONAWAY, Mr. ROHRABACHER, Mr. RIBBLE, Mr. TROTT, Mr. YOUNG of Iowa, Mr. DESJARLAIS, Mr. COOK, Mr. PITTENGER, Mr. DESANTIS, Mr. DUFFY, Mr. STIVERS, Mr. FITZPATRICK, Mr. YOHO, Mr. ROTHFUS, Mr. CHABOT, and Mr. WILLIAMS):
H.R. 5931. A bill to provide for the prohibition on cash payments to the Government of Iran, and for other purposes; to the Committee on Foreign Affairs.

By Ms. DUCKWORTH (for herself and Mr. ZELDIN):
H.R. 5932. A bill to amend title 38, United States Code, to eliminate copayments by the Department of Veterans Affairs for medicines relating to preventive health services, and for other purposes; to the Committee on Veterans’ Affairs.

[Use the following form when only one bill or resolution is submitted:]

Under clause 2 of rule XII:

Mr. FATTAH (for himself and Mr. WOLF): introduced a bill (H.R. 5158) to provide for the sealing or expungement of records relating to Federal nonviolent criminal offenses, and for other purposes; which was referred to the Committee on the Judiciary, and in addition to the Committees on Agriculture, and Ways and Means, 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.

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:]

296. The SPEAKER presented a memorial of the Senate of the State of California, relative to Senate Joint Resolution 26, calling upon the President of the United States to encourage the Secretary of the United States Department of Health and Human Services to adopt policies to repeal the current discriminatory donor suitability policies of the United States Food and Drug Administration (FDA) regarding blood donations by men who have had sex with another man and, instead, direct the FDA to develop science-based policies such as criteria based on risky behavior in lieu of sexual orientation; to the Committee on Energy and Commerce.

297. Also, a memorial of the Senate of the State of California, relative to Senate Joint Resolution 29, declaring unnecessary and unexplained increases in pharmaceutical pricing is a harm to our health care system that will no longer be tolerated because the system cannot sustain it; to the Committee on Energy and Commerce.
MEMORIALS

Under clause 3 of rule XII,

[Use the following form when only one memorial is submitted:]

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 3 of rule XII, private bills and resolutions of the following titles were introduced and severally referred, as follows:

By Mr. GROTHMAN:

H.R. 808. A bill to authorize the President to award the Medal of Honor to James Megellas, formerly of Fond du Lac, Wisconsin, and currently of Colleyville, Texas, for acts of valor on January 28, 1945, during the Battle of the Bulge in World War II; to the Committee on Armed Services.

By Mr. UPTON:

H.R. 809. A bill for the relief of Ibrahim Parlak; to the Committee on the Judiciary.

[Use the following form when only one bill or resolution is submitted:]

Under clause 3 of rule XII,

Mr. HUFFMAN introduced a bill (H.R. 6296) for the relief of Yeganeh Salehi Rezaian; 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. 27: Mr. RENACCI.

H.R. 169: Mr. REICHERT.

H.R. 213: Mrs. BEATTY and Mr. CONNOLLY.

H.R. 265: Ms. McCOLLUM.

H.R. 297: Ms. ROYBAL-ALLARD, Ms. KELLY of Illinois, Mr. FARR, Ms. EDDIE BERNICE JOHNSON of Texas, Mr. RYAN of Ohio, and Ms. WILSON of Florida.

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 8, March 12, 2014, by Mr. BRADLEY S. SCHNEIDER on House Resolution 490, was signed by the following Members: Bradley S. Schneider, Steny H. Hoyer, James E. Clyburn, Sam Farr, Sanford D. Bishop, Jr., Joseph Crowley, Terri A. Sewell, Eddie Bernice Johnson, Adam B. Schiff, Sander M. Levin, Sheila Jackson Lee, Nydia M. Velázquez, Ruben Hinojosa, Zoe Lofgren, Janice D. Schakowsky, . . .

ADDITIONS OR DELETIONS

The following Members added their names to the following discharge petitions:

Petition 1 by Ms. DELAURO on the bill (H.R. 377): Katherine M. Clark.


The following Member's name was deleted from the following discharge petition:

Petition 1 by Ms. DELAURO on H.R. 377: Edward J. Markey.

PETITIONS, ETC.

Under clause 3 of rule XII, petitions and papers were laid on the Clerk's desk and referred as follows:

19. The SPEAKER presented a petition of the City Commission of the City of Lauderdale, FL, relative to Resolution No. 15R-07-161, condemning the Dominican Republic's impending mass deportation of Haitian immigrants; to the Committee on Foreign Affairs.

20. Also, a petition of the Oakland County Board of Commissioners, Oakland County, MI, relative to Miscellaneous Resolution No. 15154, objecting to the development of a nuclear waste repository in close proximity to the Great Lakes; to the Committee on Foreign Affairs.
AMENDMENTS

Under clause 8 of rule XVIII, proposed amendments were submitted as follows:

H.R. 5303

Offered By: Mr. Kildee

Amendment No.: Add at the end the following:

TITLE V—DRINKING WATER
SEC. 501. DRINKING WATER INFRASTRUCTURE.

(a) Definitions.—In this section: . . . .
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 of the United States ........................................................ EXIM Bank
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
Federal Energy Regulatory Commission ......................................................... FERC
Federal Housing Administration ..................................................................... FHA
Federal Insurance Contributions Act ............................................................... FICA
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
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<th>Lowercase after these formats:</th>
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Newsletters  Resignations
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Obituaries  Results
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Orders  Rollcalls
Outlines  Rosters
Petitions  Rules
Petitions and memorials  Rulings of the chair
Press conferences  Schedules
Privilege of the floor  Subpoena notices
Programs  Subpoenas
Projects  Tables
Proposals  Tests
Questionnaires  Texts of
Questions  Transmittals
Questions and answers  Tributes
Quotations  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:

- COCHRAN, THAD *(a Senator from Mississippi)*;
- CONYERS, JOHN, Jr. *(a Representative from Michigan)*.

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:

- LEAHY, PATRICK *(a Senator from Vermont)*
- YOUNG, DON *(a Representative from Alaska)*
- PRESIDENT OF THE UNITED STATES *(Barack Obama)*
- VICE PRESIDENT OF THE UNITED STATES *(Joseph R. Biden, Jr.)*
- 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
AARP (ORGANIZATION)

Letters
Evaluate and extend the basic pilot program for employment eligibility confirmation and ensure protection of Social Security beneficiaries, H7592 [30JY]

Press releases
Medicare Trigger Ignores Real Problem—ABERCROMBIE, NEIL (a Representative from Hawaii)

Bills and resolutions cosponsored
Armed Forces: tribute to the 28th Infantry Division (see H. Con. Res. 390), H7308 [29JY]

Bulgaria: independence anniversary (see H. Res. 1383), H7630 [30JY]

Bureau of Prisons: provide stab-resistant personal body armor to all correctional officers and require such officers to wear such armor while on duty (see H.R. 6462), H6734 [21JY]

Diseases: improve and enhance research and programs on cancer survivorship (see H.R. 4450), H7308 [29JY]

Education: strengthen communities through English literacy, civic education, and immigrant integration programs (see H.R. 6617), H7164 [24JY]

Medicare: ensure more timely access to home health services for beneficiaries (see H.R. 6826), H7808 [1AU]

Motor vehicles: encourage increased production of natural gas vehicles and provide tax incentives for natural gas vehicle infrastructure (see H.R. 6570), H7630 [30JY]

Palladino, Andrea: anniversary of birth (see H. Con. Res. 407), H7788 [31JY]

Power resources: open Outer Continental shelf areas to oil and gas leasing, curb excessive energy speculation, and require Strategic Petroleum Reserve sale and acquisitions of certain fuels (see H.R. 6670), H7628 [30JY]

—provide a comprehensive plan for greater energy independence (see H.R. 6709), H7785 [31JY]

U.S. Public Service Academy: establish (see H.R. 1671), H7789 [31JY]

Yunus, Muhammad: award Congressional Gold Medal (see H.R. 1801), H7629 [30JY]

Remarks
Pearl Harbor, HI: anniversary of the Pearl Harbor Naval Shipyard (H. Res. 1139), H6773, H6774 [22JY]

ABORTION

Remarks in House
China, People’s Republic of: mandatory abortion and sterilization policies, H7344, H7345 [30JY]

Supreme Court: anniversary of Roe v. Wade decision, H7283 [29JY], H7611 [30JY], H7776 [31JY], E1545 [23JY], E1701 [1AU]

U.S. Leadership Against HIV/AIDS, Tuberculosis, and Malaria Act: prohibit use of funds for any organization or program which supports or participates in the management of coerced abortions or involuntary sterilization, H7116 [24JY]
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 Uighur 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. 6578), 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

ADOPITION 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 Zeilitz 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

Dates, Issue Numbers and Bills Introduced in Index VIII

May 12 ..............................No. 77 ........ S. 3001–3009 ............................S. Con. Res. 82 S. Res. 558–560

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. Markey, 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. Inslce, Mr. Wolf, Ms. Carson, Mr. Weiner, Mr. Ruppersberger, Mr. Smith of New Jersey, and Mr. Linder), H670 [173A]
Cosponsors added, H1055 [30JA], H1153 [31JA], H1565 [13FE], H1668 [14FE], H1896 [16FE], H2165 [5MR], H2621 [15MR], H3281 [21MR], H3279 [28MR], H3363 [29MR], H3476 [17AP], H3724 [20AP], H4553 [7MY], H5054 [15MY], H5927 [24MY], H6181 [7BN], H6439, H6476 [14JM], 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 the Luiseño 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), H4059 [15MY]
Debated, H4075 [19MY]
Text, H4075 [19MY]
Rules suspended. Passed House amended, H4401 [21MY]
Message from the House, S4790 [22MY]
Passed Senate, S7197 [23JY]

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. Boyd of Kansas, Mr. Cohen, Ms. DeLauro, Mr. Ellsworth, Mr. Loeb, 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, H4160 [20MY]
Text, H4160 [20MY]
Rules suspended. Passed House amended, H4187 [20MY]
Message from the House, S4617 [21MY]
Passed Senate, S4772 [22MY]
Message from the Senate, H4821 [22MY]

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),
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 asterisks 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 indentation 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).

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\(^1\) If a House report contains the "Changes in Existing Law" section (in compliance with the Ramseyer rule), all main heads within that report should be set in caps and small caps, with secondary heads set in all small caps.

\(^2\) If a Senate report contains the "Changes in Existing Law" section (in compliance with the Cordon rule) with potential changes in law indicated, all main heads within that report should be set in caps and small caps, with secondary heads set in all small caps. However, if the "Changes in Existing Law" section consists of only an explanatory paragraph, all main heads within that report should be set in all small caps.
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

March 21, 2008.
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, [1956] 1959, or upon any prior date which the Congress by concurrent resolution or the President may designate.
Providing for Stability of Title to Certain Lands in the State of Louisiana, and for Other Purposes

September 6, 2016.—Committed to the Committee of the Whole House on the State of the Union and ordered to be printed

Mr. Bishop of Utah, from the Committee on Natural Resources, submitted the following

Report

together with

Dissenting Views

[To accompany H.R. 3342]

[Including cost estimate of the Congressional Budget Office]

The Committee on Natural Resources, to whom was referred the bill (H.R. 3342) to provide for stability of title to certain lands in the State of Louisiana, and for other purposes, having considered the same, report favorably thereon without amendment and recommend that the bill do pass.

Purpose of the Bill

The purpose of H.R. 3342 is to provide for the stability of title to certain lands in the State of Louisiana.

Background and Need for Legislation

In 1842, the U.S. government completed a survey of lands in Louisiana that included the area surrounding Lake Bistineau. Using the results of this survey, Louisiana delineated its ownership of lands under the Equal Footing Doctrine and transferred 7,000 acres of land around Lake Bistineau to the Commissioners of the Bossier Levee District in 1901. Three years later, the Commissioners of the Bossier Levee District conveyed this land to private ownership.
JOHN MUIR NATIONAL HISTORIC SITE EXPANSION ACT

AUGUST 30, 2016.—Ordered to be printed

Filed, under authority of the order of the Senate of July 14, 2016.

Ms. Murkowski, from the Committee on Energy and Natural Resources, submitted the following

REPORT

[To accompany H.R. 1289]

The Committee on Energy and Natural Resources, to which was referred the bill (H.R. 1289) to authorize the Secretary of the Interior to acquire approximately 44 acres of land in Martinez, California, and for other purposes, having considered the same, reports favorably thereon without amendment and recommends that the bill do pass.

PURPOSE

The purpose of H.R. 1289 is to acquire approximately 44 acres of land in Martinez, California.

BACKGROUND AND NEED

The John Muir National Historic Site was established by Congress in 1964 (Public Law 88–547) and is located in the San Francisco Bay Area, in Martinez, California. The historic site preserves the 14-room Italianate Victorian mansion where the naturalist and writer John Muir lived, as well as a nearby 325-acre tract of native oak woodlands and grasslands historically owned by the Muir family.

The legislation would authorize the Department of the Interior to acquire by donation approximately 44 acres for inclusion in the John Muir National Historic Site. The 44 acres includes adjacent lands from John Swett’s historic estate, who was also a farmer, friend, and neighbor of John Muir in the Alhambra Valley hills. Securing this property would benefit the Muir site as it will help pro-

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 1 FOR CONSIDERATION OF THE BILL (H.R. 5063) TO LIMIT DONATIONS MADE PURSUANT TO SETTLEMENT AGREEMENTS TO WHICH THE UNITED STATES IS A PARTY, AND FOR OTHER PURPOSES 2

SEPTEMBER 6, 2016.—Referred to the House Calendar and ordered to be printed

Mr. COLLINS of Georgia, from the Committee on Rules, submitted the following

R E P O R T

[To accompany H. Res. 843]

The Committee on Rules, having had under consideration House Resolution 843, by a record vote of 9 to 2, 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. 5063, the Stop Settlement Slush Funds Act of 2016, under a structured rule. The resolution waives all points of order against consideration of the bill. The resolution provides one hour of general debate equally divided and controlled by the chair and ranking minority member of the Committee on the Judiciary. The resolution makes in order as original text for the purpose of amendment the amendment in the nature of a substitute recommended by the Committee on the Judiciary now printed in the bill and provides that it shall be considered as read. The resolution waives all points of order against that amendment in the nature of a substitute. The resolution makes in order only those further amendments printed in this report. Each such amendment 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 be subject to amendment, and shall not be subject to a demand for division of the question in the House or in the Committee of the Whole. The resolution waives all points of order against the amendments printed in this report. The resolution provides one motion to recommit with or without instructions.
TRADE FACILITATION AND TRADE ENFORCEMENT ACT
OF 2015

DECEMBER 9, 2015.—Ordered to be printed

Mr. BRADY of Texas, from the committee of conference,
submitted the following

CONFERENCE REPORT

[To accompany H.R. 644]

The committee of conference on the disagreeing votes of the
two Houses on the amendment of the House to the amendment of
the Senate to the bill (H.R. 644), to reauthorize trade facilitation
and trade enforcement functions and activities, and for other
purposes, having met, after full and free conference, have agreed to
recommend and do recommend to their respective Houses as fol-
lows:

That the Senate recede from its disagreement to the amend-
ment of the House 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 House
amendment, insert the following:

SECTION 1. SHORT TITLE; TABLE OF CONTENTS.
(a) SHORT TITLE.—This Act may be cited as the “Trade Facili-
tation and Trade Enforcement Act of 2015”.
(b) TABLE OF CONTENTS.—The table of contents for this Act is
follows:
Sec. 1. Short title; table of contents.
Sec. 2. Definitions.

TITLE I—TRADE FACILITATION AND TRADE ENFORCEMENT

Sec. 101. Improving partnership programs.
Sec. 102. Report on effectiveness of trade enforcement activities.
Sec. 103. Priorities and performance standards for customs modernization, trade fa-
ciliation, and trade enforcement functions and programs.
Sec. 104. Educational seminars to improve efforts to classify and appraise imported
articles, to improve trade enforcement efforts, and to otherwise facilitate
legitimate international trade.
Sec. 105. Joint strategic plan.
Sec. 106. Automated Commercial Environment.
Sec. 107. International Trade Data System.

97–818
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 House to the amendment of the Senate to the bill (H.R. 644), to reauthorize trade facilitation and trade enforcement functions and activities, and for other purposes, 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 amendment struck all of the Senate amendment after the enacting clause and inserted a substitute text.

The Senate recedes from its disagreement to the amendment of the House with an amendment that is a substitute for the House amendment and the Senate amendment. The differences between the Senate amendment, the House 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.

DIVISION A—TRADE FACILITATION AND TRADE ENFORCEMENT ACT OF 2015

TITLE I—TRADE FACILITATION AND TRADE ENFORCEMENT

SECTION 101. IMPROVING PARTNERSHIP PROGRAMS

Present Law

The Customs-Trade Partnership Against Terrorism (C–TPAT), codified in the Security and Accountability for Every Port Act (SAFE Port Act) of 2006 (6 U.S.C. 961 et seq.), is a voluntary trade partnership program in which Customs and Border Protection (CBP) and members of the trade community work together to secure and facilitate the movement of legitimate trade. Companies that are members of C–TPAT are considered low-risk, which expedites cargo clearance based on the company’s security profile and compliance history.

House Amendment

Section 101 requires the Commissioner of CBP to work with the private sector and other Federal agencies to ensure that all CBP partnership programs provide trade benefits to participants. This would apply to partnership programs established before enactment of this bill, and any programs established after enactment. It establishes elements for the development and operation of any such partnership programs, which require the Commissioner to: 1) con-
EARMARK, LIMITED TAX BENEFITS, AND LIMITED TARIFF BENEFITS

In compliance with clause 9(e), 9(f), and 9(g) of Rule XXI of the Rules of the House of Representatives, the conference report and joint explanatory statement contain no earmarks, limited tax benefits, or limited tariff benefits.

CONSTITUTIONAL STATEMENT OF AUTHORITY

Congress has the power to enact this legislation pursuant to the following: Article I, Section 8, Clause 3 of the United States Constitution.

For consideration of the Senate bill and the House amendments, and modifications committed to conference:

FRED UPTON,
JOSEPH R. PITTS,
LEONARD LANCE,
BRETT GUTHRIE,
ADAM KINZINGER,
LARRY BUCSHON,
SUSAN W. BROOKS,
BOB GOODLATTE,
F. JAMES SENSENBRENNER, Jr.,
LAMAR SMITH,
TOM MARINO,
DOUG COLLINS,
DAVID A. TROTT,
MIKE BISHOP,
KEVIN MCCARTHY,

From the Committee on Education and the Workforce, for consideration of title VII of the House amendment, and modifications committed to conference:

LOU BARLETTA,
EARL L. "BUDDY" CARTER,

From the Committee on Veterans’ Affairs, for consideration of title III of the House amendment, and modifications committed to conference:

GUS M. BILIRAKIS,
JACKIE WALORSKI,

From the Committee on Ways and Means, for consideration of sec. 705 of the Senate bill, and sec. 804 of the House amendment, and modifications committed to conference:

PATRICK MEEHAN,
ROBERT J. DOLD,

Managers on the Part of the House.

CHUCK GRASSLEY,
LAMAR ALEXANDER,
ORRIN G. HATCH,
JEFF SESSIONS,

Managers on the Part of the Senate.
FINANCIAL SERVICES AND GENERAL GOVERNMENT APPROPRIATIONS FOR 2016

HEARINGS
BEFORE A
SUBCOMMITTEE OF THE
COMMITTEE ON APPROPRIATIONS
HOUSE OF REPRESENTATIVES
ONE HUNDRED FOURTEENTH CONGRESS
FIRST SESSION

SUBCOMMITTEE ON FINANCIAL SERVICES AND GENERAL GOVERNMENT APPROPRIATIONS

ANDER CRENSHAW, Florida, Chairman
TOM GRAVES, Georgia
KEVIN YODER, Kansas
STEVE WOMACK, Arkansas
JAIME HERRERA BEUTLER, Washington
MARK E. AMODEI, Nevada
E. SCOTT RIGELL, Virginia

JOSÉ E. SERRANO, New York
MIKE QUIGLEY, Illinois
CHAKA FATTAH, Pennsylvania
SANFORD D. BISHOP, Jr., Georgia

NOTE: Under Committee Rules, Mr. Rogers, as Chairman of the Full Committee, and Mrs. Lowey, as Ranking Minority Member of the Full Committee, are authorized to sit as Members of all Subcommittees.

WINNIE CHANG, KELLY HITCHCOCK,
ARIANA SARAR, and AMY CUSHING,
Subcommittee Staff

PART 5

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U.S. GOVERNMENT PUBLISHING OFFICE
96–927 WASHINGTON : 2015
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

CATHERN COTTEN, 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 SOC 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>
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<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 VOTING 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—of what we expect to be multiple occasions—from the Office of the House Clerk. We will wait for the gentlelady from South Dakota, who was at her other 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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