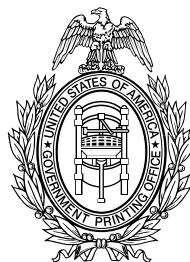


UNITED STATES GOVERNMENT
PRINTING OFFICE

Style Manual

2000

ISSUED BY THE PUBLIC PRINTER
UNDER AUTHORITY OF 44 U.S.C. 1105



WASHINGTON : 2000

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Previous printings of GPO STYLE MANUAL:
1894, 1898, 1900, 1903, 1908, 1909, 1911, 1912, 1914, 1917, 1922, 1923, 1924,
1926, 1928, 1929, 1933, 1934, 1935, 1937, 1939, 1945, 1953, 1959, 1962, 1967,
1973, 1984.

EXTRACT FROM THE PUBLIC PRINTING LAW

(TITLE 44, U.S.C.)



SECTION 1105. THE PUBLIC PRINTER SHALL DETERMINE THE FORM AND STYLE IN WHICH THE PRINTING OR BINDING ORDERED BY A DEPARTMENT IS EXECUTED, AND THE MATERIAL AND THE SIZE OF TYPE USED, HAVING PROPER REGARD TO ECONOMY, WORKMANSHIP, AND THE PURPOSES FOR WHICH THE WORK IS NEEDED.

ABOUT THIS MANUAL

By act of Congress the Public Printer is authorized to determine the form and style of Government printing. The *STYLE MANUAL* is the product of many years of public printing experience, and its rules are based on principles of good usage and custom in the printing trade.

Editors and writers whose disciplines have taught them aspects of style different from rules followed in this *MANUAL* will appreciate the difficulty of establishing a single standard. The *STYLE MANUAL* has served Federal printers since 1894, and with this 29th edition, the traditions of printing and graphic arts are carried forward into new technologies.

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

It should be remembered that the *MANUAL* is primarily a GPO printer's stylebook. Easy rules of grammar cannot be prescribed, for it is assumed that editors are versed in correct expression. As a printer's book, it necessarily uses terms that are obvious to those skilled in the graphic arts. A glossary of such printing terms to be complete would unnecessarily burden the *MANUAL*.

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

Comments and suggestions from users of the *STYLE MANUAL* are invited. All such correspondence should be addressed as follows:

GPO Style Board
Mail Stop PDE
U.S. Government Printing Office
732 North Capitol Street, NW.
Washington, DC 20401
E-mail address: gpostyle@gpo.gov

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

WHAT IS *GPO ACCESS*?

<http://www.access.gpo.gov/su_docs>

History

In 1993, Congress passed Public Law 103–40, amending GPO’s duties to include provisions for the dissemination of information in electronic format. Under the *GPO Access* legislation, the Superintendent of Documents, under the direction of the Public Printer, is required to: (1) Maintain an electronic directory of Federal electronic information; (2) provide a system of online access to the *Congressional Record*, the *Federal Register*, and other appropriate publications as determined by the Superintendent of Documents; (3) operate an electronic storage facility for Federal electronic information (the Storage Facility); and (4) maintain the Federal Bulletin Board, already in existence.¹ Collectively these components are referred to as *GPO Access*. As a result, in June 1994, *GPO Access* was introduced, encouraging and supporting immediate public access to electronic information products of the United States Government.

The vast majority of information currently available via *GPO Access* is information derived from databases used in the printing of Government publications. For example, in the case of congressional publications, GPO’s Congressional Printing Management Division receives a requisition from a congressional office asking that a specific document be processed for online access. Internal GPO communication then establishes authorization, priorities, etc. Subsequent to processing the database for printing, software developed by the Production Department’s Graphic Systems Development Division is used to prepare the data for optimum screen presentation and place it in the form required by commercially procured server software which indexes the data to facilitate effective searching via client software and/or World Wide Web browsers. At the same time, PostScript output of GPO’s automated composition software is processed by Electronic Photocomposition Division personnel via a network version of Adobe’s distiller software to produce files in the Adobe Acrobat PDF (Portable Document Format), which are then programmatically associated with the appropriate online documents. These Production Department computer-based operations are all performed on equipment configured and maintained by personnel of the Electronic Systems Development Division.

¹ Senate Report 103–27 incorporated the Federal Bulletin Board, which existed prior to P.L. 103–40, into *GPO Access*.

In order to assist users in all facets of *GPO Access* and to monitor user requirements, the *GPO Access* User Support Team was developed. This team provides the public with a wide range of support for the electronic products and services available through *GPO Access*.

To contact the team, call 202-512-1530 in the D.C. area or toll-free 1-888-293-6498, between the hours of 7 a.m. to 5:30 p.m., EST, Monday through Friday—except Federal holidays. The team can also be contacted by fax at 202-512-1262 or e-mail at gpoaccess@gpo.gov.

Objectives

The objectives of *GPO Access* are as follows:

- Improve access to official Federal Government information in electronic formats.

- Provide electronic document delivery and online interactive services that are well-designed, easy to use, and available to the public without charge.

- Ensure access to a broad spectrum of users with a wide variety of technical capabilities both directly and through an active partnership with Federal Depository Libraries.

- Establish and operate an online interactive service that is capable of rapid expansion to meet the needs of Federal agency publishers and public users.

- Encourage the use of electronic database standards and permit dissemination of the original document, without rekeying, in print and/or electronic format.

- Utilize a variety of dissemination media and methods, including World Wide Web (Web), bulletin board services and online interactive search and retrieval services in order to achieve cost effective information delivery, that is appropriate to both the type of information being disseminated and the needs of users of that information.

- Ensure permanent public access to Government information made available through *GPO Access* and the FDLP via direct provision, the electronic storage facility, and development of a distributed networked system of partner institutions.

- Provide services to other Federal agencies on a reimbursable basis—saving time, money, and other resources.

- Provide access to Government information that is official and complete. GPO secures the integrity of its databases to ensure against unauthorized changes in text or graphics.

Features of *GPO Access*

GPO Access was carefully designed, developed, and implemented so that it is easy to access and use. The free services of *GPO Access* fall within the following categories:

Government information databases available for online use that provide full-text search and retrieval capabilities. These databases include regulatory materials, such as the *Federal Register* and the *Code of Federal Regulations*; Congressional products, such as the *Congressional Record* and *Congressional Bills*; and business materials, such as the *Commerce Business Daily* (CBNet).

Individual Federal agency files that are available for download from the FBB (Federal Bulletin Board).

Tools that assist users in finding Government information available for sale or free of charge. These tools include keyword searches that locate information products by topic, title, or agency; lists and tables that may be browsed; and hyperlinks that direct users to related databases and Web sites in order to facilitate their searches and highlight connections among information products. When print and electronic sale products are identified, an electronic order mechanism enables users to purchase them online.

Guides to collections of Federal Government information available for free use at nearly 1,300 Federal depository libraries throughout the United States.

User support.

Everyone can benefit from *GPO Access*

The benefits of *GPO Access* extend to all individuals and groups who have an interest in the workings of the Federal Government. Citizens can obtain vital Federal information instantaneously, allowing for informed participation in the democratic process. Congressional staff members enjoy immediate access to documents they require while engaged in the legislative process. Librarians, legal researchers, and academic institutions have an excellent up-to-date reference and research tool at their fingertips. Procurement officials and public- and private-sector professionals can access relevant data and use it to create new products. The benefits are as numerous as the users who profit from them.

Multiple methods of public access

In recognition of the various needs and technological capabilities of the public, *GPO Access* supports a wide range of information dissemination technologies, from the latest Internet applications to dial-up modem access. Methods compatible with technologies to assist users covered by the Americans with Disabilities Act are also available. To accommodate people without computers, nearly 1,300

VIII

Federal depository libraries throughout the United States provide free access to the service through public-access workstations.

The system was designed to serve a large base of users through a variety of methods with the overall goal of ensuring widespread and equitable information dissemination. Statistics gathered on the number of searches and retrievals indicate that *GPO Access* is achieving this goal.

Information

The Government Printing Office recently introduced a new *GPO Access* home page for the Web interface to provide users with easier and more efficient access to online resources. The new home page is available at the following URL (Uniform Resource Locator): <http://www.access.gpo.gov/su_docs>.

The rules of grammar, spelling, punctuation, etc., as stated in this *STYLE MANUAL*, will serve well when preparing documents for electronic dissemination. Most of the documents currently available via *GPO Access* are derived from databases used in the printing of Government publications. However, as electronic dissemination of Government information continues to grow, the rules as stated in this *MANUAL* will continue to be the GPO's standard for all document preparation, electronic or otherwise.

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1. ADVICE TO AUTHORS AND EDITORS

1.1. This STYLE MANUAL is intended to facilitate Government printing. Careful observance of the following suggestions will aid in expediting your publication and also reduce printing costs.

1.2. Changes on proofs add greatly to the expense of and delay the work. Therefore, copy must be carefully edited before being submitted to the Government Printing Office.

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

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

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

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

1.7. The chemical symbols Al, Cl, Tl are sometimes mistaken for A1, C1, T1. Editors must indicate whether the second character is a letter or a figure.

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

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

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

1.11. 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.

1.12. 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.

1.13. 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.

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

1.15. Avoid use of oversize fold-ins wherever possible. This can be done by splitting a would-be fold-in and arranging the material to appear as facing pages in the text. Where fold-ins are numerous and cannot be split, consideration should be given to folding and inserting these into an envelope pasted to the inside back cover.

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

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

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

1.20. All corrections should be made on first proofs returned, as later proofs are intended for verification only. All corrections must be indicated on the "R" set of proofs, and only that set should be returned to the Government Printing Office.

1.21. Corrections should be marked in the margins of a proof opposite the indicated errors, not by writing over the print or between the lines. All queries on proofs must be answered.

1.22. The following Government Printing Office and departmental publications relate to material included in the *STYLE MANUAL*. Most may be purchased from the Superintendent of Documents, Government Printing Office, Washington, DC 20402. For lists of these and other such publications, request SB-077, Graphic Arts, and SB-087, Communication and Office Skills.

Word Division, a supplement to Government Printing Office Style Manual, 144 pages. 1987. GP 1.23/4:St 9/supp.976. S/N 021-000-00139-2.

Basic rules for division of words; division into syllables of about 20,000 words. Government Paper Specification Standards, Volume 11. 1999. Discontinued as a subscription service. Sold as a single sales publication, beginning with S/N 021-000-00174-1. O/N 99-20.

Basic manual in looseleaf form. Should be of value and interest to paper manufacturers, printing establishments, and others concerned with paper standards. Contains standards to be used in testing and definitive color standards for all mimeograph, duplicator, writing, manifold, bond ledger, and index papers.

Technical and scientific guides

American National Standard Guidelines for Format and Production of Scientific and Technical Reports, 16 pages. American National Standards Institute, Inc. ANSI/NISO Z39.18-1995.

Prescribes the order and specifications of the elements of a report. Takes into account the growing use of microform and electronic storage and abstract services. Contains guidelines that will help the researcher in locating, referencing, and comparing source information. Covers type and page size, tables, formulas, paper stock, and binding.

Data base publishing

Publishing From a Full Text Data Base. Graphic Systems Development Division, Government Printing Office, 184 pages. Illustrated. 1983, 2d edition. S/N 021-000-00116-3.

Describes GPO's concept of full text data base development and discusses such factors as design, application, and job control.

Microfiche specifications

National Standard Microfiche of Documents, 15 pages. National Micrographics Association. ANSI PH5.9-1975 (NMA MS5-1975).

Specifications provided for microfiche intended for direct use by the customer: "distribution fiche." Offers definitions of some terms.

Guide for Selecting Microfiche Requirements and Quality Attributes for Microfiche Contract. Available from GPO, Manager of Quality Control and Technical Department.

Correspondence style

U.S. Government Correspondence Manual, 92 pages. 1992. Book. S/N 022-000-212-1.

Also helpful to writers and editors are such publications as:

Bartlett, John. *Familiar Quotations: A Collection of Passages, Phrases, and Proverbs Traced to Their Sources in Ancient and Modern Literature*. Edited by Justin Kaplan. 16th ed., revised and enlarged. Boston: Little, Brown, 1992.

The Chicago Manual of Style, University of Chicago Press. 14th ed., revised and expanded. Chicago: University of Chicago Press, 1993.

New York Times Manual of Style and Usage. New York: Contains a dictionary of names and terms primarily for newspaper writers.

Webster's Third New International Dictionary of the English Language, Unabridged. Springfield, Mass.: G. & C. Merriam, 1964.

Words into Type. Based on studies by Marjorie E. Skillin, Robert M. Gay, and other authorities. 4th ed. Englewood Cliffs, N.J.: Prentice-Hall, 1992.

1.23. Corrections made to proofs by authors, editors, or readers at departments should be indicated as follows:

⊙	Insert period	<i>rom.</i>	Roman type
↗	Insert comma	<i>caps.</i>	Caps—used in margin
:	Insert colon	≡	Caps—used in text
;	Insert semicolon	<i>C+sc</i>	Caps & small caps—used in margin
?	Insert question mark	≡	Caps & small caps—used in text
!	Insert exclamation mark	<i>l.c.</i>	Lowercase—used in margin
=/	Insert hyphen	/	Used in text to show deletion or substitution
↓	Insert apostrophe		
↔↔	Insert quotation marks	⌫	Delete
$\frac{1}{n}$	Insert 1-en dash	⌫	Delete and close up
$\frac{1}{m}$	Insert 1-em dash	<i>w.f.</i>	Wrong font
#	Insert space	○	Close up
<i>ld></i>	Insert () points of space	⌞	Move right
<i>shill</i>	Insert shilling	⌞	Move left
✓	Superior	⌞	Move up
∧	Inferior	⌞	Move down
(/)	Parentheses		Align vertically
[/]	Brackets	=	Align horizontally
□	Indent 1 em	⌞⌞	Center horizontally
□□	Indent 2 ems	⌞⌞	Center vertically
¶	Paragraph	<i>eq. #</i>	Equalize space—used in margin
<i>no ¶</i>	No paragraph	✓✓✓	Equalize space—used in text
<i>tr</i>	Transpose ¹ —used in margin	Let it stand—used in text
∩	Transpose ² —used in text	<i>stet.</i>	Let it stand—used in margin
<i>sp</i>	Spell out	⊗	Letter(s) not clear
<i>ital</i>	Italic—used in margin	<i>run over</i>	Carry over to next line
—	Italic—used in text	<i>run back</i>	Carry back to preceding line
<i>b.f.</i>	Boldface—used in margin	<i>out, see copy</i>	Something omitted—see copy
~~~~	Boldface—used in text	<i>S/?</i>	Question to author to delete ³
<i>s.c.</i>	Small caps—used in margin	^	Caret—General indicator used to mark position of error.
==	Small caps—used in text		

¹In 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.

²Corrections 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.

³The 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.

|  
 ≡ TYPOGRAPHICAL ERRORS ≡  
 |

reset 8pt. C & SC

(50) It does not appear that the earliest printers had e  
 of # any method of correcting errors before the form  
 was on the press. The learned The learned correctors of the first two centuries of printing were  
 # not proofreaders in our sense, they were rather ;/S  
 what we should term office editors. Their labors  
 not were chiefly to see that the proof corresponded to  
 the copy, but that the printed page was correct  
 in its latinity that the words were there, and stat  
 ≡ ; that the sense was right. They cared but little S  
 about orthography, bad letters, or purely printer's errors, and when the text seemed to them wrong S  
 they consulted fresh authorities or altered it on  
 their own responsibility. Good proofs, in the  
 not modern sense, were impossible until professional ↑  
 readers were employed men who had first a M/ta  
 printer's education, and then spent many years  
 in the correction of proof. The orthography of  
 English, which for the past century has under-  
 gone little change, was very fluctuating until after  
 the publication of Johnson's Dictionary, and capital-  
 ials, which have been used with considerable regu-  
 larity for the past 80 years, were previously used  
 (tr) on the miss or hit plan. The approach to regu-  
 it larity, so far as we have, may be attributed to the  
 growth of a class of professional proofreaders, and  
 it is to them that we owe the correctness of modern  
 printing. #/2 More errors have been found in the  
 Bible than in any other one work. For many generations  
 it was frequently the case that Bibles were brought out stealthily, from fear of govern-  
 mental interference. They were frequently (out, see copy)  
 printed from imperfect texts, and were often modified to meet the views of those who published h  
 # them. The story is related that a certain woman  
 S in Germany, who was the wife of a printer, and lc/who  
 had become disgusted with the continual assertions of the superiority of man over woman which  
 S/of/rom she had heard, hurried into the composing room  
 while her husband was at supper and altered a  
 sentence in the Bible, which he was printing, so eg # ✓✓✓✓✓  
 that it read Narr instead of Herr, thus making S  
 the verse read "And he shall be thy fool" instead  
 A of "and he shall be thy lord." The word not  
 was omitted by Barker, the king's printer in En-  
 (2)land tr. up and in 1632, in printing the seventh commandment. A  
 He was fined (6)000 on this account. tr over  
 (812)

NOTE.—The system of marking proofs can be made easier by the use of an imaginary vertical line through the center of the type area. The placement of corrections in the left-hand margin for those errors found in the left-hand portion of the proof and in the right-hand margin for right-side errors prevents overcrowding of marks and facilitates corrections.



## 2. GENERAL INSTRUCTIONS

### JOB PLANNING

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

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

Publications such as books and pamphlets should contain:

- (a) Title and other title information;
- (b) Name of department issuing or creating publication;
- (c) Name of author(s) and editor(s) (department or individual);
- (d) Date of issuance;
- (e) Availability (publisher, printer, or other source and address);
- (f) Superintendent of Documents classification and stock numbers if applicable; and
- (g) The ISBN (International Standard Book Number).

(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;



<b>Group A</b>	
<i>Report number</i>	→ CRREL report; 82-42
<b>Group B</b>	
<i>Title</i>	→ <b>THE EFFECTS OF CONDUCTIVITY ON HIGH-RESOLUTION IMPULSE RADAR SOUNDING</b>
<i>Subtitle (if any)</i>	→ <b>Ross Ice Shelf, Antarctica</b>
<i>Author(s)</i>	→ Rexford M. Morey and Austin Kovacs
<i>Performing organization name and address</i>	→ U.S. Army Corps of Engineers Cold Regions Research and Engineering Laboratory Hanover, NH 03755
<i>Date</i>	→ Published December 1982
<i>Type of report and period covered</i>	→ Final report December 1981 to December 1982
<i>Availability statement</i>	→ Availability unlimited For sale by Superintendent of Documents S/N 008-000-00158-9
<b>Group C</b>	
<i>Sponsoring organization name and address</i>	→ Prepared for National Science Foundation Washington, DC 20550

## 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, 11 West 42d St., New York, NY 10036. Users of ANSI standards are cautioned that all standards are reviewed periodically and subject to revision.

- (c) Author(s);
  - (d) Performing organization;
  - (e) Sponsoring department;
  - (f) Date of issuance;
  - (g) Type of report and period covered;
  - (h) Availability (publisher, printer, or other source and address);
- and

(i) Superintendent of Documents classification and stock numbers if applicable.

(See ANSI/NISO Standard Z39.18—1995, *Scientific and Technical Reports—Elements, Organization, and Design.*)

Journals, magazines, periodicals, and similar publications should contain:

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

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

### MAKEUP

**2.3.** When the following elements occur in Government publications, they should appear in the sequence listed below. The designation “new odd page” generally refers to bookwork and is not required in most pamphlet- and magazine-type publications.

**a.** *Frontispiece*, faces title page.

**b.** *False title* (frontispiece, if any, on back).

**c.** *Title page* (new odd page).

**d.** *Back of title*, blank, but frequently carries such useful bibliographic information as list of board members, congressional resolution authorizing publication, note of editions and printings, GPO imprint if departmental imprint appears on title page, price notice, etc.

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

**f.** *Foreword*, differs from a preface in that it is an introductory note written as an endorsement by a person other than the author

(new odd page). An introduction differs from a foreword or a preface in that it is the initial part of the text; if the book is divided into chapters, it should be the first chapter.

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

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

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

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

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

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

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

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

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

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

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

**2.7.** Paragraphs may start on the last line of a page, whenever necessary. If it is found necessary to make a short page, the facing page should be of approximate equal depth.

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

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

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

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

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

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

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

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

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

**2.17.** Centerheads, whether in boldface, caps, caps and small caps, small caps, or italic, should have more space above than below. Uniform spacing should be maintained throughout the page.

**2.18.** In making up a page of two or more columns, text preceding a page-width illustration will be divided equally into the appropriate number of columns above the illustration.

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

¹ Preliminary.    ² Including imported cases.    ³ Imported.

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

### COPY PREPARATION

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

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

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

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

## Capitalization

**2.25.** Unusual use of capital and lowercase letters should be indicated by the customer to guarantee correct usage.

## Datelines, addresses, and signatures

**2.26.** Copy preparers must mark caps, small caps, italic, abbreviations, indentions, and line breaks where necessary. (For more detailed instructions, see the chapter “Datelines, Addresses, and Signatures.”)

## Decimals and common fractions

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

## “Et cetera,” “etc.,” and “and so forth”

**2.28.** In printing a speaker’s language, the words *and so forth* or *et cetera* are preferred, but in FIC & punc. matter *etc.*, is acceptable. If a quoted extract is set in type smaller than that of the preceding text and the speaker has summed up the remainder of the quotation with the words *and so forth* or *et cetera*, these words should be placed at the beginning of the next line, flush and lowercase, and an em dash should be used at the end of the extract.

## Folioing and stamping copy

**2.29.** Folio numbers should be placed in the upper right corner, preferably half an inch from the top.

## Headings

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

## Pickup

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

## Sidenotes and cut-in notes

**2.32.** Sidenotes and cut-in notes are set each line flush left and ragged right, unless otherwise prepared, and are always set solid. Sidenotes are usually set in 6 point, 4½ picas wide. Footnotes to sidenotes and text should be set 21½ picas.

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.

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

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

### Letters illustrating shape and form

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

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

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

### “Follow literally” and “FIC & punc.”

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

Copy is followed when stamped “Fol. lit.” (follow literally). Copy authorized to be marked “Fol. lit.” must be thoroughly prepared by the requisitioning agency as to capitalization, punctuation (including compounding), abbreviations, signs, symbols, figures, and italic. Such copy, including even obvious errors, will be followed. The lack of preparation on copy so designated shall, in itself, constitute preparation. “Fol. lit.” does not include size and style of type or spacing.

Obvious errors are corrected in copy marked “FIC & punc.” (follow, including capitalization and punctuation).

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

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

**2.40.** Paragraph or section numbers (or letters) followed by figures or letters in parentheses will close up, as “section 7(B)(1)(a),” “paragraph 23(a),” “paragraph b(7),” “paragraph (a)(2)”; but section 9(a) (1) and (2); section 7 a and b. In case of an unavoidable

break, division will be made after elements in parentheses, and no hyphen is used.

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

**2.42.** Copy preparer's instructions, which accompany each job, are written to cover the general style and certain peculiarities or deviations from style. These instructions must be followed.

## Abbreviations

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

## TYPE COMPOSITION

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

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

**2.46.** Every precaution must be taken to prevent the soiling of proofs, as it is necessary for the reviser to see clearly every mark on the margin of a proof after it has been corrected.

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

## Leading and spacing

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

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

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

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

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

**2.53.** Unless otherwise marked, flush heads are separated from text by 4 points of space above and 2 points of space below in solid matter, and by 6 points of space above and 4 points of space below in leaded matter.

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

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

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

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

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

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

## **Indentions**

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

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

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

**2.63.** In matter set 30 picas or wider, overruns in hanging indentions are 2 ems more than the first line, except that to avoid conflict with a following indention (for example, of a subentry or paragraph), the overrun indention is made 2 ems more than the following line.

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



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

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

### **Legends for illustrations**

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

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

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

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

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

FIGURE 5, *not* FIG. 5

FIGURE A, *not* FIG. A

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

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

### **PROOFREADING**

**2.74.** All special instructions, layouts, and style sheets must be sent to the Proof Section with the first installment of each job.

**2.75.** If the proofreader detects inconsistent or erroneous statements, it is his or her duty to query them.

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

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

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

**2.79.** The manner in which correction marks are made on a proof is of considerable importance. Straggling, unsymmetrical characters, disconnected marks placed in the margin above or below the lines to which they relate, irregular lines leading from an incorrect letter or word to a correction, large marks, marks made with a blunt pencil, indistinct marks, and frequent use of the eraser to obliterate marks hastily or incorrectly made are faults to be avoided.

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

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

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

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

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

**2.85.** All instructions on copy must be carried on proof by readers.

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

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

## REVISING

### Galley revising

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

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

**2.90.** In the body of the work, new pages must be properly indicated on the proof. (For new page information, see "Makeup.")

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

### **Page revising**

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

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

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

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

**2.96.** The following rules must be carefully observed:

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

**b.** Verify that the galley proofs are in order and that the data on the galleys runs in 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."

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

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

## Press revising

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

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

### SIGNATURE MARKS, ETC.

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

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

125-327-00—4  
116-529-00—pt. 5—3

116-529-00—vol. 1—3

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

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

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

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

House of Representatives:  
★17-234-00—2

Senate:  
17-235-00—2 ★(Star Print)

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

H. Doc. 73, 00-1—2  
S. Doc. 57, 00-2, pt. 1—2  
H. Rept. 120, 00-2—8

S. Doc. 57, 00-1—2  
S. Doc. 57, 00-2, vol. 1—2  
S. Rept. 100, 00-2—9

**2.108.** In a document or report printed on other than a session jacket, use the jacket number, year, and signature number only, omitting the document or report number. (See rule 2.102.)

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

12-344—00 (Face p. 10)

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

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

12-344—00 (Face p. 19) No. 1

12-344—00 (Face p. 19) No. 2

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

### REPRINTS, IMPRINTS, AND SALES NOTICES

#### Reprints

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

First edition July 1990

Reprinted July 1995

First printed June 1990

Revised June 1995

Original edition May 1990

Reprinted May 1995

Revised July 1997

**2.114.** The year in the imprint on cover, title page, or elsewhere is not changed from that in the original print, nor are the signatures changed, unless other mends are necessary.

#### Imprints

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

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

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

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

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

**2.120.** The Government Printing Office crest is used only on Government Printing Office publications. If it is printed on page II, the full imprint is used on the title page; if it is printed on the title page, use the half imprint only, thus—Washington : 2000.

## Sales notices

**2.121.** The use of sales notices is discouraged.

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

## Imprint variations

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

For sale by the Superintendent of Documents, U.S. Government Printing Office

- Internet: bookstore.gpo.gov • Phone: 202-512-1800 • Fax: 202-512-2250
- Mail: Stop SSOP, Washington, DC 20402-0001
- [www.access.gpo.gov/su_docs](http://www.access.gpo.gov/su_docs)

**2.124.** In the event that a title page is not used, the imprint is printed on the last page and positioned flush left below the text.

For sale by the Superintendent of Documents, U.S. Government Printing Office

- Internet: bookstore.gpo.gov • Phone: 202-512-1800 • Fax: 202-512-2250
- Mail: Stop SSOP, Washington, DC 20402-0001
- [www.access.gpo.gov/su_docs](http://www.access.gpo.gov/su_docs)

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

☆ U.S. GOVERNMENT PRINTING OFFICE: 2000—456—789

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

—U.S. GOVERNMENT PRINTING OFFICE: 2000—456—789

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

*U.S. GOVERNMENT PRINTING OFFICE: 2000—456—789

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

U.S. GOVERNMENT PRINTING OFFICE: 2000—123—456—cc

## FRANKING

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

## Bibliographies or references

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

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

Therefore the example would read:

U.S. Department of the Interior, "Highlights in history of forest and related natural source conservation," *Conservation Bulletin*, No. 41 (serial number not italic), Washington, U.S. Dept. of the Interior (or U.S. Govt. Print. Off.), 1997. 1 p. (or p. 1).

Another Government periodical citation would read as follows:

Reese, Herbert Harshman, "How To Select a Sound Horse," *Farmers' Bulletin*, No. 779, pp. 1–26 (1987), U.S. Dept. of Agriculture.

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

Other examples are:

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

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

or:

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

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

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

Bibliographic Procedures and Style: A Manual for Bibliographers in the Library of Congress. Superintendent of Documents, Washington, DC 20402.

Better Report Writing, by Willis H. Waldo. Reinhold Publishing Corp., New York, 1995.

Macmillan Handbook of English, by Robert F. Wilson. Macmillan Co., New York, 1992.

A Manual of Style, University of Chicago Press, Chicago, 1993.

Suggestions to Authors of the Reports of the U.S. Geological Survey. Superintendent of Documents, Washington, DC 20402.

Words Into Type, Prentice-Hall, New York, 1994.

### 3. CAPITALIZATION RULES

(See also “Abbreviations and Letter Symbols” and “Capitalization Examples”)

**3.1.** It is impossible to give rules that will cover every conceivable problem in capitalization; but by considering the purpose to be served and the underlying principles, it is possible to attain a considerable degree of uniformity. The list of approved forms given in chapter 4 will serve as a guide. Obviously such a list cannot be complete. The correct usage with respect to any term not included can be determined by analogy or by application of the rules.

#### Proper names

**3.2.** Proper names are capitalized.

Rome  
Brussels

John Macadam  
Macadam family

Italy  
Anglo-Saxon

#### Derivatives of proper names

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

Roman (of Rome)

Johannean

Italian

**3.4.** Derivatives of proper names used with acquired independent common meaning, or no longer identified with such names, are 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

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

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



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

**3.6.** If a common noun or adjective forming an essential part of a name becomes separated from the rest of the name by an intervening common noun or adjective, the entire expression is no longer a proper noun and is therefore not capitalized.

- Union Station: union passenger station
- Eastern States: eastern farming States
- United States popularly elected government

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

- the Capitol building in Washington, DC; *but* State capitol building
- the Channel (English Channel)
- the Chunnel (tunnel below English Channel)
- the District (District of Columbia)
- the Soldiers' and Airmen's Home (District of Columbia only)

**3.8.** The plural form of a common noun capitalized as part of a proper name is also capitalized.

- Seventh and I Streets
- Lakes Erie and Ontario
- Potomac and James Rivers
- State and Treasury Departments
- British, French, and United States Governments
- Presidents Washington and Adams

**3.9.** A common noun used with a date, number, or letter, merely to denote time or sequence, or for the purpose of reference, record, or temporary convenience, does not form a proper name and is therefore not capitalized. (See also rule 3.38.)

- |              |                                    |             |                |
|--------------|------------------------------------|-------------|----------------|
| abstract B   | column 2                           | page 2      | spring 1926    |
| act of 1928  | drawing 6                          | paragraph 4 | station 27     |
| amendment 5  | exhibit D                          | part I      | table 4        |
| apartment 2  | figure 7                           | phase 3     | title IV       |
| appendix C   | first district (not congressional) | plate IV    | treaty of 1919 |
| article 1    | flight 007                         | region 3    | volume X       |
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| chapter III  | group 7                            | rule 8      | ward 2         |
| chart B      | history 301                        | schedule K  |                |
| class I      | mile 7.5                           | section 3   |                |
| collection 6 |                                    | signature 4 |                |

**3.10.** 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

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

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

The Dalles (OR); The Weirs (NH); *but* the Dalles region; the Weirs streets

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

El Salvador; Las Cruces; L'Esterel

The National Mall; The Mall (Washington, DC only)

The Gambia

*but* the Congo, the Sudan, the Netherlands

**3.12.** In common practice, rule 3.11 is disregarded in references to newspapers, periodicals, vessels, airships, trains, firm names, etc.

the Washington Post  
the Times  
the Atlantic Monthly  
the *Mermaid*

the *U-3*  
the *Los Angeles*  
the Federal Express  
the National Photo Co.

### Particles in names of persons

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

Da Ponte; Cardinal da Ponte

Den Uyl; Johannes den Uyl; Prime Minister den Uyl

Du Pont; E.I. du Pont de Nemours & Co.

Van Rensselaer; Stephen van Rensselaer

Von Braun; Wernher von Braun

*but* d'Orbigny; Alcide d'Orbigny; de la Madrid; Miguel de la Madrid

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

Justice Van Devanter; Reginald De Koven

Thomas De Quincey; William De Morgan

Henry van Dyke (his usage)

Samuel F. Du Pont (his usage); Irénée du Pont

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

De Kalb County (AL, GA, IL, IN)

*but* DeKalb County (TN)

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

### Names of organized bodies

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

#### National governmental units:

U.S. Congress: 106th Congress; the Congress; Congress; the Senate; the House; Committee of the Whole, the Committee; *but* committee (all other congressional committees)

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

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

Environmental Protection Agency: the Agency

Geological Survey: the Survey

Government Printing Office: the Printing Office, the Office

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

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

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

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

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

U.S. Air Force: the Air Force

U.S. Coast Guard: the Coast Guard

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

#### International organizations:

United Nations: the Council; the Assembly; the Secretariat

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

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

#### Common-noun substitutes:

Virginia Assembly: the assembly; the senate; the house of delegates

California State Highway Commission: Highway Commission of California; the highway commission; the commission

Montgomery County Board of Health: the Board of Health, Montgomery County; the board of health; the board

Common Council of the City of Pittsburgh: the common council; the council

Buffalo Consumers' League: the consumers' league; the league

Republican Party: the party

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

**3.18.** The names of members and adherents of organized bodies are capitalized to distinguish them from the same words used merely in a descriptive sense.

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

## Names of countries, domains, and administrative divisions

**3.19.** The official designations of countries, national domains, and their principal administrative divisions are capitalized only if used as part of proper names, as proper names, or as proper adjectives. (See table on p. 228.)

United States: the Republic; the Nation; the Union; the Government; *also* Federal, Federal Government; *but* republic (when not referring specifically to one such entity); republican (in general sense); a nation devoted to peace

New York State: the State, a State (a definite political subdivision of first rank); State of Veracruz; Balkan States; six States of Australia; State rights; *but* state (referring to a federal government, the body politic); foreign states; church and state; statehood; state's evidence

Territory (Canada): Yukon, Northwest Territories; the Territory(ies), Territorial; *but* territory of American Samoa, Guam, Virgin Islands

Dominion of Canada: the Dominion; *but* dominion (in general sense)

Ontario Province, Province of Ontario: the Province, Provincial; *but* province, provincial (in general sense)

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

British Commonwealth, Commonwealth of Virginia: the Commonwealth; *but* a commonwealth government (general sense)

Swiss Confederation: the Confederation; the Federal Council; the Federal Government; *but* confederation, federal (in general sense)

French Government: the Government; French and Italian Governments: the Governments; *but* government (in general sense); the Churchill government; European governments

Cherokee Nation: the nation; *but* Greek nation; American nations

National Government (of any specific nation); *but* national customs

Allied Powers, Allies (in World Wars I and II); *but* our allies, weaker allies; Central Powers (in World War I); *but* the powers; European powers

Republic of South Africa: the Republic; *but* republic (in general sense)

## Names of regions, localities, and geographic features

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

the North Atlantic States	the Eastern Shore
the Gulf States	(Chesapeake Bay)
the Central States	the Badlands (SD and NE)
the Pacific Coast States	the Continental Divide
the Lake States	Deep South
East North Central States	Midsouth
Eastern North Central States	the Far East
Far Western States	Far Eastern
Eastern United States	the East
the West	Middle East
the Midwest	Middle Eastern
the Middle West	Mideast
the Far West	Mideastern (Asia)

Near East (Balkans, etc.)	the East Side
the Promised Land	Lower East Side (sections of a city)
the Continent (continental Europe)	Western Europe, Central Europe (political entities)
the Western Hemisphere	
the North Pole	<i>but</i>
the North and South Poles	lower 48 (States)
the Temperate Zone	the Northeast corridor
the Torrid Zone	

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

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

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

## Names of calendar divisions

**3.23.** The names of calendar divisions are capitalized.

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

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

## Names of historic events, etc.

**3.24.** The names of holidays, ecclesiastic feast and fast days, and historic events are capitalized.

Battle of Bunker Hill  
 Christian Era; Middle Ages  
 Feast of the Passover; the Passover  
 Fourth of July; the Fourth  
 Ramadan  
 Reformation  
 Renaissance  
 Veterans Day  
 War of 1812; World War II

*but* war of 1914; Korean war; Vietnam war; gulf war

## Trade names

**3.25.** Trade names, variety names, and names of market grades and brands are capitalized. Common nouns following such names are not capitalized.

Snow Crop (trade name)  
 Choice lamb (market grade)

Yellow Stained cotton (market grade)  
 Red Radiance rose (variety)

### Scientific names

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

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

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

aviculoid

menodontine

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

## Rhynchonellas

## Spirifers

**3.29.** In soil science the 24 soil classifications are capitalized.

## Alpine Meadow

Bog

Brown

**3.30.** Capitalize the names of the celestial bodies Sun and Moon, as well as the planets Earth, Mercury, Venus, Mars, Jupiter, Saturn, Uranus, Neptune, and Pluto.

*but* the moons of Jupiter

## Appellations

**3.31.** An appellation of historical, political, etc., events used with or for a proper name is capitalized.

## Big Four

## Holocaust

New Frontier

## Dust Bowl

Hub (Boston)

## Prohibition

## Fall of Rome

## Keystone State

## Third World

## Great Depression

## New Deal

## War on Poverty

## Great Society

## New Federalism

## Personification

**3.32.** A vivid personification is capitalized.

The Chair recognizes the gentlewoman from New York;

*but* I spoke with the chair yesterday.

For Nature wields her scepter mercilessly.

All are architects of Fate,

Working in these walls of Time.

## Religious terms

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

Heavenly Father; the Almighty; Lord; Thee; Thou; He; Him; *but* himself; [God's] fatherhood

Mass; red Mass; Communion

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

Son of Man; Jesus' sonship; the Messiah; *but* a messiah; messiahship; messianic; messianize; christology; christological

Bible, Holy Scriptures, Scriptures, Word; Koran; *also* Biblical; Scriptural; Koranic  
 New Testament; Ten Commandments  
 Gospel (memoir of Christ); *but* gospel truth  
 Apostles' Creed; Augsburg Confession; Thirty-nine Articles  
 Episcopal Church; an Episcopalian; Catholicism; a Protestant  
 Christian; *also* Christendom; Christianity; Christianize  
 Black Friars; Brother(s); King's Daughters; Daughter(s); Ursuline Sisters; Sister(s)  
 Satan; the Devil; *but* a devil; the devils; devil's advocate

## Titles of persons

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

President Clinton	Dr. Bellinger
King George	Nurse Joyce Norton
Ambassador Acton	Professor Leverett
Lieutenant Fowler	Examiner Jones (law)
Chairman Smith	Vice-Presidential candidate Kemp

*but* baseball player Ripken; maintenance man Flow; group chief Collins

**3.35.** To indicate preeminence or distinction in certain specified instances, a common-noun title immediately following the name of a person or used alone as a substitute for it is capitalized.

Title of a head or assistant head of state:

William J. Clinton, President of the United States: the President; the President-elect; the Executive; the Chief Magistrate; the Commander in Chief; ex-President Bush; former President Truman; *similarly* the Vice President; the Vice-President-elect; ex-Vice-President Mondale

James Gilmore, 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:

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

Titles of the military:

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

Titles of members of diplomatic corps:

Walter S. Gifford, Ambassador Extraordinary and Plenipotentiary: the American Ambassador; the British Ambassador; the Ambassador; the Senior Ambassador; His Excellency; *similarly* the Envoy Extraordinary and Minister Plenipotentiary; the Envoy; the Minister; the Chargé d'Affaires; the Chargé; Ambassador at Large; Minister Without Portfolio; *but* the consul general; the consul; the attaché; etc.

Title of a ruler or prince:

Elizabeth II, Queen of England: the Queen; the Crown; Her Most Gracious Majesty; Her Majesty; *similarly* the Emperor; the Sultan

Charles, Prince of Wales: the Prince; His Royal Highness

Titles not capitalized:

Charles F. Hughes, rear admiral, U.S. Navy: the rear admiral

Lloyd H. Elliott, president of George Washington University: the president

C.H. Eckles, professor of dairy husbandry: the professor

Betty Acton, chairwoman of the committee; the chairman; the chairperson; the chair

**3.36.** In formal lists of delegates and representatives of governments, all titles and descriptive designations immediately following the names should be capitalized if any one is capitalized.

**3.37.** A title in the second person is capitalized.

Your Excellency  
Your Highness  
Your Honor  
Mr. Chairman  
Madam Chairman

Mr. Secretary  
  
*but not salutations:*  
my dear General  
my dear sir

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

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

Statutes at Large; Revised Statutes; District Code; Bancroft's History; Journal (House or Senate) (short titles); *but* the code; the statutes  
Atlantic Charter; Balfour Declaration; *but* British white paper  
Chicago's American; *but* Chicago American Publishing Co.  
Reader's Digest; *but* New York Times Magazine; Newsweek magazine  
Monograph 55; Research Paper 123; Bulletin 420; Circular A; Article 15: Uniform Code of Military Justice; Senate Document 70; House Resolution 45; Presidential Proclamation No. 24; Executive Order No. 24; Royal Decree No. 24; Public Law 89-1; Private and Union Calendars; Calendar No. 80; Calendar Wednesday; Committee Print No. 32, committee print; *but* Senate bill 416; House bill 61  
Annual Report of the Public Printer, 1998; *but* seventh annual report, 19th annual report  
Declaration of Independence; the Declaration  
Constitution (United States or with name of country); constitutional; *but* New York State constitution: first amendment, 12th amendment  
Kellogg Pact; North Atlantic Pact; Atlantic Pact; Treaty of Versailles; Jay Treaty; *but* treaty of peace, the treaty (descriptive designations); treaty of 1919  
*United States v. Four Hundred Twenty-two Casks of Wine* (law)  
The Blue Boy, Excalibur, Whistler's Mother (paintings)

**3.39.** All principal words are capitalized in titles of addresses, articles, books, captions, chapter and part headings, editorials, essays, headings, headlines, motion pictures and plays (including television and radio programs), papers, short poems, reports, songs, subheadings, subjects, and themes. The foregoing are also quoted.

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

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

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

### **First words**

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



The question is, Shall the bill pass?

He asked, "And where are you going?"

The vote was as follows: In the affirmative, 23; in the negative, 11; not voting, 3.

Lives of great men all remind us

We can make our lives sublime.

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

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

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

Revolutions are not made: they come.

Intelligence is not replaced by mechanism: even the telex must be guided by its master's voice.

But two months dead! nay, not so much; not two.

What is this? Your knees to me? to your corrected son?

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

Whereas the Constitution provides * * *; and

Whereas Congress has passed a law * * *;

Whereas, moreover, * * *. Therefore be it

Whereas the Senate provided for the * * *: Now, therefore, be it

*Resolved*, That * * *; and be it further

*Resolved (jointly)*, That * * *

*Resolved by the House of Representatives (the Senate concurring)*, That * * *. (Concurrent resolution, Federal Government.)

*Resolved by the Senate of Oklahoma (the House of Representatives concurring therein)*, That * * *. (Concurrent resolution, using name of State.)

*Resolved by the senate (the house of representatives concurring therein)*, That * * *. (Concurrent resolution, not using name of State.)

*Resolved by the Assembly and Senate of the State of California (jointly)*, That * * *. (Joint resolution, using name of State.)

*Resolved by the Washington Board of Trade*, That * * *

*Provided*, That * * *

*Provided further*, That * * *

*Provided, however*, That * * *

*And provided further*, That * * *

*Ordered*, That * * *

*Be it enacted*, That * * *

## Center and side heads

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

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

**3.48.** In such names as *LeRoy*, *DeHostis*, *LaFollette*, etc. (one-word forms only), set in caps, the second letter of the particle is

made a small cap, if available; otherwise lowercase is used. In heads set in small caps, a thin space is used. (See rule 3.15.)

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

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

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

Buildings In and Near the Minneapolis Mall

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

All Returns Are In

**3.52.** The first element of an infinitive is capitalized.

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

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

PLANES, GUNS, SHIPS, ETC.	IN RE THE 8 P.M. MEETING
Planes, Guns, Ships, etc.	In re the 8 p.m. Meeting
JAMES BROS. ET AL. (no comma)	
James Bros. et al.	

**3.54.** Paragraph series letters in parentheses appearing in heads set in caps, caps and small caps, small caps, or in caps and lowercase are to be set as in copy.

**Addresses, salutations, and signatures**

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

**Interjections**

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

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

**Historic or documentary accuracy**

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

## 4. CAPITALIZATION EXAMPLES

(Based on the rules in the preceding chapter, "Capitalization Rules")

A-bomb	Administrator of Veterans' Affairs; the Administrator
abstract B, 1, etc.	Admiralty, British, etc.
Academy:	Admiralty, Lord of the
Air Force; the Academy	Adobe Acrobat Portable Document Format (PDF)
Andover; the academy	Adobe Acrobat Reader
Coast Guard; the Academy	Adviser, Legal (Department of State)
Merchant Marine; the Academy	Africa:
Military; the Academy	east
National Academy of Sciences; the Academy of Sciences; the academy	East Coast
Naval; the Academy	north
<i>but</i> service academies	South
accord, Paris peace (see Agreement)	South-West (Territory of)
accords, Helsinki	West Coast
Act (Federal, State, or foreign), short or popular title or with number; the act:	African-American (see Black)
Appropriation	Agency, if part of name; capitalized standing alone if referring to Federal unit:
Classification	Central Intelligence; the Agency
Economy	Chippewa (Indian); the agency
Flood Control	agent orange
Lend-Lease Act; <i>but</i> lend-lease materials, etc.	Ages:
National Teacher Corps	Age of Discovery
Organic Act of Virgin Islands	Dark Ages
Panama Canal	Elizabethan Age
Pay	Golden Age (of Pericles only)
Public Act 145 (see also Public Act)	Middle Ages
Revenue	<i>but</i> atomic age; Cambrian age; copper age; ice age; missile age; rocket age; space age; stone age; etc.
River and Harbor Act of 1996	Agreement, with name; the agreement:
Selective Training and Service	General Agreement on Tariffs and Trade (GATT); the general agreement
Stock Piling	International Wheat Agreement; the wheat agreement; the coffee agreement
Tariff	North American Free-Trade Agreement (NAFTA)
Trademark	Status of Forces; <i>but</i> status-of-forces agreements
Walsh-Healey Act; <i>but</i> Walsh-Healey law (or bill)	United States-Canada Free-Trade Agreement; the free-trade agreement
act, labor-management relations	<i>but</i> the Geneva agreement; the Potsdam agreement; Paris peace agreement
Acting, if part of capitalized title	Air Force:
ACTION (independent Federal agency) ¹	Air National Guard (see National)
Address Resolution Protocol (ARP)	Base (with name); Air Force base (see Base; Station)
Adjutant General, the (see The)	Civil Air Patrol; Civil Patrol; the patrol
Administration, with name; capitalized standing alone if Federal unit:	Command (see Command)
Farmers Home	
Food and Drug	
Maritime	
Veterans' (follow apostrophe)	
<i>but</i> Reagan administration; administration bill, policy, etc.	
Administrative Law Judge Davis; Judge Davis; an administrative law judge	

¹ Not an acronym. Capitalization represents agency's preference.

## Air Force—Continued

One (Presidential plane)

Reserve

Reserve Officers' Training Corps

WAF (see Women in the Air Force)

Airport: La Guardia; Reagan National; the airport

Alaska Native (collective term for Aleuts, Eskimos, and Indians of Alaska): the Native; *but* a native of Alaska, Ohio, etc.

Alliance, Farmers', etc.; the alliance

Alliance for Progress; the Alliance

Alliance for Progress Program

alliances and coalitions (see also powers):

Allied Powers; the powers (World Wars)

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)

European Economic Community (see also Common Market)

Fritalux (France, Italy, Benelux countries)

North Atlantic Treaty Organization (see Organization)

Western Powers

Western Union (powers); the union

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.

Alzheimer's disease

Ambassador:

British, etc.; the Ambassador; the Senior Ambassador; His Excellency

Extraordinary and Plenipotentiary; the Ambassador; Ambassador at

Large; an ambassador

amendment:

Social Security Amendments of 1954; 1954 amendments; the Social Security amendments; the amendments

Baker amendment

to the Constitution (U.S.); first amendment, 14th amendment, etc.

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

## American—Continued

Veterans of World War II (AMVETS)

War Mothers; War Mothers; a Mother

American Standard Code for Information Interchange (ASCII)

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

ANSI Z39.50

Antarctic Ocean (see Arctic; Ocean)

appellations:

Bay State (Massachusetts)

Big Four (powers, railroad, etc.)

City of Churches (Brooklyn)

Fair Deal

Great Depression

Great Society

Holocaust

Keystone State (Pennsylvania)

New Deal

New Federalism

New Frontier

the Hub (Boston)

Third World

appendix 1, A, II, etc.; the appendix; *but*

Appendix II, when part of title: Ap-

pendix II:² Education Directory

AppleShare

AppleTalk Address Resolution Protocol (AARP)

appropriation bill (see also bill):

deficiency

Department of Agriculture

for any governmental unit

independent offices

aquaculture; acquiculture

Arab States

Arabic numerals

Arboretum, National; the Arboretum

Archipelago, Philippine, etc.; the archipelago

Architect of the Capitol; the Architect

Archivist of the United States; the Archivist

Arctic:

Circle

Current (see Current)

Ocean

zone

*but* subarctic

arctic (descriptive adjective):

clothing

conditions

fox

grass

night

seas

Arctics, the

Area, if part of name; the area:

Cape Hatteras Recreational

White Pass Recreation; etc.

²The colon is preferred; a dash is permissible; but a comma is too weak.

## Area—Continued

*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, Cavalry, Infantry, etc. (military); the arm

Armed Forces (synonym for overall Military Establishment); British Armed Forces; the Armed Forces 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 (see Corps)

District of Washington (military); the district

Division, 1st, etc.; the division

Engineers (the Corps of Engineers); the Engineers; *but* Army engineer

Establishment

Field Establishment

Field Forces (see Forces)

Finance Department; the Department  
1st, etc.

General of the Army; *but* the general  
General Staff; the Staff

Headquarters, 1st Regiment

Headquarters of the; the headquarters  
Hospital Corps (see Corps)

Medical Museum (see Museum)

Organized Reserves; the Reserves

Regiment, 1st, etc.; the regiment

Regular Army officer; a Regular  
Revolutionary (American, British,  
French, etc.)

service

Surgeon General, the (see Surgeon  
General)

Volunteer; the Volunteers; a Volunteer

## army:

Lee's army; *but* Clark's 5th Army  
mobile

## army—Continued

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

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

Assembly (see United Nations)

Assistant, if part of capitalized title; the  
assistant

assistant, Presidential (see Presidential)

Assistant Secretary (see Secretary)

Associate Justice (see Supreme Court)

Association, if part of name; capitalized  
standing alone if referring to 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)

Asynchronous Balanced Mode (ABM)

## Atlantic:

Charter (see Charter)

coast

community

Coast States

Destroyer Flotilla; the destroyer flotilla;  
the flotilla

Fleet (see Fleet)

mid-Atlantic

North

Pact (see Pact)

seaboard

slope

South

time, standard time (see time)

*but* cisatlantic; transatlantic

Attorney General (U.S. 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 of New York; the port authority;  
the authority

St. Lawrence Seaway Authority of  
Canada; the authority

Tennessee Valley; the Authority

Auto Train (Amtrak)

autumn

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

Axis, the (see alliances)

Ayatollah

- Badlands (SD and NE)  
 Balkan States (see States)  
 Baltic States (see States)  
 Band, if part of name; the band:  
     Army, Marine, Navy  
     Eastern, etc. (of Cherokee Indians)  
 Bank, if part of name; the bank; capitalized standing alone if referring to international bank:  
     Export-Import Bank of the United States; Ex-Im Bank; the Bank  
     Farm Loan Bank of Dallas; Dallas Farm Loan Bank; farm loan bank; farm loan bank at Dallas  
     Farmers & Mechanics, etc.  
     Federal home loan bank at Cumberlandland  
     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  
     International Monetary; the Bank  
     International World; the Bank  
     *but* blood bank, central reserve, soil bank  
 Bar, if part of name; Maryland (State) Bar Association; Maryland (State) bar; the State bar; the bar association  
 Barracks, if part of name; the barracks:  
     Carlisle  
     Disciplinary (Leavenworth)  
     Marine (District of Columbia)  
     *but* A barracks; barracks A; etc.  
 Base, Andrews Air Force; Air Force base; the base (see also Naval); *but* Sandia Base  
 Basin (see geographic terms)  
 Battery, the (New York City)  
 Battle, if part of name; the battle:  
     of Gettysburg; *but* battle at Gettysburg; etc.  
     of the Bulge; of the Marne; of the Wilderness; of Waterloo; etc.  
 battlefield, Bull Run, etc.  
 battleground, Manassas, etc.  
 Bay, San Francisco Bay area; the bay area  
 Belt, if part of name; the belt:  
     Bible  
     Corn  
     Cotton  
     Dairy  
     Farm  
     Ice  
     Oil  
     Rust  
     Sun  
     Wheat  
     *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)  
     Bible Belt (see Belt)  
     Bicentennial  
         Commission; the Commission  
         the Bicentennial  
         celebration, ceremony  
         State bicentennial  
         a bicentennial (general sense)  
     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 (synonym for African-American)  
     Black Caucus (see Congressional)  
     bloc (see Western)  
     block (grants)  
     Bluegrass region, etc.  
     B'nai B'rith  
     Board, if part of name; capitalized standing alone only if referring to Federal or international board:  
         Employees' Compensation Appeals  
         Federal Maritime  
         Federal Reserve (see Federal)  
         General (Navy)  
         Loyalty Review  
         Macy Board, etc. (Federal board with name of person)  
         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 Managers (of the Soldiers' Home)  
         of Regents (Smithsonian)  
         of Visitors (Military and Naval Academies)  
         on Geographic Names  
         Railroad Retirement  
     Bolshevik; Bolsheviki (collective plural); Bolshevikist; bolshevism  
 bond:  
     Government  
     savings  
     series EE  
     Treasury  
     war  
 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  
 Boolean operator  
 Boolean search  
 Border Patrol (U.S.)  
 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, Ice, Rose, etc.; the bowl  
 Boxer Rebellion (see Rebellion)  
 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 Branch  
   Public Buildings Branch  
   *but* executive, judicial, or legislative branch  
 Bridge, if part of name; the bridge:  
   Arlington Memorial; Memorial  
   Francis Scott Key; Key  
   M Street  
   *but* Baltimore & Ohio Railroad bridge  
 Brother(s) (adherent of religious order)  
 Budget of the United States (publication); the Budget (Office implied); the budget  
 budget:  
   department  
   estimate  
   Federal  
   message  
   performance-type  
   President's  
 Building, if part of name; the building:  
   Capitol (see Capitol Building)  
   Colorado  
   House (or Senate) Office  
   Investment  
   New House (or Senate) Office  
   Old House Office  
   Pentagon  
   the National Archives; the Archives  
   Treasury; Treasury Annex  
 bulletin board service (BBS)  
 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 Service)  
   of Engraving and Printing  
   of Indian Affairs  
   of Social Hygiene, New York; the bureau; etc.  
 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  
 cache  
 Calendar, if part of name; the calendar:  
   Consent; etc.  
   House  
   No. 99; Calendars Nos. 1 and 2  
   of Bills and Resolutions  
   Private  
 Calendar—Continued  
   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  
   Zone (Isthmian); the zone (see also Government)  
 Cape (see geographic terms)  
 Capital, Capital City, National Capital (Washington, DC); *but* the capital (State)  
 Capitol Building (with State name); the capitol  
 Capitol, the (Washington, DC):  
   Architect of  
   Building  
   caucus room  
   Chamber  
   Cloakroom  
   dome  
   Grounds  
   Halls (House and Senate)  
   Halls of Congress  
   Hill; the Hill  
   Police (see Police)  
   Power Plant  
   Prayer Room  
   Press Gallery, etc.  
   rotunda  
   Senate wing  
   stationery room  
   Statuary Hall  
   the well (House or Senate)  
   west front  
 catch-22  
 caucus: Republican; *but* Black Caucus (incorporated name); Sun Belt Caucus; Decimal Caucus  
 CD-ROM  
 Cemetery, if part of name: Arlington National; the cemetery  
 Census:  
   Nineteenth Decennial (title); Nineteenth Census (title); the census  
   1980 census  
   1980 Census of Agriculture; the census of agriculture; the census  
   the 14th 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 processing unit (CPU)



- Central States  
 central time (see time)  
 century, first, 21st, etc.  
 Chair, the, if personified  
 Chairman:  
   of the Board of Directors; the Chair-  
   man (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  
 chairman (congressional):  
   of the Appropriations Committee  
   of the Subcommittee on Banking  
   *but* Chairman Davis  
 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 com-  
   merce; 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 Charge  
 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, Par-  
 mesan, Provolone, Roquefort, etc.  
 Chief, if referring to head of Federal  
 unit; the Chief:  
   Forester (see Forester)  
   Intelligence Office  
   Justice (U.S. Supreme Court); *but*  
   chief justice (of a State)  
   Magistrate (the President)  
   of Division of Publications  
   of Engineers (Army)  
   of Naval Operations  
   of Staff  
 Chief Clerk, if referring to head of Fed-  
 eral unit  
 Chief Judge, if referring to Federal unit  
 Christian; Christian name, etc.; Chris-  
 tendom; Christianity; Christianize;  
   *but* christen  
 church and state  
 church calendar:  
   Christmas  
   Easter  
   Lent  
   Whitsuntide (Pentecost)  
 Church, if part of name of organization  
 or building  
 Circle, if part of name; the circle:  
   Arctic  
   Circle—Continued  
   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:  
   Hub (Boston)  
   Kansas City; the two Kansas Citys  
   Mexico City  
   New York City; *but* city of New York  
   Twin Cities  
   Washington City; *but* city of Washing-  
   ton  
   Windy City (Chicago)  
   *but* Reserve city (see Bank)  
 civil action No. 46  
 civil defense  
 Civil Service Commission (obsolete)  
   (now Office of Personnel Manage-  
   ment)  
 Civil War (see War)  
 Clan, if part of tribal name; Clan Mac-  
 Arthur; the clan  
 class 2, A, II, etc.; *but* Class 2 when  
 part of title: Class 2: Leather Prod-  
 ucts  
 Clerk, the, of the House of Representa-  
 tives; of the Supreme Court of the  
 United States  
 clerk, the, of the Senate  
 client  
 client/server  
 coal sizes: pea, barley, buckwheat, stove,  
 etc.  
 coalition; coalition force; coalition mem-  
 bers, etc.  
 coast: Atlantic, east, gulf, west, etc.  
 Coast Guard, U.S.; the Coast Guard;  
   Coastguardsman Smith; *but* a coast-  
   guardsman; a guardsman; Reserve  
 Coastal Plain (Atlantic and Gulf)  
 Code (in shortened title of a publica-  
 tion); 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 Materiel  
 GHQ Far East  
 Joint Far Eastern  
 Potomac River Naval  
 Zone of Interior  
 Commandant, the (Coast Guard or Marine Corps only)  
 Commandos, the; Commando raid; a commando  
 Commission (if part of name; capitalized standing alone if referring to Federal or international commission):  
 Alaska Road  
 International Boundary, United States, Alaska, and Canada  
 of Fine Arts  
 on Civil Rights  
 Public Buildings  
 Commissioner, if referring to Federal or international commission; the Commissioner:  
 Land Bank; *but* land bank commissioner loans  
 of Customs  
 of Immigration and Naturalization of the Five Civilized Tribes, etc.  
 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

Committee (or Subcommittee)—Continued  
 Interagency Advisory Committee on Domestic Transport and Storage and Post Utilization; the Committee  
 Joint Committee on Taxation; 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 on Public Safety; 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 No. 5, etc.; the subcommittee  
 Subcommittee on Immigration; the subcommittee  
*but* Baker committee  
*ad hoc* committee  
 conference committee  
 Committee Print No. 32; Committee Prints Nos. 8 and 9; committee print  
 Common Cause  
 Common Gateway Interface (CGI)  
 Commonwealth of Australia, Virginia, etc.; British Commonwealth; the Commonwealth  
 Commune (of Paris)  
 Communist; communism; communistic  
 Compact Disk Interactive (CD-I)  
 Compact Disk—Read Only Memory (CD-ROM)  
 Compact Disk—Recordable (CD-R)  
 compact, U.S. marine fisheries, etc.; the compact  
 Company, if part of name; capitalized standing alone if referring to unit of Federal Government:  
 Alaska Railroad Company; the Company  
 Panama Railroad Company; the Company  
 Procter & Gamble Co.; the company  
 COM port  
 Comptroller of the Currency; the Comptroller  
 Comptroller General (U.S.); the Comptroller  
 Comsat  
 Concord  
 conelrad  
 Confederacy (of the South)  
 Confederate:  
 Army  
 Government  
 soldier  
 States  
 Confederation, Swiss; the Confederation

- Conference, if referring to governmental (U.S.) or international conference:  
 Bretton Woods; the Conference  
 Judicial Conference of the United States; U.S. Judicial Conference; Judicial Conference; the Conference  
 Tenth Annual Conference of the United Methodist Churches; the conference
- Congress (convention), if part of name; capitalized standing alone if referring to international congress:  
 International Good Roads; Good Roads; the Congress  
 of Parents and Teachers, National; the congress
- Congress (legislature), if referring to national congress:  
 of Bolivia, etc.; the Congress  
 of the United States; First, Second, 11th, 82d, etc.; the Congress
- Congressional:  
 Black Caucus; the Black Caucus; the caucus  
 Directory, the directory  
 District, First, 11th, etc.; the First District; the congressional district; the district  
 Library; the Library  
 Medal of Honor (see decorations)  
*but* congressional action, committee, etc.
- Congressman; Congresswoman; Congressman at Large; Member of Congress; Member; membership
- Constitution, with name of country; capitalized standing alone when referring to a specific national constitution; *but* New York State Constitution; the constitution
- constitutional  
 consul, British, etc.  
 consul general, British, etc.  
 consulate, British, etc.
- Consultative Committee for International Telegraphy and Telephony (CCITT)
- Consumer Price Index (official title); the price index; the index; *but* a consumers' price index (descriptive)
- Contadora group
- Continent, only if following name; American Continent; the continent; *but* the Continent (continental Europe)
- Continental:  
 Army; the Army  
 Congress; the Congress  
 Divide (see Divide)  
 Outer Continental Shelf  
 Shelf; the shelf; a continental shelf
- continental:  
 Europe, United States, etc.  
 not worth a continental [dollar]
- Continentials (Revolutionary soldiers)
- Contra
- Convention, governmental (U.S.), international, or national political; the convention:  
 Constitutional (United States, 1787); the Convention  
 Democratic National; Democratic Genocide (international)  
 19th Annual Convention of the American Legion  
 on International Civil Aviation  
 Universal Postal Union; Postal Union  
*also* International Postal; Warsaw  
 copper age (see Ages)  
 Corn Belt (see Belt)
- Corporation, if part of name; the Corporation, if referring to unit of Federal Government:  
 Commodity Credit  
 Federal Deposit Insurance  
 National Railroad Passenger (Amtrak)  
 Rand Corp.; the corporation (see also abbreviations)  
 St. Lawrence Seaway Development Corporation  
 Union Carbide Corp.; the corporation  
 Virgin Islands
- Corps, if part of name; the corps, all other uses:  
 Adjutant General's  
 Army Hospital  
 Artillery  
 Chemical  
 Counterintelligence  
 Enlisted Reserve  
 Finance  
 Foreign Service Officer (see Foreign Service)  
 Job  
 Judge Advocate General's  
 Marine (see Marine Corps)  
 Medical  
 Military Police  
 Nurse  
 of Cadets (West Point)  
 of Engineers; Army Engineers; the Engineers; *but* Army engineer; the corps  
 Officers' Reserve  
 Ordnance  
 Peace; Peace Corpsman; the corpsman  
 Quartermaster  
 Reserve Officers' Training (ROTC)  
 VII Corps, etc.  
 Signal  
 Teachers; *but* Teacher Corps Act  
 Transportation  
 Women's Army (WAC); a Wac; the Wacs  
 Youth  
*but* diplomatic corps  
 corpsman; hospital corpsman  
 corridor, Northeast  
 Cotton Belt (see Belt)
- Council, if part of name; capitalized standing alone if referring to Federal or international unit (see also United Nations):  
 Boston City; the council

## Council—Continued

- Choctaw, etc.; the council  
 Her Majesty's Privy Council; the Privy Council; the Council  
 National Security; the Council of Foreign Ministers (NATO); the Council  
 of the Organization of American States; the Council  
 Philadelphia Common; the council  
 counsel; general counsel  
 County, Prince George's; county of Prince George's; County Kilkenny, etc.; Loudoun and Fauquier 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 Customs and Patent Appeals; the court  
 Court of Impeachment, the Senate; the Court  
 District Court of the United States for the Eastern District of Missouri; the district court; the court  
 Emergency Court of Appeals, United States; the court  
 International Court of Justice; the Court  
 Permanent Court of Arbitration; the Court  
 Superior Court of the District of Columbia; the superior court; the court  
 Supreme Court of the United States (see Supreme Court)  
 Supreme Court of Virginia, etc.; the supreme court; the court  
 Tax Court; the court  
 U.S. Court of Appeals for the District of Columbia; the court  
 Covenant, League of Nations; the covenant  
 Creed, Apostles'; the Creed  
 Crown, if referring to a ruler; *but* crown colony, lands, etc.  
 cruise missile  
 Current, if part of name; the current:  
   Arctic  
   Humboldt  
   Japan  
   North Equatorial  
 customhouse; customs official  
 czar; czarist  
 database  
 database management system (DBMS)  
 Dairy Belt (see Belt)
- Dalles, The; *but* the Dalles region  
 Dam (see geographic terms)  
 Dark Ages (see Ages)  
 Daughters of the American Revolution; a Real Daughter; King's Daughters; a Daughter  
 daylight saving time  
 days (see holidays)  
 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  
   Iron Cross  
   Legion of Merit  
   Medal for Merit  
   Medal of Freedom  
   Medal of Honor  
   Purple Heart  
   Silver Star Medal  
   Soldier's Medal  
   Victoria Cross  
   Victory Medal  
   *but* oakleaf cluster  
   *also* Carnegie Medal; Olympic Gold Medal; *but* gold medal  
 Decree (see Executive; Royal Decree)  
 Deep South  
 Defense Establishment (see Establishment)  
 De Gaulle Free French; Free French; *but* General de Gaulle; de Gaullist  
 Deity, words denoting, capitalized  
 Delegate (U.S. Congress)  
 delegate (to a conference); the delegate; the delegation  
 Delta, Mississippi River; the delta  
 Department, if part of name; capitalized standing alone if referring to a Federal or international unit:  
   of Agriculture  
   of the Treasury  
 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  
 apache (Paris)  
 argyle wool  
 artesian well  
 astrakhan fabric  
 axminster rug  
 babbitt metal  
 benday process  
 bohemian set  
 bologna sausage  
 bordeaux mixture  
 bourbon whiskey  
 bowie knife  
 braille  
 brazil nut  
 brazilwood  
 brewer's yeast  
 Bristolboard  
 britannia metal  
 britannaware  
 brussels carpet  
 brussels sprouts  
 bunsen burner  
 burley tobacco  
 canada balsam  
   (microscopy)  
 carlsbad twins  
   (petrography)  
 cashmere shawl  
 castle soap  
 cesarean section  
 chantilly lace  
 chesterfield coat  
 china clay  
 chinese blue  
 climax basket  
 collins (drink)  
 congo red  
 cordovan leather  
 coulomb  
 curie  
 decauville rail  
 degaussing  
   apparatus  
 delftware  
 derby hat  
 diesel engine,  
   dieselize  
 dotted swiss  
 epsom salt  
 fedora hat  
 fletcherize  
 frankfurt sausage  
 frankfurter  
 french chalk  
 french dressing  
 french-fried  
   potatoes  
 fuller's earth  
 gargantuan  
 gauss  
 georgette crepe  
 german silver  
 gilbert  
 glauber salt  
 gothic type  
 graham bread  
 harderian gland  
 harveyized steel  
 herculean 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  
 kafircorn  
 knickerbocker  
 kraft paper  
 lambert  
 leghorn hat  
 levant leather  
 levantine silk  
 lilliputian  
 logan tent  
 london purple  
 lufbery circle  
 lyonnaise potatoes  
 macadamized road  
 mach (no period)  
   number  
 madras cloth  
 maginot line  
   (nonliteral)  
 manila paper  
 maraschino cherry  
 mason jar  
 maxwell  
 melba toast  
 mercerized fabric  
 merino sheep  
 molotov cocktail  
 morocco leather  
 morris chair  
 murphy bed  
 navy blue  
 nelson, half nelson,  
   etc.  
 neon light  
 newmarket cloak  
 newton  
 nissen hut  
 norfolk jacket  
 oriental rug  
 osnaburg cloth  
 oxford shoe  
 panama hat  
 parianware  
 paris green  
 parkerhouse roll  
 pasteurized milk  
 persian lamb  
 petri dish  
 pharisaic  
 philistine  
 photostat  
 pitman arm  
 pitot tube  
 plaster of paris  
 prussian blue  
 quixing  
 quixotic idea  
 quonset hut  
 rembort wheel  
 roentgen  
 roman candle  
 roman cement  
 roman type  
 russia leather  
 russian bath  
 rutherford  
 sanforize  
 saratoga chips

## derivatives of proper names—Continued

saratoga chips  
 scotch plaid, *but*  
   Scotch tape  
   (trademark)  
 shanghai  
 siamese twins  
 simon pure  
 spanish omelet  
 stillson wrench  
 stubs wire  
 surah silk  
 swiss cheese, *but*  
   Swiss watch  
 taintor gate  
 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  
 woodruff key  
 zeppelin

## desktop management interface (DMI)

## deutsche mark

## dial-up

## Diet, Japanese (legislative body)

## diplomatic corps (see also Corps; service)

## Director, if referring to head of Federal

or international unit; the Director:

District Director of Internal Revenue

of Coast and Geodetic Survey

of Fish and Wildlife Service

Office of Management and Budget

of the Mint

*but* director, board of directors (non-governmental)

## Director General of Foreign Service; the

Director General; the Director

## diseases and related terms:

AIDS (acquired immunodeficiency syndrome)

Alzheimer's disease

cerebral palsy

Down's syndrome

German measles

Hodgkin's disease

Lyme disease

Marfan's syndrome

Meniere's syndrome

myasthenia gravis

Parkinson's disease

Reye's syndrome

spina bifida

## Distinguished Service Medal, etc. (see decorations)

## District, if part of name; the district:

Alexandria School District No. 4;  
 school district No. 4

Chicago Sanitary; the sanitary district

Congressional (with number)

Federal (see Federal)

1st Naval; naval district

Los Angeles Water; the water district

Manhattan Engineer (atomic)

*but* customs district No. 2; first assembly district

## District of Columbia; the District:

Anacostia Flats; the flats

Arlington Memorial Bridge; the Memorial Bridge; the bridge

District jail; the jail; DC jail

Ellipse, the

General Hospital; the hospital

Highway Bridge; 14th Street Bridge; the bridge

## District of Columbia—Continued

Mall, The National; The Mall  
 Mayor (when pertaining to the District of Columbia only)  
 Metropolitan Police; Metropolitan policeman; the police  
 Monument Grounds; the grounds  
 Monument, Washington; the monument  
 police court  
 Public Library; the library  
 Reflecting Pool; the pool  
 Tidal Basin; the basin  
 Washington Channel; the channel  
 Divide, Continental (Rocky Mountains); the divide  
 Divine Father; *but* divine guidance, divine providence, divine service  
 Division, Army, if part of name: 1st Cavalry Division; 1st Air Cavalry Division; the division  
 Division, if referring to Federal governmental unit; the Division:  
     Buick Division; the division; a division of General Motors  
 Passport; the Division  
     *but* Trinity River division (reclamation); the division  
 Dixie; Dixiecrat  
 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 and Thirty  
 Document Style and Semantics Language (DSSL)  
 Domain Name Service (DNS)  
 Dominion of Canada, of New Zealand, etc.; the Dominion; *but* British dominions; a dominion; dominion status  
 dots per inch (dpi)  
 Draconian  
 drawing II, A, 3, etc.; *but* Drawing 2 when part of title: Drawing 2.—Hydroelectric Power Development  
 Dust Bowl (see Bowl)

e-mail (lowercase within a sentence)

E-mail (uppercase "E" to start a sentence)

Earth (planet)

East:

Coast (Africa)  
 Europe (political entity)  
 Middle, Mideast (Asia)  
 Near (Balkans)  
 Side of New York  
 South Central States  
 the East (section of United States); *also* Communist political entity

east:

Africa  
 coast (U.S.)  
 Pennsylvania

Eastern:

Europe (political entity)  
 Far (Orient) (see Far East)  
 Gulf States  
 Hemisphere (see Hemisphere)  
 Middle, Mideast (Asia)  
 North Central States  
 Shore (Chesapeake Bay)  
 States  
 United States  
 eastern:  
     France  
     seaboard  
     time, eastern standard time (see time)  
     Wisconsin

easterner

EE-bond

electoral college; the electors

Elizabethan Age (see Ages)

Emancipation Proclamation (see Proclamation)

Embassy, British, etc.; the Embassy

Emperor, Japanese, etc.; the Emperor

Empire, Ottoman; the empire

Engine Company, Bethesda; engine company No. 6; No. 6 engine company; the company

Engineer officer, etc. (of Engineer Corps); the Engineers

Engineers, Chief of (Army)

Engineers, Corps of (see Corps)

Envoy Extraordinary and Minister Plenipotentiary; the Envoy; the Minister

Equator, the; equatorial

Establishment, if part of name; the establishment:

Army

Army Field

Defense

Federal

Military

Naval; *but* naval establishments

Navy

Postal

Regular

Reserve

Shore

*but* civil establishment; legislative establishment

Estate, Girard (a foundation); the estate

estate, third (the commons); fourth (the press); etc.

Eurodollar

European theater of operations; the European theater; the theater

Excellency, His; Their Excellencies

Exchange, New York Stock; the stock exchange; the exchange

Executive (President of United States): Chief

Decree No. 100; Decree 100; *but* Executive decree; direction

Document No. 95

Mansion; the mansion; the White House

Office; the Office

Order No. 34; Order 34; *but* Executive order

power

executive:  
   agreement                   document  
   branch                    paper  
   communication           privilege  
   department  
 exhibit 2, A, II, etc.; *but* Exhibit 2, when  
   part of title: Exhibit 2: Capital Ex-  
   penditures, 1935–49  
 Expedition, Byrd; Lewis and Clark; the  
   expedition  
 Experiment Station (see Station)  
 Explorer I, etc.  
 Exposition, California-Pacific Inter-  
   national, etc.; the exposition  
 Express, if part of name: Federal Ex-  
   press, the  
 Extended Binary Coded Decimal Inter-  
   change Code (EBCDIC)  
 Extensible Markup Language (XML)  
 Fair Deal  
 Fair, World's, etc.; the fair; Texas State  
   Fair  
 fall (season)  
 Falls, Niagara; the falls  
 Far East, Far Eastern (the Orient); Far  
   West (U.S.); *but* far western  
 Farm, if part of name; the farm:  
   Johnson Farm; *but* Johnson's farm  
   San Diego Farm  
   Wild Tiger Farm  
 Farm Belt (see Belt)  
 Fascist; Fascisti; fascistic; fascism  
 Father of his Country (Washington)  
 Fathers (Founding)  
 Fed, the (no period)  
 Federal (synonym for United States or  
   other sovereign power):  
   District (Mexico)  
   Establishment  
   Government (of any national govern-  
   ment)  
   grand jury; the grand jury  
   land bank (see Bank)  
   Register (publication); the Register  
   Reserve bank (see Bank)  
   Reserve Board, the Board; *also* Fed-  
   eral Reserve System, the System;  
   Federal Reserve Board Regulation  
   W, *but* regulation W  
   *but* a federal form of government  
 Federal Bulletin Board (FBB)  
 Federal Depository Gateways  
 federally  
 fellow, fellowship (academic); (lowercase  
   with name)  
 Fiber Distributed Data Interface (FDDI)  
 Field, Byrd, Stewart, etc.; the field  
 figure 2, A, II, etc. (illustration); *but* Fig-  
   ure 2, when part of legend: Figure  
   2.—Market scenes  
 File Transfer Protocol (FTP)  
 firewall  
 firm names:  
   ACDelco  
   Aluminium, Ltd.  
   America Online  
   Appleton-Century-Crofts, Inc.

firm names—Continued  
   Bausch & Lomb Inc.  
   Bristol Myers Squibb Co.  
   Carson, Pirie, Scott & Co.  
   Champion International Corp.  
   Coldwell Banker  
   Colgate-Palmolive Co.  
   Curtiss-Wright Corp.  
   DeVilbiss Air Power Co.  
   Dow Jones & Co., Inc.  
   Dun & Bradstreet  
   E.I. du Pont de Nemours & Co.  
   Eagle-Picher Industries, Inc.  
   Great Atlantic & Pacific Tea Co.  
   (A&P)  
   Hamilton Beach/Proctor Silex, Inc.  
   Hartmarx Corp.  
   Hewlett-Packard  
   Houghton Mifflin Co.  
   Ingersoll-Rand Co.  
   Intel Corp.  
   Johns-Manville Corp.  
   Kennecott Exploration Co.  
   Kmart  
   Libbey-Owens-Ford Co.  
   Macmillan Co.  
   MCI Worldcom  
   Merck Sharp & Dohme  
   Merrill Lynch & Co.  
   Microsoft  
   Olin Corp.  
   J.C. Penney Co., Inc.  
   Phelps Dodge Corp.  
   Pfizer Inc.  
   PricewaterhouseCoopers  
   Procter & Gamble Co.  
   Rand McNally & Co.  
   Rolls-Royce  
   Sears, Roebuck & Co.  
   Smith Corona Corp.  
   SmithKline Beecham  
   Sun Microsystems  
   Sunoco Inc.  
   3M  
   Trans World Airlines  
   Underwriters Laboratories, Inc.  
   Unisys Corp.  
   US Airways  
   USX Corporation  
   Wal-Mart  
   Weyerhaeuser Co.  
   Xerox Corp.  
 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

## Fleet—Continued

Marine Force  
 Naval Reserve  
 Pacific, etc. (naval)  
 6th Fleet, etc.  
 U.S.  
 floor (House or Senate)  
 flyway; Canadian flyway, etc.  
 Force(s), if part of name; the force(s):  
   Active Forces  
   Active-Duty  
   Air (see also Air Force)  
   All-Volunteer  
   Armed Forces (synonym for overall U.S. Military Establishment)  
   Army Field Forces; the Field Forces  
   Fleet Marine  
   Navy Battle (see Navy)  
   Navy Scouting (see Navy); Reserve Force  
   Rapid Deployment  
   7th Task; the task force; *but* task force report (Hoover Commission)  
   United Nations Emergency; the Emergency Force; the Force; *but* United Nations police force  
 foreign cabinets:  
   Foreign Office; the Office  
   Minister of Foreign Affairs; Foreign Minister; the Minister  
   Ministry of Foreign Affairs; the Ministry  
   Premier  
   Prime Minister  
 Foreign Legion (French); the legion  
 Foreign Service; the Service:  
   officer  
   Officer Corps; the corps  
   Reserve officer; the Reserve officer  
   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  
 Format Output Specifications Instance (FOSI)  
 Fort McHenry, etc.; the fort  
 Foundation, if part of name; capitalized standing alone if referring to Federal unit:  
   Chemical; the foundation  
   Ford; the foundation  
   Infantile Paralysis; 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:  
   Common Market Fund; the Fund  
   Development Loan Fund; the Fund (U.S. Government corporation)  
   International Monetary; the Fund  
   Rockefeller Endowment; the fund  
   Special Projects (United Nations); the Fund  
   *but* civil service retirement fund; highway trust fund; mutual security fund; national service life insurance fund; revolving fund

## Gadsden Purchase

Gallery of Art, National (see National)  
 Gallup Poll; the poll  
 gateway  
 Gateway-to-Gateway Protocol (GGP)  
 Geiger counter  
 General Board (of Navy) (see Board)  
 General Order No. 14; General Orders No. 14; a general order

## General Schedule

## gentile

## Geographer, the (State Department)

geographic terms (terms, such as those listed below,³ are capitalized if part of name; are lowercased in general sense (rivers of Virginia and Maryland)):

Archipelago	Branch (stream)
Area	Brook
Arroyo	Butte
Atoll	Canal; the canal (Panama)
Bank	Canyon
Bar	Cape
Basin, Upper	Cascade
(Lower) Colorado	Cave
River, etc. (legal entity); <i>but</i>	Cavern
Hansen flood-control basin;	Channel; <i>but</i> Mississippi River channel(s)
Missouri River basin (drainage);	Cirque
upper Colorado	Coulee
River storage project	Cove
Bay	Crag
Bayou	Crater
Beach	Creek
Bench	Crossroads
Bend	Current (ocean feature)
Bight	Cut
Bluff	Cutoff
Bog	Dam
Borough (boro)	Delta
Bottom	Desert

³ List compiled with cooperation of the U.S. Board on Geographic Names.



## geographic terms—Continued

Divide	Neck
Dome (not geologic)	Needle
Draw (stream)	Notch
Dune	Oasis
Escarpment	Ocean
Estuary	Oxbow
Falls	Palisades
Fault	Park
Flat(s)	Pass
Floodway	Passage
Ford	Peak
Forest	Peninsula
Fork (stream)	Plain
Gap	Plateau
Geyser	Point
Glacier	Pond
Glen	Pool
Gorge	Port (water body)
Gulch	Prairie
Gulf	Range (mountain)
Gut	Rapids
Harbor	Ravine
Head	Reef
Hill	Reservoir
Hogback	Ridge
Hollow	River
Hook	Roads (anchorage)
Horn	Rock
Hot Spring	Run (stream)
Icefield	Sea
Ice Shelf	Seaway
Inlet	Shoal
Island	Sink
Isle	Slough
Islet	Sound
Keys (Florida only)	Spit
Knob	Spring
Lagoon	Spur
Lake	Strait
Landing	Stream
Ledge	Summit
Lowland	Swamp
Marsh	Terrace
Massif	Thoroughfare
Mesa	Trench
Monument	Trough
Moraine	Valley
Mound	Volcano
Mount	Wash
Mountain	Waterway
Narrows	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

gopher

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

Government:

British, etc.; the Government  
Canal Zone; the government  
department, officials, -owned, publica-  
tions, etc. (U.S. Government)  
National and State Governments  
Printing Office (see Office)  
U.S.; National; Federal

Government Information Locator Serv-  
ice (GILS)Government information product  
government:

Churchill

Communist

District (of Columbia)

European governments

Federal, State, and municipal govern-  
ments

insular; island

military

seat of

State

State and Provincial governments

Territorial

governmental

Governor:

of Louisiana, etc.; the Governor; a  
Governor; State Governor(s); Gov-  
ernors' conference

of Puerto Rico; the Governor  
of the Federal Reserve Board; the  
Governor

Governor General of Canada; the Gov-  
ernor General

GPO Access

grade, market (see market grades)

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

Graphical Device Interface (GDI)

Graphical User Interface (GUI)

Graphics Interchange Format (GIF)

Great:

Basin

Beyond

Depression

Divide

Lakes; the lakes; lake(s) traffic

Plains; *but* southern Great Plains

Rebellion (see Rebellion)

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:

G7 (Group of 7) (representatives of  
the seven leading industrial na-  
tions)

Helsinki Monitoring; the group

Military Advisory Group; the group

Standing (see Organization)

group 2, II, A, etc.; *but* Group 2, when  
part of title: Group II: List of Coun-  
ties by States

guaranteed annual wage (GAW)

Guard, National (see National)

guardsman (see Coast Guard; National  
Guard)

Gulf:

Coast States; *but* gulf coast

Gulf—Continued  
 of Mexico; the gulf  
 States  
 Stream; the stream

Hall (U.S. Senate or House)  
 Halls of Congress  
 H-bomb; H-hour  
 Headquarters:  
 Alaska Command; the command head-  
 quarters  
 4th Regiment Headquarters; regimen-  
 tal headquarters  
 32d Division Headquarters; the divi-  
 sion headquarters  
 hearing examiner  
 Heaven (Deity); heaven (place)  
 Heimlich maneuver  
 hell (place)  
 Hells (no apostrophe) Canyon  
 Hemisphere, Eastern; Western; etc.; the  
 hemisphere  
 High Church  
 High Commissioner  
 High Court (see Supreme Court)  
 High School, if part of name: Western;  
 the high school  
 Highway Bridge (Washington, DC); the  
 bridge  
 Highway No. 40; Route 40; State Route  
 9; the highway  
 Hill (the Capitol)  
 His Excellency the Duke of Argyll, etc.;  
 His Excellency; Their Excellencies  
 His Majesty; Her Majesty; Their Maj-  
 esties  
 Hispanic  
 historic events and epochs:  
 Reformation, the  
 Renaissance, the  
 Restoration, the (English)  
 Revolution of July (French)  
 Revolution, the (American, 1775;  
 French, 1789; English, 1688)

holidays and some special days:  
 Admission Day  
 All Fools' (April Fools') Day  
 Arbor Day  
 Armed Forces Day  
 Christmas Day, Eve  
 Columbus Day  
 D-day; D-plus-4-day  
 Father's Day  
 Flag Day  
 Founders' Day  
 Fourth of July  
 Halloween  
 Hanukkah  
 Hogmanay  
 Inauguration Day (Federal)  
 Independence Day (Fourth of July)  
 Labor Day  
 Lincoln's Birthday  
 Lord's day  
 M-day (mobilization day)  
 Martin Luther King, Jr., Day  
 Memorial Day (also Decoration Day)  
 Mother's Day  
 New Year's Day, Eve

holidays and some special days—Contin-  
 ued  
 Presidents Day  
 Rosh Hashanah  
 St. Valentines Day  
 Thanksgiving Day  
 V-E Day; V-J Day  
 Veterans (no apostrophe) Day  
 Washington's Birthday  
 Yom Kippur  
*but* election day; primary day  
 Holocaust (World War II); a holocaust  
 Holy Scriptures; Holy Writ (Bible)  
 Home (see Naval; Soldiers')  
 home page  
 Hospice, if part of name  
 Hospital, if part of name; the hospital:  
 District of Columbia General  
 5th Regiment  
 Freedmen's  
 St. Elizabeths (no apostrophe)  
*but* naval (marine or Army) hospital  
 hospital corpsman (see corpsman)  
 House, if part of name:  
 Johnson house (private residence)  
 Lee (hotel); the house  
 of Representatives; the House (U.S.)  
 of the Woods (palace); the house  
 Office Building (see Building)  
 Ohio (State); the house  
*but* both Houses; lower (or upper)  
 House (Congress)  
 House of Representatives (U.S.), titles  
 of officers standing alone capital-  
 ized:  
 Chairman (Committee of the Whole)  
 Chaplain  
 Clerk; *but* legislative clerk, etc.  
 Doorkeeper  
 Official Reporter(s) of Debates  
 Parliamentary  
 Postmaster  
 post office  
 Sergeant at Arms  
 Speaker pro tempore  
 Speaker; speakership  
 HUD (Department of Housing and  
 Urban Development)  
 Hudson's Bay Co.  
 Hurricane Dale, Danny, Darcy, etc.  
 HyperText-browser for Telnet accessible  
 sites (HYTELNET)  
 HyperText Markup Language (HTML)  
 HyperText Transfer Protocol (HTTP)  
 HyperText Transfer Protocol Daemon  
 (HTTDP)

ice age (see Ages)  
 Indians:  
 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)  
 Initiative, Caribbean Basin; *but* strate-  
 gic 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 Institute; 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  
 Integrated Services Digital Network (ISDN)  
 intercoastal waterway (see waterway)  
 interdepartmental  
 interface  
 International Court of Justice; the Court  
 international:  
   banks (see Bank)  
   dateline  
   boundary  
   law  
   Morse code (see Code)  
 International Telecommunications Union (ITU)  
 Internet, Intranet  
 Internet Control Message Protocol (ICMP)  
 Internet Protocol (IP)  
 Internet service provider (ISP)  
 Interstate 95; I-95; the interstate  
 Intracoastal Waterway; the waterway  
   (see also waterway)  
 intrastate  
 Irish potato  
 Iron Cross (see decorations)  
 Iron Curtain; the curtain  
 Isthmian Canal (see Canal)  
 Isthmus of Panama; the isthmus  
 Ivory Coast
- Japan Current (see Current)  
 Java  
 Java applets  
 JavaBeans  
 JavaScript  
 Jersey cattle  
 Job Corps  
 Joint Chiefs of Staff; Chiefs of Staff  
 Joint Committee on Printing (see Committee)  
 Joint Photographic Experts Group (JPEG)  
 Journal clerk; the clerk  
 Journal (House or Senate)  
 Judge Advocate General, the  
 judge; chief judge; circuit judge; district judge; *but* Judge Bryan  
 Justice; Justice O'Connor  
 just in time (JIT)  
 judiciary, the
- Kennedy round  
 Kermit  
 King of England, etc.; the King  
 Koran, the; Koranic  
 Kruggerand
- 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, Salt; the lake  
 Lane, if part of name: Maiden; the lane  
 Latter-day Saints  
 law, Walsh-Healey, etc.; law 176; law No. 176; copyright law; Ohm's, etc.  
 League, Urban; the league  
 Legation, Finnish, etc.; the Legation  
 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  
 Liberty Bell; Liberty ship  
 Librarian of Congress; the Librarian  
 Library:  
   Army; the library  
   Harry S. Truman; the library  
   of Congress; the Library  
   Hillsborough Public; the library  
 Lieutenant Governor of Idaho, etc.; the Lieutenant Governor  
 Light, if part of name; the light:  
   Boston  
   Buffalo South Pier Light 2; *but* light No. 2; light 2  
   *but* Massachusetts Bay lights  
 Lighthouse (see Light Station)  
 Lightship, if part of name; the lightship:  
   Grays Reef Lightship  
   North Manitou Shoal Lightship  
 Light Station, if part of name; the light station; the station:  
   Minots Ledge Light Station  
   Watch Hill Light Station  
 Line(s), if part of name; the line(s):  
   Burlington Lines (railroad)  
   Greyhound Line (bus)  
   Holland-America Line (steamship)  
   Maginot (fortification)  
 line:  
   DEW (Distant Early Warning)  
   Mason-Dixon line *or* Mason and Dixon's line  
   Pinetree  
   State  
 Link Access Procedure for Modems (LAPM)

listserv  
 Little Inch; Big Inch (pipelines)  
 local area network (LAN)  
 Local: Teamsters Local Union No. 15;  
     *but* local No. 15  
 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  
  
 MacTCP  
 MacWais  
 Mafia  
 Magna Carta  
 Majesty, His, Her (see His Majesty)  
 Majority Leader Lott; *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 (indi-  
         viduals)  
     Organized Reserve; the Reserve  
     *also* a marine; a woman marine; the  
     women marines (individuals); sol-  
     diers, sailors, coastguardsmen, and  
     marines  
 Maritine Provinces (Canada) (see Prov-  
     ince)  
 market grades and classes:  
     U.S. grade A  
     barley: Western, Mixed, Malting Two-  
         rowed  
     beans: Red Kidney, U.S. No. 2 Pea  
     cattle: Prime, Choice, Good  
     corn: Yellow, White, Mixed, Dent  
     cotton: Middling, Strict Good Ordi-  
         nary, Strict Low Middling, Good Ordi-  
         nary, etc.  
     hay: Timothy Light Clover Mixed, Up-  
         land Prairie  
     oats: White, Red, Mixed  
     soybeans: Yellow, Black, Mixed  
     tobacco: Flue-cured, Fire-cured, Cigar-  
         wrapper  
     wheat: Hard Red Spring, Red Durum,  
         Durum, Hard Red Winter, White,  
         Mixed, etc.  
     wool: Grade 60's or one-half blood  
 Marshal (see Supreme Court)  
 marshal (U.S.)  
 medals (see decorations)  
 Medicaid

Medicare Act; Medicare plan  
 Medicare Program  
 MediCal  
 Medicare-plus  
 Medigap  
 Member, if referring to Senator, Rep-  
     resentative, Delegate, or Resident  
     Commissioner of U.S. Congress;  
     *also* Member at Large; Member of  
     Parliament, etc.; *but* membership;  
     member of U.S. congressional com-  
     mittee  
 Memorial: Jefferson, Lincoln, Vietnam,  
     etc.; the memorial  
 Merchant Marine Reserve; the Reserve;  
     *but* U.S. merchant marine; the mer-  
     chant marine  
 methods of access  
 Metroliner  
 Metropolitan Washington, etc.; *but*  
     Washington metropolitan area  
 MHz  
 midcontinent region  
 Middle Ages (see Ages)  
 Middle Atlantic States  
 Middle East; Mideast; Mideastern; Mid-  
     dle Eastern (Asia)  
 middle Europe  
 Middle West, Midwest (section of United  
     States)  
 Middle Western States; Midwestern  
     States; *but* midwestern farmers, etc.  
 Midsouth (section of United States)  
 Military Academy (see Academy)  
 Military Establishment (see Establish-  
     ment)  
 Militia, if part of name; the militia:  
     1st Regiment Ohio  
     Indiana  
     Naval  
     of Ohio  
     Organized  
 milkshed, Ohio, etc. (region)  
 millennium  
 millions of instructions per second  
     (MIPS)  
 Minister Plenipotentiary; the Minister;  
     Minister Without Portfolio (see *also*  
     foreign cabinets)  
 Ministry (see foreign cabinets)  
 Minority Leader Thomas A. Daschle; *but*  
     the minority leader (U.S. Congress)  
 Mint, Philadelphia, etc.; the mint  
 minutemen (colonial)  
 missiles: capitalize such missile names  
     as Hawk, Hound Dog, Redeye, Scud,  
     Trident, etc.; *but* cruise missile, air-  
     to-air missile, surface-to-air missile,  
     etc.  
 Mission, if part of name; the mission:  
     Gospel Mission  
     Mission 66  
     *but* diplomatic mission; military mis-  
     sion; Jones mission  
 Monument:  
     Bunker Hill; the monument  
     Grounds; the grounds (Washington  
         Monument)

## Monument—Continued

National (see National)

Washington; the monument (District of Columbia)

## Moon

## Mountain States

mountain time, mountain standard time (see time)

## Moving Pictures Experts Group (MPEG)

Mr. Chairman; Mr. Secretary; etc.

## MS-DOS

## Multipurpose Internet Mail Extensions (MIME)

## Museum, capitalize with name; the museum:

Army Medical; the Medical Museum Field

National

National Air; the Air Museum

## Narrowband ISDN (N-ISDN)

Nation (synonym for United States); *but* a nation; nationwide; *also* French nation, Balkan nations

Nation, Creek; Osage; etc.; the nation nation, in general, standing alone

National, in conjunction with capitalized name:

Academy of Sciences (see Academy) and State institutions, etc.

Archives and Records Administration Capital (Washington); the Capital; *but* national capital area

Endowment for the Arts; the Endowment

Gallery of Art; the National Gallery; the gallery

Grange; the Grange

Guard, Ohio, etc.; Air National; the National Guard; the Guard; a guardsman; *but* a National Guard man; National Guardsman

Institute (see Institute)

Legislature (see Legislature)

Monument, Muir, etc.; the national monument; the monument

Museum (see Museum)

Naval Medical Center (Bethesda, MD)

Park, Yellowstone, etc.; Yellowstone Park; the national park; the park

Treasury; the Treasury

War College

Woman's Party; the party

Zoological Park (see Zoological)

## national:

agency check (NAC)

anthem, customs, spirit, etc.

British, Mexican, etc.

defense agencies

stockpile

water policy

Native, Alaska; *but* Ohio native, etc. (see Alaska)

## Naval, if part of name:

Academy (see Academy)

Base, Guam Naval; the naval base

District, 1st Naval (see District)

Establishment (see Establishment)

## Naval—Continued

Home (Philadelphia); the home

Militia; the militia

Observatory (see Observatory)

Potomac River Naval Command (see Command)

Reserve; the Reserve; a reservist

Reserve Force; the force

Reserve officer; a Reserve officer

Shipyards (if preceding or following name): Brooklyn Naval Shipyard; Naval Shipyard, Brooklyn; *but* the naval shipyard

Station (if preceding or following name): Key West Naval Station; Naval Station, Key West; the station

Volunteer Naval Reserve

War College; the War College; the college

naval, in general sense:

command (see Command)

district (see District)

expenditures, maneuvers, officer, service, stores, etc.

petroleum reserves; *but* Naval Petroleum Reserve No. 2 (Buena Vista Hills Naval Reserve); reserve No. 2

navel orange

Navy, American or foreign, if part of name; capitalized standing alone only if referring to U.S. Navy:

Admiral of the; the admiral

Battle Force; the Battle Force; the force

Establishment; the establishment

Hospital Corps; hospital corpsman; the corps

Regular

regulation 56

Scouting Force; the scouting force; the force

Seabees (construction battalion); a Seabee

7th Task Force (see Force)

navy yard

Nazi; nazism

Near East (Balkans, etc.)

network

network address translation module (NAT)

Network News Transfer Protocol (NNTP)

Negro (see Black)

New Deal; anti-New Deal

New, if part of name: New Willard

New England States

New World; *but* new world order

Nine Power Treaty; the treaty

North:

Atlantic

Atlantic Pact (see Pact)

Atlantic States

Atlantic Treaty (see Treaty)

Atlantic Treaty Organization (NATO) (see Organization)

Equatorial Current (see Current)

Korea

North—Continued  
 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  
 Nineteenth Census (see Census)

Observatory, capitalized with name:  
 Astrophysical; the Observatory  
 Lick; the observatory (nongovernmental)  
 Naval; the Observatory

Occident, the; occidental

Ocean, if part of name; the ocean:  
 Antarctic  
 Arctic  
 Atlantic  
 North Atlantic, etc.  
 Pacific  
 South Pacific, etc.  
 Southwest Pacific, etc.

Oceanographer (the Hydrographer), Navy

Office, if referring to unit of Federal Government; the Office:  
 Executive  
 Foreign (see foreign cabinets)  
 General Accounting; the Accounting Office; the Office  
 Government Printing; the Printing Office; the Office  
 Naval Oceanographic  
 of Alien Property  
 of Chief of Naval Operations  
 of General Counsel  
 of Management and Budget  
 of Personnel Management (formerly Civil Service Commission)  
 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

officer—Continued  
 Marine; *but* naval and marine officers  
 Navy; Navy and Marine officers  
 Regular Army; Regular; a Regular Reserve  
 WAC, WAVE

Old Dominion (Virginia)  
 Old South  
 Old World  
 Olympic games; Olympiad; XXIII Olympic games  
 ombudsman, Maryland (State)  
 online  
 Operation Deep Freeze, Snowdrop, etc.; *but* Deep Freeze operation  
 optical character recognition (OCR)  
 Order of Business No. 56 (congressional calendar)  
 Ordnance:  
 Corps (see Corps)  
 Department; the Department  
 Depot (see Depot)  
 Organization, if part of name; capitalized standing alone if referring to international unit:  
 International Labor  
 North Atlantic Treaty (NATO):  
 Chiefs of Staff  
 Committee of Defense Ministers  
 Council  
 Council of Foreign Ministers  
 Defense Committee  
 Military Committee  
 Military Production and Supply Board  
 Mutual Defense Assistance Program  
 Pact (see Pact)  
 Regional Planning Group;  
 the Group  
 Standing Group; the Group  
 of American States (formerly Pan American Union)  
 United Nations Educational, Scientific, and Cultural Organization (Unesco®) (formerly UNESCO)

Organized:  
 Marine Corps Reserve; Marine Reserve; the Reserve  
 Militia; the militia  
 Naval Militia; the Naval Militia; the militia  
 Reserve Corps; the Reserve

Orient, the; oriental

Outer Continental Shelf (see Continental)

Pacific (see also Atlantic):  
 Basin  
 coast  
 Coast (*or* slope) States  
 Northwest  
 rim  
 seaboard  
 slope  
 South  
 States  
 time, Pacific standard time (see time)  
*but* cispacific; transpacific

- Packet Internet Groper (PING)  
 Pact, capitalized with name; lowercased standing alone:  
   Atlantic; Atlantic Defense  
   Baghdad  
   Four Power  
   Kellogg  
   North Atlantic; North Atlantic Defense  
 page description language (PDL)  
 pan-American games; *but* Pan American Day  
 Pan American Union (see Organization of American States)  
 Panel, the Federal Service Impasses (Federal), etc.; the Panel  
 Panhandle of Texas; Texas Panhandle; the panhandle; etc.  
 papers, Woodrow Wilson, etc.; the papers; *but* white paper  
 Parish, Caddo, etc.; *but* parish of Caddo (Louisiana civil division); the parish  
 Park, Fairmount, etc.; the park (see also National)  
 Park Police, U.S.; park policeman  
 Park, Zoological (see Zoological)  
 Parkway, George Washington Memorial; the memorial parkway; the parkway  
 Parliament, Houses of; the Parliament  
 Parliamentary (U.S. Senate or House)  
 part 2, A, II, etc.; *but* Part 2, when part of title: Part 2: Iron and Steel Industry  
 Pass, Brenner, capitalized if part of name; the pass  
 patent (see Letters Patent)  
 Patrol, U.S. Border; the Border Patrol  
 Peninsula Upper (Lower) (Michigan); the peninsula  
 Penitentiary, Albany, etc.; the penitentiary  
 permanent access service  
 personal computer (PC)  
 petrodollar  
 phase 2; phase I  
 Philippine Republic (see Republic)  
 Pilgrim Fathers (1620); the Pilgrims; a Pilgrim  
 Place, if part of name: Jefferson Place; the place  
 Plains (Great Plains), the  
 plan:  
   Colombo  
   controlled materials  
   5-year  
   Marshall (European Recovery Program)  
   Reorganization Plan No. 6 (Hoover Commission); plan No. 1  
 Planetarium, Fels, Hayden; the planetarium  
 Plant, Rockford Arsenal; the plant; *but* United States Steel plant  
 plate 2, A, II, etc.; *but* Plate 2, when part of title: Plate 2.—Rural Structures  
 Plaza, Union Station (Washington, DC); the plaza  
 Pledge of Allegiance  
 Point 4 Program; point 4  
 Point of Presence (POP)  
 Point-to-Point Protocol (PPP)  
 Point-to-Point Tunneling Protocol (PTTP)  
 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 (Party, if part of name; the party):  
   Communist; a Communist  
   Conservative; a Conservative  
   Democratic; a Democrat  
   Independent; an Independent  
   Liberal; a Liberal  
   Libertarian; a Libertarian  
   National Woman's; Woman's Party  
   Progressive; a Progressive  
   Republican; Grand Old Party; *but* grand old Republican Party; a Republican  
   Socialist; a Socialist  
 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.  
 P.O. Box (with number); *but* post office box (in general sense)  
 Postal Union (see Union)  
 Postmaster General  
 PostScript  
 Powers, if part of name; the powers (see also alliances):  
   Allied (World Wars I and II)  
   Axis (World War I)  
   Big Four  
   Western  
   *but* European powers  
 precinct; first, 11th precinct  
 Premier (see foreign cabinets)  
 Preserve, Wichita National Forest Game, etc.; Wichita Game Preserve; Wichita preserve  
 Presidency (office of the head of Government)  
 President:  
   of the United States; the Executive; the Chief Magistrate; the Commander in Chief; the President-elect; ex-President; former President; also preceding name  
   of any other country; the President of Federal or international unit  
   *but* president of the Erie Railroad; 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, Auburn, etc.; the prison  
 private key  
 Privy Council, Her Majesty's (see Council)  
 Prize, Nobel, Pulitzer, etc.; the prize  
 Proclamation, Emancipation; Presidential Proclamation No. 24; Proclamation No. 24; the proclamation; *but* Presidential proclamation  
 Program, if part of name:  
   European Recovery  
   Food-for-Peace  
   Head Start  
   Mutual Assistance  
   Mutual Defense Assistance  
   Point 4  
   Social Security  
   Universal Military Training  
 project:  
   Central Valley  
   Manhattan  
   McNary Dam  
   Rochester atomic energy  
   University of California atomic energy  
 Project Farside, Head Start, Sidewinder, Vanguard, etc.; *but* Head Start project; Vanguard project  
 proposition 13  
 Prosecutor; Special Prosecutor (Federal)  
 Province, Provincial, if referring to an administrative subdivision: Ontario Province; Province of Ontario; Maritime Provinces (Canada); the Province  
 Proving Ground, Aberdeen, etc.; the proving ground  
 Public Act 26; Public Law 9; Public 37; Public Resolution 3; *but* public enemy No. 1  
 Public Printer; the Government Printer; the Printer  
 public utility district (see District)  
 Pueblo, Santa Clara; the pueblo  
 Puerto Rico:  
   government  
   Governor of; the Governor  
   Legislative Assembly of; the legislative assembly  
   Provisional Regiment; *but* Puerto Rico regiment  
   Resident Commissioner  
 Purchase, Gadsden, Louisiana, etc.  
 Puritan; puritanical  
 Pyrrhic victory  
  
 Quad Cities (Davenport, Rock Island, Moline, and East Moline)  
 queue  
 query  
  
 Radio Free Europe  
 Railroad, Alaska; the Railroad  
 Ranch, King, etc.; the ranch  
 Random-Access Memory (RAM)  
 Range, Cascade, etc. (mountains); the range  
 README file  
 Rebellion, if part of name; the rebellion:  
   Boxer

Rebellion—Continued  
   Great (Civil War)  
   War of the  
   Whisky  
 Reconstruction period (post-Civil War)  
 Red army  
 Red Cross, American (see American)  
 Reds, the; a Red (political)  
 redundant array of inexpensive disks (RAID)  
 Reformation, the  
 Reformatory, Elmira, etc.; the reformatory  
 Refuge, Blackwater Migratory Bird, etc.; Blackwater Bird Refuge; Blackwater refuge  
 region, north-central, etc.; first region, 10th region; region 7; midcontinent  
 Register of the Treasury; the Register  
 Regular Army, Navy; a Regular (see also officer)  
 regulation:  
   ceiling price regulation 8  
   56 (Navy)  
   supplementary regulation 22  
   Veterans Regulation 8; *but* veterans regulations  
 W (see also Federal Reserve Board)  
 Reign of Terror (France, 1792)  
 religious terms:  
   Bahai  
   Baptist  
   Brahman  
   Buddhist  
   Catholic; Catholicism; *but* catholic (universal)  
   Christian  
   Christian Science  
   Evangelical United Brethren  
   Jewish  
   Latter-day Saints  
   Muslim (preferred) or Moslem; Shiite; Sunni  
   New Thought  
   Protestant; Protestantism  
   Seventh-day Adventists  
   Seventh-Day Baptists  
   Zoroastrian  
 remote procedure call (RPC)  
 Renaissance, the (era)  
 reorganization plan (see plan)  
 Report, if part of name (with date or number); the annual report; the report:  
   Annual Report of the Secretary of Defense for the year ended September 30, 1991  
   1991 Report of the Chief of the Forest Service  
   Grace Commission report  
   President's Economic Report; the Economic Report  
   Railroad Retirement Board Annual Report, 1991; *but* annual report of the Railroad Retirement Board  
   Report No. 31  
   United States Reports (publication)  
 Reporter, the (U.S. Supreme Court)



- Representative; Representative at Large (U.S. Congress); U.N.
- Republic, capitalized if part of name; capitalized standing alone if referring to a specific government:
- Czech
  - French
  - Irish
  - of Bosnia and Herzegovina
  - of Panama
  - of the Philippines; Philippine Republic
  - Slovak (Slovakia)
  - United States
  - also* the American Republics; South American Republics; the Latin American Republics; the Republics
- Reservation (forest, military, or Indian), if part of name; the reservation:
- Great Sioux
  - Hill Military
- 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
  - Volunteer Naval
- Reserves, the; reservist
- Resident Commissioner (see Member; Puerto Rico)
- Resolution, with number; the resolution:
- House Joint Resolution 3
  - Public Resolution 6
  - Resolution 42
  - Senate Concurrent Resolution 18
  - War Powers Resolution (short title)
  - but* Tonkin resolution
- Revised Statutes (U.S.); Supplement to the Revised Statutes; the statutes
- Revolution, Revolutionary (if referring to the American, French, or English Revolution) (see also War)
- Rich Text Format (RTF)
- 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 No. 12466; mail route 1742; railway mail route 1144; *but* Route 40, State Route 9 (highways)
- Royal Decree No. 24; Decree 24; the royal decree
- rule 21; rule XXI; *but* Rule 21, when part of title: Rule 21: Renewal of Motion
- Ruler of the Universe (Deity)
- 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
- Sabbath; Sabbath Day
- sanitary district (see District)
- savings bond (see bond)
- schedule 2, A, II, etc.; *but* Schedule 2, when part of title; Schedule 2: Open and Prepay Stations
- School, if part of name; the school:
- any school of U.S. Armed Forces
  - Hayes
  - Pawnee Indian
  - Public School 13; P.S. 13
- school district (see District)
- Scriptures; Holy Scriptures (the Bible)
- Seabees (see Navy)
- seaboard, Atlantic, eastern, etc.
- seasons:
- autumn (fall)
  - spring
  - summer
  - winter
- seaway (see geographic terms; Authority; Corporation)
- Second World War (see War)
- Secretariat (see United Nations)
- Secretaries of the Army and the Navy; *but* Secretaries of the military departments; secretaryship
- Secretary, head of national governmental unit:
- of Defense; of State; etc.; the Secretary
  - of State for Foreign Affairs (British); for the Colonies; etc.; the Secretary of the Smithsonian Institution; the Secretary
  - also* the Assistant Secretary; the Executive Secretary
  - but* secretary of the Interstate Commerce Commission; secretary of state of Iowa
- Secretary General: the Secretary General:
- Organization of American States
  - South Pacific Commission
  - United Nations
- section 2, A, II, etc.; *but* Section 2, when part of title: Section 2: Test Construction Theory
- Secure Sockets Layer (SSL)
- 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)

Serial Line Internet Protocol (SLIP)

Sermon on the Mount

server

Service, if referring to Federal unit; the Service:

Customs  
Employment  
Extension  
Fish and Wildlife  
Foreign (see Foreign Service)  
Forest  
Immigration and Naturalization  
Internal Revenue  
Marshalls  
Mediation and Conciliation  
National Park  
Postal  
Secret (Treasury)  
Selective (see also System); *but* selective service, in general sense; selective service classification 1-A, 4-F, etc.

Senior Executive  
Soil Conservation

service:

airmail  
Army  
city delivery  
consular  
customs (see Service)  
diplomatic  
employment (State)  
extension (State)  
general delivery  
naval  
Navy  
parcel post  
postal field  
railway mail (see Division)  
rural free delivery; rural delivery; free delivery  
special delivery  
star route

Shelf, Continental (see Continental)

ship of state (unless personified)

Simple Mail Transfer Protocol (SMTP)

Simple Network Management Protocol (SNMP)

Simple Wide Area Information System (SWAIS)

Sister(s) (adherent of religious order)

Six Nations (see Indians)

Smithsonian Institution (see Institution)

Social Security Administration, application, check, pension, trust fund, system, etc.

Socialist; socialism; socialistic (see also political parties)

Society, if part of name; the society:  
American Cancer Society, Inc.

Boston Medical  
of the Cincinnati

soil bank

soil classifications:

Alpine Meadow	Prairie
Bog	Ramann's Brown
Brown	Red
Chernozem (Black)	Rendzina
Chestnut	Sierozem (Gray)
Desert	Solonchak
Gray-Brown	Solonetz
Podzolic	Soloth
Half Bog	Terra Rossa
Laterite	Tundra
Pedalfer	Wiesenboden
Pedocal	Yellow
Podzol	

Soldiers' Home, if part of name: Ohio  
Soldiers' Home; the soldiers' home; etc.

Solicitor for the Department of Labor, etc.; the Solicitor

Solicitor General (Department of Justice)

Son of Man (Christ)

Sons of the American Revolution (organization); a Son; a Real Son

South:

American Republics (see Republic)  
American States  
Atlantic  
Atlantic States  
Deep South (U.S.)  
Korea  
Midsouth (U.S.)  
Pacific  
Pole  
the South (section of United States); Southland

Southeast Asia

southern California, southeastern California, etc.

Southern States

Southern United States

southerner

Southwest, the (section of United States)

space shuttle; the shuttle

space station

Spanish-American War (see War)

SPAR, popular name, made up of initial letters of motto *semper paratus*—always ready; a Spar

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; *but* Sputnik I, etc.  
 Square, Lafayette, etc.; the square  
 Staff, Foreign Service (see Foreign Service); Air  
 Standard Generalized Markup Language (SGML)  
 standard time (see time)  
 Star of Bethlehem  
 Star-Spangled Banner (see flag)  
 star wars  
 State:  
   government  
   legislature (see Legislature)  
   line, Iowa, Ohio-Indiana, etc.  
   New York  
   of Israel  
   of Pennsylvania  
   of Veracruz  
   of the Union Message/Address  
   out-of-State (adjective); *but* out-of-stater  
   prison  
   rights; States rights  
   Vatican City  
 state:  
   church and  
   of the art: state-of-the-art technology  
   statehood, statehouse, stateside, statewide  
   downstate, tristate, upstate, instate, substate, multistate  
   welfare  
 State's attorney  
 state's evidence  
 States:  
   Arab  
   Balkan  
   Baltic  
   communistic  
   Eastern; *but* eastern industrial States  
   East North Central  
   East South Central  
   Eastern Gulf  
   Eastern North Central, etc.  
   Far Western  
   Gulf; Gulf Coast  
   Lake  
   Latin American  
   lower 48  
   Middle  
   Middle Atlantic  
   Middle Western  
   Midwestern  
   Mountain  
   New England  
   North Atlantic  
   Northwestern, etc.  
   Organization of American  
   Pacific  
   Pacific Coast  
   rights  
   South American  
   South Atlantic  
   Southern  
   the six States of Australia; a foreign state

States—Continued  
   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  
   Key West Naval (see Naval)  
   Nebraska Experiment Station; Experiment Station, Nebraska; Nebraska station  
   Syracuse Air Force  
   television station WSyr-TV  
   Union; Union Depot; the depot  
   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, 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)  
   Fifteen-and-a-Half  
   U Street (not You Street)  
   110th Street  
 subcommittee (see Committee)  
 Subtreasury, New York, etc.; subtreasury at New York; the subtreasury  
 subtropical, subtropic(s) (see tropical)  
 summit meeting; Earth summit  
 Sun  
 Super Bowl  
 Superfund; the fund  
 Superintendent, if referring to head of  
   Federal unit; the Superintendent:  
     of Documents (Government Printing Office)  
     of the Naval (or Military) Academy  
 Supplement to the Revised Statutes (see Revised Statutes)  
 Supreme Bench; the Bench; *also* High Bench; High Tribunal  
 Supreme Court (U.S.); the Court; *also* High Court; titles of officers standing alone capitalized:  
   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: Coast and Geodetic; Geological; National Wilderness Preservation  
 System, if referring to Federal unit; the System:  
   Alaska Communication; the system  
   Federal Credit; the System

## System—Continued

Federal Home Loan Bank; the System  
 Federal Reserve; the System  
 National Forest; the System  
 National Highway; the System  
 National Park; the System  
 National System of Interstate and Defense Highways; National System of Interstate Highways; Interstate System of Highways; Interstate Highway System; the Interstate System; the National System; the system; *but* highway system; Federal road system  
 National Trails; the System  
 National Wild and Scenic Rivers; the System  
 New York Central System; the system  
 Regional Metro System; Metro system  
 Selective Service (see also Service)  
*but* Amtrak railway system; Amtrak system; the system  
*also* Federal land bank system

table 2, II, A, etc.; *but* Table 2, when part of title: Table 2: Degrees of Land Deterioration

Tagged Image File Format (TIFF)

task force (see Force; Report)

Team, USAREUR Field Assistance, etc.; the team

television station (see Station)

Telnet

Ten Commandments

Territorial, if referring to a political subdivision

Territory:

Northwest (1799); the territory  
 Trust Territory of the Pacific Islands; Pacific Islands Trust Territory; the trust territory; the territory  
 Yukon, Northwest Territories; the Territory(ies), Territorial (Canada)  
*but* territory of: American Samoa, Guam, Virgin Islands

The, part of name, capitalized:

The Dalles; The Gambia; The Hague; The Weirs; *but* the Dalles Dam; the Dalles region; the Federal Bulletin Board; the Hague Conference; the Weirs streets

*but* the Adjutant General; the National Archives; the Archives; the Times; the *Mermaid*; the Federal Express

Third World

Thirteen American Colonies, etc. (see Colonies)

Thirteen Original States

Thruway, New York; the thruway time:

Atlantic, Atlantic standard  
 central, central standard  
 Draconian (period of time)  
 eastern, eastern daylight, eastern daylight saving (no s), eastern standard  
 Greenwich civil, etc.  
 local, local standard

## time—Continued

mountain, mountain standard

Pacific, Pacific standard

universal

Time Division Multiplexing Access (TDMA)

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:

Acrilan	Formica
Airwick	Fathometer
Alemite	Fiberglas
Alpha (protein)	(fiberglass in general sense)
Alumel	Fig Newtons
Alundum	Freon
Ameripol	Frigidaire
Anchor (fence)	
Artgum	

Bactratycin	Gameboy
Bakelite	Geon
Band-Aid	Glyptal
Belleekware	Go Kart
Benzedrine	Gyropilot
Bessemer (steel)	Gyrosyn
Blendor (Waring)	
Blue Rock (clay target)	Halon (gas)
	Hercolyn
	Hersheypark
	Hush Puppies
	(shoes)
	Hydroséal

Calgon	Inconel
Calrod	Invar
Carbitol	Iron-Clad
Carborundum	
Catalin	
Caterpillar (tread)	
Celanese	
Celastec	
Cellosolve	Java
Cellucotton	Jeep
(surgical dressing)	
Celluloid (plastics)	Kepone (chlordecone)
Celotex	Kiddie Kar
Chevron	Kleenex
(machinery packing)	Klieglight
Chlorex	Kodak
Chromel (alloy)	Kodapak
CinemaScope	Koroseal
Claratin	Kovar
Coca-Cola	
Coke	Lastex
Corex	LaserWriter
Crawlers	Laundromat
Cyclone (fence)	Leatherette
	Lexide
	Library (paste)
	Lift Gate
	Lollypop
	Lucite
	Lux

Calgon	
Calrod	
Carbitol	
Carborundum	
Catalin	
Caterpillar (tread)	
Celanese	
Celastec	
Cellosolve	
Cellucotton	
(surgical dressing)	
Celluloid (plastics)	
Celotex	
Chevron	
(machinery packing)	
Chlorex	
Chromel (alloy)	
CinemaScope	
Claratin	
Coca-Cola	
Coke	
Corex	
Crawlers	
Cyclone (fence)	

Dacron	
Deepfreeze (home freezer)	
De-Ion	
Dulux	
Duraloy	
Duraplex	
Electro-Silicon	
Elektron	
Emulphor	

	Masonite
	MasterCard
	Methocel
	Micarta
	Modutrol
	Monel (metal)

## trade names and trademarks—Continued

Nekal	Steel-Flex
Nichrome	Stellite
Nicofume	Steri-Pad (surgical dressing)
Nonex	Stifflex
NutraSweet	Styrofoam
Orlon	Sylphon
	Synpor
	Syntron
Paraplex	
Peg Board	Tabasco sauce
Pentium	Talon (fastener)
Perbunan	Technicolor
Permutit	Teflon
Phosphor bronze	TelePrompter
Photronic	Terramycin
Phytin (pharmaceutical product)	Thermit
Ping-Pong	Thermofax
Plexiglas	Thermos (vacuum bottle)
Pliolite	Thiokol
Pliowax	Transite
Polane	Tylenol
Polaroid	
Porocel	Uformite
Portland cement	U-Haul
Primacord	UNIX
Prozac	
Push-Back (theater chairs)	Vacumatic
	Varsol
Pyralin	Vaseline
Pyrex glass	Velcro
	Verichrome
Refinite	ViewSonic
Revertex	Vistac
Rocklath (plaster-board)	Vistanex (-Medium)
Rockwell (tester)	Vultex
	Walkman
Scotch (pressure-sensitive tape, etc.)	Windbreaker
	Windows NT
Shakeproof	Word Perfect
Sheetrock	
Slim Jims	Xerox
Snow Crop	
Solvesso	Yahoo!
Speed-Nut (fastener)	ZIP Code (Postal)
	Zipper (heels)

Trade Representative (U.S.)

transatlantic; transpacific; trans-Siberian, etc.; *but* Transjordan; Trans-Alaska

Transmission Control Protocol/Internet Protocol (TCP/IP)

Treasurer, Assistant, of the United States; the Assistant Treasurer; *but* assistant treasurer at New York, etc.

Treasurer of the United States; the Treasurer

Treasury notes; Treasurys

Treasury, of the United States; General; National; Public; Register of the

Treaty, if part of name; the treaty:

Jay Treaty

North Atlantic; North Atlantic Defense of Versailles

*but* treaty of 1919

tribad

tribe (see Indians)

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

Tris (chemical)

Tropic of Cancer, of Capricorn; the Tropics

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

Trust, Power, etc.

trust territory (see Territory)

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

Turnpike, Pennsylvania, etc.; the turnpike

Twin Cities (Minneapolis and St. Paul)

U-boat

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

of Agriculture

of State

of the Treasury

Uniform Code of Military Justice (see Code)

Uniform Resource Locator (URL)

Uniform Resource Name/Number (URN)

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

International Typographical; the Typographical Union; the union

Pan American (see Organization of American States)

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

Teamsters Union; the Teamsters; the union; *also* the Auto Workers, etc.

Universal Postal; the Postal Union; the Union

Western (see alliances)

Woman's Christian Temperance

*but* a painters union; printers union

Unit, if referring to Federal branch; the Unit:

Alcohol Tax

Income Tax

United Nations:

Charter; the charter

Conference on International Organization; the Conference

Economic and Social Council; the Council

Educational, Scientific, and Cultural Organization (Unesco®) (see Organization)

Food and Agriculture Organization (FAO); the Organization

General Assembly; the Assembly

International Children's Emergency Fund (UNICEF); the Fund

United Nations—Continued  
 International Court of Justice; the Court  
 International Labor Organization (see Organization)  
 Little Assembly; the Assembly  
 Permanent Court of Arbitration (see Court)  
 Secretariat, the  
 Secretary General  
 Security Council; the Council  
 Special United Nations Fund for Economic Development (SUNFED)  
 Trusteeship Council; the Council  
 World Employment Conference  
 World Health Organization (WHO); the Organization  
 universal:  
   military training (see Program)  
   time (see time)  
 Universal Postal Union (see Union)  
 University, if part of name: Stanford; the university  
 Unknown Soldier; Unknown of World War II; World War II Unknown; Unknown of Korea; Korea Unknown; the Unknowns (see also Tomb)  
 Upper, if part of name:  
   Colorado River Basin  
   Egypt  
   Peninsula (of Michigan)  
   *but* upper House of Congress  
 Uruguay round  
 User Datagram Protocol (UDP)  
 U.S.S.R. (Union of Soviet Socialist Republics):  
   Cominform (Communist Information Bureau)  
   Communist International  
   Communist States  
   New Independent State  
   Politburo  
   Red army  
   Reds, the; a Red  
   Soviet, if part of name; capitalized standing alone if referring to central governmental unit:  
     Government; *but* Communist government  
   Moscow  
   National  
   of Labor and Defense  
   S.S.S.R. (Siberian Soviet Socialist Republics)  
   *but* a soviet; sovietic; sovietism; sovietize  
 Valley, Shenandoah, etc.; the valley; *but* the valleys of Virginia and Maryland  
 V-E Day; V-J Day (see holidays); V-chip  
 veteran, World War  
 Veterans Day (see holidays)  
 vice consul, British, etc.  
 Vice President (same as President)  
 Victoria Cross (see decorations)

virtual LAN (VLAN)  
 Virtual Reality Modeling Language (VRML)  
 Voice of America; the Voice  
 Voice of Democracy Contest; the contest volume 2, A, II, etc.; *but* Volume 2, when part of title: Volume 2: Five Rivers in America's Future  
 Volunteer Naval Reserve (see Reserve)  
 WAC (see Corps)  
 WAF (women in the Air Force; a Waf, Wafs (individuals)  
 WAIS Client Software  
 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; *but* world war III  
   for Independence (1776)  
   French and Indian (1754–63)  
   Mexican  
   of the Nations  
   of the Rebellion; the rebellion  
   of the Revolution; the Revolution of 1812; *but* war of 1914  
   Philippine Insurrection  
   Revolutionary  
   Seven Years'  
   Six-Day (Arab-Israeli)  
   Spanish  
   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  
   with Spain  
 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  
 WAVES (women accepted for volunteer emergency service); a Wave  
 Web  
 Web broadcasting  
 Web browser  
 Webcasting  
 WebTV  
 Web site  
 Week, Fire Prevention; etc.  
 welfare state  
 West:  
   Bank (Jordan)  
   Coast (Africa); *but* west coast (U.S.)  
   End, etc. (section of city)  
   Europe (political entity)

## West—Continued

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  
 North Central States  
 Powers  
 States  
 Union (see alliances)  
 United States

World

*but* far western; western farming  
 States (U.S.)

## westerner

What you see is what you get.  
 (WYSIWYG)

Wheat Belt (see Belt)

whip, the (of political party in Congress)

Whisky Rebellion (see Rebellion)

White (synonym for Caucasian)

## White House:

Blue Room  
 East Room  
 Oval Office  
 Police (see Police)  
 Red Room  
 Rose Garden  
 State Dining Room

white paper, British, etc.

Wide Area Information Server (WAIS)

wide area network (WAN)

Wilderness, capitalized with name; San  
 Joaquin Wilderness, CA; the wilder-  
 ness; *but* the Wilderness (Virginia  
 battlefield)

WinWAIS

woman marine, etc. (see Marine Corps)

Women's Army Corps (see Corps)

Wood, if part of name:

Belleau Wood

House of the Woods (palace)

World: New, Old, Third; *but* free world

World Bank; the Bank

World Series

World War (see War)

World War II veteran

World Wide Web (WWW), the Web

Xmodem

x ray (note: no hyphen)

Year, International Geophysical; the  
 Geophysical Year; the Year

year:

calendar

fiscal

Ymodem

Young Men's Christian Association (see  
 Association)

Your Excellency; Your Honor; Your Maj-  
 esty; etc.

Youth Corps; the Corps

ZIP Code number; ZIP+4

Z39.50

Zmodem

Zone, if part of name; the zone:

Bizonia; bizonal

British (in Germany)

Canal (Panama)

Eastern, Western (Germany)

Frigid

Hot (infectious area)

New York Foreign Trade; Foreign

Trade Zone No. 1; *but* the foreign  
 trade zone

of Interior (see Command)

Temperate, Torrid; the zone

Trizonia; trizonal

*but* Arctic, eastern standard time, en-  
 terprise, polar, tropical zone, etc.

Zoological Park (National); the zoo; the  
 park

## 5. SPELLING

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

**5.1.** The Government Printing Office uses Webster’s Third New International Dictionary as its guide for the spelling of words not appearing in the 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 the MANUAL’s list.

### Preferred and difficult spellings

**5.2.** In addition to indicating the preferred forms of words with variant spellings, the list also contains other words frequently misspelled or causing uncertainty. (See also “Word Division,” a supplement to the STYLE MANUAL.)

<b>A</b>	afterward(s)	appall, -ed, -ing	battalion
abattoir	afterword	appareled, -ing	bazaar
aberration	aging	aquatic	behoove
abetter	aid (n., v.)	aqueduct	beneficent
abettor (law)	aide	archeology	benefited, -ing
abridgment	aide-de-camp	arrester	bettor (wagerer)
absorb (take in)	albumen (egg)	artifact	beveled, -ing
adsorb	albumin	artisan	biased, -ing
(adhesion)	(chemistry)	ascendance, -ant	blessed
abysmal	align	ascent (rise)	bloc (group)
a cappella	allottee	assent (consent)	block (grants)
accede (yield)	all ready	assassinate	blond (masc., fem.)
exceed (surpass)	(prepared)	atheneum	bluing
accepter	already	attester	born (birth)
acceptor (law)	(previous)	autogiro	borne (carried)
accessory	all right	awhile (for	bouillon (soup)
accommodate	altogether	some time)	bullion (metal)
accordion	(completely)	a while (a short	boulder
accouter	all together	time)	bourgeoisie
accursed	(collectively)	ax	breach (gap)
acetic (acid)	aluminum	aye	breech (lower
ascetic (austere)	ambidextrous		part)
acknowledgment	ameba	<b>B</b>	brier
acoustic	ampoule	backward	briquet, -ted, -ting
adapter	analog	baloney	Britannia
adjurer	analogous	(nonsense)	broadax
adjuster	anemia	bologna	bronco
ad nauseam	anesthetic	(sausage)	brunet (masc.,
adviser	aneurysm	bandanna	fem.)
advisor (law)	anomalous	bargainer	buccaneer
adz	anonymous	bargainor (law)	buncombe
aegis	antediluvian	baritone	bunion
affect (influence,	antibiotics (n.)	bark (boat)	bur
v.)	antibiotic (adj.)	barreled, -ing	burned
effect (result,	anyway (adv.)	bastille	bus, bused, buses,
finish, n., v.)	anywise (adv.)	bathyscaph	busing
			butadiene



**C**

caffeine  
calcareous  
calcimine  
caldron  
calender (paper finish)  
caliber  
caliper  
calk (spike)  
caulk (seal)  
calligraphy  
callus (n.)  
callous (adj.)  
calorie  
canceled, -ing  
cancellation  
candor  
canister  
cannot  
canoeing  
cantaloup  
canvas (cloth)  
canvass (solicit)  
capital (city, money)  
capitol (building)  
carabao (sing., pl.)  
carat (gem weight)  
caret (omission mark)  
karat (gold weight)  
carbureted, -ing  
carburetor  
Caribbean  
caroled, -ing  
carotene  
cartilage  
caster (roller)  
castor (oil)  
casual (informal)  
causal (cause)  
catalog, -ed, -ing  
cataloger  
catsup  
caviar  
caviled, -er, -ing  
center  
centipede  
cesarean  
chairmaned  
chaise longue  
chancellor  
channeled, -ing  
chaperon  
chautauqua  
chauvinism  
chiffonier  
chile con carne  
chili (pepper)  
chiseled, -ing  
chlorophyll  
cigarette  
citable

cite (quote)  
site (place)  
clamor  
climactic (climax)  
climatic (climate)  
cocaine  
coconut  
cocoon  
coleslaw  
colloquy  
colossal  
combated, -ing  
commenter  
commentor (law)  
commingle  
commiserate  
complement (complete)  
compliment (praise)  
confectionery  
confidant (masc., fem.)  
confident (sure)  
confirmer  
confirmer (law)  
conjurer  
connector  
connector (road)  
connoisseur  
consecrator  
consensus  
consignor  
consulter  
consummate  
contradictor  
control, -lable, -ling  
converter  
conveyor  
cookie  
coolie  
cornetist  
corollary  
corvette  
councilor (of council)  
counselor (adviser)  
counseled, -ing  
cozy  
crawfish  
creneled, -ing  
crystaled, -ing  
crystalline  
crystallize  
cudged, -ing  
cyclopedia  
czar

**D**

darndest  
debarkation  
decaffeinated  
decalog  
defense

deliverer  
deliveror (law)  
demagog  
demarcation  
dependent  
descendant (n., adj.)  
desecrater  
desiccate  
desuetude  
detractor  
develop, -ment  
device (contrivance)  
devise (convey)  
dextrous  
diagramed, -ing  
diagrammatic  
dialed, -ing  
dialog  
diaphragm  
diarrhea  
dickey  
dieresis  
dieretic  
dietitian  
diffuser  
dike  
dilettante  
dinghy (boat)  
diphtheria  
discreet (prudent)  
discrete (distinct)  
disheveled, -ing  
disk  
dispatch  
dissension  
distention  
distill, -ed, -ing, -ment  
distributor  
diverter  
divorcee  
doctoral  
doctrinaire  
doggerel  
dossier  
doweled, -ing  
downward  
dreadnought  
dreamed  
drought  
dueled, -ing  
duffelbag  
dullness  
dumfound  
dwelt  
dyeing (coloring)  
dying (death)

**E**

eastward  
ecstasy  
edema  
edgewise

electronics (n.)  
electronic (adj.)  
eleemosynary  
elicit (to draw)  
illicit (illegal)  
embarrass  
embed  
embellish  
emboweled, -ing  
embowler  
emigrant (go from)  
immigrant (go into)  
emigree  
eminent (famous)  
imminent (soon)  
employee  
enameled, -ing  
encage  
encase  
encave  
enclasp  
enclose  
enclosure  
encumber  
encumbrance  
encyclopedia  
endorse, -ment  
endwise  
enfeeble  
enforce, -ment  
engraft  
enroll, -ed, -ing, -ment  
enshade  
ensheathe  
ensnare  
ensure (guarantee)  
insure (protect)  
entrench  
entrepreneur  
entrust  
entwine  
envelop (v.)  
envelope (n.)  
enwrap  
eon  
epaulet, -ed, -ing  
epiglottis  
epilog  
equaled, -ing  
erysipelas  
escaloped, -ing  
escapable  
esophagus  
esthetic  
etiology  
evacuee  
evanescent  
eviscerate  
evocative  
exhibitor  
exhilarate  
exonerate  
exorbitant

expellent  
exposé (n.,  
exposure)  
expose (v., to  
lay open)  
exsiccate  
extant (in  
existence)  
extent (range)  
extoll, -ed, -ing  
eying  
eyrie

**F**

falderal  
fantasy  
farther (distance)  
further (degree)  
favor  
fecal  
feces  
fetal  
fetish  
fetus  
fiber  
fiche (microfiche)  
filigree  
finable  
finagle  
financier  
fiord  
flammable (*not*  
inflammable)  
flection  
fledgling  
flexitime  
flier  
flotage  
flotation  
fluorescent  
focused, -ing  
forbade  
forebear (endurance)  
forebear  
(ancestor)  
foresee  
forgettable  
forgo (relinquish)  
forego (precede)  
format, formatted,  
formatting  
forswear  
fortissimo  
forward (ahead)  
foreword  
(preface)  
fricassee  
fuchsia  
fueler  
fulfill, -ed, -ing,  
-ment  
fulsome  
fungus (n., adj.)  
funneled, -ing  
furor  
fuse (all meanings)

fuselage  
fusillade

**G**

gaiety  
gaily  
galosh  
gamboled, -ing  
garrote  
gauge  
gazetteer  
gelatin  
genealogy  
generalissimo  
germane  
glamorous  
glamour  
glycerin  
gobbledygook  
goodbye  
graveled, -ing  
gray  
grievous  
groveled, -ing  
gruesome  
guarantee (n., v.)  
guaranty (n.,  
law)  
guerrilla  
(warfare)  
gorilla (ape)  
guesstimate  
guttural  
gypsy

**H**

hallelujah  
hara-kiri  
harass  
harebrained  
healthful  
(for health)  
healthy (with  
health)  
heinous  
hemoglobin  
hemorrhage  
heterogeneous  
hiccup  
highfalutin  
hijack  
homeopath  
homogeneity  
homolog  
hors d'oeuvre  
hypocrisy  
hypotenuse

**I**

idiosyncrasy  
idyl  
imminent  
(soon)  
eminent  
(famous)  
impaneled, -ing  
impassé

imperiled, -ing  
impostor  
impresario  
imprimatur  
inculcate  
indict (to accuse)  
indite (to  
compose)  
inequity  
(unfairness)  
iniquity (sin)  
inferable  
infold  
ingenious  
(skillful)  
ingenuous  
(simple)  
innocuous  
innuendo  
inoculate  
inquire, inquiry  
install, -ed, -ing,  
-ment  
installation  
instill, -ed, -ing  
insure (protect)  
ensure  
(guarantee)  
intelligentsia  
interceptor  
interment (burial)  
internment  
(jail)  
intern  
intervener  
intervenor (law)  
intransigent (n.,  
adj.)  
iridescent  
italic

**J**

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

**K**

kerneled, -ing  
kerosene  
kidnaped, -ing  
kidnap  
kilogram  
knapsack  
kopek  
kumquat

**L**

labeled, -ing  
lacquer  
landward

lath (wood)  
lathe (machine)  
laureled  
leukemia  
leveled, -ing  
leveler  
liaison  
libelant  
libeled, -ing  
libelee  
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  
lyonaise

**M**

madam  
Mafia  
maim  
maize (corn)  
maze  
(labyrinth)  
maneuver  
manifold  
manikin  
mantel (shelf)  
mantle (cloak)  
manywise (adv.)  
marbleize  
marijuana  
marshaled, -ing  
marshaler  
marveled, -ing  
marvelous  
material (goods)  
materiel  
(military)  
meager  
medaled, -ing  
medalist  
medieval  
metaled, -ing  
metalize

meteorology  
(weather)  
metrology  
(weights and  
measures)  
meter  
mil ( $\frac{1}{1000}$  inch)  
mill ( $\frac{1}{1000}$   
dollar)  
mileage  
miliary  
(tuberculosis)  
milieu  
milk cow  
millenary (1,000)  
millinery (hats)  
millennium  
minable  
missilry  
misspell  
miter  
moccasin  
modeled, -ing  
modeler  
mold  
mollusk  
molt  
moneys  
monogrammed, -ing  
monolog  
mortise  
movable  
mucilage  
mucus (n.)  
mucous (adj.)  
Muslim  
mustache

**N**  
naphtha  
Navajo  
nazism  
neophyte  
niacin  
nickel  
Nisei  
niter  
nonplused  
northward  
Novocain  
numskull

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

organdie  
overseas or oversea

**P**  
pajamas  
paleontology  
paneled, -ing  
paraffin  
paralleled, -ing  
parallelepiped  
parceled, -ing  
partisan  
pastime  
patrol, -led, -ling  
peccadillo  
pedant (n.)  
pedantic (adj.)  
peddler  
penciled, -ing  
pendant (n.)  
pendent (u.m.)  
percent  
peremptory  
(decisive)  
preemptory  
(preference)  
perennial  
periled, -ing  
permittee  
perquisite  
(privilege)  
prerequisite  
(requirement)  
personal  
(individual)  
personnel  
(staff)  
perspective  
(view)  
prospective  
(expected)  
petaled, -ing  
Pharaoh  
pharmacopeia  
phenix  
phlegm  
phony  
phosphorus (n.)  
phosphorous  
(adj.)  
photostated  
pickax  
picnicking  
pipet  
plaque  
plastics (n.)  
plastic (adj.)  
pledger  
pledger (law)  
plenitude  
pliers  
plow  
poleax  
pollination  
pommeled, -ing  
pontoon

porcelaneous  
practice (n., v.)  
precedence  
(priority)  
precedents  
(usage)  
pretense  
preventive  
principal (chief)  
principle  
(proposition)  
privilege  
proffer  
programmed,  
-mer, -ming  
programmatic  
prolog  
promissory  
pronunciation  
propel, -led, -ling  
propellant (n.)  
propellent (adj.)  
prophecy (n.)  
prophecy (v.)  
ptomaine  
pubic (anatomy)  
pulsator  
pusillanimous

**Q**  
quarreled, -ing  
quartet  
quaternary  
questionnaire  
queue

**R**  
raccoon  
racket (all  
meanings)  
rapprochement  
rarefy  
rarity  
ratable  
rational (adj.)  
rationale (n.)  
rattan  
raveled, -ing  
reconnaissance  
reconnoiter  
recyclable  
referable  
refusenik  
registrar  
reinforce  
relater  
relator (law)  
remodeler  
renaissance  
reparable  
repellant (n.)  
repellent (adj.)  
requester  
requestor (law)  
rescission  
responder  
(electronics)

responser  
(electronics)  
reveled, -er, -ing  
rhyme, rhythmic  
RIFing, RIFed,  
RIFs  
rivalled, -ing  
roweled, -ing  
ruble

**S**  
saccharin (n.)  
saccharine (adj.)  
sacrilegious  
salable  
sandalled, -ing  
savable  
savanna  
savior  
Saviour (Christ)  
scalloped, -ing  
schizophrenia  
scion (horticulture)  
scurrilous  
seismology  
selvage (edging)  
salvage (save)  
sentineled, -ing  
separate (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  
skeptical  
skillful  
skulduggery  
sleight (deft)  
slight (meager)  
smolder  
sniveled, -ing  
snorkel  
soliloquy  
sometime  
(formerly)  
some time  
(some time  
ago)  
sometimes (at  
times)  
southward

spacious (space)	<b>T</b>	transferred	vicissitude
specious (plausible)	taboo	transonic	victualled, -ing
specter	tactician	transponder	victualer
spirituous (liquor)	tasseled, -ing	(electronics)	vilify
spirochete	tattoo	transshipment	villain
spoliation	taxied, -ing	traveled, -ing	visa, -ed, -ing
staunch	technique	traveler	vitamin
stationary (fixed)	teetotaler	travelog	vitrify
stationery	tercentenary	triptych	volcanism
(paper)	theater	trolley	voluntarism
statue (sculpture)	therefor (for it)	troop (soldiers)	votable
stature (height)	therefore (for that reason)	troupe (actors)	vyng
statute (law)	thiamine	troweled, -ing	<b>W</b>
stenciled, -ing	thralldom	tryptophan	wainscoting
stenciler	thrash (beat)	tularemia	warrenter
stifling	thresh (grain)	tunneled, -ing	warrantor (law)
stratagem	threshold	tunneler	warranty
stubbornness	tie, tied, tying	turquoise	weeviled, -ing
stultify	timber (wood)	typify	welder
stupefy	timbre (tone)	tyrannical	westward
subpoena, -ed	tinseled, -ing	tyro	whimsey
subtlety	titer	<b>U</b>	whiskey, -s
succor	tonsillitis	unctuous	willful
sulfur (also derivatives)	tormenter	unwieldy	wilful
sulfanilamide	totaled, -ing	upward	woeful
sulfureted, -ing	toward	uremia	woolen
supererogation	toweled, -ing	usable	woolly
surfeit	toxemia	<b>V</b>	worshiped, -er, -ing
surreptitious	trafficking	vacillate	
surveillance	trammed, -ing	valance (drape)	
swiveled, -ing	tranquelize(r)	valence	
sylvan	tranquillity	(chemistry)	
synonymous	transcendent	veld	
syrup	transferable	veranda	
	transferor	vermilion	

## Anglicized and foreign words

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

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

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

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

## Plural forms

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

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

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

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

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

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

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

Significant word first:	men-of-war
adjutants general	ministers-designate
aides-de-camp	mothers-in-law
ambassadors at large	notaries public
attorneys at law	pilots-in-command
attorneys general	postmasters general
billets-doux	presidents-elect
bills of fare	prisoners of war
brothers-in-law	reductions in force
chargés d'affaires	rights-of-way
chiefs of staff	secretaries general
commanders in chief	sergeants at arms
comptrollers general	sergeants major
consuls general	solicitors general
courts-martial	surgeons general
crepes suzette	
daughters-in-law	Significant word in middle:
governors general	assistant attorneys general
grants-in-aid	assistant chiefs of staff
heirs at law	assistant comptrollers general
inspectors general	assistant surgeons general

Significant word last:  
 assistant attorneys  
 assistant commissioners  
 assistant corporation counsels  
 assistant directors  
 assistant general counsels  
 brigadier generals  
 deputy judges  
 deputy sheriffs  
 general counsels  
 judge advocates  
 judge advocate generals  
 lieutenant colonels  
 major generals  
 provost marshals  
 provost marshal generals  
 quartermaster generals  
 trade unions  
 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  
 men employees  
 secretaries-treasurers  
 women aviators

No word significant in itself:  
 forget-me-nots  
 hand-me-downs  
 jack-in-the-pulpits  
 man-of-the-earths  
 pick-me-ups  
 will-o'-the-wisps

**5.9.** Nouns ending with *ful* form the plural by adding *s* at the end; if it is necessary to express the idea that more than one container was filled, the two elements of the solid compound are printed as separate words and the plural is formed by adding *s* to the noun.

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

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

addendum, addenda  
 adieu, adieus  
 agendum, agenda  
 alga, algae  
 alumnus, alumni (masc.); alumna, alumnae (fem.)  
 antenna, antennae (antennae, zoology)  
 appendix, appendixes  
 aquarium, aquariums  
 automaton, automatons  
 axis, axes  
 bandeau, bandeaux  
 basis, bases  
 bateau, bateaux  
 beau, beaus  
 cactus, cactuses  
 calix, calices  
 cargo, cargoes  
 chassis (singular and plural)  
 cherub, cherubs  
 cicatrix, cicatrices  
 Co., Cos.  
 coccus, cocci  
 consortium, consortia  
 corrigendum, corrigenda  
 crisis, crises  
 criterion, criteria  
 curriculum, curriculums  
 datum (singular), data (plural, but singular in collective sense)  
 desideratum, desiderata

dilettante, dilettanti  
 dogma, dogmas  
 ellipsis, ellipses  
 equilibrium, equilibriums (equilibria, scientific)  
 erratum, errata  
 executrix, executrices  
 flambeau, flambeaus  
 focus, focuses  
 folium, folia  
 forum, forums  
 formula, formulas  
 fungus, fungi  
 genius, geniuses  
 genus, genera  
 gladiolus (singular and plural)  
 helix, helices  
 hypothesis, hypotheses  
 index, indexes (indices, scientific)  
 insigne, insignia  
 italic, italics  
 Kansas Citys  
 lacuna, lacunae  
 larva, larvae  
 larynx, larynxes  
 lens, lenses  
 lira, lire  
 locus, loci  
 madam, mesdames  
 Marys  
 matrix, matrices  
 maximum, maximums

medium, mediums *or* media  
 memorandum, memorandums  
 minimum, minimums  
 minutia, minutiae  
 monsieur, messieurs  
 nucleus, nuclei  
 oasis, oases  
 octopus, octopuses  
 opus, opera  
 parenthesis, parentheses  
 phenomenon, phenomena  
 phylum, phyla  
 plateau, plateaus  
 podium, podiums  
 procès-verbal, procès-verbaux  
 radius, radii  
 radix, radices  
 referendum, referendums  
 sanatorium, sanatoriums  
 sanitarium, sanitariums  
 septum, septa  
 sequela, sequelae

seraph, seraphs  
 seta, setae  
 ski, skis  
 stadium, stadiums  
 stimulus, stimuli  
 stratum, strata  
 stylus, styluses  
 syllabus, syllabuses  
 symposium, symposia  
 synopsis, synopses  
 tableau, tableaux  
 taxi, taxis  
 terminus, termini  
 testatrix, testatrices  
 thesaurus, thesauri  
 thesis, theses  
 thorax, thoraxes  
 vertebra, vertebrae  
 (vertebrae, zoology)  
 virtuoso, virtuosos  
 vortex, vortexes

## Endings “ible” and “able”

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

abhorrible	corrigible	eludible	inadmissible
accendible	corrodible	erodible	inapprehensible
accessible	corrosible	evadible	inaudible
addible	corruptible	eversible	incircumscribable
adducible	credible	evincible	incoercible
admissible	crucible	exemptible	incognoscible
appetible	cullible	exhaustible	incombustible
apprehensible	decoctible	exigible	incommiscible
audible	deducible	expansible	incompatible
avertible	deductible	explosible	incomprehensible
bipartible	defeasible	expressible	incompressible
circumscribable	defectible	extensible	inconcussible
cocible	defensible	fallible	incontrovertible
coercible	delible	feasible	inconvertible
cognoscible	deprehensible	fencible	inconvincible
cohesible	depressible	flexible	incorrigible
collapsible	descendible	fluxible	incorrodible
collectible(s)	destructible	forcible	incorruptible
combustible	frangible	frangible	incredible
comestible	diffusible	fungible	indefeasible
commonsensible	digestible	fusible	indefectible
compactible	dimensional	gullible	indefensible
compatible	discernible	horrible	indelible
competible	discernible	ignitable	indeprehensible
compossible	discernible	illegible	indestructible
comprehensible	discussible	immersible	indigestible
compressible	dispersible	immiscible	indiscernible
conducibile	dissectible	impartible	indivertible
conductible	distensible	impatible	indivisible
confluxible	distractible	impedible	indocible
congestible	divertible	imperceptible	inducible
contemptible	divestible	impermissible	ineffervescible
controvertible	divisible	imperscriptible	ineligible
convertible	docible	impersuadable	ineludible
(convertible)	edible	implausible	inevasible
conversable	educible	impossible	inexhaustible
(oral)	effectible	imprescriptible	inexpansible
convertible	effervescible	imputrescible	inexpressible
convincible	eligible	inaccessible	infallible

infeasible	irrepressible	putrescible	subvertible
inflexible	irresistible	receptible	suggestible
infractible	irresponsible	redemptible	supersensible
infrangible	irreversible	reducible	suppressible
infusible	legible	reflectible	susceptible
innascible	mandible	reflexible	suspensible
inscriptible	marcescible	refrangible	tangible
insensible	misicible	remissible	tensible
instructible	negligible	renascible	terrible
insubmergible	nexible	rendible	thurable
insuppressible	omissible	reprehensible	traducible
insusceptible	ostensible	repressible	transmissible
intactible	partible	reproducible	transvertible
intangible	passible (feeling)	resistible	tripartible
intelligible	passable (open)	responsible	unadmissible
interconvertible	perceptible	reversible	uncorruptible
interruptible	perfectible	revertible	unexhaustible
invisible	permissible	risible	unexpressible
inwendible	persuasive	runcible	unintelligible
invertible	pervertible	sconcible	unresponsible
invincible	plausible	seducible	unsusceptible
invisible	possible	sensible	vendible
irascible	prehensible	sponsable	vincible
irreducible	prescriptible	suasible	visible
irrefrangible	producible	subdivisible	vitrescible
irremissible	productible	submergible	
irreprehensible	protrusible	submersible	

### Endings “ise,” “ize,” and “yze”

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

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

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

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

### Doubled consonants

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

bag, bagging	corral, corralled	<i>but</i>
get, getting	input, inputting	total, totaled
red, reddish	format, formatting	travel, traveled
rob, robbing	transfer, transferred	



**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 honor

a hotel

an onion

a human being

an oyster

a humble man

a union

*but*

an herbseller

an H-U-D directive

an hour

a HUD directive

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

a BLS compilation

a GAO limitation

a CIO finding

a WWW search

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

an AEC report

an NSC (en) proclamation

an FCC (ef) ruling

an RFC (ahr) loan

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

an 11-year-old

a IV-F (four ef) category (military draft)

a onetime winner

a 4-H Club

a III (three) group

an VIII (eight) classification

## Geographic names

**5.20.** The spelling of geographic names must conform to the decisions of the U.S. Board on Geographic Names (BGN). 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 which is most suitable for the matter in hand; therefore, in marking copy or reading proof, it is required only to verify the spelling of the particular form used. The Government Printing Office preference is for the conventional English form. Copy will be followed as to accents, but these should be consistent throughout the entire job.

### Nationalities, etc.

**5.22.** The table beginning on page 233 shows forms to be used for nouns and adjectives denoting nationality.

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

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

**5.24.** Observe the following forms:

African-American  
 Alaska Native (Aleuts, Eskimos, Indians of Alaska)  
 Amerindian  
 Native American (American Indian)  
 Puerto Rican  
 Part-Hawaiian (legal status)

*but* part-Japanese, etc.

### Native American words

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

### Transliteration

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



## 6. COMPOUNDING RULES

(See also “Compounding Examples”)

**6.1.** A compound word is a union of two or more words, either with or without a hyphen. It conveys a unit idea that is not as clearly or quickly conveyed by the component words in unconnected succession. The hyphen is a mark of punctuation that not only unites but separates the component words, and thus facilitates understanding, aids readability, and ensures correct pronunciation. When compound words must be divided at the end of a line, such division should be made leaving prefixes and combining forms of more than one syllable intact.

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

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

### General rules

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

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

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

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

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

coldbloodedness	ill-advisedly	praiseworthiness	Y-shaped
footnoting	outlawry	railroader	

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

cooperation	micro-organism	thimble-eye	<i>but</i>
deemphasis	semi-independent	ultra-atomic	co-occupant
preexisting	brass-smith	shell-like	cross section
anti-inflation	Inverness-shire	hull-less	

### Solid compounds

**6.8.** Print solid two nouns that form a third when the compound has only one primary accent, especially when the prefixed noun consists of only one syllable or when one of the elements loses its original accent.

airship	cupboard	fishmonger	locksmith
bathroom	dressmaker	footnote	workman
bookseller			

**6.9.** Print solid a noun consisting of a short verb and an adverb as its second element, except when the use of the solid form would interfere with comprehension.

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

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

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

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

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

**6.12.** Print solid *any*, *every*, *no*, and *some* when combined with *body*, *thing*, and *where*. When *one* is the second element, print as

two words if meaning a single or particular person or thing. To avoid mispronunciation, print *no one* as two words at all times.

anybody	everybody	nobody	somebody
anything	everything	nothing	something
anywhere	everywhere	nowhere	somewhere
anyone	everyone	no one	someone

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

### 6.13. Print compound personal pronouns as one word.

herself	myself	themselves	yourself
himself	oneself	thyslf	yourselves
itself	ourselves		

6.14. Print as one word compass directions consisting of two points, but use a hyphen after the first point when three points are combined.

northeast	north-northeast
southwest	south-southwest

*also* north-south alignment

## Unit modifiers

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

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

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

atomic energy power	child welfare plan
bituminous coal industry	civil rights case

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

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

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

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

The area is drought stricken.	This material is fire tested.
The paper is fine grained.	The cars are higher priced.
Moderately fine grained wood.	The reporters are better informed.
The boy is freckle faced.	

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

better drained soil	<i>but</i>
best liked books	uppercrust society
higher level decision	lowercase, uppercase type
highest priced apartment	upperclassman
larger sized dress	bestseller (noun)
better paying job	lighter-than-air craft
lower income group	higher-than-market price

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

eagerly awaited moment	<i>but</i>
wholly owned subsidiary	ever-normal granary
unusually well preserved specimen	ever-rising flood
very well defined usage	still-new car
longer than usual lunch period	still-lingering doubt
not too distant future	well-known lawyer
most often heard phrase	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	Winston-Salem festival
North Carolina roads	African-American program
a Mexican-American	Anglo-Saxon period
South American trade	Franco-Prussian War
Spanish-American pride	Seventh-day Adventists

*but*  
 Minneapolis-St. Paul region  
 North American-South American  
 sphere

French-English descent  
 Washington-Wilkes-Barre route  
*or* Washington/Wilkes-Barre  
 route

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

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

well-trained schoolteacher  
 elementary school teacher  
 preschool children (kindergarten)  
 pre-school children (before school)  
 rezoned wastesite  
 hazardous-waste site

*but*  
 common stockholder  
 stock ownership  
 small businessman  
 working men and women  
 steam powerplant site  
 meat packinghouse owner

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

2- to 3- and 4- to 5-ton trucks  
 2- by 4-inch boards, *but* boards 2 to 6 inches wide  
 8-, 10-, and 16-foot boards  
 6.4-, 3.1-, and 2-percent pay raises  
 moss- and ivy-covered walls, *not* moss and ivy-covered walls  
 long- and short-term money rates, *not* long and short-term money rates  
*but* twofold or threefold, *not* two or threefold  
 goat, sheep, and calf skins, *not* goat, sheep, and calfskins  
 intrastate and intracity, *not* intra-state and -city  
 American owned and managed companies  
 preoperative and postoperative examination

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

ante bellum days  
 bona fide transaction

ex officio member  
 per capita tax

per diem employee  
 prima facie evidence

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

abstract B pages  
 article 3 provisions

class II railroad  
 grade A milk

point 4 program  
 ward D beds

**6.26.** Do not use a hyphen in a unit modifier enclosed in quotation marks unless it is normally a hyphenated term, but quotation marks are not to be used in lieu of a hyphen.

"blue sky" law  
 "good neighbor" policy  
 "tie-in" sale

*but*  
 right-to-work law  
 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  
 dark green  
 orange red

bluish-green feathers  
 iron-gray sink  
 silver-gray body



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

big gray cat

a fine old southern gentleman

## Prefixes, suffixes, and combining forms

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

*afterbirth*  
*Anglomania*  
*antedate*  
*antislavery*  
*biweekly*  
*bylaw*  
*circumnavigation*  
*cisalpine*  
*cooperate*  
*contraposition*  
*countercase*  
*deenergize*  
*demitasse*  
*excommunicate*  
*extracurricular*  
*foretell*  
*heroicomic*  
*hypersensitive*  
*hypoacid*  
*inbound*

*infrared*  
*interview*  
*intraspinal*  
*introvert*  
*isometric*  
*macroanalysis*  
*mesothorax*  
*metagenesis*  
*microphone*  
*misstate*  
*monogram*  
*multicolor*  
*neophyte*  
*nonneutral*  
*offset*  
*outbake*  
*overactive*  
*pancosmic*  
*paracentric*  
*particoated*

*peripatetic*  
*planoconvex*  
*polynodal*  
*postscript*  
*preexist*  
*proconsul*  
*pseudoscholastic*  
*reenact*  
*retrospect*  
*semiofficial*  
*stepfather*  
*subsecretary*  
*supermarket*  
*thermocouple*  
*transonic*  
*transship*  
*tricolor*  
*ultraviolet*  
*unnecessary*  
*underflow*

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

*portable*  
*coverage*  
*operate*  
*plebiscite*  
*twentyfold*  
*spoonful*  
*kilogram*

*geography*  
*manhood*  
*selfish*  
*pumpkin*  
*meatless*  
*outlet*  
*wavelike*

*procurement*  
*innermost*  
*partnership*  
*lonesome*  
*homestead*  
*northward*  
*clockwise*

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

*lifelike*  
*lilylike*

*girllike*  
*bell-like*

*Scotland-like*  
*MacArthur-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*  
*co-occurrence*  
*co-op*  
*mid-decade*  
*multi-ply (several plies)*  
*non-civil-service position*  
*non-tumor-bearing tissue*  
*pre-midcourse review*  
*pre-position (before)*  
*pro-choice*  
*pro-life*

*re-cover (cover again)*  
*re-creation (create again)*  
*re-lay (lay again)*  
*re-sorting (sort again)*  
*re-treat (treat again)*  
*un-ionized*  
*un-uniformity*

*but*  
*rereferred*  
*rereviewed*

**6.33.** Use a hyphen to join duplicated prefixes.

re-redirect

sub-subcommittee

super-superlative

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

ex-governor

ex-serviceman

ex-son-in-law

ex-vice-president

self-control

self-educated

quasi-academic

quasi-argument

quasi-corporation

quasi-young

*but*

selfhood

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

non-Federal

*but*

nongovernmental

overanglicize

transatlantic

**Numerical compounds**

**6.36.** Print a hyphen between the elements of compound numbers from twenty-one to ninety-nine and in adjective compounds with a numerical first element.

twenty-one

twenty-first

6-footer

6-foot-11-inch man

24-inch ruler

3-week vacation

8-hour day

10-minute delay

20th-century progress

3-to-1 ratio

5-to-4 vote

.22-caliber cartridge

2-cent-per-pound tax

four-in-hand tie

three-and-twenty

two-sided question

multimillion-dollar fund

10-dollar-per-car tax

thirty- (30-) day period

*but*

one hundred and twenty-one

100-odd

foursome

threescore

foursquare

\$20 million airfield

second grade children

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

1 month's layoff

1 week's pay

2 hours' work

3 weeks' vacation

1 minute's delay

*but* a 1-minute delay

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

one-thousandth

two-thirds

two one-thousandths

twenty-three thirtieths

twenty-one thirty-seconds

three-fourths of an inch

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

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

### Civil and military titles

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

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

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

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

### Scientific and technical terms

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

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

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

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

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

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

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

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

**Improvised compounds**

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

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

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

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

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

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

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

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

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

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

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

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

**6.52.** Print idiomatic phrases without hyphens.

come by	insofar as	nowadays
inasmuch as	Monday week	



## 7. COMPOUNDING EXAMPLES

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

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

**7.3.** The listing of hyphenated compounds ending in *ed* was kept to a minimum. The rationale was to provide one or two examples under a keyword rather than needless repetition.

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

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

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

**7.7.** Distinction should also be made in the compounding of two words to form an adjective modifier and the use of the same words as a predicate adjective; e.g., "crystal-clear water," *but* "the water is crystal clear"; "fire-tested material," *but* "the material is fire tested."

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

**7.9.** For better appearance, it may sometimes be necessary to treat alike words which would have different forms when they appear separately; e.g., *bumblebee* and *queen bee*, *farmhand* and *ranch hand*. In juxtaposition, these and similar words should be

made uniform by being printed as two words. This is only a temporary expedient and does not supersede the list.

**7.10.** Combining forms and prefixes are usually printed solid. For greater readability, the hyphen is sometimes used to avoid doubling a vowel (*anti-inflation*, *naso-orbital*); to facilitate a normally capitalized word (*mid-April*, *non-European*); to assure distinct pronunciation of each element of a compound or ready comprehension of intended meaning (*contra-ion*, *un-ionized*); or to join a combining form or prefix to a hyphenated compound (*equi-gram-molar*, *pro-mother-in-law*).

**7.11.** As nouns and adjectives, *holdup*, *calldown*, *layout*, *makeup*, and similar words should be printed solid. Their *er* derivatives (*holder-up*, *caller-down*, *layer-out*, and *maker-up*) require hyphens. Such compounds as *run-in*, *run-on*, and *tie-in* resist quick comprehension when solid. They are therefore hyphenated.

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

**7.13.** Words printed flush in the following list combine with the words which follow to indicate solid or hyphenated compounds. A spacemark (#) appearing before an indented entry indicates a two-word form, but two-word forms appearing in the adjective position usually take a hyphen.

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

- A -

<b>A</b>				
BC(s) (n.)	-said (u.m.)	<b>after</b> (c.f.)	-condition (all	line (aviation)
-B-C (u.m.)	-water (u.m.)	<i>all one word</i>	forms)	liner
-bomb	-written (u.m.)	agar-agar	-cool (v.)	link
-day	absentminded	<b>age</b>	-cooled (u.m.)	locked
-flat	ace-high (u.m.)	less	course	mail
-frame	<b>acid</b>	long	crew	mark (v.)
-pole	fast	-old (u.m.)	-dried (u.m.)	marker
-sharp	-treat (v.)	-stricken (u.m.)	-driven (u.m.)	mass
<b>a</b>	works	-weary (u.m.)	drome	minded
borning, etc.	ack-ack	agribusiness	drop	park
foot	<b>acre</b>	<b>ague</b>	-dry (u.m., v.)	path
while (adv.)	-foot	-faced (u.m.)	fare	photo
<b>abdomino</b> (c.f.)	-inch	-plagued (u.m.)	-floated (u.m.)	port (all
<i>all one word</i>	<b>actino</b> (c.f.)	-sore (u.m.)	flow	meanings)
<b>able</b>	<i>all one word</i>	aide-de-camp	foil	<b>#raid</b>
-bodied (u.m.)	<b>addle</b>	<b>air</b>	-formed (u.m.)	scoop
-minded (u.m.)	brain	bag	frame	ship
about-face	head	base	freight	show
<b>above</b>	pate	bill	gap	sick
-cited (u.m.)	add-on (n., u.m.)	blast	glow	-slaked (u.m.)
deck	<b>adeno</b> (c.f.)	-blasted (u.m.)	hammer	sleeve
-found (u.m.)	<i>all one word</i>	blown	head	space
-given (u.m.)	<b>aero</b> (c.f.)	brake	hole	speed
ground (u.m.)	-otitis	brush	hose	stream
-mentioned	<i>rest one word</i>	burst	lane	strike
(u.m.)	<b>afore</b>	cargo	lift	strip
-named (u.m.)	<i>all one word</i>	-clear (u.m.)	<b>#line</b> (line for	<b>#time</b> (radio and
		coach	air)	TV)

wave	<b>ambi</b> (c.f.) <i>all one word</i>	<b>anthropo</b> (c.f.) <i>all one word</i>	<b>arc</b> -over (n., u.m.) -weld (v.)	<b>asbestos</b> -covered (u.m.) -packed (u.m.)
woman	amidships	<b>anti</b> (pref.) -American, etc.	<b>arch</b> (pref.) band bishop duke enemy -Protestant	<b>ash</b> bin can -colored (u.m.) -free (u.m.) -gray (u.m.)
worthy	<b>amino</b> #acid <i>as prefix, all one word</i>	-choice christ god -hog-cholera (u.m.)	<b>archeo</b> (c.f.) <i>all one word</i>	<b>#heap</b> pan pile pit tray
alder-leaved (u.m.)	<b>ampere</b> -foot -hour meter -minute -second	-icer, -imperial, -inflation, etc. -life -missile-missile (u.m.) missile, personnel, trust, etc. -New#Deal, etc. <i>rest one word</i>	<b>archi</b> (pref.) <i>all one word</i>	<b>assembly</b> #line man #room
<b>ale</b> cup -fed (u.m.) glass	<b>amphi</b> (pref.) <i>all one word</i>	<b>antro</b> (c.f.) <i>all one word</i>	<b>archo</b> (c.f.) <i>all one word</i>	<b>astro</b> (c.f.) <i>all one word</i>
alkali#land	<b>amyl</b> (c.f.) <i>all one word</i>	<b>anvil</b> -faced (u.m.) -headed (u.m.)	<b>areo</b> (c.f.) <i>all one word</i>	<b>attorney#at#law</b>
<b>all</b> -absorbing (u.m.) -aged (u.m.) -American -clear (n., u.m.) -fired (u.m.) -flotation (mining)	<b>anchor</b> hold #light plate	<b>any</b> body how one #one (one thing or one of a group) place (adv.)	<b>aristo</b> (c.f.) <i>all one word</i>	<b>audio</b> frequency gram meter tape visual
<b>#fours</b> <b>#in</b> -inclusive (u.m.) mark (printing) -out (u.m.) -possessed (u.m.) -round (u.m.) spice -star (u.m.) time (u.m.) wise	<b>angel</b> cake -eyed (u.m.) -faced (u.m.) food	<b>ap</b> (pref.) <i>all one word</i>	<b>arithmo</b> (c.f.) <i>all one word</i>	<b>auro</b> (c.f.) -iodide <i>rest one word</i>
alleyway	<b>angle</b> hook meter wing worm	<b>apple</b> cart jack juice sauce -scented (u.m.) April-fool (v.)	<b>arm</b> band bone chair hole lift pit plate rack rest -shaped (u.m.)	<b>authorship</b> <b>auto</b> (c.f.) -logon matic#backup -objective -observation -omnibus -ophthal- moscope <i>rest one word</i>
<b>allo</b> (c.f.) <i>all one word</i>	<b>Anglo</b> (c.f.) -American, etc. <i>rest one word</i>	<b>aorto</b> (c.f.) <i>all one word</i>	<b>armor</b> -clad (u.m.) -piercing (u.m.) plate -plated (u.m.) smith arm's-length (u.m.)	<b>axe</b> -bound (u.m.) -filled (u.m.) -inspired (u.m.) some
almsgiver	<b>anhidr(o)</b> (c.f.) <i>all one word</i>	<b>apo</b> (pref.) <i>all one word</i>	<b>arrow</b> head -leaved (u.m.) plate -shaped (u.m.) shot -toothed (u.m.)	<b>ax</b> -adz -grinding (u.m.) hammer head -shaped (u.m.) axletree
<b>along</b> ship shore side	<b>ankle</b> bone -deep (u.m.) jack	<b>ap</b> (pref.) <i>all one word</i>	<b>arseno</b> (c.f.) <i>all one word</i>	<b>azo</b> (c.f.) -orange -orchil -orseilline <i>rest one word</i>
<b>alpen</b> glow stock	<b>ant</b> eater hill	<b>apple</b> culture lung marine meter puncture tint tone	<b>art-colored</b> (u.m.)	
<b>alpha</b> -cellulose -iron -naphthol also-ran (n., u.m.)	<b>ante</b> (pref.) #bellum, etc. -Christian, etc. #mortem mortem (nonliteral) <i>rest one word</i>	<b>aqua</b> culture lung marine meter puncture tint tone	<b>arterio</b> (c.f.) <i>all one word</i>	
<b>alto</b> cumulus relievo stratus	<b>antero</b> (c.f.) <i>all one word</i>	<b>aquo</b> (c.f.) -ion <i>rest one word</i>	<b>arthro</b> (c.f.) <i>all one word</i>	
<b>amber</b> -clear (u.m.) -colored (u.m.) -tipped (u.m.)	<b>antra</b> (c.f.) <i>all one word</i>		<b>artillery</b> man woman	

## - B -

B-flat	chain	furrow	rest	stay
<b>baby</b>	charge	ground	road	stitch
#boomer	-country (u.m.)	hand	run	stop
face (n.)	cross	haul	saw	strap
<b>#food</b>	date	-in (n., u.m.)	scatter	-streeter
sit (v.)	down (n., u.m.)	lash	set	stretch (n.)
sitter	drop	list (v.)	shift	string
<b>back</b>	face	log	slide	strip (book)
ache	feed	lotter	space	stroke
band	fill	packer (n.)	spin	-swath (v.)
bite (v.)	fire	paddle (v.)	spread	swept
biter	flap	pay	staff	swing
bone	flash	payment	stage	tack
breaker	flow	pedal (v.)	stairs	talk
cap	-focus (v.)	plate	stamp	tender



tenter	handed	<b>bear</b>	-mentioned	<b>bio</b> (c.f.)
-titrate (v.)	legged	baiting	(u.m.)	-aeration
track (v.)	necked	herd	-named (u.m.)	-osmosis
trail	worn	hide	behindhand	<i>rest one word</i>
up (n., u.m.)	barge-laden	hound	<b>bell</b>	birchbark
wall	(u.m.)	off (n., u.m.)	-bottomed	<b>bird</b>
wash	<b>bark</b>	trap	(u.m.)	bath
water	cutter	<b>beater</b>	crank	bander
<b>backer</b>	peel	-out	-crowned (u.m.)	cage
-down	-tanned (u.m.)	-up	hanger	call
-off	<b>barley</b>	<b>beauty</b>	hop	catcher
-up	corn	-blind (u.m.)	mouthed	#dog (literal)
<b>bag</b>	mow	-clad (u.m.)	ringer	dog (nonliteral)
boy, girl	#water	#shop	wether	-eyed (u.m.)
-cheeked	barnstormer	beaverpelt	<b>belly</b>	-faced (u.m.)
(u.m.)	<b>barrel</b>	<b>bed</b>	ache	life
pipe	head	board	band	lime
-shaped (u.m.)	-roll (v.)	chair	buster	lore
<b>baggage</b>	-shaped (u.m.)	chamber	button	mouthed
man	<b>base</b>	clothes	fed (u.m.)	seed
#rack	ball	cord	pinch	shot
#room	ball#bat	cover	belowstairs	watcher
#train	line	-fallen (u.m.)	<b>belt</b>	<b>bird's</b>
bailout (n., u.m.)	#line (surveying)	fast	-driven (u.m.)	-eye
<b>bake</b>	-minded (u.m.)	fellow	saw	#nest (literal)
oven	<b>basi</b> (c.f.)	frame	<b>bench</b>	(n.)
pan	<i>all one word</i>	lamp	fellow	-nest (n., u.m.,
shop	basketball	linen	-hardened	v.)
<b>bald</b>	bas-relief	pad	(u.m.)	<b>birth</b>
faced	<b>bat</b>	pan	made (u.m.)	bed
head (n.)	blind	plate	mark	#date
pate	-eyed (u.m.)	post	(nonliteral)	day
<b>ball</b>	fowl	quilt	#mark	mark
field	wing	rail	(surveying)	place
#game	batch#file	#rest	warmer	right
-like	<b>bath</b>	ridden	bentwing (n.,	#year
park	mat	rock	u.m.)	biscuit-shaped
(nonliteral)	robe	sheet	<b>benzo</b> (c.f.)	(u.m.)
#park (literal)	#towel	sick	<i>all one word</i>	<b>bismuto</b> (c.f.)
player	tub	side	berry-brown	<i>all one word</i>
point (n., u.m.)	batswing (cloth)	sore	(u.m.)	<b>bit</b>
stock	battercake	space	<b>best</b>	stock
ballot#box	<b>battle</b>	spread	#man	-mapped
<b>band</b>	ax	spring	seller (n.)	<b>bitter</b>
aid	-fallen (u.m.)	stand	<b>beta</b>	-ender
box	front	stead	-glucose	head
cutter	ground	straw	tron	sweet
saw	-scarred (u.m.)	time	<b>between</b>	-tongued (u.m.)
stand	ship	<b>bee</b>	decks	<b>black</b>
string	stead	bread	whiles	ball
-tailed (u.m.)	wagon	-eater	<b>bi</b> (pref.)	(nonliteral)
wagon	baud#rate	herd	-iliac	-bordered (u.m.)
width	baybolt	hive	<i>rest one word</i>	-eyed (u.m.)
<b>bandy</b>	<b>beach</b>	keeper	<b>big</b>	face
ball	comber	line	-eared (u.m.)	fire
-legged (u.m.)	head	way	-eyed (u.m.)	guard
bangup (n., u.m.)	wagon	beechnut	head (ego)	jack
<b>bank</b>	<b>bead</b>	<b>beef</b>	horn (sheep)	leg
book	flush	eater	-horned (u.m.)	list
note	roll	#extract	-leaguer	mail
#paper	<b>beak</b>	-faced (u.m.)	mouthed	mark
side (stream)	head	head	name (top	#market (n.)
bantamweight	iron	steak	rank) (n.,	-market (u.m.,
<b>bar</b>	-shaped (u.m.)	tongue	u.m.)	v.)
#bit	<b>beam</b>	<b>bees</b>	<b>bill</b>	-marketeer
code	filling	wax	back	-marketer
keeper	-making (u.m.)	wing	beetle	out (n., u.m.)
maid	<b>bean</b>	<b>beet</b>	broker	plate (printing)
post	bag	field	fold	print
tender	cod	#sugar	head	-robbed (u.m.)
-wound (u.m.)	-fed (u.m.)	-browed (u.m.)	hook	#sheep (all
<b>bare</b>	pole	head	poster	meanings)
-armed (u.m.)	pot	stock	sticker	shirted
back	setter	<b>before</b>	<b>billet</b>	snake
bone	-shaped (u.m.)	-cited (u.m.)	-doux	strap (n.)
faced	stalk	hand	head	-tie (u.m.)
foot			billingsgate	top
				#widow

<b>blast</b> hole plate <b>blasto</b> (c.f.) <i>all one word</i> <b>bleach</b> ground works <b>blear</b> eye -eyed (u.m.) -witted (u.m.) <b>blepharo</b> (c.f.) <i>all one word</i> blight-resistant (u.m.) <b>blind</b> -bomb (v.) -flying (u.m.) fold -loaded (u.m.) #man spot stitch story blink-eyed (u.m.) blithe-looking (u.m.) <b>blitz</b> buggy krieg <b>block</b> buster head hole (v.) ship <b>blood</b> -alcohol (u.m.) bath beat curdling -drenched (u.m.) -giving (u.m.) guilty -hot (u.m.) hound letting mobile -red (u.m.) ripe shed shot spiller spot stain stock stream sucker thirsty -warm (u.m.) <b>bloody</b> -nosed (u.m.) -red (u.m.) <b>blossom</b> -bordered (u.m.) -laden (u.m.) <b>blow</b> back by (n., u.m.) cock down (n., u.m.) gun hard (n.) hole iron lamp	off (n., u.m.) out (n., u.m.) pipe spray through (u.m.) torch tube up (n., u.m.) <b>blue</b> -annealed (u.m.) beard (n.) blood bonnet book (nonliteral) bottle coat (n.) -eyed (u.m.) gill grass -gray (u.m.) -green (u.m.) -hot (u.m.) jack jacket nose -pencil (v.) point (oyster) print stocking streak (nonliteral) tongue (n.) <b>blunder</b> buss head <b>blunt</b> -edged (u.m.) -spoken (u.m.) <b>boar</b> spear staff <b>board</b> #foot rack walk <b>boat</b> builder crew head hook house loader owner #people setter shop side swain wright yard <b>bob</b> cat sled stay tail white <b>bobby</b> pin -soxer <b>body</b> bearer bending builder -centered (u.m.) guard	-mind plate <b>bog</b> -eyed (u.m.) land man trot (v.) <b>boil</b> down (n., u.m.) off (n., u.m.) out (n., u.m.) over (n., u.m.) <b>boiler</b> -off -out plate works boiling#house <b>bold</b> face (printing) -spirited (u.m.) <b>bolt</b> cutter head hole -shaped (u.m.) strake <b>bomb</b> drop fall shell sight thrower -throwing (u.m.) <b>bone</b> ache #ash black breaker -bred (u.m.) -dry (u.m.) -eater -hard (u.m.) head lace meal set shaker -white (u.m.) boobytrap boogie-woogie <b>book</b> binder case dealer #end fair -fed (u.m.) fold -learned (u.m.) -lined (u.m.) list love lover mark mobile plate rack rest sale seller shelf stack stall stamp stand stitch	-stitching (u.m.) -taught (u.m.) wright <b>boom</b> town truck boondoggling <b>boot</b> black hose jack lace last leg lick strap <b>bore</b> hole safe sight <b>bosom</b> -deep (u.m.) -folded (u.m.) -making (u.m.) <b>bottle</b> -fed (u.m.) neck -nosed (u.m.) bottom#land boughtpot <b>bow</b> back bent grace head knot legged -necked (u.m.) pin shot spirit stave string wow <b>box</b> car haul head (printing) truck <b>boxer</b> -off -up <b>brachio</b> (c.f.) <i>all one word</i> <b>brachy</b> (c.f.) <i>all one word</i> <b>brain</b> cap child -cracked (u.m.) pan sick -spun (u.m.) storm -tired (u.m.) wash <b>brake</b> drum head meter shoe brandnew (u.m.) <b>brandy</b> -burnt (u.m.) wine	<b>brass</b> -armed (u.m.) -bold (u.m.) -smith works <b>brave</b> hearted -looking (u.m.) -minded (u.m.) <b>brazen</b> -browed (u.m.) face <b>bread</b> basket crumb earner fruit #knife liner plate seller stuff #tray winner <b>break</b> away (n., u.m.) ax back (n., u.m.) bone (fever) #circuit down (n., u.m.) -even (u.m.) fast fast#room front -in (n., u.m.) neck off (n., u.m.) out (n., u.m.) point through (n., u.m.) up (n., u.m.) wind (n.) <b>breaker</b> -down -off -up <b>breast</b> band beam bone -deep (u.m.) -fed (u.m.) -high (u.m.) hook mark piece pin plate plow rail rope work <b>breath</b> -blown (u.m.) -tainted (u.m.) taking <b>breech</b> block cloth loader -loading (u.m.) lock pin plug sight
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<b>breeze</b> -borne (u.m.) -lifted (u.m.) -swept (u.m.) way	<b>broad</b> acre ax band (radio) (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	out (n., u.m.) print <b>brush</b> ball #holder off (n., u.m.) -treat (v.) <b>brusher</b> -off -up <b>buck</b> eye -eyed (u.m.) horn hound passer plate pot saw shot skinned stall stay stove tooth wagon wash bucket-shaped (u.m.)	<b>bull</b> baiting dog doze -faced (u.m.) fight frog head -mouthed (u.m.) neck nose pen ring #terrier toad -voiced (u.m.) whack whip <b>bullet</b> head maker proof <b>bull's</b> -eye (nonliteral) -foot <b>bumble</b> bee foot kite <b>bung</b> hole start <b>burn</b> -in (n., u.m.) out (n., u.m.) up (n., u.m.) burned-over (u.m.) burner-off <b>burnt</b> -out (u.m.) -up (u.m.) <b>bus</b> boy #conductor driver fare girl line load	<b>bush</b> beater buck fighter -grown (u.m.) hammer -leaguer ranger whacker wife bustup (n., u.m.) <b>busy</b> body -fingered (u.m.) head <b>butt</b> -joint (v.) saw stock strap -weld (v.) <b>butter</b> ball -colored (u.m.) fat fingers head milk mouth nut print -rigged (u.m.) scotch -smooth (u.m.) wife -yellow (u.m.) <b>button</b> -eared (u.m.) -headed (u.m.) hold hole hook mold buzzerphone <b>by</b> -and-by -by -the-way (n., u.m.) -your-leave (n., u.m.) <i>rest one word</i>
<b>bric-a-brac</b> <b>brick</b> bat -built (u.m.) -colored (u.m.) kiln layer liner mason -red (u.m.) setter work yard <b>bride</b> bed bowl cake chamber cup groom knot lace maiden stake <b>bridge</b> builder head pot tree #wall work briefcase <b>bright</b> -colored (u.m.) -eyed (u.m.) <b>brilliant</b> -cut (u.m.) -green (u.m.) brine-soaked (u.m.) bringer-up <b>bristle</b> cone (u.m.) -pointed (u.m.)	<b>broken</b> -down (u.m.) -legged (u.m.) -mouthed (u.m.) <b>bromo</b> (c.f.) <i>all one word</i> <b>bronchio</b> (c.f.) <i>all one word</i> <b>broncho</b> (c.f.) <i>all one word</i> broncobuster <b>bronze</b> -clad (u.m.) -covered (u.m.) -red (u.m.) <b>broom</b> #handle -leaved (u.m.) -making (u.m.) stick <b>brother</b> -german hood -in-law <b>brow</b> beat point post <b>brown</b> back -eyed (u.m.)	<b>bug</b> bear bite -eyed (u.m.) <b>build</b> down (n., u.m.) up (n., u.m.) <b>built</b> -in (u.m.) -up (u.m.) bulb-tee (u.m.) <b>bulbo</b> (c.f.) <i>all one word</i> <b>bulk</b> head -pile (v.) weigh (v.)	<b>bullet</b> head maker proof <b>bull's</b> -eye (nonliteral) -foot <b>bumble</b> bee foot kite <b>bung</b> hole start <b>burn</b> -in (n., u.m.) out (n., u.m.) up (n., u.m.) burned-over (u.m.) burner-off <b>burnt</b> -out (u.m.) -up (u.m.) <b>bus</b> boy #conductor driver fare girl line load	<b>bush</b> beater buck fighter -grown (u.m.) hammer -leaguer ranger whacker wife bustup (n., u.m.) <b>busy</b> body -fingered (u.m.) head <b>butt</b> -joint (v.) saw stock strap -weld (v.) <b>butter</b> ball -colored (u.m.) fat fingers head milk mouth nut print -rigged (u.m.) scotch -smooth (u.m.) wife -yellow (u.m.) <b>button</b> -eared (u.m.) -headed (u.m.) hold hole hook mold buzzerphone <b>by</b> -and-by -by -the-way (n., u.m.) -your-leave (n., u.m.) <i>rest one word</i>

## - C -

<b>C</b> -sharp -star -tube <b>cab</b> driver fare #owner stand cabbagehead <b>cabinet</b> maker making cable-laid (u.m.) <b>caco</b> (c.f.) <i>all one word</i> cage#bird <b>cake</b> baker bread -eater	mixer -mixing (u.m.) pan walk <b>calci</b> (c.f.) <i>all one word</i> calk-weld (v.) <b>call</b> back (n., u.m.) box down (n., u.m.) -in (n., u.m.) note -off (n., u.m.) out (n., u.m.) -over (n., u.m.) up (n., u.m.) camshaft <b>camel</b> back (rubber) -backed (u.m.)	driver -faced (u.m.) camel's-hair (u.m.) <b>camp</b> fire ground stool <b>can</b> capper not #opener canalside <b>candle</b> bomb -foot holder -hour lighter lit -meter	-shaped (u.m.) stand stick wick wright candystick <b>cane</b> -backed (u.m.) brake crusher cutter #sugar <b>canker</b> -eaten (u.m.) -mouthed (u.m.) cannonball canvas-covered (u.m.) <b>cap</b> -flash (v.) nut	screw sheaf shore <b>car</b> barn break builder fare goose hop jacker lot -mile owner pool port sick wash <b>carbo</b> (c.f.) <i>all one word</i>
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<b>carbol</b> (c.f.) <i>all one word</i>	caster -off -out castlebuilder (nonliteral)	<b>centi</b> (c.f.) <i>all one word</i> centimeter-gram- second	strap string up (n., u.m.) washer weigher writer	#shop ware Chinatown chipmunk <b>chiro</b> (c.f.) <i>all one word</i>
<b>carcino</b> (c.f.) <i>all one word</i>		<b>centri</b> (c.f.) <i>all one word</i>	<b>checker</b> -in -off -out -up	<b>chisel</b> -cut (u.m.) -edged (u.m.) #maker chitchat chitter-chatter
<b>card</b> case -index (u.m., v.) player sharp stock	<b>cat</b> 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	<b>centro</b> (c.f.) <i>all one word</i> <b>cephalo</b> (c.f.) <i>all one word</i> <b>cerato</b> (c.f.) <i>all one word</i> <b>cerebro</b> (c.f.) -ocular <i>rest one word</i> certificate holder	<b>cheek</b> bone strap cheerleader	<b>chlo</b> (c.f.) <i>all one word</i>
<b>cardio</b> (c.f.) -aortic <i>rest one word</i>		<b>cess</b> pipe pit pool chaffcutter	<b>cheese</b> burger cake cloth curd cutter head lip parer plate	<b>chock</b> ablock -full (u.m.) <b>chocolate</b> -brown (u.m.) -coated (u.m.) #maker
<b>care</b> free giver -laden (u.m.) taker -tired (u.m.) worn	<b>catch</b> all (n., u.m.) -as-catch-can (u.m.) cry penny plate up (n., u.m.) weight word	<b>cervico</b> (c.f.) -occipital -orbicular <i>rest one word</i>	<b>chemico</b> (c.f.) <i>all one word</i> <b>chemo</b> (c.f.) <i>all one word</i> <b>cherry</b> -colored (u.m.) stone (nonliteral) #stone (literal)	<b>choke</b> bore damp out (n., u.m.) point strap <b>chole</b> (c.f.) <i>all one word</i> <b>chondro</b> (c.f.) -osseous <i>rest one word</i>
<b>carpet</b> bagger beater #cleaner -cleaning (u.m.) -covered (u.m.) fitter layer -smooth (u.m.) -sweeping (u.m.) weaver -weaving (u.m.) web woven	<b>cater</b> corner wauling	<b>chair</b> fast mender person -shaped (u.m.) warmer	<b>chestnut</b> -colored (u.m.) -red (u.m.)	<b>chop</b> -chop stick chowchow
<b>carpo</b> (c.f.) -olecranal <i>rest one word</i> carriage-making (u.m.)	<b>cat's</b> -eye (nonliteral) -paw (nonliteral)	<b>chalk</b> cutter line -white (u.m.)	<b>chicken</b> bill -billed (u.m.) #breast breasted #coop #farm feed heart pox #yard	<b>Christ</b> -given (u.m.) -inspired (u.m.) like
<b>carrot</b> -colored (u.m.) head (nonliteral) juice top (nonliteral)	<b>cattle</b> #boat feed -raising (u.m.) yak	<b>chamber</b> maid woman changeover chapfallen chapelgoing	<b>child</b> bearing bed birth care crowing hood kind life -minded (u.m.) ridden wife chill-cast (u.m., v.)	<b>chromo</b> (c.f.) <i>all one word</i> <b>chrono</b> (c.f.) <i>all one word</i>
<b>carry</b> 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.)	<b>cauliflower</b> -eared (u.m.) #ware causeway	<b>char</b> broiler coal pit chartbook chattermark cheapskate	<b>chief</b> -justice -justiceship #mate	<b>chuck</b> hole plate wagon chucklehead chunkhead
<b>cart</b> load wheel (coin) whip wright	<b>cave</b> dweller -dwelling (u.m.) #fish -in (n., u.m.) cease-fire (n., u.m.) cedar-colored (u.m.)	<b>charge</b> #book off (n., u.m.) out (n., u.m.) chartbook chattermark cheapskate	<b>child</b> bearing bed birth care crowing hood kind life -minded (u.m.) ridden wife chill-cast (u.m., v.)	<b>church</b> goer like work yard
<b>case</b> bearer finding hammer harden load mated worker	<b>celi</b> (c.f.) <i>all one word</i> <b>celio</b> (c.f.) <i>all one word</i> <b>cement</b> -covered (u.m.) mason -temper (v.)	<b>check</b> 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	<b>chin</b> band -bearded (u.m.) -chin cloth cough -high (u.m.) rest strap	<b>churn</b> -butted (u.m.) milk
caser-in cashflow	<b>census</b> #taker -taking		<b>china</b> -blue (u.m.)	<b>cigar</b> case cutter -shaped (u.m.)
<b>cast</b> away (n., u.m.) back (n., u.m.) -by (u.m.) off (n., u.m.) out (n., u.m.) -ridden (u.m.) -weld (v.)	<b>center</b> #field (sports) head (printing) line most #piece -second		<b>cigarette</b> #holder #maker -making (u.m.) <b>cine</b> (c.f.) <i>all one word</i> circuitbreaker <b>circum</b> (pref.) arctic, pacific, etc. -Saturnal, etc. <i>rest one word</i>	

<b>cirro</b> (c.f.) <i>all one word</i>	<b>clip</b> -clap -edged (u.m.) sheet clipper-built (u.m.)	<b>coach</b> -and-four builder whip	<b>cold</b> 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 -shoulder (v.) type (printing)	Congressman#at #large
<b>cis</b> (pref.) alpine atlantic -trans (u.m.) <i>rest one word</i>	<b>cloak</b> -and-dagger (n., u.m.) room	<b>coal</b> bag bed bin -black (u.m.) breaker	<b>col</b> (c.f.) <i>all one word</i>	<b>contra</b> (pref.) -acting -approach -ion <i>rest one word</i>
<b>city</b> -born (u.m.) -bred (u.m.) folk #man scape	<b>clock</b> case face -minded (u.m.) setter #speed watcher	<b>#car</b> dealer digger -faced (u.m.) hole -laden (u.m.) #loader #mine pit rake sack (astron. only) shed ship #tar #truck yard coastside	<b>cole</b> seed slaw	<b>cook</b> book off (n., u.m.) out (n., u.m.) shack stove coolheaded
<b>clam</b> bake shell clampdown (n., u.m.)	<b>clod</b> head hopping pate	<b>#mine</b> pit rake sack (astron. only) shed ship #tar #truck yard coastside	<b>coli</b> (c.f.) <i>all one word</i>	<b>cooped</b> -in (u.m.) -up (u.m.)
<b>clap</b> net trap claspbook	<b>close</b> 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.)	<b>coat</b> hanger rack tailed	<b>collar</b> bag band bone	<b>cop</b> #out (v.) out (n.)
<b>class</b> book -conscious (u.m.) #consciousness #day work	<b>closed</b> -circuit (u.m.) #end #shop cloth-backed (u.m.)	<b>cock</b> bill brain crow eye fight head pit #robin spur sure -tailed (u.m.) up (n., u.m.)	<b>colo</b> (c.f.) <i>all one word</i>	<b>copper</b> -bottomed (u.m.) -colored (u.m.) head -headed (u.m.) #mine nose plate -plated (u.m.) smith works
<b>claw</b> bar -footed (u.m.) hammer hatchet -tailed (u.m.)	<b>cloud</b> base burst cap -hidden (u.m.)	<b>cockleshell</b> cockscomb	<b>color</b> bearer blind #blindness fast -free (u.m.) #line type (printing) (n.) -washed (u.m.) comb-toothed (u.m.)	<b>copy</b> cat cutter desk #editor fitter holding reader right writer
<b>clay</b> bank -colored (u.m.) pan pit works	<b>clothes</b> bag basket brush #closet horse pin press rack #tree	<b>cod</b> bank fishing head #liver pitchings smack	<b>come</b> -along (tool) back (n., u.m.) -between (n.) down (n.) -off (n., u.m.) -on (n., u.m.) -out (n.) -outer uppace	<b>coral</b> -beaded (u.m.) -red (u.m.)
<b>clean</b> -cut (u.m.) handed out (n., u.m.) -shaved (u.m.) -smelling (u.m.) up (n., u.m.)	<b>cloud</b> base burst cap -hidden (u.m.)	<b>code</b> #name -named (u.m.)	<b>comic#book</b>	<b>corn</b> -lined (u.m.) screw
<b>clear</b> cole -cut (u.m.) cut (forestry) (n., v.) -eyed (u.m.) headed -sighted (u.m.) up (n., u.m.) wing clearinghouse	<b>cloud</b> base burst cap -hidden (u.m.)	<b>code</b> #name -named (u.m.)	<b>command</b> -line #prompt commander#in #chief	<b>corn</b> bin bread cake cob cracker crib crusher cutter dodger -fed (u.m.) husk loft meal #pone stalk starch
<b>cleft</b> -footed (u.m.) -graft (v.) client/server	<b>club</b> #car foot hand haul mobile ridden room root -shaped (u.m.)	<b>cofferdam</b> coffin-headed (u.m.) cogwheel coin-operated (u.m.)	<b>common</b> -carrier #law place #sense (n.) sense (u.m.) weal wealth companionship compress#file comptime	<b>corner</b> bind post corpsmember
<b>cliff</b> dweller -dwelling (u.m.) hanger side top -worn (u.m.) climbpath clinch-built (u.m.) clink-clank clinker-built (u.m.)	<b>clover</b> bloom leaf seed sick	<b>code</b> #name -named (u.m.)	<b>cone</b> -shaped (u.m.) speaker conference#room	<b>cost</b> #effective (n.) -effectiveness wise <b>costo</b> (c.f.) <i>all one word</i> <b>cotton</b> -clad (u.m.)

-covered (u.m.) -growing (u.m.) #mill mouth (snake) packer picker, ing seed sick countdown (n., u.m.) <b>counter</b> #check (banking) #septum -off act, propaganda, top, etc. <i>as combining</i> <i>form, one</i> <i>word</i> <b>country</b> -born (u.m.) -bred (u.m.) folk people side wide <b>county</b> #seat wide <b>court</b> bred -martial ship <b>cousin</b> -german hood -in-law <b>cover</b> alls let side up (n., u.m.) <b>cow</b> barn bell catcher -eyed (u.m.) gate hand herd hide hitch lick path pen #pony pox puncher shed sucker	<b>crab</b> cake catcher eater faced hole meat stick <b>crack</b> down (n., u.m.) house (slang) jaw pot -the-whip (n., u.m.) up (n., u.m.) <b>cradle</b> side #snatcher song <b>cranio</b> (c.f.) <i>all one word</i> <b>crank</b> case -driven (u.m.) pin pit shaft crapehanger crashdive (v.) crawlup (n., u.m.) <b>crazy</b> bone cat <b>cream</b> cake -colored (u.m.) creditworthiness <b>creek</b> bed side <b>creep</b> hole mouse crepe#de#chine crestfallen <b>crew</b> cut member cribstrap <b>crime</b> fighter solver wave crisscross <b>crook</b> <i>all one word</i> <b>crooked</b> -foot (n.) -legged (u.m.) -nosed (u.m.)	<b>crop</b> -bound (u.m.) -haired (u.m.) head mark -year <b>cross</b> -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 <b>crow</b> bait bar foot crownbar <b>crow's</b> -foot (nonliteral) -nest (nonliteral) crybaby <b>crypto</b> (c.f.) -Christian, etc. <i>rest one word</i>	<b>crystal</b> -clear (u.m.) -girded (u.m.) -smooth (u.m.) cubbyhole <b>cumulo</b> (c.f.) <i>all one word</i> <b>cup</b> bearer cake ful head <b>curb</b> side stoner cure-all (n., u.m.) <b>curly</b> head locks (n.) currycomb cussword <b>custom</b> -built (u.m.) -made (u.m.) -tailored (u.m.) <b>cut</b> 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.) <b>cutter</b> -built (u.m.) -down head -off -out -rigged (u.m.) -up cattlebone <b>cyano</b> (c.f.) <i>all one word</i> cyclear <b>cyclo</b> (c.f.) -olefin <i>rest one word</i> <b>cysto</b> (c.f.) <i>all one word</i> <b>cyto</b> (c.f.) <i>all one word</i>
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## - D -

<b>D</b> -day -major -plus-4-day <b>dairy</b> -fed (u.m.) -made (u.m.) daisy#chain <b>damp</b> proofing -stained (u.m.) damping-off (n., u.m.)	dancehall danger#line <b>dare</b> -all (n., u.m.) devil say <b>dark</b> -eyed (u.m.) horse (nonliteral) room (n.) -skinned (u.m.)	<b>dash</b> plate wheel <b>data</b> bank base <b>date</b> lined mark daughter-in-law <b>dawn</b> -gray (u.m.) streak	<b>day</b> beam bed break -bright (u.m.) care dawn dream -fly (aviation) (v.) -flying (u.m.) going	lighted lit long (u.m.) mark side star -to-day (u.m.) worker <b>de</b> (pref.) -air icer
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-ink	<b>dermato</b> (c.f.) <i>all one word</i>	dining#room	-headed (u.m.)	-entendre
-ion	<b>desk</b>	<b>dinitro</b> (c.f.)	hole	handed
centralize,	#room	#spray	leg	-headed (u.m.)
energize, etc.	top (n., u.m.)	<i>rest one word</i>	#owner	header
<i>rest one word</i>	<b>dessert</b>	<b>dip</b>	race	-jointed
<b>dead</b>	#fork	-dye (v.)	shore	-leaded (u.m.)
-alive	#knife	-grained (u.m.)	sled	-quick (u.m.)
beat (n.)	spoon	head	-tired (u.m.)	-sided
born	<b>deutero</b> (c.f.)	stick	tooth	#space (v.)
-burn (v.)	<i>all one word</i>	dipper-in	-toothed (u.m.)	#take
#center	<b>devil</b>	<b>direct</b>	trick	talk
-cold (u.m.)	-devil	-connected	trot	tone (printing)
-dip (v.)	dog (a marine)	(u.m.)	watch	tree
-drunk (u.m.)	-inspired (u.m.)	-indirect	-weary (u.m.)	-trouble
-ender	-ridden (u.m.)	direction-finding	<b>doll</b>	-up (u.m., v.)
eye (n.)	<b>dew</b>	(u.m.)	face	#work
-eyed (u.m.)	beam	<b>dirt</b>	-faced (u.m.)	<b>dough</b>
fall	cap	-cheap (u.m.)	dollyhead	boy
head	-clad (u.m.)	fast	<b>donkey</b>	-colored (u.m.)
-heated (u.m.)	claw	-incrusted	back	face
-heater	damp	(u.m.)	-drawn (u.m.)	-face (u.m.)
-heavy (u.m.)	-drenched	plate	-eared (u.m.)	head
latch	(u.m.)	<b>dirty</b>	doomsday	mixer
#load	drop	-faced (u.m.)	<b>door</b>	nut
lock	fall	-minded (u.m.)	bed	<b>down</b>
pan	-fed (u.m.)	#work	bell	beat
-roast (v.)	-laden (u.m.)	<b>dis</b> (pref.)	case	by
weight (n.,	lap	<i>all one word</i>	check	cast
u.m.)	point	<b>dish</b>	frame	check
wood	<b>dextro</b> (c.f.)	cloth	head	coast
<b>death</b>	<i>all one word</i>	#cover	jamb	come
bed	<b>di</b> (pref.)	pan	keeper	-covered (u.m.)
blow	<i>all one word</i>	rack	knob	crier
day	<b>dia</b> (pref.)	rag	mat	cry
-divided (u.m.)	<i>all one word</i>	#towel	nail	curved
-doom (v.)	dialog#box	washer	#opener	cut
#house	dial-up	wiper	plate	dale
-struck (u.m.)	<b>diamond</b>	<b>disk</b>	post	draft
trap	back	#drive	-shaped (u.m.)	drag
watch	-backed (u.m.)	jockey	sill	face
-weary (u.m.)	-shaped (u.m.)	pack	step	fall
decisionmaking	<b>diazo</b> (c.f.)	plow	stop	feed
deckhand	-oxide	-shaped (u.m.)	<b>dope</b>	filled
<b>deep</b>	<i>rest one word</i>	<b>ditch</b>	fiend	flow
-affected (u.m.)	<b>dice</b>	bank	passer	fold
-cut (u.m.)	cup	digger	pusher	grade
-felt (u.m.)	play	rider	sheet	gradient
-freeze (u.m., v.)	<b>die</b>	side	<b>dorsi</b> (c.f.)	growth
-frying (u.m.)	-away (u.m.)	<b>dive</b>	<i>all one word</i>	hanging
going	back	-bomb (v.)	<b>dosro</b> (c.f.)	haul
-grown (u.m.)	case	#bomber	-occipital	hearted
-laid (u.m.)	-cast (u.m., v.)	<b>do</b>	<i>rest one word</i>	hill
most	caster	-all (n., u.m.)	<b>dot</b>	lead
mouthed	-cut (u.m., v.)	-gooder	-matrix	load
-rooted (u.m.)	cutter	-little (n., u.m.)	#pitch	lock (n.)
#sea	hard (n., u.m.)	-nothing (n.,	<b>double</b>	look
-seated (u.m.)	head	u.m.)	-barrel (n.,	most
-set (u.m.)	#proof	<b>dock</b>	u.m.)	payment
-sunk (u.m.)	(philately)	hand	-barreled (u.m.)	pour
-voiced (u.m.)	(n.)	head	-bitt (v.)	rate
water (u.m.)	setter	side	-breasted (u.m.)	right
<b>deer</b>	sinker	worker	-charge (v.)	river
drive (n.)	-square (u.m.)	<b>dog</b>	check (n., v.)	rush
-eyed (u.m.)	stock	bite	checked (u.m.,	shore
food	<b>diesel</b>	-bitten (u.m.)	v.)	side
herd	-driven (u.m.)	breeder	-chinned (u.m.)	sitting
horn	-electric (u.m.)	cart	-click	slip
hound	dillydally	catcher	cross	slope
meat	<b>dim</b>	#days	(nonliteral)	-soft (u.m.)
stalker	-lighted (u.m.)	-drawn (u.m.)	deal (v.)	spout
stand	lit	-ear (v.)	-decker	stage
<b>dehydr(o)</b> (c.f.)	out (n., u.m.)	-eared (u.m.)	dipper	stairs
<i>all one word</i>	diner-out	face (soldier)	(nonliteral)	state
<b>demi</b> (pref.)	<b>ding</b>	-faced (u.m.)	-duty (u.m.)	stream
-Christian, etc.	bat	fall	-dye (v.)	street
-incognito	dong	fight	-edged (u.m.)	stroke
<i>rest one word</i>		food	-ender	sun (adv.,
				u.m.)

swing	<b>draw</b>	lore	leaf (n., u.m.)	<b>due</b>
take	-arch (n.)	world	leg	-in (n., u.m.)
throw	arm	dredge#net	off (n., u.m.)	out (n., u.m.)
thrust	back	dressup (n., u.m.)	out (n., u.m.)	duffelbag
time	bar	dressing#room	sonde	<b>dug</b>
town	beam	<b>drift</b>	stitch	out (n.)
trampling	bench	#boat	<b>drug</b>	-up (u.m.)
trend	bolt	bolt	-addicted (u.m.)	<b>dull</b>
trodden	bore	meter	mixer	-edged (u.m.)
turn	bridge	-mining (u.m.)	passer	head
valley	cut	#net	pusher	-looking (u.m.)
weigh	down (n., u.m.)	pin	seller	-witted (u.m.)
weight	file	wind	#user	dumdatum
wind	gate	<b>drill</b>	<b>drum</b>	<b>dumb</b>
<b>draft</b>	gear	case	beat	bell
age (allowance)	glove	-like	fire	head
#age	head	stock	head	waiter
-exempt (u.m.)	horse	<b>drip</b>	stick	<b>dump</b>
<b>drag</b>	knife	cock	-up (n., u.m.)	car
bar	knot	-drip	<b>dry</b>	cart
bolt	link	-dry (u.m., v.)	-burnt (u.m.)	site
net	loom	sheet	#cell	dunderhead
pipe	net	stick	clean	<b>duo</b> (c.f.)
rope	off (n., u.m.)	<b>drive</b>	-cure (v.)	<i>all one word</i>
saw	out (n., u.m.)	away (n., u.m.)	dock	<b>dust</b>
staff	pin	belt	-dye (v.)	bag
wire	plate	bolt	-farm (v.)	bin
<b>dragger</b>	point	by (n., u.m.)	farming (n., u.m.)	brush
-down	sheet	cap	gulch	cloth
-in	span	head	(nonliteral)	-covered (u.m.)
-out	stop	-in (n., u.m.)	lot	fall
-up	string	pipe	-pack (u.m., v.)	-gray (u.m.)
<b>dragon</b>	tongs	screw	-rotted (u.m.)	-laden (u.m.)
-eyed (u.m.)	tube	#shaft	-salt (v.)	pan
fly	<b>drawer</b>	way	wash	storm
#piece	-down	<b>drop</b>	<b>duck</b>	<b>duty</b>
<b>drain</b>	-in	away (n., u.m.)	bill	bound
cleaner	-off	bolt	-billed (u.m.)	-free (u.m.)
pipe	-out	cloth	blind	dwelling#house
plug	<b>drawing</b>	-down	foot (tool)	<b>dye</b>
tile	#board	-forge (v.)	-footed (u.m.)	mixer
<b>drainage</b>	#room	front	pin	stuff
#area	<b>dream</b>	hammer	pond	works
#basin	-haunted (u.m.)	head	walk	<b>dys</b> (pref.)
way	land	kick		<i>all one word</i>

## - E -

e-mail	born	-rising (u.m.)	<b>eight</b>	<b>end</b>
<b>eagle</b>	-bred (u.m.)	-spoken (u.m.)	-angled (u.m.)	-all (n., u.m.)
#eye	fall	eavesdrop	#ball	bell
-eyed (u.m.)	fast	ebb#tide	fold	brain
<b>ear</b>	-fed (u.m.)	<b>edge</b>	penny (nail)	gate
ache	fill	#plane	-ply (u.m.)	lap
cap	grubber	shot	score	long
drop	#house	ways	-wheeler	-match (v.)
drum	kin	wise	elbowchair	matcher
flap	lit	<b>eel</b>	<b>elder</b>	-measure (v.)
guard	mover	cake	#brother	most
hole	nut	catcher	-leaved (u.m.)	-shrink (v.)
lap	quake	fare	<b>electro</b> (c.f.)	ways
mark	-shaking (u.m.)	pot	-optics	<b>ender</b>
#muff	slide	pout	-osmosis	-on
phone	-stained (u.m.)	spear	-ultrafiltration	-up
-piercing (u.m.)	wall	<b>egg</b>	<i>rest one word</i>	<b>endo</b> (c.f.)
plug	<b>east</b>	beater (all meanings)	<b>embryo</b> (c.f.)	<i>all one word</i>
ring	bound	cup	<i>all one word</i>	<b>engine</b>
screw	-central (u.m.)	eater	<b>empty</b>	#shop
shot	going	fruit	handed	-sized (u.m.)
sore	-northeast	head	-looking	work
splitting	#side	(nonliteral)	(u.m.)	#worker
tab	-sider	hot (n.)	<b>en</b>	#yard
wax	-southeast	nog	#banc	<b>entero</b> (c.f.)
wig	Easter#time	plant	#gros	<i>all one word</i>
witness	<b>easy</b>	-shaped (u.m.)	#route	<b>entry</b>
<b>earth</b>	going	shell	<b>encephalo</b> (c.f.)	#book
bank	mark (n.)	-white (u.m.)	<i>all one word</i>	way



<b>envelope</b> #holder #maker <b>epi</b> (pref.) <i>all one word</i> <b>equi</b> (c.f.) -gram-molar <i>rest one word</i> <b>ere</b> long now errorproof <b>erythro</b> (c.f.) <i>all one word</i> <b>even</b> glow handed minded -numbered (u.m.) song -tempered (u.m.) <b>ever</b> -abiding (u.m.) bearing blooming	-constant (u.m.) -fertile (u.m.) glade going green lasting more -normal (u.m.) -present (u.m.) -ready (u.m.) sporting (biol.) which <b>every</b> day (n., u.m.) #day (each day) how one (all) #one (distributive) #time <b>evil</b> doer #eye -eyed (u.m.) -faced (u.m.) -looking (u.m.) minded (u.m.)	sayer speaker wishing <b>ex</b> #cathedral cathedral communicate -Governor #libris #officio #post#facto #rights -serviceman -trader -vice-president <b>extra</b> -alimentary -American bold -Britannic -condensed (u.m.) curricular -fine (u.m.) hazardous judicial -large (u.m.)	-long (u.m.) marginal mural ordinary polar -strong (u.m.) territorial vascular <b>eye</b> #appeal ball bank bar blink -blurred (u.m.) bolt brow -conscious (u.m.) cup flap glance glass hole lash lens lid	mark -minded (u.m.) #opener peep pit point service shade shield shot sick sight sore spot -spotted (u.m.) stalk strain string tooth wash #weariness wink witness
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## - F -

<b>F</b> -flat -horn -sharp <b>fact</b> #book teller <b>face</b> about (n., u.m., v.) -arbor (v.) cloth -harden (v.) -hardened (u.m.) lifting mark -off (n.) -on (n., u.m.) plate up (n., u.m.) <b>fact</b> book finding sheet <b>fade</b> away (n., u.m.) -in (n., u.m.) out (n., u.m.) fail-safe <b>faint</b> heart -voiced (u.m.) <b>fair</b> ground -lead (n., u.m.) minded play -skinned (u.m.) #trade <b>fairy</b> folk hood tale faithbreaker <b>fall</b> away (n., u.m.)	back (n., u.m.) #guy -in (n., u.m.) out (n., u.m.) -plow (v.) -sow (v.) trap fallow#land <b>false</b> -bottomed (u.m.) #face -faced (u.m.) hood -tongued (u.m.) <b>fame</b> -crowned (u.m.) -thirsty (u.m.) <b>fan</b> back bearer #belt fare fold foot -jet -leaved (u.m.) marker -shaped (u.m.) -tailed (u.m.) <b>fancy</b> -free (u.m.) -loose (u.m.) -woven (u.m.) -wrought (u.m.) <b>far</b> -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 <b>farm</b> -bred (u.m.) hand hold owner people place stead worker <b>fashion</b> -led (u.m.) #piece (naut.) #plate -setting (u.m.) <b>fast</b> -anchored (u.m.) back -dyed (u.m.) going hold -moving (u.m.) -read (v.) -reading (u.m.) #time (daylight saving) <b>fat</b> back -bellied (u.m.) -free (u.m.) head -soluble (u.m.) <b>father</b> -confessor -in-law land <b>fault</b> finder line slip faux#pas	<b>fax</b> -and-voice# mailbox #modem -on-demand <b>fear</b> -free (u.m.) nought -pursued (u.m.) -shaken (u.m.) <b>feather</b> 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.) <b>feeble</b> -bodied (u.m.) minded <b>feed</b> back (n., u.m.) bag bin box crusher cutter head lot mixer pipe rack store stuff <b>feeder</b> -in -up	<b>fellow</b> craft ship <i>rest two words</i> <b>felt</b> cutter -lined (u.m.) packer fenbank <b>fence</b> post #row <b>fern</b> -clad (u.m.) leaf -leaved (u.m.) <b>ferro</b> (c.f.) -carbon- titanium -uranium <i>rest one word</i> <b>ferry</b> boat #car #slip <b>fever</b> less -stricken (u.m.) trap -warm (u.m.) <b>fiber</b> -faced (u.m.) glass #optics stitch Fiberglas (copyright) <b>fibro</b> (c.f.) -osteoma <i>rest one word</i> fickle-minded <b>fiddle</b> back -faddle head -shaped (u.m.) stick string
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<b>field</b> ball glass goal -strip <b>fierce</b> -eyed (u.m.) -looking (u.m.) <b>fiery</b> -flaming (u.m.) -hot (u.m.) -red (u.m.) -tempered (u.m.) <b>fig</b> bar eater leaf shell <b>figure</b> head -of-eight (u.m.) #work (printing) <b>file</b> card -hard (u.m.) name setter -soft (u.m.) <b>fill</b> -in (n., u.m.) out (n., u.m.) -up (n., u.m.) <b>filler</b> cap -in -out -up <b>film</b> cutter goer going #paper slide strip -struck (u.m.) <b>fin</b> back -shaped (u.m.) <b>fine</b> -cut (u.m., v.) -draw (v.) -drawn (u.m.) -featured (u.m.) -looking (u.m.) -set (u.m.) <b>finger</b> breadth -cut (u.m.) hold hole hook mark nail parted post print shell spin stall tip <b>fire</b> arm back (n.) ball bell bolt	bomb brand brat break brick -burnt (u.m.) -clad (u.m.) coat cracker crest -cure (v.) damp #drill -eater fall fang fighter guard -hardened (u.m.) horse hose lit pit place plow plug -polish (v.) power proof -red (u.m.) -resistant (u.m.) safe side spout trap truck wall warden <b>firm</b> -footed (u.m.) -set (u.m.) -up (n., u.m.) <b>first</b> #aid -aider -born (u.m.) -class (u.m.) comer hand (u.m.) -made (u.m.) -named (u.m.) -nighter -rate (u.m.) -rater <b>fish</b> back bed -bellied (u.m.) bolt bone bowl cake eater eye -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 <b>fisher</b> folk man people fishyback (n., u.m.) <b>fit</b> out (n.) strip <b>five</b> bar fold -ply (u.m.) -pointed (u.m.) -reeler score <b>flag</b> bearer pole post -raising (u.m.) ship -signal (v.) staff stick <b>flame</b> -colored (u.m.) -cut (v.) out (n.) proof thrower flannelmouth <b>flap</b> cake doodle -eared (u.m.) jack <b>flare</b> back (n., u.m.) out (n., u.m.) path up (n., u.m.) <b>flash</b> back (n., u.m.) bulb card cube gun lamp pan point <b>flat</b> back (book-binding) 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 <b>flax</b> drop -leaved (u.m.) -polled (u.m.) seed <b>flea</b> bite -bitten (u.m.) <b>fleet</b> foot -footed (u.m.) wing <b>flesh</b> brush hook -pink (u.m.) pot fleur-de-lis flextime <b>flight</b> crew -hour path -test (v.) flimflam <b>flip</b> -lap -flop -up (n., u.m.) <b>flood</b> cock flow gate lamp lighting mark #plain tide wall water <b>floor</b> beam cloth head lamp mat mop #show space stain walker #wax -waxing (u.m.) flop floppy#disk <b>flour</b> bag bin #mill sack #sifter <b>flow</b> chart meter off (n., u.m.) sheet through (n., u.m.) <b>flower</b> bed bud -crowned (u.m.) #grower -hung (u.m.)	#piece pot -scented (u.m.) #shop flue-cure (v.) <b>fluid</b> -compressed (u.m.) extract (pharm.) (n.) glycerate <b>fluor</b> (c.f.) <i>all one word</i> <b>fluoro</b> (c.f.) <i>all one word</i> <b>flush</b> -cut (u.m.) -decked (u.m.) -decker gate <b>fluvio</b> (c.f.) <i>all one word</i> <b>fly</b> away back ball -bitten (u.m.) blow blown -by-night (n., u.m.) catcher eater -fish (v.) -fisher -fisherman #fishing flap -free (u.m.) leaf paper sheet speck -specked (u.m.) tier trap weight wheel winch <b>flying</b> #boat #fish <b>foam</b> bow -crested (u.m.) -white (u.m.) <b>fog</b> bound bow dog eater -hidden (u.m.) horn #light -ridden (u.m.) <b>fold</b> -in up (n., u.m.) <b>folk</b> #dance lore song <b>follow</b> -on through (n., u.m.) up (n., u.m.) follower-up
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<b>food</b> -fasted (u.m.) -fasting (v.) packer store stuff foolhardy foolscap <b>foot</b> -and-mouth (u.m.) ball band bath blower board brake breadth bridge candle fall -free (u.m.) gear -grain hill hold lambert licker light(s) lining locker loose mark note pad path pick plate -pound -pound-second print race rail rest rope scald -second slogger	sore stalk stall step stick stock stool -ton walk wall -weary (u.m.) worn <b>for</b> (pref.) <i>all one word</i> <b>fore</b> -age -and-aft (n., u.m.) -and-after (n.) -edge -end -exercise word <i>rest one word</i> <b>forest</b> -clad (u.m.) -covered (u.m.) #land side <b>fork</b> head lift -pronged (u.m.) tail -tailed (u.m.) <b>form</b> fitting #work (printing) <b>forth</b> coming right with <b>fortune</b> #hunter teller forty-niner <b>foul</b> #line	-looking (u.m.) mouthed -spoken (u.m.) -tongued (u.m.) up (n., u.m.) fountainhead <b>four</b> -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 <b>fox</b> -faced (u.m.) hole hound #hunting skinned tailed trot <b>fracto</b> (c.f.) <i>all one word</i> frameup (n., u.m.) <b>free</b> 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 <b>freeze</b> down (n., u.m.) out (n., u.m.) up (n., u.m.) <b>freight</b> #house -mile #room <b>fresh</b> -looking (u.m.) -painted (u.m.) water <b>frog</b> belly eater -eyed (u.m.) face mouth nose pond tongue (medicine) <b>front</b> -end (u.m.) -focused (u.m.) runner stall -wheel (u.m.) <b>fronto</b> (c.f.) -occipital -orbital <i>rest one word</i> <b>frost</b> bite bow -free (u.m.) -hardy (u.m.) -heaving (u.m.)	-killed (u.m.) lamp line <b>fruit</b> cake #fly growing #shop stalk frying#pan <b>fuel</b> #line #oil <b>full</b> 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 <b>funnel</b> form -shaped (u.m.) <b>fur</b> -clad (u.m.) coat -lined (u.m.) -trimmed (u.m.) <b>fuse</b> box #gauge plug
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## - G -

<b>G</b> -major -man -minor -sharp gabfest <b>gad</b> about (n., u.m.) fly gaff-topsail <b>gag</b> -check (v.) root #rule gaugepin <b>gain</b> say -sharing (u.m.) <b>galact(o)</b> (c.f.) <i>all one word</i> gallbladder galley#proof (printing) <b>galvano</b> (c.f.) <i>all one word</i>	<b>game</b> bag cock <b>gang</b> boss plank saw gapeseed garnet-brown (u.m.) <b>gas</b> bag bomb -driven (u.m.) field -fired (u.m.) firing fitter -heated (u.m.) -laden (u.m.) lamp lighted line (auto) #line (people queue) lock	#main #mask meter works <b>gastro</b> (c.f.) -omental <i>rest one word</i> <b>gate</b> house keeper leg (u.m.) pin post tender works <b>gay</b> #blade cat -colored (u.m.) #dog -looking (u.m.) <b>gear</b> box case -driven (u.m.) fitter	-operated (u.m.) set shift wheel <b>gelatin</b> -coated (u.m.) -making (u.m.) <b>gelatino</b> (c.f.) bromide chloride <b>gem</b> cutter -set (u.m.) #stone <b>genito</b> (c.f.) <i>all one word</i> <b>gentle</b> folk -looking (u.m.) man -mannered (u.m.) mouthed -spoken (u.m.) woman	<b>geo</b> (c.f.) <i>all one word</i> germ-free (u.m.) gerrymander <b>get</b> -at-able away (n., u.m.) off (n., u.m.) -together (n., u.m.) up (n., u.m.) <b>ghost</b> -haunted (u.m.) write (v.) <b>giddy</b> brain head -paced (u.m.) gift-edge (u.m.) gin-run (u.m.) <b>ginger</b> #ale bread -colored (u.m.) snap spice
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<b>give</b> -and-take (n., u.m.) away (n., u.m.)	-sent (u.m.) -sped (u.m.) speed -taught (u.m.)	<b>gourdhead</b> <b>Government</b> (U.S. or foreign) -in-exile -owned (u.m.) wide governmentwide (State, city, etc.)	<b>gray</b> back (n., u.m.) beard (n.) -clad (u.m.) coat (n.) -eyed (u.m.) -haired (u.m.) head -headed (u.m.) out (n., u.m.)	grownup (n., u.m.) grubstake <b>guard</b> house plate rail <b>guest</b> chamber house room guided-missile (u.m.) guidepost guider-in <b>gum</b> boil chewer digger drop -gum lac -saline (n.) shoe
<b>glacio</b> (c.f.) <i>all one word</i>	<b>god</b> child daughter father head hood less mother parent send ship son sonship	<b>grab</b> -all (n., u.m.) #bag hook rope	<b>grease</b> #gun #pit proof	guided-missile (u.m.) guidepost guider-in
<b>glass</b> blower #ceiling cutter -eater -eyed (u.m.) -hard (u.m.) house works	goggle-eyed (u.m.) goings-on	<b>grade</b> finder mark	<b>great</b> -aunt coat -eared (u.m.) -grandchild, etc. -headed (u.m.) heart mouthed	<b>gum</b> boil chewer digger drop -gum lac -saline (n.) shoe
<b>glauco</b> (c.f.) <i>all one word</i>	<b>gold</b> beater brick (shirker) #brick (of real gold) -bright (u.m.) -brown (u.m.) digger #dust -filled (u.m.) foil -inlaid (u.m.) leaf plate (v.) -plated (u.m.) -plating (u.m.) smithing -wrought (u.m.)	<b>grain</b> -cut (u.m.) field -laden (u.m.) mark sick	<b>green</b> back (n., u.m.) belt (community) -clad (u.m.) -eyed (u.m.) gage (plum) gill grocer horn keeper -leaved (u.m.) sand (geology) sick stuff sward town (community) #wood (literal) wood (forest)	<b>gun</b> #barrel bearer blast builder cotton crew deck fight fire flint lock paper pit play point powder rack -rivet (v.) runner shop shot -shy (u.m.) sight stock wale
<b>glow</b> lamp meter	<b>golden</b> -fingered (u.m.) -headed (u.m.)	<b>gram</b> -fast (u.m.) -meter -molecular -negative (u.m.) -positive (u.m.)	<b>greyhound</b>	
<b>gluc(o)</b> (c.f.) <i>all one word</i>	<b>good</b> bye -for-nothing (n., u.m.) -looker -looking (u.m.) -natured (u.m.) #will (kindness) will (salable asset)	<b>grand</b> aunt child, etc. stand grant-in-aid	<b>grid</b> iron lock griddlecake grillroom	
<b>glue</b> pot stock	<b>goose</b> bone bumps -cackle #egg -eyed (u.m.) flesh -footed (u.m.) herd mouth neck pimples rump step wing	<b>grape</b> fruit juice -leaved (u.m.) seed stalk vine	<b>grip</b> sack wheel	
<b>glycero</b> (c.f.) <i>all one word</i>	<b>goat</b> -bearded (u.m.) -drunk (u.m.) -eyed (u.m.) herd <b>goat's</b> -hair -horn	<b>graph</b> alloy #paper <b>grapho</b> (c.f.) <i>all one word</i>	<b>gross</b> -minded (u.m.) #weight	
<b>glyco</b> (c.f.) <i>all one word</i>	<b>God</b> -conscious (u.m.) -fearing (u.m.) -forsaken (u.m.) -given (u.m.) head -man -ordained (u.m.)	<b>grass</b> -clad (u.m.) -covered (u.m.) cutter flat -green (u.m.) hop nut plot roots (nonliteral) #roots (literal) widow	<b>ground</b> breaking hog mass nut path plot -sluicer speed #water wave work group-connect (v.)	
<b>go</b> -ahead (n., u.m.) -around (n., u.m.) -as-you-please (u.m.) -back (n., u.m.) -between (n.) by (n.) cart -devil (n.) -getter -getting (n., u.m.) -off (n., u.m.)	<b>gospel</b> like -true (u.m.)	<b>grave</b> clothes digger side stead <b>gravel</b> -blind (u.m.) stone		

## - H -

<b>H</b> -bar -beam -bomb -hour	<b>hack</b> barrow hammer log saw	<b>hailstorm</b> <b>hair</b> band breadth brush	-check (n.) cloth cut (n.) do dresser	-fibered (u.m.) lock pin #ribbon
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space (printing)	barrow	worked	hatchback	quarters
splitting	bill	woven	hatchet-faced	rail
spring	book	write (v.)	(u.m.)	reach
streak	-bound (u.m.)	written	<b>haul</b>	rest
stroke	bow	wrought	about (n., u.m.)	ring
(printing)	brake	handie-talkie	away (n., u.m.)	rope
#trigger	breadth	handlebar	back (n.)	set
<b>half</b>	-built (u.m.)	<b>hang</b>	have-not (n., u.m.)	shake
-and-half (n., u.m.)	car	dog	haversack	sill
-afraid	-carry (v.)	nail	<b>hawk</b>	space
-alive	cart	net	bill	spin
-angry	-carve (v.)	out (n., u.m.)	-billed (u.m.)	spring
back (football)	clap	up (n.)	head	stall
-backed (u.m.)	clasp	<b>hanger</b>	-nosed (u.m.)	stand
-baked (u.m.)	-clean (v.)	-back	<b>hawse</b>	start
-bound (u.m.)	crank	-on	hole	stick
caste	cuff	-up	pipe	stock
-clear	-cut (v.)	happy-go-lucky	<b>hay</b>	stream
cock (v.)	-embroidered	hara-kiri	band	strong
cocked	(u.m.)	<b>harbor</b>	cap	waiter
(nonliteral)	-fed (v.)	master	cart	wall
-dark	fold	side	cock	wind
#day	grasp	<b>hard</b>	#fever	header-up
deck	grenade	-and-fast (u.m.)	field	heal-all (n., u.m.)
-decked (u.m.)	grip	back (beetle)	fork	<b>heart</b>
-decker	guard	-baked (u.m.)	lift	ache
-feed (v.)	gun	-bitten (u.m.)	loft	aching
hearted	-held (u.m.)	-boiled (u.m.)	market	beat
-hourly (u.m.)	-high (u.m.)	case	mow	block
-life	hold	copy (n.)	rack	blood
#load	hole	core	rake	break
-loaded (u.m.)	-in-hand (u.m.)	#disk	rick	burn
-mast	kerchief	fist (n.)	-scented (u.m.)	deep
-miller	-knit (v.)	handed	seed	felt
-monthly (u.m.)	-knitter	hat (n.)	stack	free (u.m.)
-on (n., u.m.)	laid	head	wire	grief
pace	-letter (v.)	-hit (u.m.)	hazardous	heavy
penny	lift (truck)	-looking (u.m.)	#waste#site	leaf
-ripe	liner	mouthed	<b>hazel</b>	-leaved (u.m.)
-shy	made	nose	-eyed (u.m.)	nut
-sole (v.)	-me-down (n., u.m.)	pan	nut	quake
staff	mix (v.)	-pressed (u.m.)	he-man	seed
stitch	mold (v.)	-set (u.m.)	<b>head</b>	sick
-strength (u.m.)	mower	#shell (n.)	ache	sore
title	off (n., u.m.)	ship	achy	string
tone (printing)	out (n., u.m.)	spun	band	struck
track	pick (v.)	stand	bander	throb
-true	post	tack	block	-throbbing
-truth	press	top (auto)	cap	(u.m.)
-weekly (u.m.)	print	ware	chair	-weary (u.m.)
wit	rail	-won (u.m.)	cheese	<b>hearth</b>
-witted (u.m.)	reading	#work	chute	rug
-yearly (u.m.)	saw	-working (u.m.)	cloth	warming
hallmark	scrape (v.)	wrought	count	<b>heat</b>
<b>ham</b>	set	<b>hare</b>	dress	drops
shackle	shake	brain	-ender	#pump
string	spade	foot	first	#rash
<b>hammer</b>	spike	hound	frame	-resistant (u.m.)
cloth	splice	lip	gate	stroke
dress (v.)	split	-mad (u.m.)	gear	treat (v.)
-hard (u.m.)	spring	harness-making	hunter	-treating (u.m.)
-harden (v.)	spun	(u.m.)	lamp	#wave
-hardened	-stamp (v.)	harum-scarum	ledge	<b>heaven</b>
(u.m.)	stand	harvesttime	lighting	bound
head	stitch	has-been (n.)	liner	-inspired (u.m.)
lock	stroke	hashmark	lock	-sent (u.m.)
#thrower	stuff	<b>hat</b>	long	<b>heaver</b>
toe	-tailored (u.m.)	band	master	-off
-weld (v.)	tap	box	mistress	-out
-wrought (u.m.)	tool	brim	mold	-over
<b>hand</b>	-tooled (u.m.)	brush	most	<b>heavy</b>
bag	-tooling (u.m.)	cleaner	note	back
ball	truck	pin	-on (u.m.)	-duty (u.m.)
bank (v.)	weave	rack	phone	-eyed (u.m.)
	wheel	rail	plate	-footed (u.m.)
		stand	post	handed
		#tree		-looking (u.m.)

-set (u.m.)	by	head	<b>holy</b>	pin
#water	from	leg	#day	up (n., u.m.)
weight (n., u.m.)	in	most	stone	<b>hooker</b>
<b>hecto</b> (c.f.)	inabove	quarter	<b>home</b>	-off
<i>all one word</i>	inafter	saddle	-baked (u.m.)	-on
<b>hedge</b>	inbefore	sight	body	-out
born	into	wing	born	-over
breaker	of	<b>hip</b>	bred	-up
hog	on	bone	brew	hoopstick
hop	to	mold	builder	<b>hop</b>
pig	tofore	shot	#buyer	about (n., u.m.)
row	under	<b>hippo</b> (c.f.)	comer	off (n., u.m.)
#trimmer	unto	<i>all one word</i>	coming	scotch
<b>heel</b>	upon	<b>histo</b> (c.f.)	-fed (u.m.)	toad
ball	with	<i>all one word</i>	felt	hope#chest
band	herringbone	<b>hit</b>	folk	<b>hopper</b>
block	<b>hetero</b> (c.f.)	-and-miss (u.m.)	freeze (u.m., v.)	burn
cap	-ousia, etc.	-and-run (u.m.)	front	dozer
fast	<i>rest one word</i>	-or-miss (u.m.)	furnishings (n.)	horehound
grip	<b>hexa</b> (c.f.)	hitchhiker	going	<b>hormono</b> (c.f.)
pad	<i>all one word</i>	hoarfrost	grown	<i>all one word</i>
path	<b>hi</b>	hoary-haired	lander	<b>horn</b>
plate	-fi	(u.m.)	life	bill
post	jack	<b>hob</b>	made	blende
print	<b>hide</b>	goblin	maker	blower
ring	-and-seek (n., u.m.)	nail	owner	-eyed (u.m.)
stay	away (n., u.m.)	nob	#ownership	pipe
strap	out (n., u.m.)	hobbyhorse	page	stay
tap	<b>high</b>	hockshop	plate	tip
<b>helio</b> (c.f.)	ball	hocus-pocus	#rule	horny-handed
<i>all one word</i>	binder	hod#carrier	seeker	<b>horse</b>
<b>hell</b>	born	hodgepodge	sick	back
bender	bred	<b>hog</b>	spun	breaker
bent	brow	back	stead	car
born	(nonliteral)	-backed (u.m.)	stretch	cloth
bound	-caliber (u.m.)	-faced (u.m.)	town	dealer
bred	-class (u.m.)	fat	woven	fair
cat	-density	frame	<b>homeo</b> (c.f.)	fight
diver	flier (n.)	hide	<i>all one word</i>	flesh
dog	fly (u.m.)	nose (machine)	home#page	hair
fire	-foreheaded	-nosed (u.m.)	<b>homo</b>	head
hole	(u.m.)	pen	#legalis	herd
hound	#frequency	sty	#sapiens	hide
-red (u.m.)	handed	-tie (v.)	<b>homo</b> (c.f.)	hoof
helpmeet	-hat (v.)	wash	-ousia, etc.	-hour
helter-skelter	jinks	-wild (u.m.)	<i>rest one word</i>	jockey
hemstitch	lander	hog's-back (geol.)	<b>honey</b>	laugh
<b>hema</b> (c.f.)	#light (literal)	hogshead	-colored (u.m.)	meat
<i>all one word</i>	light (nonlit.)	hoistaway (n.)	comb	mint
<b>hemato</b> (c.f.)	-minded (u.m.)	<b>hold</b>	-cured (u.m.)	play
<i>all one word</i>	-power (u.m.)	all (n., u.m.)	dew	pond
<b>hemi</b> (pref.)	-pressure	back (n., u.m.)	drop	power-hour
<i>all one word</i>	(u.m., v.)	-clear (n., u.m.)	eater	power-year
<b>hemo</b> (c.f.)	-priced (u.m.)	down (n., u.m.)	-laden (u.m.)	pox
<i>all one word</i>	#proof	fast (n., u.m.)	lipped	race
<b>hemp</b>	-reaching (u.m.)	off (n., u.m.)	moon	#sense (n.)
seed	-rigger (n.)	out (n., u.m.)	mouthed	shoe
string	rise (building)	up (n., u.m.)	pot	thief
<b>hen</b>	road	<b>holder</b>	sucker	#trade
bill	#seas	-forth	sweet	whip
coop	-speed (u.m.)	-on	<b>honor</b>	<b>hot</b>
-feathered	stepper	-up	bound	bed
(u.m.)	tension (u.m.)	<b>hole</b>	#guard	blood
pecked	#tide	#in#one	#man	-blooded (u.m.)
roost	-up (u.m.)	-high (u.m.)	<b>hood</b>	brain
<b>hence</b>	#water	-in-the-wall (n.)	cap	cake
forth	higher-up (n.)	through	mold	-cold
forward	<b>hill</b>	<b>hollow</b>	wink	dog
<b>hepato</b> (c.f.)	culture	back	<b>hoof</b>	foot
<i>all one word</i>	(farming)	(book-binding)	beat	head (n.)
<b>hepta</b> (c.f.)	side	-backed (u.m.)	mark	-mix (u.m.)
<i>all one word</i>	top	-eyed (u.m.)	print	pack
<b>here</b>	<b>hind</b>	faced	-printed (u.m.)	patch
about	brain	-ground (u.m.)	<b>hook</b>	plate
after	cast	<b>holo</b> (c.f.)	ladder	-press (v.)
at	gut (n.)	<i>all one word</i>	nose	rod (nonliteral)
			-nosed (u.m.)	-roll (v.)

-rolled (u.m.) spot -work (v). hotelkeeper houndshark hourglass <b>house</b> breaking broken builder #call cleaner -cleaning (u.m.) coat dress father furnishing(s) (n.)	guest hold husband mother owner parent pest -raising (u.m.) ridden top trailer wares warming wife <b>how</b> -do-you-do (n.) ever soever	<b>hub</b> cap -deep (u.m.) humankind <b>humble</b> bee -looking (u.m.) mouthed -spirited (u.m.) humdrum <b>hump</b> back -shouldered (u.m.) humpty-dumpty hunchback	<b>hundred</b> fold -legged (u.m.) -percenter -pounder weight hung-up (u.m.) <b>hunger</b> -mad (u.m.) -worn (u.m.) hurly-burly <b>hush</b> -hush #money up (n., u.m.) <b>hydro</b> (c.f.) all one word hydro#station	<b>hygro</b> (c.f.) all one word <b>hyper</b> (pref.) -Dorian, etc. linked text <i>rest one word</i> <b>hypo</b> (c.f.) all one word <b>hystero</b> (c.f.) -oophorectomy -salpingo-oopho- rectomy <i>rest one word</i>
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## - I -

<b>I</b> -bar -beam -iron -rail <b>ice</b> berg blind #blindness blink block bone breaker cap -clad (u.m.) -cold (u.m.) -cooled (u.m.) -covered (u.m.) #cream fall #fishing floe (island) flow (current) -free (u.m.) maker melt pack plant plow quake #storm #water	<b>ideo</b> (c.f.) -unit <i>rest one word</i> <b>idle</b> headed -looking (u.m.) -minded (u.m.) <b>ileo</b> (c.f.) all one word <b>ilio</b> (c.f.) all one word <b>ill</b> -advised (u.m.) -being (n.) -born (u.m.) -bred (u.m.) #breeding (n.) -doing (n., u.m.) -fated (u.m.) -humored (u.m.) -looking (u.m.) -treat (v.) -use (v.) #will -wisher -wishing (u.m.) <b>in</b> -and-in (u.m.) -and-out (u.m.) -and-outer -being (u.m.) -flight (u.m.) -house	-law (n.) asmuch, sofar #re, #rem, #situ, etc. <b>in</b> (pref.) active (u.m.) depth (u.m.) hospital (u.m.) migration (u.m.) service (u.m.), etc. <b>inch</b> -deep (u.m.) -long (u.m.) meal -pound -ton index-digest <b>indigo</b> -blue (u.m.) -carmine (u.m.) <b>Indo</b> (c.f.) chinese -European, etc. <b>infra</b> (pref.) -anal -auricular -axillary -esophageal -umbilical <i>rest one word</i>	<b>ink</b> -black (u.m.) mixer pot slinger spot -spotted (u.m.) stain stand well <b>inner</b> -city (u.m.) #man spring <b>ino</b> (c.f.) all one word insect-borne (u.m.) <b>inter</b> (pref.) -American, etc. <i>rest one word</i> <b>intra</b> (pref.) -atomic, etc. <i>rest one word</i> <b>intro</b> (pref.) all one word <b>Irish</b> -American (u.m.) -born (u.m.) <b>iron</b> #age back	-braced (u.m.) clad fisted -free (u.m.) handed hard -lined (u.m.) mold -red (u.m.) shod shot (mineral) (u.m.) #shot (golf) side works ironer-up <b>island</b> -born (u.m.) -dotted (u.m.) <b>iso</b> (c.f.) -octane -oleic -osmosis <i>rest one word</i> <b>ivory</b> -tinted (u.m.) type (photog.) -white (u.m.) <b>ivy</b> -clad (u.m.) -covered (u.m.)
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## - J -

J-bolt <b>jack</b> ass hammer head -in-the-box knife -of-all-trades -o'-lantern -plane (v.) pot rabbit screw <b>jail</b> bird house <b>jam</b> nut packed	<b>Java</b> #applets Beans Script <b>jaw</b> bone breaker -locked (u.m.) twister <b>jay</b> hawk walk <b>jelly</b> bean roll <b>jerry</b> -build (v.) builder -built (u.m.)	<b>jet</b> #airliner #airplane -black (u.m.) lag liner port -powered (u.m.) prop -propelled (u.m.) #propulsion stream wash <b>jewel</b> -bright (u.m.) -studded (u.m.) <b>jib</b> head	-o-jib stay <b>jig</b> -a-jig back -drill (v.) saw <b>job</b> #lot seeker #shop site joggle#piece joint#owner joulemeter <b>joy</b> hop ride stick	<b>jump</b> master off (n., u.m.) rock <b>jungle</b> -clad (u.m.) -covered (u.m.) #gym side junkpile <b>jury</b> #box -fixing (u.m.) -rigged (u.m.) just#in#time <b>juxta</b> (c.f.) -ampullar -articular <i>rest one word</i>
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## - K -

<b>K</b>	ring	voltampere	brush	off (n., u.m.)
#car	seat	watthour	cap	-on (n., u.m.)
-ration	stone	<i>rest one word</i>	-deep (u.m.)	out (n., u.m.)
-term	stop	kindheart	-high (u.m.)	up (n., u.m.)
<b>keel</b>	word	<b>king</b>	hole	<b>knock</b>
block	worker	bolt	-jerk (u.m.)	-off
fat	<b>kick</b>	#crab	pad	-up
haul	about (n., u.m.)	head	pan	<b>knot</b>
-laying (u.m.)	back (n., u.m.)	hood	strap	hole
#line	-in (n., u.m.)	hunter	<b>knick</b>	horn
keepsake	off (n., u.m.)	maker	knack	<b>know</b>
<b>kerato</b> (c.f.)	out (n., u.m.)	piece	point	-all (n., u.m.)
<i>all one word</i>	up (n., u.m.)	pin	<b>knight</b>	-how (n., u.m.)
<b>kettle</b>	killjoy	<b>kins</b>	-errant	-it-all (n., u.m.)
drum	<b>kiln</b>	folk	head	-little (n., u.m.)
stitch	-dry (u.m., v.)	people	hood	-nothing (n., u.m.)
<b>key</b>	eye	kiss-off (n., u.m.)	knitback	<b>knuckle</b>
board	hole	<b>kite</b>	<b>knock</b>	bone
bolt	rib	flier	about (n., u.m.)	buster
hole	stick	flying	away (n., u.m.)	-deep (u.m.)
lock	tree	knapsack	down (n., u.m.)	-knead (u.m.)
note	<b>kilo</b> (pref.)	<b>knee</b>	-knee (n.)	
punch	gram-meter	-braced (u.m.)	-knead (u.m.)	

## - L -

<b>L</b>	borne	<b>lark</b>	<b>lay</b>	<b>leap</b>
-bar	fall	-colored (u.m.)	away (n., u.m.)	frog
-beam	fast	spur	back (n., u.m.)	#year
-block	fill	<b>laryngo</b> (c.f.)	-by (n.)	<b>lease</b>
-shaped	flood	<i>all one word</i>	down (n., u.m.)	back (n., u.m.)
-square	form	<b>last</b>	-minded (u.m.)	hold
<b>labio</b> (c.f.)	grabber	-born (u.m.)	off (n., u.m.)	leased-line
<i>all one word</i>	-grant (u.m.)	-cited (u.m.)	on (n., u.m.)	<b>leather</b>
laborsaving	holding	-ditcher	out (n., u.m.)	back
<b>lace</b>	lady	-named (u.m.)	up (n., u.m.)	-backed (u.m.)
-edged (u.m.)	locked	<b>latch</b>	<b>layer</b>	-bound (u.m.)
#edging	look	bolt	-on	-brown (u.m.)
wing (insect)	lord	key	-out	-covered (u.m.)
-winged (u.m.)	lubber	string	-over	head
worked	mark	<b>late</b>	-up	neck
lackluster	mass	-born (u.m.)	<b>lazy</b>	side
ladder-backed	mine	comer	bones	ware
(u.m.)	#office	-lamented	boots	leavetaking
<b>lady</b>	owner	(u.m.)	#guy	lee-bow (v.)
beetle	-poor (u.m.)	-maturing	legs	<b>leech</b>
finger	right	(u.m.)	<b>lead</b>	eater
killer	scape	<b>latero</b> (c.f.)	-alpha	#rope
ship	sick	<i>all one word</i>	-burn (v.)	<b>left</b>
<b>lake</b>	side	lath-backed	-filled (u.m.)	-bank (v.)
bed	slide	(u.m.)	-gray (u.m.)	#field (sports)
front	slip	lathe-bore (v.)	-in (n., u.m.)	-hand (u.m.)
lander	spout	<b>latter</b>	line	-handed (u.m.)
shore	storm	-day (u.m.)	#line (medical,	-handler
side	wash	most	naut. only)	most
lameduck	wire	<b>lattice</b>	off (n., u.m.)	-sided (u.m.)
(nonliteral)	wrack	#stitch	out (n., u.m.)	wing (political)
(n., u.m.)	lantern-jawed	work	#pencil	<b>leg</b>
<b>lamp</b>	(u.m.)	<b>laughing</b>	time	band
black	<b>lap</b>	#gas	<b>lead</b>	puller
-blown (u.m.)	belt	stock	-eyed (u.m.)	rope (v.)
-foot	-lap	<b>launch</b>	pated	work
hole	robe	#pad	-souled (u.m.)	lend-lease (n., u.m.)
-hour	streak	site	leader#line	<b>length</b>
house	top	laundry#room	<b>leaf</b>	ways
lighter	weld (v.)	<b>law</b>	bud	wise
lit	-welded (u.m.)	-abiding (u.m.)	-clad (u.m.)	<b>lepto</b> (c.f.)
post	-welding (u.m.)	book	-eating (u.m.)	<i>all one word</i>
shade	<b>large</b>	breaker	-shaped (u.m.)	<b>let</b>
stand	-eyed	-fettered (u.m.)	stalk	down (n., u.m.)
wick	-handed (u.m.)	giver	<b>lean</b>	off (n., u.m.)
<b>land</b>	-minded (u.m.)	#office	-faced (u.m.)	up (n., u.m.)
#base	mouthed	suit	-looking (u.m.)	
-based (u.m.)	-scale (u.m.)	lawnmower	-to (n., u.m.)	
#bird				



<b>letter</b> bomb #carrier drop gram head -perfect (u.m.) press space writer	house#keeping (nautical) #housekeeping (domestic) mouthed -producing (u.m.) ship -struck (u.m.) weight (n., u.m.) -year lighter-than-air (u.m.)	<b>litho</b> (c.f.) -offset <i>rest one word</i> <b>little</b> -known (u.m.) neck (clam) -used (u.m.) <b>live</b> #load long stock hand #wire wire (nonliteral) <b>liver</b> -brown (u.m.) -colored (u.m.) wurst living#room loadmeter loanword <b>lob</b> fig lolly lobster-tailed (u.m.) <b>lock</b> box fast hole jaw nut out (n., u.m.) pin ring step stitch up (n., u.m.) washer locker#room <b>lode</b> star stone stuff <b>log</b> book in jam on off roll sheet loggerhead <b>logo</b> (c.f.) <i>all one word</i> <b>long</b> -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.) #jump leaf -leaved (u.m.) -legged (u.m.) legs (n.) -lived (u.m.) mouthed -necked (u.m.) nose (n.) -nosed (u.m.) -past (u.m.) play (records) playing (u.m.) run (u.m.) shoreman spun standing (u.m.) stitch #term (n.) -term (u.m.) wave (radio) ways wool (sheep) <b>look</b> down (n., u.m.) -in (n., u.m.) out (n., u.m.) over (n., u.m.) #over (v.) through (n., u.m.) looker-on <b>loop</b> hole #knot stitch <b>loose</b> leaf (u.m.) mouthed -tongued (u.m.)	<b>lop</b> -eared (u.m.) sided <b>loud</b> mouthed #speaker (orator) speaker (radio) -voiced (u.m.) <b>love</b> bird born -inspired (u.m.) #knot lorn seat sick <b>low</b> born boy bred brow (nonliteral) browed (nonliteral) -built (u.m.) down (n., u.m.) -downer -lander -lived (u.m.) -lying (u.m.) -power (u.m.) -pressure (u.m.) rise #water <b>lower</b> case (printing) #deck most <b>lug</b> bolt mark sail lukewarm <b>lumber</b> jack #room <b>lumbo</b> (c.f.) -ovarian <i>rest one word</i> lumen-hour <b>lunch</b> box room time lying-in (n., u.m.)
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## - M -

M-day macebearer <b>machine</b> -finished (u.m.) gun -hour -made (u.m.) #shop #work <b>macro</b> (c.f.) <i>all one word</i> <b>mad</b> brain cap #money <b>made</b> -over (u.m.) -up (u.m.)	<b>magnetite</b> -basalt -olivinite -spinellite <b>magneto</b> (c.f.) -optics <i>rest one word</i> mahjong <b>maid</b> #of#honor servant <b>maiden</b> hair head hood #name	<b>mail</b> bag clad clerk guard -order (u.m.) pouch room slot truck <b>main</b> frame mast pin sail sheet spring	stay stream (nonliteral) top topmast #yard <b>major</b> -domo #league -leaguer -minor <b>make</b> -believe (n., u.m.) fast (n.) over	ready (printing) shift up (n., u.m.) weight <b>maker</b> -off -up making#up <b>mal</b> (c.f.) <i>all one word</i> <b>man</b> back -child -created (u.m.) -day eater
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-fashion (u.m.)	-lined (u.m.)	<b>mess</b>	<b>mill</b>	<b>mole</b>
-grown (u.m.)	mark	hall	-fed (u.m.)	catcher
handle	safe	kit	head	-eyed (u.m.)
hater	stick	room	#run	head
-high (u.m.)	maxi (n.)	tin	shake	heap
hole	<b>maxi</b> (pref.)	-up (n., u.m.)	shed	hill
-hour	<i>all one word</i>	<b>meta</b> (pref.)	sick	<b>money</b>
killer	<b>May</b>	<i>all one word</i>	sop	bag
kind	#Day	<b>metal</b>	-white (u.m.)	changer
made (u.m.)	-day (u.m.)	ammonium	<b>mill</b>	getter
-minute	pole	-clad (u.m.)	cake	grubber
-of-war (ship)	tide	-coated (u.m.)	course	lender
power	<b>may</b>	-lined (u.m.)	dam	-mad (u.m.)
servant	be (adv.)	works	feed	maker
-size (u.m.)	beetle	<b>meter</b>	hand	saver
slaughter	day (distress	-amperes	-headed (u.m.)	<b>monkey</b>
slayer	call)	gram	pond	-faced (u.m.)
stealer	hap	-kilogram	post	nut
stopper	mealmouth	-kilogram-	race	pod
trap	<b>mean</b>	second	ring	pot
-woman	-acting (u.m.)	-millimeter	stock	shine
-year	-spirited (u.m.)	<b>metro</b> (c.f.)	stream	#wrench
manic-depressive	time	<i>all one word</i>	wright	<b>mono</b> (c.f.)
manifold	(meanwhile)	<b>mezzo</b>	<b>milli</b> (c.f.)	-ideistic
<b>mantel</b>	#time (astro-	graph	gram-hour	-iodo
piece	nomical)	relievo	<i>rest one word</i>	-iodohydrin
shelf	tone (u.m.)	soprano	mincemeat	-ion
tree	while	tint	<b>mind</b>	-ousian
<b>many</b>	<b>meat</b>	<b>micro</b> (c.f.)	#healer	<i>rest one word</i>
-colored (u.m.)	ball	-organism	-healing (u.m.)	<b>month</b>
-folded (u.m.)	cutter	<i>rest one word</i>	reader	end
plies	-eater	<b>mid</b> (c.f.)	set (n.)	long (u.m.)
-sided (u.m.)	-fed (u.m.)	-American, etc.	sight	<b>moon</b>
mapreader	hook	-April	<b>mine</b>	beam
<b>marble</b>	-hungry (u.m.)	day	field	blind
head	works	-decade	layer	#blindness
-looking (u.m.)	wrapper	-dish	ship	blink
-topped (u.m.)	<b>mechanico</b> (c.f.)	-ice	sweeper	born
-white (u.m.)	<i>all one word</i>	-level	thrower	-bright (u.m.)
<b>mare's</b>	<b>medico</b> (c.f.)	-1958	works	eye
-nest	<i>all one word</i>	-Pacific, etc.	mini (n.)	face
-tail	<b>medico</b> (c.f.)	-Victorian, etc.	<b>mini</b> (pref.)	gazing
<b>mark</b>	<i>all one word</i>	<i>rest one word</i>	<i>all one word</i>	glow
down (n., u.m.)	<b>medio</b> (c.f.)	<b>middle</b>	<b>minor</b>	head
off (n., u.m.)	<i>all one word</i>	-aged (u.m.)	#league	lighter
shot	<b>medium</b>	breaker	-leaguer	lit
up (n., u.m.)	-brown (u.m.)	brow	minute#book	-mad (u.m.)
<b>marker</b>	-size(d) (u.m.)	(nonliteral)	<b>mirror</b>	path
-down	weight (n.,	-burst (v.)	-faced (u.m.)	rise
-off	u.m.)	buster	scope	sail
-up	<b>meek</b>	#ear	<b>mis</b> (pref.)	set
marketplace	-eyed (u.m.)	#ground	<i>all one word</i>	shade
marrowbone	hearted	man	mischiefmaking	shine
<b>marsh</b>	-spirited (u.m.)	(nonliteral)	<b>mist</b>	shot
buck	meetingplace	most	bow	sick
mallow	<b>megalo</b> (c.f.)	-of-the-roader	-clad (u.m.)	struck
(confection)	<i>all one word</i>	-sized (u.m.)	-covered (u.m.)	tide
#mallow (plant)	<b>melon</b>	splitter	fall	walker
<b>mass</b>	grower	weight	<b>miter</b>	-white (u.m.)
-minded (u.m.)	-laden (u.m.)	-shaped (u.m.)	#box	moosecall
-produce (v.)	<b>melt</b>	midi (n.)	-lock (v.)	<b>mop</b>
<b>mast</b>	down (n., u.m.)	<b>midi</b> (pref.)	<b>mix</b>	head
head	water	<i>all one word</i>	blood	stick
<b>master</b>	<b>men</b>	mighty-handed	up (n.)	up (n., u.m.)
#at#arms	folk	(u.m.)	mixing#room	mopper-up
mind	kind	<b>mil-foot</b>	mizzenmast	mopping-up
#of#ceremonies	<b>meningo</b> (c.f.)	-cured (u.m.)	<b>mock</b>	(u.m.)
piece	<i>all one word</i>	-mannered	-heroic (u.m.)	<b>morning</b>
ship	menu-driven	(u.m.)	#turtle	#sickness
#stroke	<b>merry</b>	-spoken (u.m.)	up (n., u.m.)	#star
#workman	-go-round	<b>mile</b>	mockey-up	tide
mat-covered	meeting	-long (u.m.)	<b>mocking</b>	<b>mosquito</b>
(u.m.)	-minded (u.m.)	-ohm	stock	-free (u.m.)
<b>match</b>	meshbag	post	-up (u.m.)	#net
book	<b>meso</b> (c.f.)	-pound	<b>mold</b>	<b>moss</b>
head	<i>all one word</i>	-ton	made (u.m.)	back
		-wide (u.m.)	#shop	-clad (u.m.)

-green (u.m.)	cade	<b>mouth</b>	still	maker
-grown (u.m.)	car	-filling (u.m.)	slinger	room
head	coach	-made (u.m.)	-splashed (u.m.)	<b>musico</b> (c.f.)
-lined (u.m.)	cycle	piece	stain	<i>all one word</i>
most-favored-	-driven (u.m.)	wash	sucker	<b>musk</b>
nation (u.m.)	jet	<b>muck</b>	track	#deer
<b>moth</b>	-minded (u.m.)	rake (v.)	#turtle	melon
ball	ship	raker	muddlehead	#ox
-eaten (u.m.)	truck	sweat	<b>mule</b>	rat
hole	van	<b>muco</b> (c.f.)	back	<b>mutton</b>
proof	moundbuilder	<i>all one word</i>	#deer	#chop (meat)
<b>mother</b>	<b>mountain</b>	<b>mud</b>	skinner	chop (shape)
board	-high (u.m.)	bank	<b>multi</b> (c.f.)	fist
hood	side	bath	<i>all one word</i>	head
-in-law	top	cap	multiple-purpose	<b>myria</b> (c.f.)
-of-pearl	-walled (u.m.)	-colored (u.m.)	(u.m.)	<i>all one word</i>
<b>moto</b> (c.f.)	<b>mouse</b>	flat	<b>muscle</b>	<b>mytho</b> (c.f.)
<i>all one word</i>	-brown (u.m.)	flow	bound	<i>all one word</i>
<b>motor</b>	-eared (u.m.)	guard	power	<b>myxo</b> (c.f.)
bike	-eaten (u.m.)	head	<b>music</b>	<i>all one word</i>
bus	hole	hole	lover	
cab	trap	lark	-mad (u.m.)	

## - N -

<b>nail</b>	<b>needle</b>	clip	<b>nine</b>	<b>north</b>
bin	bill	dealer	fold	-central
brush	case	#editor	#holes	(u.m.)
head	-made (u.m.)	letter	-lived (u.m.)	east
-headed (u.m.)	nose (pliers)	paper	pin	going
#hole	point	paper#work	score	most
print	-shaped (u.m.)	photo	nitpicker	-northeast
puller	-sharp (u.m.)	print	<b>nitro</b> (c.f.)	-sider
rod	worked	reader	-hydro-carbon	<b>nose</b>
-shaped (u.m.)	ne'er-do-well	reel	<i>rest one word</i>	bag
-studded (u.m.)	<b>neo</b> (c.f.)	sheet	<b>no</b>	bleed
<b>name</b>	-Greek, etc.	stand	-account (n.,	bone
-calling (u.m.)	<i>rest one word</i>	story	u.m.)	dive
-dropping (u.m.)	<b>nephro</b> (c.f.)	teller	-fault	down (n., u.m.)
plate	<i>all one word</i>	<b>nick</b>	-fee	gay
sake	<b>nerve</b>	-eared (u.m.)	-good (n., u.m.)	guard
naptime	ache	name	-hitter (n.)	-high (u.m.)
<b>narco</b> (c.f.)	-celled (u.m.)	<b>nickel</b>	how	hole
<i>all one word</i>	-racked (u.m.)	plate (v.)	#man's land	-led (u.m.)
<b>narrow</b>	<b>net</b>	-plated (u.m.)	#one	over (n., u.m.)
-mouthed (u.m.)	ball	-plating (u.m.)	-par (u.m.)	pipe
minded	braider	type	-par-value	ring
<b>naso</b> (c.f.)	-veined (u.m.)	<b>night</b>	(u.m.)	-thumbing
-occipital	work	-black (u.m.)	-show (n., u.m.)	(u.m.)
-orbital	#worth	#blindness	-thoroughfare	up (n., u.m.)
<i>rest one word</i>	<b>nettle</b>	cap	(n.)	wheel
nationwide	fire	-clad (u.m.)	whit	<b>note</b>
native-born	foot	clothes	-year (funds)	book
(u.m.)	some	club	<b>noble</b>	#paper
navy-blue (u.m.)	<b>neuro</b> (c.f.)	dress	-born (u.m.)	worthy
<b>near</b>	<i>all one word</i>	fall	-featured (u.m.)	notwithstanding
by	<b>never</b>	-fly (aviation)	heartedness	<b>novel</b>
-miss	-ending (u.m.)	(v.)	-looking (u.m.)	-reading (u.m.)
sighted	more	-flying (u.m.)	-minded (u.m.)	#writer
neat's-foot (u.m.)	theless	gown	mol-pros (v.)	-writing (u.m.)
<b>neck</b>	<b>new</b>	-grown (u.m.)	<b>non</b>	<b>nucleo</b> (c.f.)
band	born	hawk	-civil-service	<i>all one word</i>
bone	-car (u.m.)	long (u.m.)	(u.m.)	<b>nut</b>
-breaking	comer	mare	-European, etc.	breaker
(u.m.)	-created (u.m.)	#school	-interactive	-brown (u.m.)
cloth	fangled	shade	-pros (v.)	cake
-deep (u.m.)	-fashioned	#shift	#sequitur, etc.	cracker
fast	(u.m.)	shirt (v.)	-tumor-bearing	hatch
guard	-front (v.)	-made (u.m.)	(u.m.)	hook
-high (u.m.)	-mown (u.m.)	side	<i>as prefix, one word</i>	pecker
hole	-rich (u.m.)	tide	<b>none</b>	pick
lace	newlywed	walker	such	-shaped (u.m.)
line	<b>news</b>	<b>nimble</b>	theless	shell
mold	boy	-fingered (u.m.)	<b>noon</b>	sweet
tie	case	footed	day	
<b>necro</b> (c.f.)	cast	nimbostratus	tide	
<i>all one word</i>		(clouds)	time	

## - O -

<b>oak</b> -beamed (u.m.) -clad (u.m.) -green (u.m.) #leaf -leaved (u.m.)	-lying (u.m.) peak 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.) -whiele (u.m.)	-foggy (u.m.) -growing (u.m.) -looking (u.m.) #maid -maidish (u.m.) #man -new style (printing) timer #woman -young <b>oleo</b> #butter #gear #oil #strut <i>as combining form, one word</i>	<b>onion</b> peel skin op-ed (newspaper) <b>open</b> -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 minded mouthed #shop side (u.m.) -sided (u.m.) worked <b>opera</b> goer going #house operating#system <b>ophthalmo</b> (c.f.) <i>rest one word</i> <b>orange</b> ade colored (u.m.) peel -red (u.m.) stick orchard#house orderly#room <b>organo</b> (c.f.) <i>all one word</i> <b>ornitho</b> (c.f.) <i>all one word</i> <b>ortho</b> (c.f.) <i>all one word</i> <b>osteo</b> (c.f.) <i>all one word</i> <b>other</b> wise #world worldly <b>oto</b> (c.f.) <i>all one word</i> <b>out</b> -and-out (u.m.) -and-outer (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.) <i>as prefix, one word</i> <b>outer</b> -city (u.m.) #man most wear <b>outward</b> -bound (u.m.) -bounder <b>ovate</b> -acuminate (u.m.) -oblong (u.m.) <b>ovato</b> (c.f.) -oblong -orbicular <i>rest one word</i> <b>oven</b> baked dried peel ware <b>over</b> age (surplus) age (older) (n., u.m.) all (n., u.m.) -the-counter (u.m.) <i>as combining form, one word</i> owl-eyed (u.m.) <b>ox</b> biter blood (color) bow brake cart cheek eye -eyed (u.m.) gall harrow hide horn shoe tail #team <b>oxy</b> (c.f.) <i>all one word</i> <b>oyster</b> bed #crab house root seed shell -white (u.m.)
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## - P -

<b>pace</b> maker #setter -setting (u.m.) <b>packy</b> (c.f.) <i>all one word</i>	<b>pack</b> builder cloth horse -laden (u.m.) sack	saddle staff thread up (n., u.m.) packing#box padlock	paddlefoot <b>page</b> -for-page (u.m.) #proof (printing) painkiller painstaking	<b>paint</b> brush mixer pot spray stained (u.m.)
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<b>pale</b> belly -blue (u.m.) buck -cheeked (u.m.) face (n.) -faced (u.m.) -looking (u.m.) -reddish (u.m.)	<b>parti</b> (c.f.) <i>all one word</i> <b>party</b> #line <b>parvi</b> (c.f.) <i>all one word</i> <b>pass</b> back (n.) book key out (n., u.m.) port through (n., u.m.) word passenger-mile passer(s)-by <b>passion</b> -driven (u.m.) -feeding (u.m.) -filled (u.m.) #play <b>paste</b> down (n., u.m.) pot up (n., u.m.) pastureland patent-in-fee <b>path</b> breaker finder way <b>patho</b> (c.f.) <i>all one word</i> <b>patri</b> (c.f.) <i>all one word</i> <b>patrol</b> man #wagon patycake <b>pawn</b> broker shop <b>pay</b> back (n., u.m.) check #cut day dirt load off (n., u.m.) out (n., u.m.) #raise roll sheet -TV <b>pea</b> #coal coat cod -green (u.m.) hen jacket nut pod shooter -sized (u.m.) stick <b>peace</b> -blessed (u.m.) breaker -loving (u.m.) maker #pipe time <b>peach</b> bloom blow (color)	-colored (u.m.) pear-shaped (u.m.) <b>pearl</b> -eyed (u.m.) fishing -pure (u.m.) -set (u.m.) -studded (u.m.) -white (u.m.) <b>peat</b> -roofed (u.m.) moss stack <b>pebble</b> -paved (u.m.) -strewn (u.m.) peeloff (n., u.m.) <b>peep</b> eye hole show sight peer-to-peer pegleg pellmell <b>pen</b> -cancel (v.) head knife manship #name point pusher rack script -shaped (u.m.) stock trough <b>pencil</b> #box holder -mark (v.) <b>penny</b> -a-liner pincher weight winkle worth pent-up (u.m.) <b>penta</b> (c.f.) -acetate <i>rest one word</i> <b>pepper</b> corn #jelly mint pot -red (u.m.) peptalk <b>per</b> #annum cent #centum compound (chemical) current (botanical) #diem salt (chemical) #se sulfide <b>peri</b> (pref.) -insular <i>rest one word</i> permafrost	<b>pest</b> hole -ridden (u.m.) petcock peternet <b>petit</b> grain #jury #larceny #point <b>petro</b> (c.f.) -occipital <i>rest one word</i> <b>pharmaco</b> (c.f.) -oryctology <i>rest one word</i> <b>pharyngo</b> (c.f.) -esophageal -oral <i>rest one word</i> <b>phase</b> -in (n., u.m.) meter out (n., u.m.) -wound (u.m.) <b>pheno</b> (c.f.) <i>all one word</i> <b>philo</b> (c.f.) -French, etc. <i>rest one word</i> <b>phlebo</b> (c.f.) <i>all one word</i> phonebook <b>phono</b> (c.f.) <i>all one word</i> <b>phospho</b> (c.f.) <i>all one word</i> <b>photo</b> (c.f.) -offset -oxidation -oxidative <i>rest one word</i> phrasemark (music) <b>phreno</b> (c.f.) <i>all one word</i> <b>phylo</b> (c.f.) <i>all one word</i> <b>phylo</b> (c.f.) <i>all one word</i> <b>physico</b> (c.f.) <i>all one word</i> <b>physio</b> (c.f.) <i>all one word</i> <b>phyto</b> (c.f.) <i>all one word</i> <b>piano</b> forte graph #player <b>pick</b> 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.)	<b>picture</b> #book #writing <b>pie</b> bald crust -eater -eyed marker pan plant #plate -stuffed (u.m.) #tin <b>piece</b> -dye (v.) #goods meal mold <b>piezo</b> (c.f.) -oscillator <i>rest one word</i> <b>pig</b> -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 <b>pigeon</b> gram hole -toed (u.m.) wing piggyback <b>pike</b> -eyed (u.m.) staff <b>pile</b> driver -driving (u.m.) hammer up (n., u.m.) #weave woven <b>pill</b> pusher rolling taker <b>pillow</b> case made slip <b>pilot</b> #boat house #light <b>pin</b> ball block bone case cushion -eyed (u.m.)
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fall	#box	<b>pleasure</b>	trap	latch
feather	-colored (u.m.)	-bent (u.m.)	-vault (v.)	lid
fire	-dark (u.m.)	#boat	#vaulter	luck
fold	#darkness	-seeking (u.m.)	<b>politico</b> (c.f.)	pie
head	fork	-tired (u.m.)	-orthodox	pourri
hold	hole	-weary (u.m.)	<i>rest one word</i>	rack
hole	-lined (u.m.)	<b>pleo</b> (c.f.)	<b>poll</b>	#roast
hook	man	<i>all one word</i>	book	shot
lock	-marked (u.m.)	<b>pleuro</b> (c.f.)	#parrot	whiskey
paper	out (n., u.m.)	<i>all one word</i>	#tax	potato#field
point	#pipe	<b>plow</b>	<b>poly</b> (c.f.)	<b>poultry</b>
prick	up (n., u.m.)	back (n., u.m.)	<i>all one word</i>	#house
rail	<b>place</b>	-bred (u.m.)	<b>poor</b>	#keeper
setter	card	hand	-blooded (u.m.)	-keeping (u.m.)
spot	kick	horse	farm	#raiser
stripe	plague-infested	pan	-spirited (u.m.)	-raising (u.m.)
-tailed (u.m.)	(u.m.)	point	<b>pop</b>	#yard
up (n., u.m.)	<b>plain</b>	-shaped (u.m.)	corn	<b>pound</b>
wheel	back (fabric)	share	eye	cake
<b>pinch</b>	-bodied (u.m.)	shoe	gun	-foolish (u.m.)
back	clothes (u.m.)	sole	up (n., u.m.)	-foot
bar	clothesman	staff	<b>poppy</b>	worth
beck	-headed (u.m.)	#tail	-bordered (u.m.)	<b>powder</b>
cock	-looking (u.m.)	wright	cock	-blue (u.m.)
fist	-spoken (u.m.)	<b>plug</b>	-red (u.m.)	box
-hit (v.)	woven (u.m.)	-and-play	seed	#house
-hitter	<b>plane</b>	hole	<b>pork</b>	#keg
penny	#curve	-in (n., u.m.)	barrel (n., u.m.)	#mill
<b>pine</b>	load	tray	#chop	#room
apple	-mile	-ugly (n., u.m.)	#pie	-scorched (u.m.)
-bearing (u.m.)	-parallel (u.m.)	plumline	<b>port</b>	<b>power</b>
-clad (u.m.)	table	plume-crowned	cullis	boat
#cone	(surveying)	(u.m.)	fire	#mower
-fringed (u.m.)	<b>plani</b> (c.f.)	<b>pluri</b> (c.f.)	folio	-operated (u.m.)
#needle	<i>all one word</i>	<i>all one word</i>	hole	pack
#oil	<b>plano</b> (c.f.)	<b>pluto</b> (c.f.)	hook	plant
-shaded (u.m.)	<i>all one word</i>	<i>all one word</i>	manteau	<b>praise</b>
#tar	<b>plant</b>	<b>pneumato</b> (c.f.)	-mouthed (u.m.)	-deserving
<b>pink</b>	#food	-hydato-genetic	side	(u.m.)
-blossomed	life	(u.m.)	#wine	-spoiled (u.m.)
(u.m.)	site	<i>rest one word</i>	<b>post</b>	worthiness
eye (n.)	plasterboard	<b>pneumo</b> (c.f.)	#bellum	<b>pre</b> (pref.)
-eyed (u.m.)	<b>plate</b>	<i>all one word</i>	#boat	-Incan, etc.
<b>pipe</b>	cutter	<b>pock</b>	card	audit, existing,
-drawn (u.m.)	#glass	mark	-Christian, etc.	etc.
dream	-incased (u.m.)	-marked (u.m.)	-cold-war (u.m.)	<i>rest one word</i>
fitter	layer	-pit (v.)	#diem	<b>president</b>
layer	mark	<b>pocket</b>	-free (u.m.)	-elect
line	#proof (printing)	book (purse)	haste	#pro#tempore
-shaped (u.m.)	-roll (v.)	#book (book)	#hospital	<b>press</b>
stem	-rolled (u.m.)	-eyed (u.m.)	(military)	#agent
walker	<b>platy</b> (c.f.)	knife	#meridiem	-agentry
welder	<i>all one word</i>	-sized (u.m.)	#mortem	board
<b>pisci</b> (c.f.)	<b>play</b>	-veto (v.)	(literal)	feeder
<i>all one word</i>	-act (v.)	<b>poet</b>	mortem (non-	-forge (v.)
pistol-whipped	back (n., u.m.)	-artist	literal)	-made (u.m.)
(v.)	bill	#laureate	#partum	mark
<b>piston</b>	book	painter	#school	pack (v.)
head	boy	pointblank	(military)	plate
#pin	broker	Point-to-Point	audit,	#proof (printing)
#rod	day	poison-dipped	graduate,	<b>preter</b> (pref.)
#valve	down (n., u.m.)	(u.m.)	etc.	<i>all one word</i>
<b>pit</b>	fellow	<b>pole</b>	<i>as prefix, one word</i>	<b>price</b>
#bull	goer	arm	postal#card	#cutter
-eyed (u.m.)	going	-armed (u.m.)	<b>pot</b>	-cutting (u.m.)
fall	ground	ax	ash	#fixer
head	mate	burn	bellied	-fixing (u.m.)
-headed (u.m.)	off (n., u.m.)	cat	boil	#index
hole	pen	-dried (u.m.)	eye	list
mark	reader	horse	hanger	-support (u.m.)
-marked (u.m.)	room	-pile (v.)	head	tag
-rotted (u.m.)	script	setter	herb	<b>prick</b>
saw	suit	-shaped (u.m.)	hole	-eared (u.m.)
side	thing	sitter	hook	mark
<b>pitch</b>	time	-stack (v.)	hunter	seam
-black (u.m.)	wright	star		priesthood
blende	#yard	timber		

<b>prime</b> #minister -ministerial (u.m.) -ministership -ministry	#football, etc. #forma -life #rata #tem #tempore <i>as prefix, one word</i>	<b>proud</b> hearted -looking (u.m.) -minded (u.m.) psalmbook <b>pseudo</b> (c.f.) -Messiah, etc. -occidental -official -orientalism -orthorhombic -osteomalacia -owner <i>rest one word</i>	-on (n., u.m.) out (n., u.m.) -push (u.m.) through (n., u.m.) up (n., u.m.)	-proud (u.m.) #strings
<b>prince</b> hood -priest	problem-solver	<b>procto</b> (c.f.) <i>all one word</i>	<b>puller</b> -in -out	<b>push</b> button card cart off (n., u.m.) -pull (u.m.) up (n., u.m.)
<b>print</b> cloth out script	<b>procto</b> (c.f.) <i>all one word</i>	<b>proft</b> -and-loss (u.m.) -sharing (u.m.)	<b>pulp</b> board wood	<b>pussy</b> cat foot #willow
<b>printing</b> -in (n., u.m.) #ink #office -out (n., u.m.)	<b>proof</b> #press read reader sheet	<b>prong</b> buck -hoe (v.) horn -horned (u.m.)	<b>punch</b> board bowl card -drunk (u.m.) mark -marked (u.m.) out (n.)	<b>put</b> back (n., u.m.) off (n., u.m.) -on (n., u.m.) out (n., u.m.) -put (n.) -up (n., u.m.)
<b>prison</b> bound -free (u.m.) -made (u.m.) prisoner-of-war (u.m.)	<b>proof</b> #press read reader sheet	<b>public</b> hearted -minded (u.m.) -spirited (u.m.) #works	punctureproof pup#tent	<b>putter</b> -forth -in -off -on -out -through -up
<b>prize</b> fighter #ring taker winner -winning (u.m.)	<b>prop</b> jet wash	<b>pug</b> nose -pile (v.)	<b>pure</b> blood bred #line (biological)	<b>pyo</b> (c.f.) <i>all one word</i>
<b>pro</b> -Ally, etc. -choice	<b>proso</b> (c.f.) <i>all one word</i>	<b>pull</b> back (n., u.m.) #box down (n., u.m.) -in (n., u.m.) off (n., u.m.)	<b>purple</b> -blue (u.m.) -clad (u.m.) -colored (u.m.) heart (wood)	<b>pyro</b> (c.f.) <i>all one word</i>

## - Q -

<b>Q</b> -boat -fever <b>quadri</b> (c.f.) -invariant <i>rest one word</i> quarystone <b>quarter</b> -angled (u.m.) back	-bloom (u.m.) #boards -bound (u.m.) -breed (u.m.) -cast (u.m.) -cut (u.m.) deck -miler #note pace	-phase (u.m.) saw (v.) staff stretch -yearly (u.m.) <b>quartermaster</b> #general -generalship <b>quasi</b> <i>all hyphenated</i>	queen#bee <b>quick</b> -change (u.m., v.) -drawn (u.m., v.) freeze (u.m., v.) lime sand set	silver step #time -witted (u.m.) <b>quin</b> (c.f.) <i>all one word</i> <b>quit</b> claim rent
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## - R -

<b>rabbit</b> -backed (u.m.) -eared (u.m.) #fever #foot mouth -mouthed (u.m.) skin <b>race</b> about (n., u.m.) course goer horse track way radarscope <b>radio</b> <i>generally two words except the following forms</i> frequency isotope telegraph telephone	<b>rag</b> bolt #doll -made (u.m.) sorter tag time <b>rail</b> bird car guard head -ridden (u.m.) road setter splitter #train way#maker wayman <b>rain</b> band -beaten (u.m.) bow check coat drop fall	#forest -soft (u.m.) spout storm wash water rakeoff (n., u.m.) <b>ram</b> jet rod shackle <b>ranch</b> #hand house Random-access <b>range</b> finder #light rider <b>rapid</b> #fire #transit <b>rash</b> -brained (u.m.) -headed (u.m.) -hearted (u.m.) -minded (u.m.)	<b>rat</b> bite catcher hole -infested (u.m.) #race -tailed (u.m.) -tight (u.m.) trap <b>rate</b> #cutter -cutting (u.m.) -fixing (u.m.) payer -raising (u.m.) setting <b>rattle</b> brain snake trap <b>raw</b> boned -edged (u.m.) hide -looking (u.m.) <b>razor</b> back	-billed (u.m.) #blade edge -keen (u.m.) -sharp (u.m.) strop razzle-dazzle <b>re</b> (pref.) -cover (cover again) -create (create again), etc. -cross- examination -ice -ink -redirect evaluate, process, etc. <i>rest one word</i> reading#room <b>read</b> out (n.) through (n., u.m.) <b>razor</b> back
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<b>ready</b> -built (u.m.) -handed (u.m.) made (u.m.) -mix (u.m.) #reference room -witted (u.m.)	<b>rice</b> growing #water <b>rich</b> -bound (u.m.) -clad (u.m.) -looking (u.m.) rickrack <b>ridge</b> band pole top riffraff rifleshot <b>rig</b> out (n., u.m.) -up (n., u.m.) <b>right</b> 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)	<b>flow</b> -formed (u.m.) front head scape side wash -worn (u.m.) <b>road</b> bank bed block builder head hog kill map #runner (bird) #show side -test (v.) way -weary (u.m.) <b>rock</b> abye bottom (nonliteral) #climber -climbing (u.m.) fall (n.) -fallen (u.m.) fill firm pile -ribbed (u.m.) #salt shaft slide rod-shaped (u.m.) <b>roe</b> buck #deer <b>roentgeno</b> (c.f.) <i>all one word</i> <b>roll</b> 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.) <b>roller</b> #blade #coaster -made (u.m.) -milled (u.m.) #skate <b>Romano</b> (c.f.) -canonical, etc. -Gallic, etc. <b>roof</b> garden line top tree <b>room</b> #clerk	<b>keeper</b> mate roominghouse <b>root</b> bound cap -cutting (u.m.) fast hold #mean#square #rot stalk stock <b>rope</b> dance layer stitch walk <b>rose</b> -bruid (u.m.) bud bush head -headed (u.m.) -scented (u.m.) -sweet (u.m.) tan #water <b>rotor</b> craft ship <b>rotten</b> head -dry (u.m.) -minded (u.m.) <b>rough</b> -and-ready (u.m.) -and-tumble (n., u.m.) cast (u.m., v.) -coat (v.) -cut (u.m.) draw (v.) dress (v.) dry (u.m., v.) -face (v.) -faced (u.m.) hew house -legged (u.m.) -looking (u.m.) neck rider setter shod -sketch (v.) stuff tailed #work (n.) work (v.) wrought <b>rouger</b> -down -out -up roughing-in (u.m.) <b>round</b> about (n., u.m.) about-face -faced (u.m.) head	<b>-made</b> (u.m.) mouthed nose (tool) out (n., u.m.) robin (petition) seam table (panel) -tailed (u.m.) -topped (u.m.) #trip -tripper up (n., u.m.) <b>rub</b> -a-dub down (n., u.m.) <b>rubber</b> band -down -lined (u.m.) neck -off -set (u.m.) stamp (nonliteral) (n., u.m., v.) #stamp (n.) -stamped (u.m.) <b>ruby</b> -hued (u.m.) -red (u.m.) -set (u.m.) -throated (u.m.) <b>rudder</b> head hole post stock rule#of#thumb <b>rum</b> -crazed (u.m.) runner seller rumpus#room <b>run</b> about (n., u.m.) around (n., u.m.) away (n., u.m.) back (n., u.m.) by (n.) down (n., u.m.) -in (n., u.m.) off (n., u.m.) -on (n., u.m.) out (n., u.m.) over (n., u.m.) through (n., u.m.) up (n., u.m.) runner-up <b>Russo</b> (c.f.) -Chinese, etc. <i>rest one word</i> <b>rust</b> -brown (u.m.) -eaten (u.m.) proofing -resistant (u.m.) -stained (u.m.) rye#field
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## - S -

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

Secret Service	<b>set</b>	-tailed (u.m.)	<b>shock</b>	down (n., u.m.)
<b>secretary</b>	-aside (n., u.m.)	-witted (u.m.)	#therapy	off (n., u.m.)
#general	back (n., u.m.)	shavetail	#troops	piece
-generalcy	bolt	naysayer	#wave	place
-generalship	down (n., u.m.)	<b>shear</b>	<b>shoe</b>	room
section#man	-fair (n.)	pin	black	through
<b>seed</b>	head	waters	brush	(printing)
bed	-in (n., u.m.)	shedhand	horn	(n., u.m.)
cake	off (n., u.m.)	<b>sheep</b>	lace	up (n., u.m.)
case	-on (n., u.m.)	biter	pack	shredout (n.,
coat	out (n., u.m.)	crook	scraper	u.m.)
kin	over (n., u.m.)	dip	shine	<b>shroud</b>
stalk	pin	#dog	store	-laid (u.m.)
<b>seer</b>	screw	faced	string	plate
band	-stitched (u.m.)	#farm	tree	<b>shut</b>
hand	-to (n., u.m.)	fold	shootoff	away (n., u.m.)
sucker	up (n., u.m.)	gate	(n., u.m.)	down (n., u.m.)
sesaw	<b>setter</b>	herder	<b>shop</b>	eye (n., u.m.)
<b>seismo</b> (c.f.)	-forth	hook	folk	-in (n., u.m.)
<i>all one word</i>	-in	kill	lifter	-mouthed (u.m.)
<b>self</b>	-on	-kneed (u.m.)	-made (u.m.)	off (n., u.m.)
dom	-out	nose (apple)	mark	out (n., u.m.)
-extracting	-to	pen	owner	up (u.m.)
hood	-up	shank	-soiled (u.m.)	shuttlecock
less	<b>seven</b>	shear (v.)	talk	<b>sick</b>
ness	-branched	shearer (n.)	walker	bay
same	(u.m.)	shed	window	bed
<i>reflexive prefix,</i>	fold	stealer	<b>shore</b>	#call
<i>use hyphen</i>	penny (nail)	walk	#bird	#leave
<b>sell</b>	score	-white (u.m.)	#boat	list
off (n., u.m.)	-shooter	<b>sheer</b>	fast	room
out (n., u.m.)	-up (n.)	off (n., u.m.)	going	sickle-cell (u.m.)
<b>semi</b> (pref.)	severalfold	up (n., u.m.)	#leave	<b>side</b>
-armor-piercing	<b>shade</b>	<b>sheet</b>	side	arms
(u.m.)	-giving (u.m.)	block	<b>short</b>	band
-Christian, etc.	-grown (u.m.)	flood	-armed (u.m.)	board
-idleness,	<b>shadow</b>	#glass	bread	bone
-indirect, etc.	boxing	rock	cake	burns
annual, arid,	gram	ways	change (v.)	car
etc.	graph	<b>shell</b>	changer	check
<i>rest one word</i>	#line	back	#circuit	-cut (u.m.)
<b>send</b>	<b>shag</b>	burst	-circuited (u.m.)	dress (v.)
off (n., u.m.)	bark	fire	coming	flash
out (n., u.m.)	-haired (u.m.)	fishery	cut (n., u.m.,	head (printing)
<b>sensio</b> (c.f.)	#rug	#game	v.)	hill
<i>all one word</i>	<b>shake</b>	hole	fall (n.)	hook
<b>septi</b> (c.f.)	down (n., u.m.)	-like	-fed (u.m.)	kick
<i>all one word</i>	out (n., u.m.)	shocked	hand (writing)	lap
<b>septo</b> (c.f.)	up (n., u.m.)	shelterbelt	-handed (u.m.)	#light (literal)
<i>all one word</i>	<b>shallow</b>	shield-shaped	head (whale)	light
sergeant	-draft (u.m.)	(u.m.)	horn (n., u.m.)	(nonliteral)
#at#arms	-headed (u.m.)	shilly-shally	-horned (u.m.)	#line (literal)
<b>serio</b> (c.f.)	<b>shame</b>	<b>shin</b>	-lasting (u.m.)	line
<i>all one word</i>	-crushed (u.m.)	bone	leaf (u.m.)	(nonliteral)
<b>sero</b> (c.f.)	faced	guard	-lived (u.m.)	long
<i>all one word</i>	<b>shank</b>	plaster	rib	note
<b>serrate</b>	bone	shiner-up	run (u.m.)	plate
-ciliate (u.m.)	#mill	<b>ship</b>	sighted	play
-dentate (u.m.)	shapeup (n.,	breaker	staff	saddle
server-based	u.m.)	broken	stop	show
<b>service</b>	<b>share</b>	broker	#term	slip
-connected	bone	builder	-term (u.m.)	splitting
(u.m.)	broker	lap	wave (radio)	step
man	cropper	mast	<b>shot</b>	stitch
#man#and	holder	owning	gun	-stitched (u.m.)
#woman	out (n., u.m.)	-rigged (u.m.)	hole	sway
person	ware	shape	put	swipe
wide	<b>sharp</b>	side	star	track
<b>servo</b>	-angled (u.m.)	wreck	<b>shoulder</b>	walk
accelerometer	-cut (u.m.)	<b>shipping</b>	#belt	wall
amplifier	-edged (u.m.)	#master	#blade	-wheeler
control	-freeze (u.m., v.)	#room	-high (u.m.)	winder
mechanism	-freezer	<b>shirt</b>	#strap	<b>sight</b>
motor	-looking (u.m.)	band	<b>show</b>	hole
system	-set (u.m.)	#sleeve	boat	read
<b>sesqui</b> (c.f.)	shod	tail	card	saver
<i>all one word</i>	shooter	waist	case	seeing
				setter

<b>sign</b> off (n., u.m.) -on (n., u.m.) post up (n., u.m.) <b>silico</b> (c.f.) <i>all one word</i> <b>silk</b> #screen -stockinged (u.m.) works siltpan <b>silver</b> -backed (u.m.) beater -bright (u.m.) fish -gray (u.m.) -haired (u.m.) -lead (u.m.) -leaved (u.m.) plate (v.) -plated (u.m.) point (drawing) print tip -tongued (u.m.) top simon-pure (u.m.) <b>simple</b> -headed (u.m.) -minded (u.m.) -rooted (u.m.) -witted (u.m.) simulcast <b>sin</b> -born (u.m.) -bred (u.m.) sine#die <b>single</b> bar -breasted (u.m.) -decker -edged (u.m.) handed hood -loader -minded (u.m.) -phase (u.m.) -seater stick #stitch tree singsong <b>sink</b> head hole <b>Sino</b> (c.f.) -Japanese, etc. <b>sister</b> -german hood -in-law <b>sit</b> down (n., u.m.) -downer fast (n., u.m.) -in up (n., u.m.) <b>sitter</b> -by -in -out sitting#room	<b>sitz</b> #bath mark <b>six</b> -cylinder (u.m.) fold penny (nail) -ply (u.m.) score -shooter -wheeler sizeup (n., u.m.) <b>ski</b> #jump #lift plane #suit <b>skid</b> lift (truck) road #row <b>skin</b> -clad (u.m.) deep diver flint -graft (v.) skipjack skirtmarker skullcap <b>skunk</b> head top <b>sky</b> -blue (u.m.) gazer -high (u.m.) jacker lift look (v.) rocket sail sape scraper shine writer slab-sided (u.m.) <b>slack</b> -bake (v.) -filled (u.m.) #water slambang slant-eyed (u.m.) <b>slap</b> bang dab dash down (n., u.m.) happy jack stick -up (n., u.m.) <b>slate</b> -blue (u.m.) -colored (u.m.) works <b>slaughter</b> house pen <b>slave</b> -born (u.m.) -deserted (u.m.) holding #market owner pen	<b>Slavo</b> (c.f.) -Hungarian, etc. <b>sledge</b> #hammer -hammered (u.m.) meter <b>sleep</b> -filled (u.m.) talker walker <b>sleepy</b> -eyed (u.m.) head -looking (u.m.) sleetstorm sleeveband sleuthhound <b>slide</b> film knot #rule <b>sling</b> ball shot <b>slip</b> along (u.m.) band case cover knot #law -on (n., u.m.) #proof (printing) proof ring sheet shod sole step stitch stream -up (n., u.m.) washer <b>slit</b> -eyed (u.m.) shell #skirt <b>slop</b> -molded (u.m.) seller slopedways <b>slow</b> belly down (n., u.m.) -footed (u.m.) going -motion (u.m.) mouthed poke #time up (n., u.m.) -witted (u.m.) <b>sluice</b> box #gate <b>slum</b> dweller gullion gum lord slumber-bound (u.m.) <b>small</b> #arms #businessman	pox -scale (u.m.) sword talk town (u.m.) <b>smart</b> #aleck -alecky (u.m.) -looking (u.m.) #set -tongued (u.m.) smashup (n., u.m.) smearcase <b>smoke</b> -blinded (u.m.) bomb chaser -dried (u.m.) -dry (v.) -dyled (u.m.) -filled (u.m.) house jack jumper -laden (u.m.) pot screen stack smoking#room <b>smooth</b> bore -browed (u.m.) -cast (u.m.) mouthed -tongued (u.m.) -working (u.m.) snackbar <b>snail</b> -paced (u.m.) -slow (u.m.) snail's#pace <b>snake</b> bite -bitten (u.m.) -eater -eyed (u.m.) head hole pit <b>snap</b> dragon head hook -on (n., u.m.) out (n.) ring roll shooter shot -up (u.m.) <b>snapper</b> -back -up <b>snipe</b> bill #eel -nosed (u.m.) sniperscope snooperscope <b>snow</b> ball bank berg blind #blindness blink	block -blocked (u.m.) blower break capped -choked (u.m.) clad (u.m.) #cover -covered (u.m.) drift fall field flake line melt -melting (u.m.) mobile pack pit plow scape shade shed shine shoe sled slide slip storm suit -topped (u.m.) #water -white (u.m.) snuffbox <b>so</b> -and-so beit (n., conj.) -called (u.m.) -seeming (u.m.) -so <b>soap</b> box bubble dish flakes #opera rock stock suds <b>sob</b> #sister #story <b>sober</b> -minded (u.m.) sides <b>social</b> #work #worker <b>socio</b> (c.f.) -official economic, etc. <b>sod</b> buster culture #house <b>soda</b> jerk #pop #water <b>sofa</b> #bed #maker -making (u.m.) -ridden (u.m.) <b>soft</b> ball -boiled (u.m.)
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#coal	<b>source</b>	<b>sphygmo</b> (c.f.) <i>all one word</i>	<b>spoon</b>	squirrel-headed (u.m.)
#copy	book		-beaked (u.m.)	stackup (n., u.m.)
#drink	#file	<b>spice</b>	-billed (u.m.)	<b>staff</b>
#goods	<b>south</b>	-burnt (u.m.)	bread	-herd (v.)
head	-born (u.m.)	cake	-fed (u.m.)	-hour
-pedal (v.)	bound	-laden (u.m.)	-shaped (u.m.)	time
-shelled (u.m.)	-central (u.m.)	<b>spider</b>	ways	<b>stag</b>
-soap	east	#crab	sporeformer	-handled (u.m.)
(nonliteral)	going	-legged	<b>sporo</b> (c.f.) <i>all one word</i>	head
(v.)	lander	-spun (u.m.)	<b>sports</b>	-headed (u.m.)
-soaper	paw	#web (n.)	#editor	horn
(nonliteral)	#side	web (u.m., v.)	person	-horned (u.m.)
(n.)	-sider	<b>spike</b>	wear	hound
-spoken (u.m.)	-southeast	horn	writer	hunter
tack	west	-kill (v.)		<b>stage</b>
ware	soybean	-pitch (v.)	<b>spot</b>	coach
wood	<b>sow</b>	<b>spill</b>	#check	hand
<b>sole</b>	back	over (n., u.m.)	-checked (u.m.)	#set
cutter	belly	way	-face (v.)	-struck (u.m.)
plate	<b>space</b>	<b>spin</b>	light	<b>stair</b>
<b>somato</b> (c.f.) <i>all one word</i>	bar	back	weld (v.)	case
<b>some</b>	craft	#doctor (slang)	welded (u.m.)	head
day	-cramped	off	-welding (u.m.)	step
how	(u.m.)	<b>spindle</b>	spray-washed	#well
one (anyone)	#key	-formed (u.m.)	(u.m.)	<b>stake</b>
#one	mark	head	<b>spread</b>	head
(distributive)	ship	-legged (u.m.)	-eagle (u.m., v.)	out (n.)
place (adv.)	#time	legs	head	stale-worn (u.m.)
time (adv., u.m.)	<b>spade</b>	shanks	out (n., u.m.)	<b>stall</b>
#time (some time ago)	-dug (u.m.)	<b>spine</b>	over (n., u.m.)	-fed (u.m.)
what	foot	bone	-set (v.)	-feed (v.)
son-in-law	-footed (u.m.)	-broken (u.m.)	<b>spring</b>	<b>stand</b>
<b>song</b>	-shaped (u.m.)	-pointed (u.m.)	back	by (n., u.m.)
bird	<b>Spanish</b>	<b>spino</b> (c.f.)	(bookbinding)	down (n., u.m.)
fest	-American	-olivary	bok	fast (n., u.m.)
writer	-born (u.m.)	<i>rest one word</i>	-born (u.m.)	-in (n., u.m.)
sonobuoy	-speaking (u.m.)	<b>spirit</b>	buck	off (n., u.m.)
<b>sooth</b>	<b>spare</b>	-born (u.m.)	-clean (v.)	offish
fast	-bodied (u.m.)	-broken (u.m.)	#fever	out (n., u.m.)
sayer	rib	#writing	finger	pat
<b>sore</b>	#room	<b>spit</b>	-grown (u.m.)	pipe
-eyed (u.m.)	<b>spark</b>	ball	halt	point
foot (n.)	#plug (literal)	fire	head	post
footed (u.m.)	plug	stick	-plow (v.)	still (n., u.m.)
head (n., u.m.)	(nonliteral)	<b>splanchno</b> (c.f.) <i>all one word</i>	-plowed (u.m.)	up (n., u.m.)
sorry-looking	speakeasy (n.)	<b>splay</b>	tide (season)	<b>standard</b>
(u.m.)	<b>spear</b>	footed	time	#bearer
<b>soul</b>	cast	mouthed	trap	bred
-deep (u.m.)	head	<b>spleen</b>	spritsail	#gauge
mate	-high (u.m.)	-born (u.m.)	<b>spur</b>	#time
-searching	-shaped (u.m.)	sick	-clad (u.m.)	<b>staphylo</b> (c.f.) <i>all one word</i>
(u.m.)	<b>spectro</b> (c.f.)	-swollen (u.m.)	-driven (u.m.)	<b>star</b>
sick	<b>speech</b>	<b>spleno</b> (c.f.) <i>all one word</i>	gall	blind
<b>sound</b>	-bereft (u.m.)	<b>split</b>	-galled (u.m.)	bright
-absorbing	-read (v.)	finger	-heeled (u.m.)	dust
(u.m.)	<b>speed</b>	(crustacean)	<b>spy</b>	gazer
#field	boating	fruit	glass	-led (u.m.)
film	letter	mouth	hole	light
-minded (u.m.)	trap	saw	tower	lit
off (n., u.m.)	up (n., u.m.)	#second	-bottomed	lite (gem)
track	<b>spell</b>	-tongued (u.m.)	(u.m.)	nose (mole)
#wave	binding	up (n., u.m.)	-built (u.m.)	shake
<b>soup</b>	check	spoilsport	-faced (u.m.)	shine
bone	down (n., u.m.)	<b>spondylo</b> (c.f.) <i>all one word</i>	flipper	shoot
#bowl	-free (u.m.)	<b>sponge</b>	head	-spangled (u.m.)
#kitchen	<b>spend</b>	#bath	-headed	stroke
#plate	-all (n.)	cake	#mile	-studded (u.m.)
spoon	thrift	diver	-rigged (u.m.)	#time
<b>sour</b>	<b>spermato</b> (c.f.) <i>all one word</i>	-diving (u.m.)	#root	starchworks
belly	<b>spermo</b> (c.f.) <i>all one word</i>	-shaped (u.m.)	-set (u.m.)	<b>stark</b>
bread	<b>spheno</b> (c.f.) <i>all one word</i>	<b>spongio</b> (c.f.) <i>all one word</i>	shooter	-blind (u.m.)
dough (n.)	occipital	spoolwinder	<b>squeeze</b>	-mad (u.m.)
faced	<i>rest one word</i>		-in (n., u.m.)	-naked (u.m.)
-natured (u.m.)			out (n., u.m.)	-raving (u.m.)
-sweet			up (n., u.m.)	starter-off

start-stop	stencil-cutting	<b>stitch</b>	flow	lined
startup (n., u.m.)	(u.m.)	down (n., u.m.)	-laden (u.m.)	side
<b>stat</b> (pref.)	<b>steno</b> (c.f.)	up (n., u.m.)	-swept (u.m.)	<b>street</b>
<i>all one word</i>	<i>all one word</i>	<b>stock</b>	-tossed (u.m.)	-bred (u.m.)
<b>State</b>	<b>step</b>	breeder	#trooper	car
-aided (u.m.)	aunt	broker	wind	cleaner
#line	child, etc.	<b>#car</b>	#window	-cleaning (u.m.)
-owned (u.m.)	dance	feeder	storyteller	sweeper
<b>state</b>	down (n., u.m.)	holding	<b>stout</b>	walker
hood	-in (n., u.m.)	jobber	-armed (u.m.)	<b>strepto</b> (c.f.)
-of-the-art	ladder	judging	heartedness	<i>all one word</i>
(u.m.)	off (n., u.m.)	list	-minded (u.m.)	stretchout
quake	-on (n., u.m.)	pile	<b>stove</b>	(n., u.m.)
room	over (n., u.m.)	pot	brush	<b>strike</b>
side	-up (n., u.m.)	rack	-heated (u.m.)	breaker
station#house	<b>stepping</b>	raiser	pipe	-in (n., u.m.)
<b>stato</b> (c.f.)	-off (u.m.)	-still (u.m.)	<b>stow</b>	out (n., u.m.)
<i>all one word</i>	-out (u.m.)	taker	away (n., u.m.)	-over (n., u.m.)
<b>statute</b>	stone	truck	down (n., u.m.)	<b>striker</b>
-barred (u.m.)	<b>stereo</b> (c.f.)	wright	<b>straddle</b>	-in
#book	<i>all one word</i>	<b>stoke</b>	back	-out
<b>stay</b>	<b>stern</b>	hold	-face (v.)	-over
-at-home	castle	hole	-legged (u.m.)	<b>string</b>
(n., u.m.)	-faced (u.m.)	<b>stomach</b>	<b>straight</b>	course
bar	-heavy (u.m.)	#ache	away	halt
bolt	-looking (u.m.)	-filling (u.m.)	-backed (u.m.)	#proof (density)
boom	most	#pump	-cut (u.m.)	ways
lace	post	-shaped (u.m.)	edge	<b>strip</b>
log	#wheel	-sick (u.m.)	-edged (u.m.)	cropping
pin	-wheeler	-weary (u.m.)	#face	#mine
plow	<b>sterno</b> (c.f.)	<b>stomato</b> (c.f.)	-faced (u.m.)	tease
sail	<i>all one word</i>	<i>all one word</i>	forward	<b>strong</b>
wire	<b>stetho</b> (c.f.)	<b>stone</b>	head	-arm (u.m., v.)
<b>steam</b>	<i>all one word</i>	biter	-legged (u.m.)	back (nautical)
boating	<b>stew</b>	blind	#line	-backed (u.m.)
car	pan	brash	-lined (u.m.)	box
-cooked (u.m.)	pot	breaker	-out (n., u.m.)	hold
-driven (u.m.)	<b>stick</b>	broke	-spoken (u.m.)	#man (literal)
fitter	-at-it (n., u.m.)	brood	#time	man
pipe	fast (n.)	cast	-up (u.m.)	(nonliteral)
plant	-in-the-mud	-cold (u.m.)	-up-and-down	-minded (u.m.)
-pocket (v.)	(n., u.m.)	#crab	(u.m.)	point (n.)
power (n.)	out (n., u.m.)	crusher	strainslip	<b>stub</b>
#powerplant	pin	cutter	<b>strait</b>	runner
-propelled	-to-it-iveness	-dead (u.m.)	-cheated (u.m.)	-toed (u.m.)
(u.m.)	(n.)	-deaf (u.m.)	jacket	wing
roll (v.)	up (n., u.m.)	-eyed (u.m.)	laced	<b>stubble</b>
roller (u.m., v.)	<b>sticker</b>	head	stranglehold	#field
ship	-in	layer	<b>strap</b>	-mulch (u.m.)
table	-on	lifter	-bolt (v.)	stubbornminded
tightness	-up	mason	hanger	stucco-fronted
steamer#line	<b>stiff</b>	shot	head	(u.m.)
<b>steel</b>	-backed (u.m.)	#wall (n.)	-shaped (u.m.)	<b>stuck</b>
-blue (u.m.)	neck	wall (u.m., v.)	watch	up (n., u.m.)
-bright (u.m.)	-necked (u.m.)	#writing	<b>strato</b> (c.f.)	-upper
-cased (u.m.)	<b>still</b>	<b>stony</b>	<i>all one word</i>	-upish (u.m.)
clad	-admired (u.m.)	-eyed (u.m.)	<b>straw</b>	<b>stud</b>
-framed (u.m.)	birth	#land	berry#field	bolt
-hard (u.m.)	born	back (n.)	boss	horse
head	-burn (v.)	block	-built (u.m.)	mare
plate	-fish (v.)	clock	hat	stuntman
works	-hunt (v.)	cock	-roofed (u.m.)	<b>stupid</b>
<b>steep</b>	#life	gap	splitting	head
-rising (u.m.)	-recurring	hound	stack	-headed (u.m.)
-to (u.m.)	(u.m.)	list	-stuffed (u.m.)	-looking (u.m.)
-up (u.m.)	stand	log	#vote	sturdy-limbed
-walled (u.m.)	<b>stink</b>	-loss (u.m.)	walker	(u.m.)
<b>steeply</b>	ball	off (n., u.m.)	-yellow (u.m.)	stylebook
chase	bomb	watch	<b>stray</b>	<b>style</b> (c.f.)
-high (u.m.)	bug	storage#room	away (n., u.m.)	<i>all one word</i>
jack	damp	<b>store</b>	#line	<b>sub</b> (pref.)
top	pot	front	mark	-Himalayan,
<b>stem</b>	<b>stir</b>	house	<b>stream</b>	etc.
head	about (n., u.m.)	<b>storm</b>	bank	machinegun
post	fry	-beaten (u.m.)	bed	#rosa, #specie,
sickness	-up (n., u.m.)	cock	flow	etc.
winder			head	-subcommittee

polar, standard, etc. <i>rest one word</i>	-bathed (u.m.) beam blind #blindness	highway, market, etc. <i>rest one word</i> Super Bowl	<b>sweat</b> band #gland #shirt shop	head herd pox sty
<b>subject</b> -object -objectivity	bonnet bow break burn	<b>supra</b> (pref.) -abdominal -acromial -aerial anal	<b>sweep</b> back (aviation) (n., u.m.) forward (aviation) (n., u.m.)	<b>swing</b> back (n., u.m.) bar dingle
<b>subter</b> (pref.) <i>all one word</i> such-and-such	burst -cured (u.m.) dial dog down dress	-angular -arytenoid -auditory -auricular -axillary -Christian, etc. <i>rest one word</i>	stake through (n., u.m.) washer	stock -swang tree
<b>suck</b> -egg (n., u.m.) hole -in (n., u.m.)	-dried (u.m.) -dry (v.) fall fast glade glare glass glow	<b>sur</b> (pref.) <i>all one word</i> <b>sure</b> -fire (u.m.) -footed (u.m.) -slow	<b>sweet</b> bread -breathed (u.m.) brier faced heart meat mouthed -pickle (v.) -sour -sweet	<b>swingle</b> bar tree <b>switch</b> back blade box gear plate plug rail tender
<b>sugar</b> #beet #bowl cake cane -coat (v.) -coated (u.m.) -cured (u.m.) loaf plum spoon sweet	#hat lamp lit quake ray rise scald set shade shine -shot (u.m.) shower spot stricken stroke struck tan	<b>surf</b> -battered (u.m.) board #fish -swept (u.m.) <b>swallow</b> pipe -tailed (u.m.) swampside	<b>swell</b> -butted (u.m.) head toad swelled-headed (u.m.)	<b>swivel</b> #chair eye -eyed (u.m.) -hooked (u.m.)
#water works <b>sulfa</b> (c.f.) <i>all one word</i> <b>sulfo</b> (c.f.) <i>all one word</i> <b>sulfon</b> (c.f.) <i>all one word</i>	-shot (u.m.) shower spot stricken stroke struck tan	<b>swan</b> -bosomed (u.m.) dive herd mark neck song swansdown	<b>swept</b> back (n., u.m.) forward (n., u.m.) wing (n., u.m.)	<b>sword</b> -armed (u.m.) bearer #belt bill fishing play -shaped (u.m.) stick
<b>sullen</b> hearted -natured (u.m.)	time (measure) time (dawn) up	<b>swash</b> buckler plate	<b>swift</b> foot -footed (u.m.) -handed (u.m.) -running (u.m.)	<b>syn</b> (pref.) <i>all one word</i>
<b>summer</b> -clad (u.m.) -dried (u.m.) -fallow (v.) -made (u.m.) tide time (season) #time (daylight saving)	<b>sunny</b> -looking (u.m.) -natured (u.m.) <b>super</b> (pref.) -Christian, etc. #high frequency -superlative	<b>sway</b> back (n., u.m.) -backed (u.m.) bar -brace (v.) swearer-in	<b>swill</b> bowl tub swimsuit <b>swine</b> -backed (u.m.) bread	<b>synchro</b> cyclotron flash mesh tron <b>Syro</b> (c.f.) -Arabian, etc. phenician

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<b>T</b> -ball -bandage -beam -boat -bone -cloth -iron -man -rail -scale (score) -shape -shaped -shirt -square	top ware <b>tachy</b> (c.f.) <i>all one word</i> <b>tag</b> -affixing (u.m.) lock rag sore <b>tail</b> 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 <b>tailor</b> -cut (u.m.) made (u.m.) -suited (u.m.) <b>take</b> -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.) <b>taker</b> -down -in -off -over -up	<b>tale</b> bearer carrier teller talkfest talking-to (n.) <b>tall</b> boy (n.) -built (u.m.) -looking (u.m.) <b>tallow</b> -faced (u.m.) -pale (u.m.) <b>tally</b> #board #clerk ho #room #sheet <b>tame</b> -grown (u.m.) -looking (u.m.) <b>tan</b> bark works	<b>tangent</b> -cut (v.) -saw (v.) <b>tangle</b> foot -haired (u.m.) <b>tank</b> #car farm ship town <b>tap</b> bolt dance hole net off (n., u.m.) -riveted (u.m.) room root -tap water <b>tape</b> #deck #drive
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#measure string -tied (u.m.)	#gas -off (n., u.m.) -out (n., u.m.) pit sheet stain -stained (u.m.)	around at away before between by for fore from in inafter inbefore into on over through tofore under until unto upon with	<b>thousand</b> fold -headed (u.m.) -legged (u.m.) legs (worm)	<b>thymo</b> (c.f.) <i>all one word</i> <b>thyro</b> (c.f.) <i>all one word</i> <b>tibio</b> (c.f.) <i>all one word</i>
<b>taper</b> bearer -fashion (u.m.) -headed (u.m.)	<b>teen</b> age (u.m.) ager teeter-totter	<b>thermo</b> (c.f.) <i>all one word</i> <b>thick</b> -blooded (u.m.) head -looking (u.m.) pated set (n., u.m.) skinned skull (n.) skulled -tongued (u.m.) wit -witted (u.m.) -wooded (u.m.) -woven (u.m.)	<b>thrall</b> born dom -less <b>thread</b> bare -leaved (u.m.) worn	<b>tick</b> #feed seed tacktoe tick tock
<b>tapestry</b> -covered (u.m.) #maker -making (u.m.) #work tapper-out	<b>tele</b> (c.f.) <i>all one word</i> <b>teleo</b> (c.f.) <i>all one word</i>	<b>thermo</b> (c.f.) <i>all one word</i> <b>thick</b> -blooded (u.m.) head -looking (u.m.) pated set (n., u.m.) skinned skull (n.) skulled -tongued (u.m.) wit -witted (u.m.) -wooded (u.m.) -woven (u.m.)	<b>three</b> -bagger -cornered (u.m.) -dimensional (u.m.) fold -in-hand -master penny (nail) -piece (u.m.) -ply (u.m.) score some -spot -square -striper	<b>ticket</b> #seller -selling (u.m.) #writer tidal#wave tiddlywink
<b>tar</b> -brand (v.) brush -coal (u.m.) -dipped (u.m.) #paper -paved (u.m.) pot -roofed (u.m.) works tariff-protected (u.m.)	<b>tello</b> (c.f.) <i>all one word</i> <b>tell</b> tale truth <b>telo</b> (c.f.) <i>all one word</i> tempest-rocked (u.m.)	<b>thermo</b> (c.f.) <i>all one word</i> <b>thick</b> -blooded (u.m.) head -looking (u.m.) pated set (n., u.m.) skinned skull (n.) skulled -tongued (u.m.) wit -witted (u.m.) -wooded (u.m.) -woven (u.m.)	<b>thrombo</b> (c.f.) <i>all one word</i> <b>through</b> out put #road way	<b>tide</b> flat head mark -marked (u.m.) race table -tossed (u.m.) waiter -worn (u.m.)
<b>tarpaulin</b> -covered (u.m.) #maker -making (u.m.)	<b>ten</b> fold penny (nail) pins <b>tender</b> #boat -faced (u.m.) foot -footed (u.m.) footish -handed (u.m.) heart loin -looking (u.m.) tenement#house	<b>thio</b> (c.f.) <i>all one word</i> <b>third</b> -class (u.m.) -degree (u.m.) hand (adv., u.m.) #house -rate (u.m.) -rater thistledown	<b>throw</b> 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	<b>tie</b> back (n.) #bar #beam down (n., u.m.) -in (n., u.m.) -on (n., u.m.) -out (n., u.m.) pin -plater #rod #tack up (n., u.m.) tierlift (truck)
<b>tarso</b> (c.f.) <i>all one word</i>	<b>ten</b> -dotted (u.m.) pole -sheltered (u.m.) #show	<b>thio</b> (c.f.) <i>all one word</i> <b>third</b> -class (u.m.) -degree (u.m.) hand (adv., u.m.) #house -rate (u.m.) -rater thistledown	<b>throw</b> 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	<b>tiger</b> eye #lily #shark -striped (u.m.)
<b>task</b> #force setter tattletale	<b>terra</b> #cotta #firma mara terraced-fashion (u.m.) test-fly (v.)	<b>thio</b> (c.f.) <i>all one word</i> <b>third</b> -class (u.m.) -degree (u.m.) hand (adv., u.m.) #house -rate (u.m.) -rater thistledown	<b>throw</b> 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	<b>tight</b> -belted (u.m.) fisted -fitting (u.m.) lipped rope -set (u.m.) -tie (v.) wad wire
<b>tauro</b> (c.f.) <i>all one word</i>	<b>terra</b> #cotta #firma mara terraced-fashion (u.m.) test-fly (v.)	<b>thio</b> (c.f.) <i>all one word</i> <b>third</b> -class (u.m.) -degree (u.m.) hand (adv., u.m.) #house -rate (u.m.) -rater thistledown	<b>throw</b> 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	<b>tile</b> -clad (u.m.) #drain -red (u.m.) setter works wright
<b>tax</b> -burdened (u.m.) #collector eater -exempt (u.m.) -free (u.m.) gatherer -laden (u.m.) paid payer #roll -supported (u.m.)	<b>tetra</b> (c.f.) <i>all one word</i> thanksgiving hatch-roofed (u.m.)	<b>thio</b> (c.f.) <i>all one word</i> <b>third</b> -class (u.m.) -degree (u.m.) hand (adv., u.m.) #house -rate (u.m.) -rater thistledown	<b>throw</b> 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	<b>tilt</b> hammer up (n.)
<b>taxi</b> auto bus cab meter stand	<b>text</b> -based #file #mode <b>theater</b> goer going thenceforth	<b>thio</b> (c.f.) <i>all one word</i> <b>third</b> -class (u.m.) -degree (u.m.) hand (adv., u.m.) #house -rate (u.m.) -rater thistledown	<b>throw</b> 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	<b>timber</b> -built (u.m.) head -headed (u.m.) jack line -propped (u.m.) #wolf wright
<b>tea</b> ball cake cart -colored (u.m.) cup dish kettle #party pot room -scented (u.m.) spoon taster teampalay	<b>theo</b> (c.f.) <i>all one word</i> <b>theologic</b> (c.f.) <i>all one word</i> <b>there</b> about(s) above across after against among	<b>thio</b> (c.f.) <i>all one word</i> <b>third</b> -class (u.m.) -degree (u.m.) hand (adv., u.m.) #house -rate (u.m.) -rater thistledown	<b>throw</b> 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	
<b>tear</b> bomb -dimmed (u.m.) down (n., u.m.) drop		<b>thio</b> (c.f.) <i>all one word</i> <b>third</b> -class (u.m.) -degree (u.m.) hand (adv., u.m.) #house -rate (u.m.) -rater thistledown	<b>throw</b> 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	

<b>time</b> bomb born card clerk clock -consuming (u.m.) frame -honored (u.m.) keeper killer lag lock outs (n., u.m.) piece pleaser saver server sheet slip slot span -stamp (v.) study table taker waster worn	<b>#iron</b> -mile <b>#rack</b> shaper some <b>tit</b> bit #for#tat mouse <b>titano</b> (c.f.) <i>all one word</i> <b>tithe</b> book -free (u.m.) payer right <b>title</b> holder -holding (u.m.) #page winner -winning (u.m.) <b>to</b> -and-fro -do (n.) #wit <b>toad</b> back -bellied (u.m.) blind fish -green (u.m.) stool <b>tobacco</b> #grower -growing (u.m.) #shop <b>toe</b> cap #dance hold -in (n., u.m.) -mark (v.) nail plate print <b>toil</b> -beaten (u.m.) some -stained (u.m.) -weary (u.m.) worn toilet#room <b>toil</b> bar #bridge #call gate gatherer house #line payer taker <b>tom</b> boy cat foolery -tom <b>tommy</b> gun rot <b>ton</b> -hour -kilometer -mile -mileage -mile-day	<b>tone</b> -deaf (u.m.) down (n., u.m.) -producing (u.m.) up (n., u.m.) <b>tongue</b> -baited (u.m.) -bound (u.m.) -free (u.m.) -lash (v.) #lashing play -shaped (u.m.) shot sore tack tied tip #twister -twisting (u.m.) <b>tool</b> bag #belt box builder #chest crib dresser fitter #grinder -grinding (u.m.) head holding kit mark plate post rack setter shed slide stock <b>tooth</b> 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 <b>top</b> #brass cap (n.) coat cutter #dog -drain (v.) #drawer dress (v.) flight (u.m.) full gallant (n., u.m.) -graft (v.) 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 <b>topo</b> (c.f.) <i>all one word</i> topsy-turvy <b>torch</b> bearer #holder lighted lit <b>torpedo</b> #boat #room torquimeter <b>toss</b> pot up (n., u.m.) <b>touch</b> #and#go back (n., u.m.) down (n., u.m.) hole -me-not (n., u.m.) pan reader stone up (n., u.m.) <b>tough</b> -headed (u.m.) -looking (u.m.) -skinned (u.m.) <b>tow</b> away boat head line mast #net -netter path rope #truck <b>tower</b> -high (u.m.) -shaped (u.m.) <b>town</b> -bred (u.m.) #clerk #crier -dotted (u.m.) folk gate going hall lot ship side site talk -weary (u.m.)	<b>towns</b> fellow people <b>toy</b> #dog -sized (u.m.) town <b>tracheo</b> (c.f.) <i>all one word</i> <b>trachy</b> (c.f.) <i>all one word</i> <b>track</b> barrow hound layer mark -mile side walker tractor-trailer <b>trade</b> #board -in (n., u.m.) -laden (u.m.) -made (u.m.) mark #name off #union #wind tradespeople traffic-mile <b>tragico</b> (c.f.) <i>all one word</i> <b>trail</b> blazer breaker -marked (u.m.) side sight -weary (u.m.) <b>train</b> bearer bolt crew line -mile shed sick stop <b>tram</b> -borne (u.m.) car rail road way <b>trans</b> (pref.) alpine atlantic -Canadian, etc. pacific uranic <i>rest one word</i> transit#time <b>trap</b> door fall shoot trashrack <b>travel</b> -bent (u.m.) time -tired (u.m.) -worn (u.m.) trawlnet
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<b>tread</b> mill wheel	branched (u.m.) -edged (u.m.) fold	-seeking (u.m.) teller	back (n., u.m.) buckle	-reviewed (u.m.) -told (u.m.)
<b>treasure</b> -filled (u.m.) #house -laden (u.m.)	#play -tailed (u.m.) tree (n.) trolley#line	<b>try</b> -on (n., u.m.) out (n., u.m.) square works	cap coat cock down (n., u.m.) gate	<b>twin</b> #boat born -engined (u.m.) fold
<b>treaty</b> breaker -sealed (u.m.)	<b>troop</b> ship #train	<b>tube</b> -eyed (u.m.) -fed (u.m.) form (u.m.) head	-in (n., u.m.) key off (n., u.m.) out (n., u.m.) over (n., u.m.)	-jet (u.m.) -motor (u.m.) -screw (u.m.)
<b>tree</b> #belt -clad (u.m.) #line	<b>tropho</b> (c.f.) <i>all one word</i> <b>tropo</b> (c.f.) <i>all one word</i>	-nosed (u.m.) works <b>tuberculo</b> (c.f.) <i>all one word</i>	pike pin plate round (n., u.m.)	<b>two</b> -a-day (u.m.) -along (n.) (book- binding)
-lined (u.m.) nail -ripe (u.m.) scape top	<b>trouble</b> -free (u.m.) -haunted (u.m.) maker	<b>tubo</b> (c.f.) -ovarian <i>rest one word</i>	round (n., u.m.) screw sheet sole	-faced (u.m.) fold -handed (u.m.)
#trunk trellis-covered (u.m.)	shooter some <b>truce</b> breaker -seeking (u.m.)	<b>tug</b> boat #of#war tumbledown (n., u.m.)	stitch table tail -to (n.) under (n., u.m.) up (n., u.m.)	penny (nail) -piece (u.m.) -ply (u.m.) score -seater some
<b>trench</b> back coat foot	<b>truck</b> driver #farm -mile stop	<b>tune</b> out (n., u.m.) up (n., u.m.)	under (n., u.m.) up (n., u.m.)	-spot -step (dance) -striper -suiter
#knife mouth #plow -plowed (u.m.)	<b>true</b> -aimed (u.m.) -blue (u.m.) born bred	<b>tunnel</b> -boring (u.m.) -shaped (u.m.) vision	<b>turned</b> -back (u.m.) -down (u.m.) -in (u.m.) -on (u.m.) -out (u.m.) -over (u.m.)	-third -thirder -up (n., u.m.) -way (u.m.) -wheeler
<b>tri</b> (c.f.) -iodide -ply (u.m.) state, etc. <i>rest one word</i>	-eyed (u.m.) -false love (n., u.m.) penny (n.) #time	<b>turbo</b> (c.f.) -ramjet (u.m.) <i>rest one word</i>	<b>turner-off</b> <b>turtle</b> back dove -footed (u.m.) neck (u.m.) #shell	<b>tympano</b> (c.f.) <i>all one word</i>
tribespeople <b>tribo</b> (c.f.) <i>all one word</i>	<b>trunk</b> back nose	<b>turf</b> -built (u.m.) -clad (u.m.) -covered (u.m.) #war	<b>twelve</b> fold penny (nail) score	<b>type</b> case cast cutter face foundry script set
<b>tricho</b> (c.f.) <i>all one word</i>	<b>trust</b> breaking buster -controlled (u.m.) -ridden (u.m.) worthy	<b>turkey</b> back #buzzard #gobbler #trot <b>Turko</b> (c.f.) -Greek, etc. <i>rest one word</i>	<b>twenty</b> -first fold -one penny (nail)	<b>typho</b> (c.f.) <i>all one word</i>
<b>trim</b> -cut (u.m.) -dressed (u.m.) -looking (u.m.)	<b>truth</b> -filled (u.m.) lover seeker	<b>turn</b> about (n., u.m.) about-face again (n., u.m.) around (n., u.m.)	<b>twice</b> -born (u.m.)	<b>typo</b> (c.f.) <i>all one word</i>
<b>trinitro</b> (c.f.) <i>all one word</i>				<b>tyro</b> (c.f.) <i>all one word</i>
<b>trip</b> -free (u.m.) hammer wire				
<b>triple</b> -acting (u.m.) back (sofa)				

## - U -

<b>U</b> -boat -cut -magnet -rail -shaped -tube	-ionized (u.m.) self-conscious sent-for (u.m.) thought-of (u.m.) <i>rest one word</i>	<b>union</b> -made (u.m.) #shop unit-set (u.m.) <b>up</b> -anchor (u.m., v.) -and-coming (u.m.) #and#up beat coast country dip end (v.) front (n., u.m.) grade gradient keep lift load	-over (u.m.) rate river stairs state stream swing take tight (n., u.m.) #tight (v.) -to-date (u.m.) #to#date town trend turn wind	cut #deck most <b>urano</b> (c.f.) <i>all one word</i> <b>uretero</b> (c.f.) <i>all one word</i> <b>urethro</b> (c.f.) <i>all one word</i> <b>uro</b> (c.f.) <i>all one word</i> used-car (u.m.)
<b>ultra</b> (pref.) -ambitious, -atomic, etc. -English, etc. high#frequency -high-speed (u.m.) #valorem, etc. <i>rest one word</i>	<b>under</b> age (deficit) age (younger) (n., u.m.) #cultivation (tillage) cultivation (insufficient) #secretary -secretaryship way <i>as prefix, one word</i>	<b>uni</b> (c.f.) -univalent <i>rest one word</i>	<b>upper</b> case (printing) #class classman crust (n., u.m.)	<b>uter</b> #default -defined -friendly #group #interface <b>utero</b> (c.f.) <i>all one word</i>
<b>un</b> (pref.) -American, etc. called-for (u.m.) heard-of (u.m.)				

## - V -

<b>V</b>	<b>vaso</b> (c.f.) <i>all one word</i>	-admiralty	-covered (u.m.)	<b>vivi</b> (c.f.) <i>all one word</i>
-connection	<b>vegeto</b> (c.f.) <i>all one word</i>	#consul	dresser	<b>voice</b>
-curve	<b>vein</b>	-consulate	growing	-capable
-engine	-mining (u.m.)	#governor	stalk	#mail
-neck	-streaked (u.m.)	-governorship	<b>vinegar</b>	over (n.)
-shaped	<b>vellum</b>	#minister	-flavored (u.m.)	volleyball
-type	-bound (u.m.)	-ministry	-hearted (u.m.)	<b>volt</b>
<b>vacant</b>	-covered (u.m.)	-presidency	-making (u.m.)	ammeter
-eyed (u.m.)	<b>velvet</b>	#president	-tart (u.m.)	-ampere
-looking (u.m.)	-crimson (u.m.)	-president-elect	<b>violet</b>	-coulomb
-minded (u.m.)	-draped (u.m.)	-presidential	-blue (u.m.) ^f	meter
<b>vagino</b> (c.f.)	-green (u.m.)	#rector	-colored (u.m.)	ohmmeter
<i>all one word</i>	-pile (u.m.)	-rectorship	-eared (u.m.)	-second
vainglorious	venthole	regal	#ray	<b>volta</b> (c.f.) <i>all one word</i>
<b>valve</b>	<b>ventri</b> (c.f.) <i>all one word</i>	-regency	-rayed (u.m.)	<b>vote</b>
-grinding (u.m.)	<b>ventro</b> (c.f.) <i>all one word</i>	#regent	#water	-casting (u.m.)
-in-head (u.m.)	<b>vertebro</b> (c.f.) <i>all one word</i>	royal	violin-shaped	getter
<b>van</b>	<b>vesico</b> (c.f.) <i>all one word</i>	#versa	(u.m.)	-getting (u.m.)
driver	<b>vibro</b> (c.f.) <i>all one word</i>	#warden	vis-a-vis	<b>vow</b>
guard	<b>vice</b>	videotape	<b>viscero</b> (c.f.) <i>all one word</i>	-bound (u.m.)
most	#admiral	Vietcong	<b>vitreo</b> (c.f.) <i>all one word</i>	breaker
pool		<b>view</b>	<b>vitro</b> (c.f.)	-pledged (u.m.)
<b>vapor</b>		finder	-clarain	<b>vulvo</b> (c.f.) <i>all one word</i>
-filled (u.m.)		point	-di-trina	
-heating (u.m.)		vile-natured	<i>rest one word</i>	
#lock		(u.m.)		
vase-shaped		<b>vine</b>		
(u.m.)		-clad (u.m.)		

## - W -

<b>W</b>	<b>walled</b>	#sale	craft	tight
-engine	-in (u.m.)	stand	dog	wall
-shaped	-up (u.m.)	tray	-drinking (u.m.)	works
-surface	<b>war</b>	trough	drop	worn
-type	#dance	tub	fall	<b>watt</b>
<b>wage</b>	-disabled (u.m.)	up (n., u.m.)	-filled (u.m.)	-hour
#earner	-famed (u.m.)	<b>washed</b>	finder	meter
-earning (u.m.)	fare	-out (u.m.)	flood	-second
#scale	head	-up (u.m.)	flow	<b>wave</b>
worker	horse	<b>waste</b>	fog	-cut (u.m.)
<b>waist</b>	(nonliteral)	basket	-free (u.m.)	form
band	like	land	front	guide
belt	-made (u.m.)	leaf	gate	-lashed (u.m.)
cloth	path	(book-	head	length
coat	plane	binding)	hole	mark
-deep (u.m.)	ship	paper	horse	meter
-high (u.m.)	-swept (u.m.)	site	-inch	-moist (u.m.)
line	#time (clock)	word	-laden (u.m.)	-on (n., u.m.)
<b>waiting</b>	time (duration)	<b>watch</b>	lane	off (n., u.m.)
#list	<b>ward</b>	band	leaf	-swept (u.m.)
#man	heeler	case	#line	-worn (u.m.)
#room	robe	#chain	-lined (u.m.)	<b>wax</b>
#woman	ship	cry	locked	bill
<b>walk</b>	<b>warm</b>	dog	log	-billed (u.m.)
around	blooded	-free (u.m.)	#main	chandler
(n., u.m.)	-clad (u.m.)	glass	mark	cloth
away (n., u.m.)	up (n., u.m.)	tower	melon	-coated (u.m.)
-on (n., u.m.)	warmed-over	word	meter	-headed (u.m.)
out (n., u.m.)	(u.m.)	<b>water</b>	plant	#paper
over (n., u.m.)	warpsetter	bag	pot	#stone
up (n., u.m.)	<b>wash</b>	bank	power	-yellow (u.m.)
way	basin	bearer	proofing	<b>way</b>
walkie-talkie	basket	-bearing (u.m.)	quake	back (n., u.m.)
<b>wall</b>	board	-beaten (u.m.)	-rot (v.)	beam
board	bowl	-bind (v.)	scape	bill
eyed	cloth	#blister	shed	down (n., u.m.)
flower	-colored (u.m.)	bloom	shoot	farer
-like	day	buck	side	fellow
-painting (u.m.)	down (n., u.m.)	color	-soak (v.)	going
paper	-in (n., u.m.)	-colored (u.m.)	-soaked (u.m.)	laid
plate	off (n., u.m.)	-cool (v.)	-soluble (u.m.)	lay
-sided (u.m.)	out (n., u.m.)	-cooled (u.m.)	spout	mark
	pot	#cooler	stain	post
	rag	course	#table	side

-sore (u.m.)	-meaner	#load	beard (n.)	<b>wind</b> (v.)
-up (n., u.m.)	-nigh (u.m.)	-made (u.m.)	#book	down (n., u.m.)
worn	-off (u.m.)	plate	(diplomatic)	up (n., u.m.)
<b>weak</b>	-read (u.m.)	race	cap (n.)	bag
-backed (u.m.)	-set-up (u.m.)	spin	coat (n.)	ball
-eyed (u.m.)	-settled (u.m.)	stitch	-collar (u.m.)	blown
handed	side	-worn (u.m.)	comb (n.)	brace
-kneed (u.m.)	-spoken (u.m.)	wright	corn	breaker
minded	spring	<b>when</b>	-eared (u.m.)	burn
mouthed	stead	ever	-eyed (u.m.)	catcher
<b>weather</b>	-thought-of	-issued (u.m.)	face	-chapped (u.m.)
beaten	(u.m.)	soever	-faced (u.m.)	chill
blown	-thought-out	<b>where</b>	foot (n.)	fall
-borne (u.m.)	(u.m.)	abouts	-footed (u.m.)	fast
break	-to-do (u.m.)	after	handed	-fertilized (u.m.)
cock	-wisher	as	-hard (u.m.)	firm
glass	-wishing (u.m.)	at	head	flow
going	-worn (u.m.)	by	-headed (u.m.)	#force
-hardened	welterweight	for	-hot (u.m.)	gall
(u.m.)	werewolf	fore	#line	-galled (u.m.)
#house	<b>west</b>	from	out (u.m., v.)	#gauge
-marked (u.m.)	bound	in	pot	hole
most	-central (u.m.)	insoever	tail	-hungry (u.m.)
proofing	#end	into	-tailed (u.m.)	jammer
-stain (v.)	-faced (u.m.)	of	-throated (u.m.)	lass
strip	going	on	top (n.)	mill
-stripped (u.m.)	most	over	vein	pipe
worn	-northwest	soever	wash	-pollinated
<b>web</b>	#side	through	<b>who</b>	(u.m.)
-fingered (u.m.)	-sider	to	ever	-rode (u.m.)
foot	<b>wet</b>	under	soever	row
-footed (u.m.)	#bar	upon	<b>whole</b>	screen
master	-cheeked (u.m.)	with	-headed (u.m.)	-shaken (u.m.)
#press	-clean (v.)	withal	#hog	-shear (u.m.)
Web#site	land	wherever	-hogger	shield
<b>wedge</b>	-nurse (v.)	<b>which</b>	sale	shock
-billed (u.m.)	pack	ever	some	side
-shaped (u.m.)	wash	soever	whomsoever	sleeve
<b>weed</b>	<b>whale</b>	whiffletree	whooping#cough	sock
-choked (u.m.)	back	<b>whip</b>	wicker-woven	speed
-hidden (u.m.)	-backed (u.m.)	cord	(u.m.)	stop
hook	bone	crack	<b>wicket</b>	storm
killer	-built (u.m.)	-graft (v.)	keeper	stream
<b>week</b>	-headed (u.m.)	#hand	keeping	swept
day	-mouthed (u.m.)	lash	<b>wide</b>	#tunnel
end	ship	-marked (u.m.)	-angle (u.m.)	worn
-ender	<b>wharf</b>	post	-awake (u.m.)	<b>window</b>
-ending (u.m.)	#boat	saw	-handed (u.m.)	breaker
long (u.m.)	hand	-shaped (u.m.)	mouthed	-breaking (u.m.)
-old (u.m.)	head	socket	-open (u.m.)	#cleaner
<b>weigh</b>	side	staff	spread	-cleaning (u.m.)
bridge	<b>what</b>	stalk	-spreading	#dresser
-in (n., u.m.)	abouts (n.)	stall	(u.m.)	-dressing (u.m.)
lock	ever	stick	<b>widow</b>	pane
out (n., u.m.)	-is-it (n.)	stitch	#bird	peeper
shaft	not (n.)	stock	hood	#shade
<b>well</b>	soever	-tailed (u.m.)	<b>wife</b>	-shop (v.)
-being (n.)	-you-may-call-it	<b>whipper</b>	beater	-shopping (u.m.)
-beloved (u.m.)	(n.)	-in	hood	sill
-born (u.m.)	<b>wheat</b>	snapper	killer	#work
-bound (u.m.)	cake	<b>whirl</b>	-ridden (u.m.)	<b>wine</b>
-bred (u.m.)	-colored (u.m.)	about (n., u.m.)	wigwag	bag
-clad (u.m.)	ear	blast	<b>wild</b>	-black (u.m.)
-deserving	-fed (u.m.)	pool	-drinking (u.m.)	glass
(u.m.)	field	-shaped (u.m.)	cat (n.)	growing
-doer	grower	wind	-eyed (u.m.)	-hardy (u.m.)
-doing (n., u.m.)	-rich (u.m.)	whirlybird	fire	pot
-drained (u.m.)	stalk	<b>whisk</b>	#land	#press
-drilling (u.m.)	<b>wheel</b>	broom	life	-red (u.m.)
#field	band	#tail	#man	seller
-grown (u.m.)	barrow	<b>whistle</b>	wind	taster
head	base	blower	<b>will</b>	tester
-headed (u.m.)	chair	(nonliteral)	-less	vat
hole	-cut (u.m.)	#blower (literal)	-o'-the-wisp	<b>wing</b>
-informed (u.m.)	going	stop	power	band
-known (u.m.)	horse	<b>white</b>	wilt-resistant	bar
-looking (u.m.)	(nonliteral)	back	(u.m.)	

beat	walker	-paneled (u.m.)	basket	<b>worm</b>
bolt	works	pile	bench	-eaten (u.m.)
bone	-wound (u.m.)	-planing (u.m.)	book	-eating (u.m.)
borne	<b>wise</b>	print	card	hole
bow	acre	pulp	day	-riddled (u.m.)
cut	crack	ranger	-driven (u.m.)	-ripe (u.m.)
#flap	head (n.)	rock	fare	seed
-footed (u.m.)	-headed (u.m.)	#rot	flow	shaft
handed	-spoken (u.m.)	shed	folk	<b>worn</b>
-heavy (u.m.)	wishbone	side	force	down (u.m.)
-loading (u.m.)	<b>witch</b>	stock	group	out (u.m.)
-loose (u.m.)	craft	turner	hand	outness
nut	#hazel	-turning (u.m.)	-hardened	worrywart
over (n., u.m.)	#hunt	-walled (u.m.)	(u.m.)	<b>worth</b>
-shaped (u.m.)	-hunting (u.m.)	wind (music)	horse	while (n., u.m.)
-shot (u.m.)	<b>with</b>	<b>wooden</b>	-hour (u.m.)	whileness (n.)
span	draw	head (n.)	housed	<b>wrap</b>
-swift (u.m.)	hold	-hulled (u.m.)	life	around
tip	in	<b>wool</b>	load	(n., u.m.)
top	out	fell	manship	-up (n., u.m.)
walker	stand	gatherer	out (n., u.m.)	wreath-crowned
wall	<b>within</b>	grader	pace	(u.m.)
-weary (u.m.)	-bound (u.m.)	growing	pan	wreck-free
<b>winter</b>	-named (u.m.)	head	(u.m.)	(u.m.)
-beaten (u.m.)	<b>woe</b>	-laden (u.m.)	paper	<b>wring</b>
-clad (u.m.)	begone	-lined (u.m.)	people	bolt
-fallow (v.)	worn	pack	place	staff
-fed (u.m.)	<b>wolf</b>	press	room	<b>wrist</b>
feed	-eyed (u.m.)	shearer	saving	band
#green (color)	#fish	shed	sheet	bone
green (plant, etc.)	hound	sorter	shoe	drop
-hardy (u.m.)	pack	stock	shop	fall
kill	<b>woman</b>	washer	-shy (n., u.m.)	lock
-made (u.m.)	folk	wheel	-shyness	pin
-sown (u.m.)	hood	-white (u.m.)	site	plate
tide	kind	winder	slip	watch
time	womenfolk	<b>woolly</b>	space	<b>write</b>
-worn (u.m.)	<b>wonder</b>	-coated (u.m.)	-stained (u.m.)	back (n., u.m.)
<b>wire</b>	land	-headed (u.m.)	stand	-in (n., u.m.)
bar	strong	-looking (u.m.)	station	off (n., u.m.)
-caged (u.m.)	-struck (u.m.)	-white (u.m.)	stream	-protect
-cut (u.m.)	<b>wood</b>	<b>word</b>	study	up (n., u.m.)
cutter	bark (color)	-blind (u.m.)	table	writing#room
dancer	bin	book	time	<b>wrong</b>
draw (v.)	bined	builder	up (n., u.m.)	doer
-edged (u.m.)	block	catcher	ways	-ended (u.m.)
#gauge	-built (u.m.)	-clad (u.m.)	-weary (u.m.)	-minded (u.m.)
hair (dog)	-cased (u.m.)	-dead (u.m.)	week	-thinking (u.m.)
-haired (u.m.)	chipper	flow	worn	<b>wrought</b>
less	chopper	jobber	<b>working</b>	#iron
#line	chuck	list	#load	-up (u.m.)
photo	craft	-perfect (u.m.)	#room	<b>wry</b>
puller	cut	play	<b>world</b>	bill
#rope	grub	seller	beater	-billed (u.m.)
spun	hole	smith	-conscious	-faced (u.m.)
stitch	horse	<b>work</b>	(u.m.)	-looking (u.m.)
-stitched (u.m.)	hung (u.m.)	aday (n., u.m.)	#consciousness	-mouthed (u.m.)
-tailed (u.m.)	land	-and-turn (u.m.)	#line	neck
tap	-lined (u.m.)	away (n., u.m.)	#power	-set (u.m.)
	lot	bag	-weary (u.m.)	

## - X -

<b>X</b>	#rated -shaped -virus	<b>x</b> -axis #ray (n.) -ray (u.m.)	<b>xantho</b> (c.f.) <i>all one word</i> <b>xeno</b> (c.f.) <i>all one word</i>	<b>xero</b> (c.f.) <i>all one word</i> <b>xylo</b> (c.f.) <i>all one word</i>
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## - Y -

<b>Y</b>	-long (u.m.) stick -wide (u.m.) <b>yaw</b> meter -sighted (u.m.) <b>year</b> book day end -hour (u.m.) long (u.m.)	-old (u.m.) -round (u.m.) <b>yellow</b> back -backed (u.m.) -bellied (u.m.) belly -billed (u.m.) #fever -headed (u.m.) -tailed (u.m.)	-throated (u.m.) top <b>yes</b> -man -no <b>yester</b> day year <b>yoke</b> fellow mating -toed (u.m.)	<b>young</b> eyed (u.m.) -headed (u.m.) -ladylike -looking (u.m.) -manlike -old -womanhood youthtide yuletide
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## - Z -

<b>Z</b> -bar <b>zero</b> axial	-dimensional (u.m.) gravity #hour zigzag	<b>zinc</b> -coated (u.m.) -white (u.m.) <b>zoo</b> (c.f.) <i>all one word</i>	<b>zoologico</b> (c.f.) <i>all one word</i> <b>zygo</b> (c.f.) <i>all one word</i>	<b>zygomatiko</b> (c.f.) -orbital <i>rest one word</i> <b>zymo</b> (c.f.) <i>all one word</i>
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## 8. PUNCTUATION

**8.1.** Punctuation is used to clarify the meaning of written or printed language. Well-planned word order requires a minimum of punctuation. The trend toward less punctuation calls for skillful phrasing to avoid ambiguity and to ensure exact interpretation. The **MANUAL** can only offer general rules of text treatment. A rigid design or pattern of punctuation cannot be laid down, except in broad terms. The adopted style, however, must be consistent and 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.** All singular nouns form their possessive case by the addition of an apostrophe and an *s*. Plural nouns ending in *s* form their plurals by adding only an apostrophe. Some irregular plurals require both an apostrophe and an *s*.

boss's, bosses'  
child's, children's  
citizen's, citizens'  
Congress's, Congresses'  
criterion's, criteria's  
Co.'s, Cos.'  
datum's, data's

erratum's, errata's  
hostess's, hostesses'  
lady's, ladies'  
man's, men's  
medium's, media's  
people's, peoples'  
prince's, princes'

Consider, also, the forms below:

following Robert's Rules of Order  
the planet Mars's craters  
a study of Socrates's writings  
Charles Dickens's novels  
Robert Burns's immortal poetry  
President Adams's defense of law

Jefferson Davis's home  
*but*  
the runner's Achilles' heel  
moved by Jesus' tears  
the United States position

**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	Carter's or Reagan's
Brown & Nelson's store	administration
men's, women's, and children's	Mrs. Smith's and Mrs. Allen's
clothing	children
St. Michael's Men's Club	the Army's and the Navy's work
editor's or proofreader's opinion	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'	St. Elizabeths Hospital
Association	Johns Hopkins University
Dentists' Supply Co. of New York	Hinds' Precedents
International Ladies' Garment	Harpers Ferry
Workers' Union	Hells Canyon
Court of St. James's	Reader's Digest
St. Peter's Church	

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

**8.8.** Possessive pronouns do not take an apostrophe.

its	yours
ours	hers
theirs	whose

**8.9.** Possessive indefinite or impersonal pronouns require an apostrophe.

each other's books	someone's guesstimate
some others' plans	
one's home is his castle	<i>but</i> someone else's proposal
another's idea	

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

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

**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	e'er (ever)
TVers	class of '92 (1992)
OKs	spirit of '76 (1776)
MCing	
RIFing	<i>not</i> in her '70s (age)
RIFs	better: in her seventies
RIFed	
YWCA's	<i>not</i> during the '20s
ABCs	better: during the 1920s or
1920s	during the twenties
IOUs	
10s (thread)	<i>but</i>
4½s (bonds)	he never crosses his t's
3s (golf)	she fails to dot her i's
2 by 4s	a's, &'s, 7's
IQs	watch your p's and q's
don't (do not)	are they l's or 1's
I've (I have)	the Oakland A's
it's (it is/it has)	a number of s's
ne'er (never)	his résumé had too many I's

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

Danl., <i>not</i> Dan'l	Halloween, <i>not</i> Hallowe'en
phone, <i>not</i> 'phone	copter, <i>not</i> 'copter
coon, <i>not</i> 'coon	
possum, <i>not</i> 'possum	<i>but</i> 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	<i>but</i>
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)	for charity's sake
12 days' labor	for pity's sake
2 hours' traveltime	several billion dollars' worth
a stone's throw	
2 weeks' pay	<i>but</i> \$10 billion worth

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

day labor (labor by the day)	State prison
quartermaster stores	State rights



**8.16.** For euphony, nouns ending in *s* or *ce* and followed by a word beginning with *s* form the possessive by adding an apostrophe only.

for goodness' sake  
Mr. Hughes' service  
for old times' sake

for acquaintance' sake  
for conscience' sake

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

He is a friend of John's.  
Stern's is running a sale.

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

in the event of Mary's leaving  
the ship's hovering nearby

## Brackets

***Brackets, in pairs, are used—***

**8.19.** In transcripts, congressional hearings, the Congressional Record, testimony in courtwork, etc., to enclose interpolations that are not specifically a part of the original quotation, corrections, explanations, omissions, editorial comments, or a caution that an error is reproduced literally.

We found this to be true at the Government Printing Office [GPO].

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

Our conference [lasted] 2 hours.

The general [Washington] ordered him to leave.

The paper was as follows [reads]:

I do not know. [Continues reading:]

[Chorus of "Mr. Chairman."]

They fooled only themselves. [Laughter.]

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

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

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

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

The statue [sic] was on the statute books.

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

[Deleted.]

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

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

Q. [Continuing.]

A. [Reads:]

A. [Interrupting.]

[Discussion off the record.]

[Pause.]

The WITNESS [interrupting]. It is known—

Mr. JONES [continuing]. Now let us take the next item.

Mr. SMITH [presiding]. Do you mean that literally?

Mr. JONES [interposing]. Absolutely.

[The matter referred to is as follows:]

The CHAIRMAN [to Mr. Smith].

The CHAIRMAN [reading]:

Mr. KELLEY [to the chairman]. From 15 to 25 percent.  
 [Objected to.]  
 [Mr. Smith nods.]  
 [Mr. Smith aside.]  
 [Mr. Smith makes further statement off the record.]  
 Mr. JONES [for Mr. Smith].  
 A VOICE FROM AUDIENCE. Speak up.  
 SEVERAL VOICES. Quiet!

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

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

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

## Colon

### *The colon is used—*

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

Give up conveniences; do not demand special privileges; do not stop work: these are necessary while we are at war.  
 Railroadng is not a variety of outdoor sport: it is service.

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

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

**8.25.** After a salutation.

MY DEAR SIR:  
*Ladies and Gentlemen:*  
*To Whom It May Concern:*

**8.26.** In expressing clock time.

2:40 p.m.

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

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

**8.28.** In Biblical and other citations.

Luke 4:3.

I Corinthians xiii:13.

Journal of Education 3:342–358.

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

Congressional Directory. Washington: U.S. Government Printing Office.

**8.30.** To separate book titles and subtitles.

Financial Aid for College Students: Graduate

Germany Revisited: Education in the Federal Republic

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

U.S. Government Printing Office

Washington : 1999

**8.32.** In proportions.

Concrete mixed 5:3:1

*but* 5–2–1 *or* 5-2-1 (when so in copy)

**8.33.** In double colon as ratio sign.

1:2::3:6

**Comma*****The comma is used—*****8.34.** To separate two words or figures that might otherwise be misunderstood.

Instead of hundreds, thousands came.

Instead of 20, 50 came.

May 5, 1929.

In 1930, 400 men were dismissed.

To John, Smith was very kind.

What the difficulty is, is not known.

*but* He suggested that that committee be appointed.

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

He said, "Now or never."

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

Then we had much; now, nothing.

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

short, swift streams; *but* short tributary streams

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

Beset by the enemy, they retreated.

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

Henry Smith, Jr., chairman	<i>but</i>
Peter Johns, F.R.S., London	John Smith 2d (or II);
Washington, DC, schools	Smith, John, II
Motorola, Inc., factory	Mr. Smith, Junior, also spoke
Brown, A.H., Jr. ( <i>not</i> Brown, Jr., A.H.)	(where only last name is used)
	Alexandria, VA's waterfront

**8.40.** To set off parenthetical words, phrases, or clauses.

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

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

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

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

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

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

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

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

He therefore gave up the search.

**8.41.** To set off words or phrases in apposition or in contrast.

Mr. Green, the lawyer, spoke for the defense.

Mr. Jones, attorney for the plaintiff, signed the petition.

Mr. Smith, not Mr. Black, was elected.

James Roosevelt, Democrat, of California.

Jonathan's brother, Moses Taylor, was appointed. (Jonathan had more than one brother.)

*but* Jean's sister Joyce was the eldest. (Jean had one sister.)

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

red, white, and blue

horses, mules, and cattle; *but* horses and mules and cattle

by the bolt, by the yard, or in remnants

a, b, and c

neither snow, rain, nor heat

2 days, 3 hours, and 4 minutes (series); *but* 70 years 11 months 6 days (age)

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

Fish, mollusks, and crustaceans were plentiful in the lakes, and turtles frequented the shores.

The boy went home alone, and his sister remained with the crowd.

**8.44.** After a noun or phrase in direct address.

Senator, will the measure be defeated?

Mr. Chairman, I will reply to the gentleman later.

*but* Yes, sir; he did see it.

No, ma'am; I do not recall.

**8.45.** After an interrogative clause, followed by a direct question.

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

**8.46.** Between the title of a person and the name of an organization in the absence of the words *of* or *of the*.

Chief, Division of Finance  
 chairman, Committee on Appropriations  
 colonel, 12th Cavalry Regiment  
 president, University of Virginia

**8.47.** Inside closing quotation mark.

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

**8.48.** To separate thousands, millions, etc., in numbers of four or more digits.

4,230  
 50,491  
 1,250,000

*but* 1,000,000,000 is more clearly illustrated as 1 billion

**8.49.** After the year in complete dates (month, day, year) within a sentence.

The dates of September 11, 1943, to June 12, 1944, were erroneous.  
 This was reflected in the June 13, 1959, report.  
*but* Production for June 1950 was normal.  
 The 10 February 1980 deadline passed.

***The comma is omitted—*****8.50.** Between superior figures or letters in footnote references.

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

**8.51.** Before ZIP (Zone Improvement Plan) Code postal-delivery number.

Government Printing Office, Washington, DC 20401-0003  
 East Rochester, OH 44625-9701

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

June 1938	150 B.C.
22d of May 1938	Labor Day 1966
February and March 1938	Easter Sunday 1966
January, February, and March 1938	5 January 1944 (military usage)
January 24 A.D. 1938; 15th of June A.D. 1938	spring 1929
	autumn 1997

**8.53.** Between the name and number of an organization.

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

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

$\frac{1}{2500}$   
1.0947  
page 2632  
202-275-2303 (telephone number)  
1721-1727 St. Clair Avenue  
Executive Order 11242  
motor No. 189463  
1450 kilocycles; 1100 meters

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

The Children's Bureau's booklet "Infant Care" continues to be a best-seller.

**8.56.** Before an ampersand (&).

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

**8.57.** Before abbreviations of compass directions.

6430 Princeton Dr. SW.

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

American Library Association Bulletin 34:238, April 1940.

**8.59.** Wherever possible without danger of ambiguity.

\$2 gold  
\$2.50 U.S. currency  
\$3.50 Mexican  
Executive Order No. 21  
General Order No. 12; *but* General Orders, No. 12  
Public Law 85-1  
He graduates in the year 2000 (*not* the year 2,000)  
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 Hadley, of Yale University  
James Bros. et al.; *but* James Bros., Nelson Co., et al. (last element of series)

## Dash

### *A 1-em dash is used—*

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

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

**8.61.** To indicate an interruption or an unfinished word or sentence. A 2-em dash is used when the interruption is by a person other than the speaker, and a 1-em dash will show self-interrup-

tion. Note that extracts must begin with a true paragraph. Following extracts, colloquy must start as a paragraph.

"Such an idea can scarcely be——"

"The word 'donation'——"

"The word 'dona'——"

"He said: "Give me lib——"

"The bill reads "repeal," not "am——"

Q. Did you see——A. No, sir.

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

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

These are shore deposits—gravel, sand, and clay—but marine sediments underlie them.

**8.63.** Before a final clause that summarizes a series of ideas.

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

**8.64.** After an introductory phrase reading into the following lines and indicating repetition of such phrase.

I recommend—

That we submit them for review and corrections;

That we then accept them as corrected; and

That we also publish them.

**8.65.** With a preceding question mark, in lieu of a colon.

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

**8.66.** To precede a credit line or a run-in credit or signature.

Lay the proud usurpers low!

Tyrants fall in every foe!

Liberty's in every blow!

Let us do or die!

—Robert Burns.

Every man's work shall be made manifest.—I Corinthians 3:13.

This statement is open to question.—GERALD H. FORSYTHE.

**8.67.** After a run-in sidehead.

**8.68.** To separate run-in questions and answers in testimony.

Q. Did he go?—A. No.

**A 1-em dash is not used—**

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

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

**A 3-em dash is used—**

**8.71.** In bibliographies to indicate repetition.

POWELL, JAMES W., Jr., Hunting in Virginia's lowlands. 1972. 200 pp.

——— Fishing off Delmarva. 1972. 28 pp.

***An en dash is used—***

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

figures:

5–20 (bonds)

85–1—85–20 (Public laws. Note em dash between two elements with en dashes)

1–703–765–6593 (telephone number)

230–20–8030 (Social Security number)

\$15–\$25 (range)

capital letters:

WTOP–AM–FM–TV (radio and television stations)

CBS–TV

AFL–CIO (union merger)

C–SPAN (satellite television)

figures and capitals:

6–A (exhibit identification)

DC–14 (airplane)

I–95 (interstate roadway)

4–H (Club)

LK–66–A(2)–74 (serial number)

*but* section 12(a)–(b) (en dash used for the word “to”)

ACF–Brill Motors Co. (hyphen with capital letters and a word)

loran–C (hyphen with lowercase word and capital letter)

MiG–25 (hyphen with mixed letters with figure)

ALL-AMERICAN ESSAY CONTEST (hyphen in capitalized heading)

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

1935–37

January–June

Monday–Friday

***An en dash is not used—***

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

From June 1 to July 30, 1951; *not* from June 1–July 30, 1951

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

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

**Ellipses**

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

The Senate having tried Andrew Johnson, President of the United States, upon articles of impeachment exhibited against him by the



House of Representatives, and two-thirds of the Senators present not having found him guilty of the charges contained in the second, third, and eleventh articles of impeachment, it is therefore

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

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

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

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

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

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

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

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

*                      *                      *                      *                      *                      *

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

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

**8.82.** Equalize spacing above and below an ellipsis line.

## Exclamation point

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

Who shouted, “All aboard!” [Note omission of question mark.]

“Great!” he shouted. [Note omission of comma.]

He acknowledged the fatal error!

How breathtakingly beautiful!

Timber!

Mayday! Mayday!

**8.84.** In direct address, either to a person or a personified object, *O* is used without an exclamation point, or other punctuation; but

if strong feeling is expressed, an exclamation point is placed at the end of the statement.

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

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

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

## Hyphen

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

**8.86.** To connect the elements of certain compound words. (See “Compounding Rules.”)

**8.87.** To indicate continuation of a word divided at the end of a line. (See Word Division, supplement to the STYLE MANUAL.)

**8.88.** Between the letters of a spelled word.

The Style Board changed New Jerseyite to New J-e-r-s-e-y-a-n.  
A native of Halifax is a H-a-l-i-g-o-n-i-a-n.  
The Chinese repressive action took place in T-i-a-n-a-n-m-e-n Square.

**8.89.** To separate elements of chemical formulas.

***The hyphen, as an element, may be used—***

**8.90.** To represent letters deleted or illegible words in copy.

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

## Parentheses

***Parentheses are used—***

**8.91.** To set off matter not intended to be part of the main statement or not a grammatical element of the sentence, yet important enough to be included. In colloquy, brackets must be substituted.

This case (124 U.S. 329) is not relevant.  
The result (see fig. 2) is most surprising.  
The United States is the principal purchaser (by value) of these exports  
(23 percent in 1995 and 19 percent in 1996).

**8.92.** To enclose a parenthetical clause where the interruption is too great to be indicated by commas.

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

**8.93.** To enclose an explanatory word not part of a written or printed statement.

the Winchester (VA) Star; *but* the Star of Winchester, VA  
Portland (OR) Chamber of Commerce; *but* Athens, GA, schools

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

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

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

Paragraph 7(B)(1)(a) will be found on page 6. (Note parentheses closed up.)

**8.95.** To enclose a figure inserted to confirm a written or printed statement given in words if double form is specifically requested.

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

**8.96.** A reference in parentheses at the end of a sentence is placed before the period, unless it is a complete sentence in itself.

The specimen exhibits both phases (pl. 14, *A*, *B*).

The individual cavities show great variation. (See pl. 4.)

**8.97.** If a sentence contains more than one parenthetical reference, the one at the end is placed before the period.

This sandstone (see pl. 6) is in every county of the State (see pl. 1).

**8.98.** When a figure is followed by a letter in parentheses, no space is used between the figure and the opening parenthesis; but if the letter is not in parentheses and the figure is repeated with each letter, the letter is closed up with the figure.

15(a). Classes, grades, and sizes.

15a. Classes, grades, and sizes.

**8.99.** If both a figure and a letter in parentheses are used before each paragraph, a period and an en space are used after the closing parenthesis. If the figure is not repeated before each letter in parentheses but is used only before the first letter, the period is placed after the figure. However, if the figure is not repeated before each letter in parentheses and no period is used, space is inserted after the number if at least one other lettered subsection appears.

15(a). When the figure is used before the letter in each paragraph—

15(b). The period is placed after the closing parenthesis.

15. (a) When the figure is used before the letter in the first paragraph but not repeated with subsequent letters—

(b) The period is used after the figure only.

Sec. 12 (a) When no period is used and a letter in parentheses appears after a numbered item—

(b) Space must be used after the number if at least one other lettered subsection is shown.

**8.100.** Note position of the period relative to closing parenthesis:

The vending stand sells a variety of items (sandwiches, beverages, cakes, etc.).

The vending stand sells a variety of items (sandwiches, beverages, cakes, etc. (sometimes ice cream)).

The vending stand sells a variety of items. (These include sandwiches, beverages, cakes, etc. (6).)

**8.101.** To enclose bylines in congressional work.

(By Harvey Hagman, archeological correspondent)

**8.102.** When matter in parentheses makes more than one paragraph, start each paragraph with a parenthesis and place the closing parenthesis at the end of the last paragraph.

## Period

### *The period is used—*

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

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

**8.104.** After an indirect question or after a question intended as a suggestion and not requiring an answer.

Tell me how he did it.  
May we hear from you.  
May we ask prompt payment.

**8.105.** In place of a closing parenthesis after a letter or number denoting a series.

a. Bread well baked	1. Punctuate freely
b. Meat cooked rare	2. Compound sparingly
c. Cubed apples stewed	3. Index thoroughly

**8.106.** Sometimes to indicate ellipsis.

**8.107.** After a run-in sidehead.

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

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

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

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

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

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

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

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

NOTE.—The source material was furnished.

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

**8.108.** Paragraphs and subparagraphs may be arranged according to the following scheme. The sequence is not fixed, and varia-

tions, in addition to the use of center and side heads or indented paragraphs, may be adopted, depending on the number of parts.

I. Outlines can begin with a capital Roman numeral.

A. The number of levels and the width of the column determine alignment and 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 (rotate) the use of letters and numbers in any outline.

(i) The lowercase Roman numerals (i), (ii), etc. may be used as parts of the outline or to identify subparts of any previous parts.

(aa) When absolutely necessary, double (or triple) lowercase letters may be used.

II. Where not needed, the capital Roman numerals may be discarded and the outline can begin with the letter A. As in any composition, consistency in indentions and order is essential.

**8.109.** To separate integers from decimals in a single expression.

13.75 percent  
\$3.50

1.25 meters  
0.08 mile

**8.110.** In continental European languages, to indicate thousands.

1.317

72.190.175

**8.111.** After abbreviations, unless otherwise specified. (See "Abbreviations and Letter Symbols.")

Apr.

fig.

Ph.D.

NE. (Northeast)

SSE. (South-Southeast)

RR.

*but*

m (meter)

kc (kilocycle)

NY (New York)

**8.112.** After legends and explanatory matter beneath illustrations. Legends without descriptive language do not receive periods.

FIGURE 1.—Schematic drawing.

FIGURE 1.—Continued.

*but* FIGURE 1 (without legend, no period)

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

***A center period is sometimes used—***

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

$a \bullet b$

$(a \times b)$

***The period is omitted—*****8.115.** After—

Lines in title pages  
 Center, side, and running heads; *but* is not omitted  
     after run-in sideheads  
 Continued lines  
 Boxheads of tables  
 Scientific, chemical, or other symbols

This rule does not apply to abbreviation periods.

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

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

**8.117.** After letters used as names without specific designation.

Officer B, Subject A, Brand X, etc.

A said to B that all is well.

Mr. A told Mr. B that the case was closed.

Mr. X (for unknown or censored name).

*but* Mr. A. [for Mr. Andrews]. I do not want to go.

Mr. K. [for Mr. King]. The meeting is adjourned.

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

Daniel D Tompkins

Ross T McIntire

*but* Harry S. Truman (president Truman's preference)

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

Alex

Ed

Mac

Sam

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

King George V

Apollo XII insigne

Super Bowl XXXI

**8.121.** After words and incomplete statements listed in columns. Full-measure matter is not to be regarded as a column.**8.122.** After explanatory matter set in 6 point under leaders or rules.

.....

(Name)

(Address)

(Position)

**8.123.** Immediately before leaders, even if an abbreviation precedes the leaders.

## Question mark

### *The question mark is used—*

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

Did he do it?  
He did what?  
Can the money be raised? is the question.  
Who asked, "Why?" (Note single question mark.)  
"Did you hurt yourself, my son?" she asked.

**8.125.** To express more than one query in the same sentence.

Can he do it? or you? or anyone?

**8.126.** To express doubt.

He said the boy was 8(?) feet tall. (No space before question mark.)  
The statue(?) was on the statute books.  
The scientific identification *Dorothia?* was noted. (Roman "?".)

## Quotation marks

### *Quotation marks are used—*

**8.127.** To enclose direct quotations. (Each part of an interrupted quotation begins and ends with quotation marks.)

The answer is "No."  
He said, "John said, 'No.'" (Note thin space between single and double closing quotes.)  
"John," asked Henry, "why do you go?"

**8.128.** To enclose any matter following such terms as *entitled*, *the word*, *the term*, *marked*, *designated*, *classified*, *named*, *endorsed*, *cited as*, *referred to as*, or *signed*; but are not used to enclose expressions following the terms *known as*, *called*, *so-called*, etc., unless such expressions are misnomers or slang.

Congress passed the act entitled "An act * * *."  
After the word "treaty", insert a comma.  
Of what does the item "Miscellaneous debts" consist?  
The column "Imports from foreign countries" was not * * *.  
The document will be marked "Exhibit No. 21"; *but* The document may be made exhibit No. 2.  
The check was endorsed "John Adamson."  
It was signed "John."  
*but* Beryllium is known as glucinium in some European countries.  
It was called profit and loss.  
The so-called investigating body.

**8.129.** To enclose titles of addresses, articles, awards, books, captions, editorials, essays, headings, subheadings, headlines, hearings, motion pictures and plays (including television and radio programs), operas, papers, short poems, reports, songs, studies, subjects, and themes. All principal words are to be capitalized.

An address on "Uranium-235 in the Atomic Age"  
The article "Germany Revisited" appeared in the last issue.  
He received the "Man of the Year" award.

"The Conquest of Mexico," a published work (book)  
 Under the caption "Long-Term Treasurys Rise"  
 The subject was discussed in "Punctuation." (chapter heading)  
 It will be found in "Part XI: Early Thought."  
 The editorial "Haphazard Budgeting"  
 "Compensation," by Emerson (essay)  
 "United States To Appoint Representative to U.N." (heading for headline)  
 In "Search for Paradise" (motion picture); "South Pacific" (play)  
 A paper on "Constant-Pressure Combustion" was read.  
 "O Captain! My Captain!" (short poem)  
 The report "Atomic Energy: What It Means to the Nation"; *but* annual report of the Public Printer  
 This was followed by the singing of "The Star-Spangled Banner."  
 Under the subhead "Sixty Days of Turmoil" will be found * * *  
 The subject (or theme) of the conference is "Peaceful Uses of Atomic Energy."  
*also* Account 5, "Management fees."  
 Under the heading "Management and Operation."  
 Under the appropriation "Building of ships, Navy."

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

**8.131.** To enclose a letter or communication, which bears both date and signature, within a letter.

**8.132.** To enclose misnomers, slang expressions, sobriquets, coined words, or ordinary words used in an arbitrary way.

His report was "bunk."  
 It was a "gentlemen's agreement."  
 The "invisible government" is responsible.  
 George Herman "Babe" Ruth.

*but* He voted for the lameduck amendment.

**8.133.** Quotation marks close up to adjacent characters except when they precede a fraction or an apostrophe or precede or follow a superior figure or letter, in which case a thin space is used. A thin space is used to separate double and single quotation marks.

### ***Quotation marks are not used—***

**8.134.** In poetry. The lines of a poem should align on the left, those that rhyme taking the same indention.

Why seek to scale Mount Everest,  
 Queen of the air?  
 Why strive to crown that cruel crest  
 And deathward dare?  
 Said Mallory of dauntless quest:  
 "Because it's there."

**8.135.** To enclose titles of works of art: paintings, statuary, etc.

**8.136.** To enclose names of newspapers or magazines.

**8.137.** To enclose complete letters having date and signature.

**8.138.** To enclose extracts that are indented or set in smaller type, or solid extracts in leaded matter; but indented matter in text that is already quoted carries quotation marks.



**8.139.** In indirect quotations.

Tell her yes.

He could not say no.

**8.140.** Before a display initial which begins a quoted paragraph.

**8.141.** The comma and the final period will be placed inside the quotation marks. Other punctuation marks should be placed inside the quotation marks only if they are a part of the matter quoted.

Ruth said, "I think so."

"The President," he said, "will veto the bill."

The trainman shouted, "All aboard!"

Who asked, "Why?"

The President suggests that "an early occasion be sought * * *."

Why call it a "gentlemen's agreement"?

**8.142.** In congressional and certain other classes of work showing amendments, and in courtwork with quoted language, punctuation marks are printed after the quotation marks when not a part of the quoted matter.

Insert the words "growth", "production", and "manufacture".

To be inserted after the words "cadets, U.S. Coast Guard;"

Change "February 1, 1983", to "June 30, 2001".

"Insert in lieu thereof 'July 1, 1983,'."

**8.143.** When occurring together, quotation marks should precede footnote reference numbers.

The commissioner claimed that the award was "unjustified."¹

Kelly's exact words were: "The facts in the case prove otherwise."²

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

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

## Semicolon

### *The semicolon is used—*

**8.145.** To separate clauses containing commas.

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

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

Yes, sir; he did see it.

No, sir; I do not recall.

**8.146.** To separate statements that are too closely related in meaning to be written as separate sentences, and also statements of contrast.

Yes; that is right.

No; we received one-third.

It is true in peace; it is true in war.

War is destructive; peace, constructive.

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

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

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

### ***The semicolon is not used—***

**8.148.** Where a comma will suffice.

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

### **Single punctuation**

**8.149.** Single punctuation should be used wherever possible without ambiguity.

124 U.S. 321 (no comma)

SIR: (no dash)

Joseph replied, "It is a worthwhile effort." (no outside period)

### **Type**

**8.150.** All punctuation marks, including parentheses, brackets, and superior reference figures, are set to match the type of the words which they adjoin. A lightface dash is used after a run-in boldface 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 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 omission of terminal punctuation causes confusion; e.g., the symbol *in* (inch) mistaken for the preposition *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, energy is measured in foot-pounds, *not* energy is measured in ft•lbs.

### Capitals, hyphens, periods (points), and spacing

**9.6.** In general, an abbreviation follows the capitalization and hyphenation of the word or words abbreviated. It is followed by a period unless otherwise indicated.

c.o.d.

St.

*but* ft•lb

**9.7.** Abbreviations and initials of a personal name with points are set without spaces. Abbreviations composed of contractions and initials or numbers, will retain space.

H.S.T.

J.F.K.

L.B.J.

U.S.

U.N.

U.S.C. (*but* Rev. Stat.)

B.S., LL.D., Ph.D., B.Sc.

H.R. 116 (*but* S. 116, S. Con.  
Res. 116)

C.A.D.C. (*but* App. D.C.)

A.B. Secrest, D.D.S.

A.F. of L.-CIO (AFL-CIO preferred)	<i>but</i> AT&T
A.D., B.C.	Texas A&M
e.s.t.	R&D
i.e., e.g. ( <i>but op. cit.</i> )	

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

VFW	TVA	ARC
NLRB	AFL-CIO	ASTM

### Geographic terms

**9.9.** *United States* must be spelled out when appearing in a sentence containing the name of another country. The abbreviation *U.S.* will be used when preceding the word *Government* or the name of a Government organization, except in formal writing (treaties, Executive orders, proclamations, etc.); congressional bills; legal citations and courtwork; and covers and title pages.

- U.S. Government
- U.S. Congress
- U.S. Department of Health and Human Services
- U.S. district court
- U.S. Supreme Court (*but* Supreme Court of the United States)
- U.S. Army (*but* Army of the United States)
- U.S. monitor *Nantucket*
- U.S.-NATO assistance
- U.S. Government efforts to control inflation must be successful if the United States is to have a stable economy.
- but* British, French, and United States Governments; United States-British talks

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

U.S. foreign policy	United States Steel Corp. (legal title)
U.S. farm-support program	Foreign policy of the United States
U.S. attorney	
U.S. citizen	
United States Code (official title)	<i>not</i> 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, the Canal Zone, Puerto Rico, and the Virgin Islands are abbreviated immediately following any capitalized geographic term, including armory, arsenal, airbase, airport, barracks,

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

Prince George's County, MD	Arlington National Cemetery, VA
Mount Rainier National Forest, WA	Aberdeen Proving Ground, MD
Stone Mountain, GA	Baltimore-Washington International Airport, MD
National Naval Medical Center, Bethesda, MD	Redstone Arsenal, AL
Mark Twain National Wildlife Refuge, IL-IA-MO (note use of hyphens here)	<i>but</i> 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 (INCLUDING FREELY ASSOCIATED STATES)

AL	Alabama	IN	Indiana	ND	North Dakota
AK	Alaska	IA	Iowa	OH	Ohio
AZ	Arizona	KS	Kansas	OK	Oklahoma
AR	Arkansas	KY	Kentucky	OR	Oregon
AS	American Samoa	LA	Louisiana	PA	Pennsylvania
CA	California	ME	Maine	PR	Puerto Rico
CO	Colorado	MD	Maryland	RI	Rhode Island
CT	Connecticut	MA	Massachusetts	SC	South Carolina
CZ	Canal Zone	MI	Michigan	SD	South Dakota
DE	Delaware	MN	Minnesota	TN	Tennessee
DC	District of Columbia	MS	Mississippi	TX	Texas
FL	Florida	MO	Missouri	UT	Utah
FM	Federated States of Micronesia	MT	Montana	VT	Vermont
GA	Georgia	NE	Nebraska	VA	Virginia
GU	Guam	NV	Nevada	VI	Virgin Islands
HI	Hawaii	NH	New Hampshire	WA	Washington
ID	Idaho	NJ	New Jersey	WV	West Virginia
IL	Illinois	NM	New Mexico	WI	Wisconsin
		NY	New York	WY	Wyoming
		NC	North Carolina		

#### CANADA

AB	Alberta	NF	Newfoundland	PE	Prince Edward Island
BC	British Columbia	NT	Northwest Territories	PQ	Quebec
LB	Labrador	NS	Nova Scotia	SK	Saskatchewan
MB	Manitoba	ON	Ontario	YT	Yukon Territory
NB	New Brunswick				

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

**9.15.** The names of Canadian Provinces and other foreign political subdivisions are not abbreviated except as noted in rule 9.13.

### Addresses

**9.16.** Words such as *Street*, *Avenue*, *Place*, *Road*, *Square*, *Boulevard*, *Terrace*, *Drive*, *Court*, and *Building*, following a name or number, are abbreviated in footnotes, sidenotes, tables, leaderwork, and lists.

**9.17.** In addresses, a single period is used with the abbreviations *NW.*, *SW.*, *NE.*, *SE.* (indicating sectional divisions of cities) follow-

ing 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, and leaderwork.

14th Street Bridge

Ninth Avenue Bldg.

**9.19.** The words *County*, *Fort*, *Mount*, *Point*, and *Port* are not abbreviated. *Saint* (*St.*) and *Sainte* (*Ste.*) should be abbreviated.

## Descriptions of tracts of land

**9.20.** If fractions are spelled out in land descriptions, *half* and *quarter* are used (not *one-half* nor *one-quarter*).

south half of T. 47 N., R. 64 E.

**9.21.** In the description of tracts of public land the following abbreviations are used (periods are omitted after abbreviated compass directions that immediately precede and close up on figures):

SE $\frac{1}{4}$ NW $\frac{1}{4}$  sec. 4, T. 12 S., R. 15 E., of the Boise Meridian

lot 6, NE $\frac{1}{4}$  sec. 4, T. 6 N., R. 1 W.

N $\frac{1}{2}$  sec. 20, T. 7 N., R. 2 W., sixth principal meridian

Tps. 9, 10, 11, and 12 S., Rs. 12 and 13 W.

T. 2 S., Rs. 8, 9, and 10 E., sec. 26

T. 3 S., R. 1 E., sec. 34, W $\frac{1}{2}$ E $\frac{1}{2}$ , W $\frac{1}{2}$ , and W $\frac{1}{2}$ SE $\frac{1}{4}$ SE $\frac{1}{4}$   
sec. 32 (with or without a township number)

**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  
Alex

Ben  
Ed

Fred  
Sam

Walt  
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  
Aluminum Co. of America  
Standard Oil Co. of New Jersey  
Ronald G. Brown & Bro.  
Jones Bros. & Co.  
American Telephone & Telegraph  
Co.  
Norton Enterprises, Inc.  
Maryland Steamship Co., Ltd.  
Chesapeake & Delaware Canal  
Fairmount Building & Loan  
Association  
Electronics Manufacturing Co.

Texas College of Arts & Industries  
National Barrel & Drum  
Association  
Robert Wilson & Associates, Inc.  
U.S. News & World Report  
Baltimore & Ohio Railroad  
Mine, Mill & Smelter Workers

*but*  
Little Theater Company  
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.

Gilbert and Sullivan

Currier and Ives

**9.29.** In other than formal usage, a civil, military, or naval title preceding a name is abbreviated if followed by first or given name or initial; but *Mr.*, *Mrs.*, *Miss*, *Ms.*, *M.*, *MM.*, *Messrs.*, *Mlle.*, *Mme.*, and *Dr.* are abbreviated with or without first or given name or initial.

#### ARMY, AIR FORCE, AND MARINE CORPS OFFICERS

GEN	General	CPT	Captain
LTG	Lieutenant General	1LT	First Lieutenant
MG	Major General	2LT	Second Lieutenant
BG	Brigadier General	MWO	Master Warrant Officer (Army)
COL	Colonel	CWO	Chief Warrant Officer
LTC	Lieutenant Colonel	WO	Warrant Officer
MAJ	Major		

#### NAVY OFFICERS

ADM	Admiral	LCDR	Lieutenant Commander
VADM	Vice Admiral	LT	Lieutenant
RADM	Rear Admiral	LTJG	Lieutenant Junior Grade
COMO	Commodore	ENS	Ensign
CAPT	Captain	WO	Warrant Officer
CDR	Commander		

#### ARMY ENLISTED PERSONNEL

SMA	Sergeant Major of the Army	1SG	First Sergeant
CSM	Command Sergeant Major	MSG	Master Sergeant
SGM	Sergeant Major	PSG	Platoon Sergeant
SFC	Sergeant First Class	PFC	Private First Class
SSG	Staff Sergeant	PVT	Private
SGT	Sergeant	SP4	Specialist Fourth Class
CPL	Corporal		

#### MARINE CORPS ENLISTED PERSONNEL

MGySgt	Master Gunnery Sergeant	Sgt	Sergeant
1stSgt	First Sergeant	Cpl	Corporal
MSgt	Master Sergeant	LCpl	Lance Corporal
GySgt	Gunnery Sergeant	PFC	Private First Class
SSgt	Staff Sergeant	PVT	Private



## AIR FORCE ENLISTED PERSONNEL

CMSgt	Chief Master Sergeant	Sgt	Sergeant
SMSgt	Senior Master Sergeant	SrA	Senior Airman
MSgt	Master Sergeant	A1C	Airman First Class
TSgt	Technical Sergeant	Amn	Airman
SSgt	Staff Sergeant		

**9.30.** Spell out *Senator*, *Representative*, and *commandant*.

**9.31.** Unless preceded by *the*, abbreviate *Honorable*, *Reverend*, and *Monsignor* when followed by the first name, initials, or title.

Hon. Elihu Root; the Honorable Elihu Root; the Honorable Mr. Root  
the Honorables William H. Rehnquist, John Paul Stevens, and Sandra  
Day O'Connor

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.

**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.

Henry L. Brown, D.D., A.M., D.Lit.

T.E. Holt, C.S.C., S.T.Lr., LL.D., Ph.D.

Samuel J. Deckelbaum, P.M.

**9.36.** Academic degrees standing alone may be abbreviated.

John was graduated with a B.A. degree; *but* bachelor of arts degree  
(lowercase when spelled out).

She earned her Ph.D. by hard work.

**9.37.** In addresses, signatures, lists of names, and leaderwork but not in tables nor in centerheads, *Mr.*, *Mrs.*, and other titles

preceding a name, and *Esq.*, *Jr.*, *Sr.*, *2d*, and *3d* following a name, are set in roman caps and lowercase if the name is in caps and small caps. If the name is in caps, they are set in caps and small caps, if small caps are available—otherwise in caps and lowercase.

### Parts of publications

**9.38.** The following abbreviations are used for parts of publications mentioned in parentheses, brackets, footnotes, sidenotes, list of references, tables, and leaderwork, when followed by figures, letters, or Roman numerals.

app., apps. (appendix, appendixes)	pt., pts. (part, parts)
art., arts. (article, articles)	sec., secs. (section, sections)
bull., bulls. (bulletin, bulletins)	subch., subchs. (subchapter, subchapters)
ch., chs. (chapter, chapters)	subpar., subpars. (subparagraph, subparagraphs)
col., cols. (column, columns)	subpt., subpts. (subpart, subparts)
ed., eds. (edition, editions)	subsec., subsecs. (subsection, subsections)
fig., figs. (figure, figures)	supp., supps. (supplement, supplements)
No., Nos. (number, numbers)	vol., vols. (volume, volumes)
p., pp. (page, pages)	
par., pars. (paragraph, paragraphs)	
pl., pls. (plate, plates)	

**9.39.** The word *article* and the word *section* are abbreviated when appearing at the beginning of a paragraph and set in caps and small caps followed by a period and an en space, except that the first of a series is spelled out.

ART. 2; SEC. 2; etc.; *but* ARTICLE 1; SECTION 1

ART. II; SEC. II; etc.; *but* ARTICLE I; SECTION I

**9.40.** At the beginning of a legend, the word *figure* preceding the legend number is not abbreviated.

FIGURE 4.—Landscape.

### Terms relating to Congress

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

106th Cong., 1st sess.	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.J. Res. 21 (House joint resolution)
S. 116 (Senate bill)	S. Res. 50 (Senate resolution)
The examples above may be abbreviated or spelled out in text.	S. Con. Res. 17 (Senate concurrent resolution)
H. Res. 5 (House resolution)	S.J. Res. 45 (Senate joint resolution)
H. Con. Res. 10 (House concurrent resolution)	

H. Conf. Rept. 10 (House conference report)	Ex. Doc. B (Executive document)
H. Doc. 35 (House document)	Ex. F (92d Cong., 2d sess.)
S. Doc. 62 (Senate document)	Ex. Rept. 9 (92d Cong., 1st sess.)
H. Rept. 214 (House report)	Misc. Doc. 16 (miscellaneous document)
S. Rept. 410 (Senate report)	Public Res. 47

**9.43.** References to statutes in parentheses, footnotes, sidenotes, tables, leaderwork, and congressional work are abbreviated.

Rev. Stat. (Revised Statutes); 43 Rev. Stat. 801; 18 U.S.C. 38

Supp. Rev. Stat. (Supplement to the Revised Statutes)

Stat. L. (Statutes at Large)

*but* Public Law 85–1; 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:

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

**9.45.** In text only, dates as part of a citation or reference within parentheses or brackets are also abbreviated.

(Op. Atty. Gen., Dec. 4, 1985)

(Congressional Record, Sept. 25, 1981)

[From the New York Times, Mar. 4, 1978]

[From the Mar. 4 issue]

On Jan. 25 (we had commenced on Dec. 26, 1977) the work was finished. (In footnotes, tables, leaderwork, and sidenotes)

On January 25, a decision was reached (Op. Atty. Gen., Dec. 4, 1975). (Text, but with citation in parentheses)

*but* On January 25 (we had commenced on December 26, 1967) 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:

Sun.	Wed.	Fri.
Mon.	Thurs.	Sat.
Tues.		

## Time zones

**9.47.** The following forms are to be used when abbreviating names of time zones:

A.s.t., Atlantic standard time	G.c.t., Greenwich civil time
A.t., Atlantic time	G.m.a.t., Greenwich mean astronomical time
c.s.t., central standard time	G.m.t., Greenwich mean time
c.t., central time	l.s.t., local standard time
d.s.t., daylight saving (no "s") time	m.s.t., mountain standard time
e.d.s.t., eastern daylight saving time	m.t., mountain time
e.d.t., eastern daylight time	P.s.t., Pacific standard time
e.s.t., eastern standard time	P.t., Pacific time
e.t., eastern time	UTC, universal time coordinated

## Acronyms, coined words, and symbols

**9.48.** To obtain uniform treatment in the formation of acronyms, coined words, and symbols, apply the formulas that follow:

Use all capital letters when only the first letter of each word or selected words is used to make up the symbol:

APPR (Army package power reactor)  
 EPCOT (Experimental Prototype Community of Tomorrow)  
 MAG (Military Advisory Group)  
 MIRV (multiple independently targetable reentry vehicle)  
 SALT (strategic arms limitation talks); (*avoid* SALT talks)  
 STEP (supplemental training and employment program)

Use all capital letters where first letters of prefixes and/or suffixes are utilized as part of established expressions:

CPR (cardiopulmonary resuscitation)  
 ESP (extrasensory perception)  
 FLIR (*forward-looking infrared*)

Copy must be followed where an acronym or abbreviated form is copy-righted or established by law:

ACTION (agency of Government; not an acronym)  
 MarAd (*Maritime Administration*)  
 NACo (National Association of Counties)  
 MEDLARS (*Medical Literature Analysis and Retrieval System*)

Use caps and lowercase when proper names are used in shortened form, any word of which uses more than the first letter of each word:

Conrail (Consolidated Rail Corporation)  
 Pepco (Potomac Electric Power Co.)  
 Inco (International Nickel Co.)  
 Aramco (Arabian-American Oil Co.)  
 Unprofor (United Nations Protection Force)

Use lowercase in common-noun combinations made up of more than the first letter of lowercased words:

loran (*long-range navigation*)  
 sonar (*sound navigation ranging*)  
 secant (*separation control of aircraft by nonsynchronous techniques*)

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

## Terms of measure

**9.50.** Compass directions are abbreviated as follows:

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

**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	API, American Petroleum
Bé, Baumé	Institute
°C, ¹ degree Celsius ²	Twad, Twaddell
°F, degree Fahrenheit	100 °C
°R, degree Rankine	212 °F ¹
K, kelvin	671.67 °R
273.15 K	18 °API
°API	

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

10 a.m. ( <i>not</i> 10:00 a.m.)	12 a.m. (formerly 12 m.) (noon)
2:30 p.m.	12 p.m. (midnight)

**9.55.** The word *o'clock* is not used with abbreviations of time.

*not* 10 o'clock p.m.

**9.56.** Metric unit letter symbols are set lowercase roman unless the unit name has been derived from a proper name, in which case the first letter of the symbol is capitalized (for example Pa for pascal and W for watt). The exception is the letter L for liter. The same form is used for singular and plural. The preferred symbol for *cubic centimeter* is *cm*³; use *cc* only when requested.

A space is used between a figure and a unit symbol except in the case of the symbols for degree, minute, and second of plane angle.

3 m      45 mm      25 °C      *but* 33°15'21"

Prefixes for multiples and submultiples				Metric units	
E	exa (10 ¹⁸ )	d	deci (10 ⁻¹ )	m	meter (for length)
P	peta (10 ¹⁵ )	c	centi (10 ⁻² )	g	gram (for weight or mass)
T	tera (10 ¹² )	m	milli (10 ⁻³ )	L	liter (for capacity)
G	giga (10 ⁹ )	μ	micro (10 ⁻⁶ )		
M	mega (10 ⁶ )	n	nano (10 ⁻⁹ )		
k	kilo (10 ³ )	p	pico (10 ⁻¹² )		
h	hecto (10 ² )	f	femto (10 ⁻¹⁵ )		
da	deka (10)	a	atto (10 ⁻¹⁸ )		
Length		Area		Volume	
km	kilometer	km ²	square kilometer	km ³	cubic kilometer
hm	hectometer	hm ²	square hectometer	hm ³	cubic hectometer
dam	dekameter	dam ²	square dekameter	dam ³	cubic dekameter
m	meter	m ²	square meter	m ³	cubic meter
dm	decimeter	dm ²	square decimeter	dm ³	cubic decimeter
cm	centimeter	cm ²	square centimeter	cm ³	cubic centimeter
mm	millimeter	mm ²	square millimeter	mm ³	cubic millimeter

¹ Without figures preceding it, °C or °F should be used only in boxheads and over figure columns in tables.  
² Preferred form (superseding Centigrade) approved by Ninth General Conference on Weights and Measures, October 1948.

<i>Weight</i>		<i>Land area</i>		<i>Capacity of containers</i>	
kg	kilogram	ha	hectare	kL	kiloliter
hg	hectogram	a	acre	hL	hectoliter
dag	dekagram			daL	dekaliter
g	gram			L	liter
dg	decigram			dL	deciliter
cg	centigram			cL	centiliter
mg	milligram			mL	milliliter
μg	microgram				

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

A	ampere	V	volt	mF	millifarad
VA	voltampere	W	watt	mH	millihenry
F	fared	kc	kilocycle	μF	microfarad (one-millionth of a farad)
H	Henry	kV	kilovolt		
Hz	Hertz	kVA	kilovoltampere		
J	joule	kW	kilowatt		

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

		<i>Length</i>		<i>Area and volume</i>	
		in	inch	in ²	square inch
		ft	foot	in ³	cubic inch
		yd	yard	mi ²	square mile
		mi	mile (statute)	ft ³	cubic foot

<i>Time</i>		<i>Weight</i>		<i>Capacity</i>	
yr	year	gr	grain	gill	(not abbreviated)
mo	month	dr	dram	pt	pint
d	day	oz	ounce	qt	quart
h	hour	lb	pound	gal	gallon
min	minute	cwt	hundredweight	pk	peck
s	second	dwt	pennyweight	bu	bushel
		ton(s)	(not abbreviated)	bbl	barrel
		but t	metric ton (tonne)		

**9.59.** In astrophysical and similar scientific matter, magnitudes and units of time may be expressed as follows, if so written in copy.

5^h3^m9^s4.5^h

## Money

**9.60.** The following are some of the abbreviations and symbols used for indicating money:

\$, dol (dollar)	Mex\$2,650
c, ct, ¢ (cent, cents)	P (peso)
LT175 (Turkish)	£ (pound)
US\$15,000	d (pence)

Use "US\$" if omission would result in confusion.

(For the abbreviations of other terms indicating currency, see the table "Foreign Money" in "Useful Tables.")

## LIST OF ABBREVIATIONS

### Standard word abbreviations

#### 9.61. If abbreviations are required, use these forms:

AA, Alcoholics Anonymous	APPR, Army package power reactor
AARP, American Association of Retired Persons <i>also</i> AppleTalk	approx., approximately
Address Resolution Protocol	ARC, American Red Cross
abbr., abbreviation	ARP, Address Resolution Protocol
ABM, Asynchronous Balanced Mode	ARS, Agricultural Research Service
abs., abstract	ASCII, American Standard Code for Information Interchange
acct., account	ASCS, Agricultural Stabilization and Conservation Service
ACDA, Arms Control and Disarmament Agency	ASME, American Society of Mechanical Engineers
ACTH, adrenocorticotrophic hormone	A.S.N., Army service number
A.D. (anno Domini), in the year of our Lord (A.D. 937)	ASTM, American Society for Testing and Materials
ADDH, attention deficit disorder with hyperactivity	ATM, automatic teller machine
ADHD, attention deficit hyperactivity disorder	Atl., Atlantic Reporter; A.2d, Atlantic Reporter, second series
ADN, advanced digital network	AUS, Army of the United States
ADP, automated data processing	Ave., avenue
ADSL, asymmetric digital subscriber line	AWACS, airborne warning and control system
AEF, American Expeditionary Forces	AWOL, absent without leave
AF, audiofrequency	B.A. or A.B., bachelor of arts
AFB, and similar military symbols (with name), Air Force Base	BBB, Better Business Bureau
AFL-CIO, American Federation of Labor and Congress of Industrial Organizations	BBS, bulletin board service
AID, Agency for International Development	B.C., before Christ (1200 B.C.)
AIDS, acquired immunodeficiency syndrome	BCG (bacillus Calmette-Guérin), antituberculosis vaccine
a.k.a., also known as	bf., boldface
A.L.R., American Law Reports	BGN, Board on ( <i>not</i> of) Geographic Names
AM (no periods), amplitude modulation	BIA, Bureau of Indian Affairs
A.M. (anno mundi), in the year of the world	BIOS, Basic Input/Output System
A.M. or M.A., master of arts	BIS, Bank for International Settlements
a.m. (ante meridiem), before noon	BIT, Binary digiT
Am. Repts., American Reports	Blatch. Pr. Cas., Blatchford's Prize Cases
Amtrak, National Railroad Passenger Corporation	Bldg., building
AMVETS, American Veterans of World War II; Amvet(s) (individual)	B.Lit(t). or Lit(t).B., bachelor of literature
ANSI, American National Standards Institute	BLM, Bureau of Land Management
antilog (no period), antilogarithm	BLS, Bureau of Labor Statistics
A1 (rating)	Blvd., boulevard
AOA, Administration on Aging	b.o., buyer's option
API, American Petroleum Institute	BPS, bits per second
APO (no periods), Army post office	B.S. or B.Sc., bachelor of science
App. D.C., District of Columbia Appeal Cases	ca. (circa), about
App. Div., Appellate Division	ca, centiare
	CACM, Central American Common Market
	CAD, computer-aided design
	c. and s.c., caps and small caps
	CAP, Civil Air Patrol
	CARE, Cooperative for American Remittances to Everywhere, Inc.
	CAT scan, computerized axial tomography

- C.C.A., Circuit Court of Appeals  
 CCC, Commodity Credit Corporation  
 CCITT, Consultative Committee for International Telegraphy and Telephony  
 C.Cls., Court of Claims  
 C.Cls.R., Court of Claims Reports  
 C.C.P.A., Court of Customs and Patents Appeals  
 CCR, Commission on Civil Rights  
 CDC, Centers for Disease Control  
 CD-I, Compact Disk Interactive  
 CD-ROM, Compact Disk—Read Only Memory  
 CD-R, Compact Disk—Recordable  
 CEA, Council of Economic Advisers  
 cf. (confer), compare, or see  
 CFR, Code of Federal Regulations  
 CFR Supp., Code of Federal Regulations Supplement  
 CGI, Common Gateway Interface  
 CHAMPUS, Civilian Health and Medical Program of the Uniformed Services  
 CIA, Central Intelligence Agency  
 CIC, Counterintelligence Corps  
 C.J. (corpus juris), body of law; Chief Justice  
 CNN, Cable News Network  
 CO, commanding officer  
 Co., company (commercial)  
 c.o.d., cash on delivery  
 COLA, cost-of-living adjustment  
 Comp. Dec., Comptroller's Decisions (Treasury)  
 Comp. Gen., Comptroller General Decisions  
 con., continued  
 conelrad, control of electromagnetic radiation (civil defense)  
 Conrail, Consolidated Rail Corporation  
 Conus, continental United States Corp., corporation (commercial)  
 cos (no period), cosine  
 cosh (no period), hyperbolic cosine  
 cot (no period), cotangent  
 coth (no period), hyperbolic cotangent  
 c.p., chemically pure  
 C.P.A., certified public accountant  
 CPI, Consumer Price Index  
 CPR, cardiopulmonary resuscitation  
 CPU, central processing unit (computer)  
 cr., credit; creditor  
 C-SPAN, Cable Satellite Public Affairs Network  
 csc (no period), cosecant  
 csch (no period), hyperbolic cosecant  
 CTI, computer-telephony integration  
 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  
 DBMS, database management system  
 D.D., doctor of divinity  
 D.D.S., doctor of dental surgery  
 DDT, dichlorodiphenyltrichloroethane  
 DEW, distant early warning (DEW line)  
 Dist. Ct., District Court  
 D.Lit(t). or Lit(t).D., doctor of literature  
 DMI, Desktop Management Interface  
 DNC, Domestic Names Committee (BGN)  
 DNS, Domain Name Service  
 do. (ditto), the same  
 DOC, Department of Commerce  
 DOD, Department of Defense  
 DOE, Department of Energy  
 DOJ, Department of Justice  
 DOL, Department of Labor  
 DOS, Department of State; disk operating system  
 DOT, Department of Transportation  
 DP (no periods), displaced person  
 D.P.H., doctor of public health  
 dpi, dots per inch  
 D.P.Hy., doctor of public hygiene  
 DPT, diphtheria, pertussis, tetanus inoculation  
 dr., debit; debtor  
 Dr., doctor; drive  
 DSSL, Document Style and Semantics Language  
 d.s.t., daylight saving (no "s") time  
 DTP, desktop publishing  
 DVD, digital video disk  
 D.V.M., doctor of veterinary medicine  
 E., east  
 EBCDIC, Extended Binary Coded Decimal Interchange Code  
 e-mail, electronic mail  
 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  
 8°, octavo  
 emcee, master of ceremony  
 e.o.m., end of month  
 EOP, Executive Office of the President  
 EPA, Environmental Protection Agency



- EPS, Encapsulated PostScript file  
 ERP, European Recovery Program  
 et al. (et alii), and others  
 et seq. (et sequentia), and the following  
 etc. (et cetera), and so forth  
 EU, European Union  
 Euratom, European Atomic Energy Community  
 Euro, currency (common)  
 Eurodollars, U.S. dollars used to finance foreign trade  
 Ex. Doc. (with letter), executive document  
 Ex-Im Bank, Export-Import Bank of the United States  
 f., ff., and following page (pages)  
 FAA, Federal Aviation Administration  
 FACS, Faculty of the American College of Surgeons  
 FAO, Food and Agriculture Organization  
 f.a.s., free alongside ship  
 FAS, Foreign Agricultural Service  
 FBB, Federal Bulletin Board  
 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  
 FDDI, Fiber Distributed Data Interface  
 FDIC, Federal Deposit Insurance Corporation  
 FDLP, Federal Depository Library Program  
 Fed., Federal Reporter; F.3d, Federal Reporter, third series  
 FEOF, Foreign Exchange Operations Fund  
 FHA, Federal Housing Administration  
 FmHA, Farmers Home Administration  
 FHLBB, Federal Home Loan Bank Board  
 FHWA, Federal Highway Administration  
 FICA, Federal Insurance Contributions Act  
 FIPS, Federal Information Processing Standards  
 FLSA, Fair Labor Standards Act  
 FM, frequency modulation  
 FMC, Federal Maritime Commission  
 FMCS, Federal Mediation and Conciliation Service  
 FNMA, Federal National Mortgage Association (Fannie Mae)  
 FNS, Food and Nutrition Service  
 FOSI, Format Output Specification Instance  
 f°, folio  
 f.o.b., free on board  
 4°, quarto  
 FPC, Federal Power Commission  
 FPO (no periods), fleet post office  
 FR, Federal Register (publication)  
 FRG, Federal Republic of Germany  
 FRS, Federal Reserve System  
 FS, Forest Service  
 FSLIC, Federal Savings and Loan Insurance Corporation  
 FSS, Federal Supply Service  
 F.Supp., Federal Supplement  
 FTC, Federal Trade Commission  
 FTP, File Transfer Protocol  
 FWS, Fish and Wildlife Service  
 GAO, General Accounting Office  
 GATT, General Agreement on Tariffs and Trade  
 GB, gigabyte  
 GDI, Graphical Device Interface  
 GDR, German Democratic Republic  
 GGP, Gateway-to-Gateway Protocol  
 GI, general issue; Government issue  
 GIF, Graphical Interchange Format  
 GILS, Government Information Locator Service  
 GIS, Geographic Information System  
 G.M.&S., general, medical, and surgical  
 GNMA, Government National Mortgage Association (Ginnie Mae)  
 GNP, gross national product  
 Gov., Governor  
 GPO, Government Printing Office  
 gr. wt., gross weight  
 GSA, General Services Administration  
 GSE, Government-Sponsored Enterprise  
 GUI, Graphical User Interface  
 H.C., House of Commons  
 H. Con. Res. (with number), House concurrent resolution  
 H. Doc. (with number), House document  
 hazmat, hazardous material  
 HE (no periods), high explosive  
 HF (no periods), high frequency  
 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  
 HTML, HyperText Markup Language  
 HTTP, HyperText Transfer Protocol  
 HTTPD, HyperText Transfer Protocol Daemon  
 HUD, Housing and Urban Development  
 HYTELNET, HyperText-browser for Telnet Accessible Sites  
 IADB, Inter-American Defense Board  
 IAEA, International Atomic Energy Agency  
 ibid. (ibidem), in the same place  
 ICBM, intercontinental ballistic missile  
 ICC, Interstate Commerce Commission  
 ICMP, Internet Control Message Protocol  
 id. (idem), the same  
 IDA, International Development Association  
 IDE, integrated drive electronics  
 i.e. (id est), that is  
 IEEE, Institute of Electrical and Electronic Engineers  
 IF (no periods), intermediate frequency  
 IFC, International Finance Corporation  
 IMCO, Intergovernmental Maritime Consultative Organization  
 IMF, International Monetary Fund  
 INS, Immigration and Naturalization Service  
 Insp. Gen. (also IG), inspector general  
 Interpol, International Criminal Police Organization  
 IOU, I owe you  
 IP, Internet Protocol  
 IQ, intelligence quotient  
 IRA, individual retirement account  
 IRBM, intermediate range ballistic missile  
 IRE, Institute of Radio Engineers  
 IRO, International Refugee Organization  
 IRS, Internal Revenue Service  
 ISDN, Integrated Services Digital Network  
 ISO, International Standards Organization  
 ISP, Internet service provider  
 ITO, International Trade Organization  
 ITU, International Telecommunications Union  
 JAG, Judge Advocate General  
 jato, jet-assisted takeoff  
 J.D. (jurum or juris doctor), doctor of laws  
 JOBS, Job Opportunities in the Business Sector  
 JIT, just in time  
 JPEG, Joint Photographic Experts Group  
 Jpn., Japan or Japanese where necessary to abbreviate  
 Jr., junior  
 Judge Adv. Gen., Judge Advocate General  
 LAFTA, Latin American Free Trade Association  
 LAN, local area network  
 LAPM, Link Access Procedure for Modems  
 lat., latitude  
 LC, Library of Congress  
 LCD, liquid crystal display  
 lc., lowercase  
 L.Ed., Lawyer's edition (U.S. Supreme Court Reports)  
 liq., liquid  
 lf., lightface  
 LF, low frequency  
 LL.B., bachelor of laws  
 LL.D., doctor of laws  
 loc. cit. (loco citato), in the place cited  
 log (no period), logarithm  
 long., longitude  
 loran (no periods), long-range navigation  
 lox (no periods), liquid oxygen  
 LPG, liquefied petroleum gas  
 Ltd., limited  
 Lt. Gov., lieutenant governor  
 M, money supply: M1, M2, etc.  
 M., monsieur; MM., messieurs  
 m. (meridies), noon  
 M, more  
 MA (see MarAd)  
 MAC, Military Airlift Command  
 MAG, Military Advisory Group  
 MarAd, Maritime Administration  
 MB, megabyte  
 MC, Member of Congress (emcee, master of ceremonies)  
 M.D., doctor of medicine  
 MDAP, Mutual Defense Assistance Program  
 MediCal, Medicaid California  
 memo, memorandum  
 MF, medium frequency; microfiche  
 MFN, most favored nation  
 MIA, missing in action (plural, MIA's)

MIME, Multipurpose Internet Mail Extensions	n.o.i.b.n., not otherwise indexed by name
MIPS, millions of instructions per second	n.o.p., not otherwise provided (for)
MIRV, multiple independently targetable reentry vehicle	n.o.s., not otherwise specified
Misc. Doc. (with number), miscellaneous document	NOVS, National Office of Vital Statistics
Mlle., mademoiselle	NPS, National Park Service
Mme., madam	NRC, Nuclear Regulatory Commission
Mmes., mesdames	NS, nuclear ship
mo., month	NSA, National Shipping Authority
MOS, military occupational specialty	NSC, National Security Council
MPEG, Motion Pictures Experts Group	NSF, National Science Foundation
M.P., Member of Parliament	n.s.k., not specified by kind
MP, military police	n.s.p.f., not specifically provided for
Mr., mister (plural, Messrs.)	NW., northwest
MRI, magnetic resonance imaging	OAPEC, Organization of Arab Petroleum Exporting Countries
Mrs., mistress	OAS, Organization of American States
Ms., coined feminine title (plural, Mses.)	OASDHI, Old-Age, Survivors, Disability, and Health Insurance Program
M.S., master of science	OASI, Old-Age and Survivors Insurance
MS., MSS., manuscript, manuscripts	OCD, Office of Civil Defense
MSC, Military Sealift Command	OCR, optical character recognition
Msgr., monsignor	OD, officer of the day
m.s.l., mean sea level	OD, overdose; ODD, overdosed
MSNBC, Microsoft, National Broadcasting Co.	O.D., doctor of optometry
MTN, multilateral trade negotiations	OECD, Organization for Economic Cooperation and Development
N., north	OK, OKed, OKing, OKs
NA, not available; not applicable	OMB, Office of Management and Budget
NACo., National Association of Counties	Op. Atty. Gen., Opinions of the Attorney General
NAFTA, North American Free Trade Agreement	op. cit. (opere citato), in the work cited
NAS, National Academy of Science	OPEC, Organization of Petroleum Exporting Countries
NASA, National Aeronautics and Space Administration	OSD, Office of the Secretary of Defense
NAT, network address translation module	OTC, Organization for Trade Cooperation
NATO, North Atlantic Treaty Organization	PA, public address system
NCUA, National Credit Union Administration	Pac., Pacific Reporter; P.2d, Pacific Reporter, second series
NE., northeast	PAC, political action committee (plural, PAC's)
n.e.c., not elsewhere classified	Passed Asst. Surg., passed assistant surgeon
n.e.s., not elsewhere specified	PBS, Public Building Service
net wt., net weight	PC, personal computer
N.F., National Formulary	PCV, Peace Corps Volunteer
NFAH, National Foundation on the Arts and the Humanities	PDF, Adobe Acrobat Portable Document Format
NIH, National Institutes of Health	PDL, Page Description Language
N-ISDN, Narrowband ISDN	Pet., Peters (U.S. Supreme Court Reports)
NIST, National Institute of Standards and Technology	Ph, phenyl
n.l., natural log or logarithm	Phar.D., doctor of pharmacy
NLRB, National Labor Relations Board	Ph.B. or B.Ph., bachelor of philosophy
NNTP, Network News Transfer Protocol	Ph.D., or D.Ph., doctor of philosophy
No., Nos., number, numbers	
NOAA, National Oceanic and Atmospheric Administration	

- Ph.G., graduate in pharmacy  
 PHS, Public Health Service  
 PIN, personal identification number  
 PING, Packet Internet Groper  
 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)  
 PPP, Point-to-Point Protocol  
 PPTP, Point-to-Point Tunneling Protocol  
 PTSD, post-traumatic-stress syndrome  
 PERL, practical extraction and report language  
 Private Res. (with number), private resolution  
 Prof., professor  
 pro tem (pro tempore), temporarily  
 P.S. (post scriptum), postscript; public school (with number)  
 PTA, parent-teachers' association  
 Public Res. (with number), public resolution  
 PX, post exchange  
 QT, on the quiet  
 racon, radar beacon  
 radar, radio detection and ranging  
 RAID, redundant array of inexpensive disks  
 RAM, Random-Access Memory  
 R&D, research and development  
 rato, rocket-assisted takeoff  
 Rd., road  
 RDT&E, research, development, testing, and evaluation  
 REA, Rural Electrification Administration  
 Rev., reverend  
 Rev. Stat., Revised Statutes  
 RF, radiofrequency  
 R.F.D., rural free delivery  
 Rh, Rhesus (blood factor)  
 RIF, reduction(s) in force; RIFed, RIFing, RIFs  
 R.N., registered nurse  
 ROTC, Reserve Officers' Training Corps  
 RPC, remote procedure call  
 RR., railroad  
 RRB, Railroad Retirement Board  
 Rt. Rev., right reverend  
 RTF, Rich Text Format  
 Ry., railway  
 S., south; Senate bill (with number)  
 SAC, Strategic Air Command  
 SAE, Society of Automotive Engineers  
 S&L(s), savings and loan(s)  
 SALT, strategic arms limitation talks  
 SAR, Sons of the American Revolution  
 SBA, Small Business Administration  
 sc. (scilicet), namely (see also ss)  
 s.c., small caps  
 S. Con. Res. (with number), Senate concurrent resolution  
 s.d. (sine die), without date  
 SDI, Strategic Defense Initiative  
 S. Doc. (with number), Senate document  
 SE., southeast  
 SEATO, Southeast Asia Treaty Organization  
 SEC, Securities and Exchange Commission  
 sec, secant  
 sech, hyperbolic secant  
 2d, 3d, second, third  
 SGML, Standard Generalized Markup Language  
 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  
 SLIP, Serial Line Internet Protocol  
 SMTP, Simple Mail Transfer Protocol  
 SNMP, Simple Network Management Protocol  
 sonar (no period), sound, navigation, and ranging  
 SOP, standard operating procedure  
 SOS, wireless distress signal  
 SP, shore patrol  
 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  
 SSL, Secure Sockets Layer  
 SSS, Selective Service System  
 St., Ste., SS., Saint, Sainte, Saints  
 St., street  
 Stat., Statutes at Large  
 STP, standard temperature and pressure  
 Sup. Ct., Supreme Court Reporter

- Supp. Rev. Stat., Supplement to the Revised Statutes  
 Suplt., superintendent  
 Surg., surgeon  
 Surg. Gen., Surgeon General  
 SW., southwest  
 S.W.2d, Southwestern Reporter, second series  
 SWAIS, Simple Wide Area Information System  
 SWAT, special weapons and tactics (team)  
 T., Tps., township, townships  
 tan, tangent  
 tann, hyperbolic tangent  
 TB, tuberculosis  
 TCP/IP, Transmission Control Protocol/Internet Protocol  
 T.D., Treasury Decisions  
 TDMA, Time Division Multiplexing Access  
 TDY, temporary duty  
 Ter., terrace  
 TIFF, Tagged Image File Format  
 t.m., true mean  
 TNT, trinitrotoluol  
 TV, television  
 TVA, Tennessee Valley Authority  
 2,4-D (insecticide)  
 uc., uppercase  
 UDP, User Datagram Protocol  
 UHF, ultrahigh frequency  
 UMTA, Urban Mass Transportation Administration  
 U.N., United Nations  
 Unesco, United Nations Educational, Scientific, and Cultural Organization (copyrighted form)  
 UNICEF, United Nations Children's Fund  
 URL, Uniform Resource Locator  
 URN, Uniform Resource Name/Number  
 U.S., U.S. Supreme Court Reports  
 U.S.A., United States of America  
 USA, U.S. Army  
 USAF, U.S. Air Force  
 USB, universal serial bus  
 U.S.C., United States Code  
 U.S.C.A., United States Code Annotated  
 U.S.C. Supp., United States Code Supplement  
 USCG, U.S. Coast Guard  
 USDA, U.S. Department of Agriculture  
 USES, U.S. Employment Service  
 U.S. 40, U.S. No. 40, U.S. Highway No. 40  
 USGS, U.S. Geological Survey  
 USIA, U.S. Information Agency  
 USMC, U.S. Marine Corps  
 USN, U.S. Navy  
 USNR, U.S. Naval Reserve  
 U.S.P., United States Pharmacopeia  
 USPS, U.S. Postal Service  
 U.S.S., U.S. Senate; U.S. ship  
 U.S.S.R., Union of Soviet Socialist Republics  
 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  
 VLAN, virtual LAN  
 VLF, very low frequency  
 VRML, Virtual Reality Modeling Language  
 VTR, video tape recording  
 W., west  
 WAC, Women's Army Corps; a Wac  
 w.a.e., when actually employed  
 WAF, Women in the Air Force; a Waf  
 WAIS, Wide Area Information Server  
 Wall., Wallace (U.S. Supreme Court Reports)  
 WAN, wide area network  
 WAVES, *women accepted for volunteer emergency service*; a Wave  
 wf, wrong font  
 Wheat., Wheaton (U.S. Supreme Court Reports)  
 WHO, World Health Organization  
 WIPO, World Intellectual Property Organization  
 WMAL, WRC, etc., radio stations  
 w.o.p., without pay  
 WORM, write once, read many  
 WWW, World Wide Web  
 WYSIWYG, What you see is what you get.  
 Yale L.J., Yale Law Journal  
 ZIP Code, Zone Improvement Plan Code (Postal Service)  
 ZIP+4, 9-digit ZIP Code

### ***Italic***

*GPO Access*  
*CBDNet*

## Standard letter symbols for units of measure

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

A, ampere	daL, dekaliter
Å, angstrom	dam, dekameter
a, are	dam ² , square dekameter
a, atto (prefix, one-quintillionth)	dam ³ , cubic dekameter
aA, attoampere	dB, decibel
abs, absolute (temperature and gravity)	dBu, decibel unit
ac, alternating current	dc, direct current
AF, audiofrequency	dg, decigram
Ah, ampere-hour	dL, deciliter
A/m, ampere per meter	dm, decimeter
AM, amplitude modulation	dm ² , square decimeter
asb, apostilb	dm ³ , cubic decimeter
At, ampere-turn	dol, dollar
at, atmosphere, technical	doz, dozen
atm, atmosphere	dr, dram
at wt, atomic weight	dwt, deadweight tons
au, astronomical units	dwt, pennyweight
avdp, avoirdupois	dyn, dyne
b, barn	EHF, extremely high frequency
B, bel	emf, electromotive force
b, bit	emu, electromagnetic unit
bbl, barrel	erg, erg
bbl/d, barrel per day	esu, electrostatic unit
Bd, baud	eV, electronvolt
bd. ft., board foot (obsolete); use fbm	°F, degree Fahrenheit
Bé, Baumé	F, farad
Bev (obsolete); see GeV	f, femto (prefix, one-quadrillionth)
Bhn, Brinell hardness number	fbm, board foot; board foot measure
bhp, brake horsepower	fc, footcandle
bm, board measure	fl, footlambert
bp, boiling point	fm, femtometer
Btu, British thermal unit	FM, frequency modulation
bu, bushel	ft, foot
c, ¢, ct; cent(s)	ft ² , square foot
c, centi (prefix, one-hundredth)	ft ³ , cubic foot
C, coulomb	ftH ₂ O, conventional foot of water
°C, degree Celsius	ft•lb, foot-pound
cal, calorie (also: cal _{IT} , International Table; cal _{th} , thermochemical)	ft•lbf, foot-pound force
cd/in ² , candela per square inch	ft/min, foot per minute
cd/m ² , candela per square meter	ft ² /min, square foot per minute
cg, centigram	ft ³ /min, cubic foot per minute
cd•h, candela-hour	ft•pdl, foot poundal
Ci, curie	ft/s, foot per second
cL, centiliter	ft ² /s, square foot per second
cm, centimeter	ft ³ /s, cubic foot per second
c/m, cycles per minute	ft/s ² , foot per second squared
cm ² , square centimeter	ft/s ³ , foot per second cubed
cm ³ , cubic centimeter	G, gauss
cmil, circular mil	G, giga (prefix, 1 billion)
cp, candlepower	g, gram; acceleration of gravity
cP, centipoise	Gal, gal cm/s ²
cSt, centistokes	gal, gallon
cwt, hundredweight	gal/min, gallons per minute
D, darcy	gal/s, gallons per second
d, day	GB, gigabyte
d, deci (prefix, one-tenth)	Gb, gilbert
d, pence	g/cm ³ , gram per cubic centimeter
da, deka (prefix, 10)	GeV, gigaelectronvolt
dag, dekagram	GHz, gigahertz (gigacycle per second)
	gr, grain; gross
	h, hecto (prefix, 100)

H, henry	lct, long calcined ton
h, hour	ldt, long dry ton
ha, hectare	LF, low frequency
HF, high frequency	lin ft, linear foot
hg, hectogram	l/m, lines per minute
hL, hectoliter	lm, lumen
hm, hectometer	lm/ft ² , lumen per square foot
hm ² , square hectometer	lm/m ² , lumen per square meter
hm ³ , cubic hectometer	lm•s, lumen second
hp, horsepower	lm/W, lumen per watt
hph, horsepower-hour	l/s, lines per second
Hz, hertz (cycles per second)	L/s, liter per second
id, inside diameter	lx, lux
ihp, indicated horsepower	M, mega (prefix, 1 million)
in, inch	M, million (3 M=3 million)
in ² , square inch	m, meter
in ³ , cubic inch	m, milli (prefix, one-thousandth)
in/h, inch per hour	M1, monetary aggregate
inH ₂ O, conventional inch of water	m ³ , cubic meter
inHg, conventional inch of mercury	m ² , square meter
in-lb, inch-pound	μ, micro (prefix, one-millionth)
in/s, inch per second	μm, micrometer
J, joule	mA, milliamper
J/K, joule per kelvin	μA, microampere
K, kayser	MB, megabyte
K, kelvin (use without degree symbol)	mbar, millibar
k, kilo (prefix, 1,000)	μbar, microbar
k, thousand (7k=7,000)	Mc, megacycle; see also MHz (megahertz), megacycles per second
kc, kilocycle; see also kHz (kilohertz), kilocycles per second	mc, millicycle; see also mHz (millihertz), millicycles per second
kcal, kilocalory	mD, millidarcy
keV, kiloelectronvolt	meq, milliequivalent
kG, kilogauss	MeV, megaelectronvolts
kg, kilogram	mF, millifarad
kgf, kilogram-force	μF, microfarad
kHz, kilohertz (kilocycles per second)	mG, milligauss
kL, kiloliter	mg, milligram
klbf, kilopound-force	μg, microgram
km, kilometer	Mgal/d, million gallons per day
km ² , square kilometer	mH, millihenry
km ³ , cubic kilometer	μH, microhenry
km/h, kilometer per hour	MHz, megahertz
kn, knot (speed)	mHz, millihertz
kΩ, kilohm	mi, mile (statute)
kt, kiloton; carat	mi ² , square mile
kV, kilovolt	mi/gal, mile(s) per gallon
kVA, kilovoltampere	mi/h, mile(s) per hour
kvar, kilovar	mil, mil
kW, kilowatt	min, minute (time)
kWh, kilowatthour	μin, microinch
L, lambert	mL, milliliter
L, liter	mm, millimeter
lb, pound	mm ² , square millimeter
lb ap, apothecary pound	mm ³ , cubic millimeter
lb, avdp, avoirdupois pound	μm ² , square micrometer
lbf, pound-force	μm ³ , cubic micrometer
lbf/ft, pound-force foot	μμ, micromicron (use of compound prefixes obsolete; use pm, picometer)
lbf/ft ² , pound-force per square foot	μμf, micromicrofarad (use of compound prefixes obsolete; use pF)
lbf/ft ³ , pound-force per cubic foot	mmHg, conventional millimeter of mercury
lbf/in ² , pound-force per square inch (see psi)	
lb/ft, pound per foot	
lb/ft ² , pound per square foot	
lb/ft ³ , pound per cubic foot	

M $\Omega$ , megohm	$^{\circ}$ R, roentgen
mo, month	R, degree rankine
mol, mole (unit of substance)	R, degree reaumur
mol wt, molecular weight	rad, radian
mp, melting point	rd, rad
ms, millisecond	rem, roentgen equivalent man
$\mu$ s, microsecond	r/min, revolutions per minute
Mt, megaton	rms, root mean square
mV, millivolt	r/s, revolutions per second
$\mu$ V, microvolt	s, second (time)
MW, megawatt	s, shilling
mW, milliwatt	S, siemens
$\mu$ W, microwatt	sb, stilb
MWd/t, megawatt-days per ton	scp, spherical candlepower
Mx, maxwell	s•ft, second-foot
n, nano (prefix, one-billionth)	shp, shaft horsepower
N, newton	slug, slug
nA, nanoampere	sr, steradian
nF, nanofarad	sSf, standard saybolt fural
N•m, newton meter	sSu, standard saybolt universal
N/m ² , newton per square meter	stdft ³ , standard cubic foot (feet)
nmi, nautical mile	Sus, saybolt universal second(s)
Np, neper	T, tera (prefix, 1 trillion)
ns, nanosecond	Tft ³ , trillion cubic feet
N•s/m ² , newton second per square meter	T, tesla
nt, nit	t, tonne (metric ton)
od, outside diameter	tbsp, tablespoonful
Oe, oersted (use of A/m, amperes per meter, preferred)	thm, therm
oz, ounce (avoirdupois)	ton, ton
p, pico (prefix, one-trillionth)	tsp, teaspoonful
P, poise	Twad, twaddell
Pa, pascal	u, (unified) atomic mass unit
pA, picoampere	UHF, ultrahigh frequency
pct, percent	V, volt
pdl, poundal	VA, voltampere
pF, picofarad (micromicrofarad, obsolete)	var, var
pF, water-holding energy	VHF, very high frequency
pH, hydrogen-ion concentration	V/m, volt per meter
ph, phot; phase	W, watt
pk, peck	Wb, weber
p/m, parts per million	Wh, watthour
ps, picosecond	W/(m•K), watt per meter kelvin
psi, pounds per square inch	W/sr, watt per steradian
pt, pint	W/(sr•m ² ), watt per steradian square meter
pW, picowatt	x, unknown quantity ( <i>italic</i> )
qt, quart	yd, yard
quad, quadrillion (10 ¹⁵ )	yd ² , square yard
$^{\circ}$ R, rankine	yd ³ , cubic yard
	yr, year



## Standard Latin abbreviations

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

a., annus, year; ante, before	coch. med., cochlear medium, a dessert spoonful
A.A.C., anno ante Christum, in the year before Christ	coch. parv., cochlear parvum, a teaspoonful
A.A.S., Academiae Americanae Socius, Fellow of the American Academy [Academy of Arts and Sciences]	con., contra, against; conjunx, wife
A.B., artium baccalaureus, bachelor of arts	C.P.S., custos privati sigilli, keeper of the privy seal
ab init., ab initio, from the beginning	C.S., custos sigilli, keeper of the seal
abs. re., absente reo, the defendant being absent	cwt., c. for centum, wt. for weight, hundredweight
A.C., ante Christum, before Christ	D., Deus, God; Dominus, Lord; d., decretum, a decree; denarius, a penny; da, give
A.D., anno Domini, in the year of our Lord	D.D., divinitatis doctor, doctor of divinity
a.d., ante diem, before the day	D.G., Dei gratia, by the grace of God; Deo gratias, thanks to God
ad fin., ad finem, at the end, to one end	D.N., Dominus noster, our Lord
ad h.l., ad hunc locum, to this place, on this passage	D. Sc., doctor scientiae, doctor of science
ad inf., ad infinitum, to infinity	d.s.p., decessit sine prole, died without issue
ad init., ad initium, at the beginning	D.V., Deo volente, God willing
ad int., ad interim, in the meantime	dwt., d. for denarius, wt. for weight pennyweight
ad lib., ad libitum, at pleasure	e.g., exempli gratia, for example
ad loc., ad locum, at the place	et al., et alibi, and elsewhere; et alii, or aliae, and others
ad val., ad valorem, according to value	etc., et cetera, and others, and so forth
A.I., anno inventionis, in the year of the discovery	et seq., et sequentes, and those that follow
al., alia, alii, other things, other persons	et ux., et uxor, and wife
A.M., anno mundi, in the year of the world; Annus mirabilis, the wonderful year [1666]; a.m., ante meridiem, before noon	F., filius, son
an., anno, in the year; ante, before	f., fiat, let it be made; forte, strong
ann., annales, annals; anni, years	fac., factum similis, facsimile, an exact copy
A.R.S.S., Antiquariorum Regiae Societatis Socius, Fellow of the Royal Society of Antiquaries	fasc., fasciculus, a bundle
A.U.C., anno urbis conditae, ab urbe conlita, in [the year from] the building of the City [Rome], 753 B.C.	fl., flores, flowers; floruit, flourished; fluidus, fluid
B.A., baccalaureus artium, bachelor of arts	f.r., folio recto, right-hand page
B. Sc., baccalaureus scientiae, bachelor of science	F.R.S., Fraternitatis Regiae Socius, Fellow of the Royal Society
C., centum, a hundred; condemno, I condemn, find guilty	f.v., folio verso, on the back of the leaf
c., circa, about	guttat., guttatim, by drops
cent., centum, a hundred	H., hora, hour
cf., confer, compare	h.a., hoc anno, in this year; hujus anni, this year's
C.M., chirurgiae magister, master of surgery	hab. corp., habeas corpus, have the body—a writ
coch., cochlear, a spoon, spoonful	h.e., hic est, this is; hoc est, that is
coch. amp., cochlear amplum, a tablespoonful	h.m., hoc mense, in this month; huius mensis, this month's
coch. mag., cochlear magnum, a large spoonful	h.q., hoc quaere, look for this
	H.R.I.P., hic requiescat in pace, here rests in peace
	H.S., hic sepultus, here is buried; hic situs, here lies; h.s., hoc sensu, in this sense

- H.S.S., *Historiae Societatis Socius*, Fellow of the Historical Society  
 h.t., *hoc tempore*, at this time; *hoc titulo*, in or under this title  
 I, *Idus*, the Ides; i., *id*, that; *immortalis*, immortal  
 ib. or *ibid.*, *ibidem*, in the same place  
 id., *idem*, the same  
 i.e., *id est*, that is  
 imp., *imprimatur*, sanction, let it be printed  
 I.N.D., in *nomine Dei*, in the name of God  
 in f., in fine, at the end  
 inf., *infra*, below  
 init., *initio*, in the beginning  
 in lim., in *limine*, on the threshold, at the outset  
 in loc., in *loco*, in its place  
 in loc. cit., in *loco citato*, in the place cited  
 in pr., in *principio*, in the beginning  
 in trans., in *transitu*, on the way  
 i.q., *idem quod*, the same as  
 i.q.e.d., *id quod erat demonstrandum*, what was to be proved  
 J., *judex*, judge  
 J.C.D., *juris civilis doctor*, doctor of civil law  
 J.D., *jurum* or *juris doctor*, doctor of laws  
 J.U.D., *juris utriusque doctor*, doctor of both civil and canon law  
 L., *liber*, a book; *locus*, a place  
 £, *libra*, pound; placed before figures, thus £10; if l., to be placed after, as 40l.  
 L.A.M., *liberalium artium magister*, master of the liberal arts  
 L.B., *baccalaureus literarum*, bachelor of letters  
 lb., *libra*, pound (singular and plural)  
 L.H.D., *literarum humaniorum doctor*, doctor of the more humane letters  
 Litt. D., *literarum doctor*, doctor of letters  
 LL.B., *legum baccalaureus*, bachelor of laws  
 LL.D., *legum doctor*, doctor of laws  
 LL.M., *legum magister*, master of laws  
 loc. cit., *loco citato*, in the place cited  
 loq., *loquitur*, he, or she, speaks  
 L.S., *locus sigilli*, the place of the seal  
 l.s.c., *loco supra citato*, in the place above cited  
 £ s. d., *librae, solidi, denarii*, pounds, shillings, pence  
 M., *magister*, master; *manipulus*, handful; *medicinae*, of medicine; m., *meridies*, noon  
 M.A., *magister artium*, master of arts  
 M.B., *medicinae baccalaureus*, bachelor of medicine  
 M. Ch., *magister chirurgiae*, master of surgery  
 M.D., *medicinae doctor*, doctor of medicine  
 m.m., *mutatis mutandis*, with the necessary changes  
 m.n., *mutato nomine*, the name being changed  
 MS., *manuscriptum*, manuscript; MSS., *manuscripta*, manuscripts  
 Mus. B., *musicae baccalaureus*, bachelor of music  
 Mus. D., *musicae doctor*, doctor of music  
 Mus. M., *musicae magister*, master of music  
 N., *Nepos*, grandson; *nomen*, name; *nomina*, names; *noster*, our; n., *natus*, born; *nocte*, at night  
 N.B., *nota bene*, mark well  
 ni. pri., *nisi prius*, unless before  
 nob., *nobis*, for (or on) our part  
 nol. pros., *nolle prosequi*, will not prosecute  
 non cul., *non culpabilis*, not guilty  
 n.l., *non licet*, it is not permitted; *non liquet*, it is not clear; *non longe*, not far  
 non obs., *non obstante*, notwithstanding  
 non pros., *non prosequitur*, he does not prosecute  
 non seq., *non sequitur*, it does not follow logically  
 O., *octarius*, a pint  
 ob., *obiit*, he, or she, died; *obiter*, incidentally  
 ob. s.p., *obiit 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  
 R, recipe, take  
 R.I.P., requiescat, or requiescant, in pace, may he, she, or they, rest in peace  
 R.P.D., rerum politicarum doctor, doctor of political science  
 rr., rarissime, very rarely  
 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  
 Sc. B., scientiae baccalaureus, bachelor of science  
 Sc. D., scientiae doctor, doctor of science  
 S.D., salutem dicit, sends greetings  
 s.d., sine die, indefinitely  
 sec., secundum, according to  
 sec. leg., secundum legem, according to law  
 sec. nat., secundum naturam, according to nature, or naturally  
 sec. reg., secundum regulam, according to rule  
 seq., sequens, sequentes, sequentia, the following  
 S.H.S., Societatis Historiae Socius, Fellow of the Historical Society  
 s.h.v., sub hac voce or sub hoc verbo, under this word  
 s.l.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  
 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

## 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  $+$ ,  $-$ ,  $\pm$ ,  $\times$ ,  $\div$ ).

**10.3.** The signs  $+$ ,  $-$ ,  $\pm$ ,  $\times$ , and  $\div$ , etc., are closed against accompanying figures and symbols. When the  $\times$  is used to indicate “crossed with” (in plant or animal breeding) or magnification, it will be separated from the accompanying words by a space.

i–vii + 1–288 pages  
The equation  $A+B$   
The result is  $4\times 4$   
 $20,000\pm 5,000$

Early June  $\times$  Bright (crossed with)  
 $\times 4$  (magnification)

### Symbols with figures

**10.4.** In technical publications the degree mark is used in lieu of the word *degree* following a figure denoting measurement.

**10.5.** Following a figure, the spelled form is preferred. The percent symbol is used in areas where space will not allow the word *percent* to be used.

In that period the price rose 12, 15, and 19 percent.

*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, 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)  
 $\pm 2$  to  $\pm 7$ ;  $2^{\circ}\pm 1^{\circ}$

*but*  
§ 12 (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.

Element	Sym- bol	Atomic num- ber	Atomic weight ¹	Element	Sym- bol	Atomic num- ber	Atomic weight ¹
Actinium .....	Ac	89	227.0278	Mercury .....	Hg	80	200.59
Aluminum .....	Al	13	26.98154	Molybdenum ...	Mo	42	95.94
Americium .....	Am	95	(243)	Neodymium .....	Nd	60	144.24
Antimony .....	Sb	51	121.75	Neon .....	Ne	10	20.179
Argon .....	Ar	18	39.948	Neptunium .....	Np	93	237.0482
Arsenic .....	As	33	74.9216	Nickel .....	Ni	28	58.69
Astatine .....	At	85	(210)	Niobium .....	Nb	41	92.9064
Barium .....	Ba	56	137.33	Nitrogen .....	N	7	14.0067
Berkelium .....	Bk	97	(247)	Nobelium .....	No	102	(259)
Beryllium .....	Be	4	9.01218	Osmium .....	Os	76	190.2
Bismuth .....	Bi	83	208.9804	Oxygen .....	O	8	15.9994
Bohrium .....	Bh	107	(262.0)	Palladium .....	Pd	46	106.42
Boron .....	B	5	10.81	Phosphorus .....	P	15	30.97376
Bromine .....	Br	35	79.904	Platinum .....	Pt	78	195.08
Cadmium .....	Cd	48	112.41	Plutonium .....	Pu	94	(244)
Calcium .....	Ca	20	40.08	Polonium .....	Po	84	(209)
Californium .....	Cf	98	(251)	Potassium .....	K	19	39.0983
Carbon .....	C	6	12.011	Praseodymium	Pr	59	140.9077
Cerium .....	Ce	58	140.12	Promethium ....	Pm	61	(145)
Cesium .....	Cs	55	132.9054	Protactinium ...	Pa	91	231.0359
Chlorine .....	Cl	17	35.453	Radium .....	Ra	88	226.0254
Chromium .....	Cr	24	51.996	Radon .....	Rn	86	(222)
Cobalt .....	Co	27	58.9332	Rhenium .....	Re	75	186.207
Copper .....	Cu	29	63.546	Rhodium .....	Rh	45	102.9055
Curium .....	Cm	96	(247)	Rubidium .....	Rb	37	85.4678
Dubnium .....	Db	105	(262.0)	Ruthenium .....	Ru	44	101.07
Dysprosium ....	Dy	66	162.50	Rutherfordium	Rf	104	(261.0)
Einsteinium ....	Es	99	(252)	Samarium .....	Sm	62	150.36
Erbium .....	Er	68	167.26	Scandium .....	Sc	21	44.9559
Europium .....	Eu	63	151.96	Seaborgium .....	Sg	106	(263.0)
Fermium .....	Fm	100	(257)	Selenium .....	Se	34	78.96
Fluorine .....	F	9	18.998403	Silicon .....	Si	14	28.0855
Francium .....	Fr	87	(223)	Silver .....	Ag	47	107.8682
Gadolinium ....	Gd	64	157.25	Sodium .....	Na	11	22.98977
Gallium .....	Ga	31	69.72	Strontium .....	Sr	38	87.62
Germanium ....	Ge	32	72.59	Sulfur .....	S	16	32.06
Gold .....	Au	79	196.9665	Tantalum .....	Ta	73	180.9479
Hafnium .....	Hf	72	178.49	Technetium .....	Tc	43	(98)
Hassium .....	Hs	108	(265.0)	Tellurium .....	Te	52	127.60
Helium .....	He	2	4.00260	Terbium .....	Tb	65	158.9254
Holmium .....	Ho	67	164.9304	Thallium .....	Tl	81	204.383
Hydrogen .....	H	1	1.00794	Thorium .....	Th	90	232.0381
Indium .....	In	49	114.82	Thulium .....	Tm	69	168.9342
Iodine .....	I	53	126.9045	Tin .....	Sn	50	118.69
Iridium .....	Ir	77	192.22	Titanium .....	Ti	22	47.88
Iron .....	Fe	26	55.847	Tungsten .....	W	74	183.85
Krypton .....	Kr	36	83.80	Ununnilium ...	Uun	110	(269.0)
Lanthanum ....	La	57	138.9055	Unununium ...	Uuu	111	(272.0)
Lawrencium ...	Lr	103	(260)	Ununbium .....	Uub	112	(277.0)
Lead .....	Pb	82	207.2	Uranium .....	U	92	238.0289
Lithium .....	Li	3	6.941	Vanadium .....	V	23	50.9415
Lutetium .....	Lu	71	174.967	Xenon .....	Xe	54	131.29
Magnesium ....	Mg	12	24.305	Ytterbium .....	Yb	70	173.04
Manganese ....	Mn	25	54.9380	Yttrium .....	Y	39	88.9059
Meitnerium ....	Mt	109	(266.0)	Zinc .....	Zn	30	65.38
Mendelevium ..	Md	101	(258)	Zirconium .....	Zr	40	91.22

¹ The atomic weights of many elements are not invariant but depend on the origin and treatment of the material. The values of atomic weight given here apply to elements as they exist naturally on Earth and to certain artificial elements. Values in parentheses are used for radioactive elements whose atomic weights cannot be quoted precisely without knowledge of the origin of the elements. The value given is the atomic mass number of the isotope of that element of longest known half life.

## 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.

### ACCENTS

- ˊ acute
- ˘ breve
- ˆ cedilla
- ˆ circumflex
- ¨ dieresis
- ˘ grave
- ˉ macron
- ˜ tilde

- ⊙ dot in triangle in circle
- ⊕ cross in circle
- © copyright
- ① Ceres
- ② Pallas
- ③ Juno
- ④ Vesta

- ⦿ (184 N)
- ⌨ key
- ¶ (206 N)
- ¶ paragraph

### ARROWS

- direction
- ↖ direction
- ↗ direction
- ↘ direction
- ↙ direction
- ↔ bold arrow
- ⇨ open arrow
- ⇌ reversible reaction

### BULLETS

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

### CHEMICAL

- ‰ salinity
- ℳ 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. 4 10 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

- ℜ 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
- Ω ohm; omega
- MΩ megohm; omega
- μΩ microohm; mu omega
- ω angular frequency, solid angle; omega
- Φ magnetic flux; phi
- Ψ dielectric flux; electrostatic flux; psi
- γ conductivity; gamma

**ELECTRICAL—Con.**

$\rho$  resistivity; rho  
 $\Lambda$  equivalent conductivity  
**HP** horsepower

**MATHEMATICAL**

— vinculum (above letters)  
 $\div$  geometrical proportion  
 $\therefore$  difference, excess  
 $\parallel$  parallel  
 $\parallel$ s parallels  
 $\nparallel$  not parallels  
 $|$  absolute value  
 $\cdot$  multiplied by  
 $:$  is to; ratio  
 $\div$  divided by  
 $\therefore$  therefore; hence  
 $\because$  because  
 $\therefore$  proportion; as  
 $\ll$  is dominated by  
 $>$  greater than  
 $\sqsupset$  greater than  
 $\supseteq$  greater than or equal to  
 $\geq$  greater than or equal to  
 $\supsetneq$  greater than or less than  
 $\nlessgtr$  is not greater than  
 $<$  less than  
 $\sqsubset$  less than  
 $\lessgtr$  less than or greater than  
 $\nlessgtr$  is not less than  
 $\lessdot$  smaller than  
 $\lessdot$  less than or equal to  
 $\lessdot$  less than or equal to  
 $\lessdot$  or  $\geq$  greater than or equal to  
 $\lessdot$  equal to or less than  
 $\lessdot$  equal to or less than  
 $\lessdot$  is not greater than equal to or less than  
 $\lessdot$  equal to or greater than  
 $\lessdot$  is not less than equal to or greater than  
 $\perp$  equilateral  
 $\perp$  perpendicular to  
 $\vdash$  assertion sign  
 $\doteq$  approaches

**MATHEMATICAL—Con.**

$\doteq$  approaches a limit  
 $\simeq$  equal angles  
 $\neq$  not equal to  
 $\equiv$  identical with  
 $\ncong$  not identical with  
 $\N$  score  
 $\approx$  or  $\doteq$  nearly equal to  
 $=$  equal to  
 $\sim$  difference  
 $\cong$  perspective to  
 $\cong$  congruent to approximately equal  
 $\doteq$  difference between  
 $\cong$  geometrically equivalent to  
 $($  included in  
 $)$  excluded from  
 $\subset$  is contained in  
 $\cup$  logical sum or union  
 $\cap$  logical product or intersection  
 $\sqrt{\phantom{x}}$  radical  
 $\sqrt{\phantom{x}}$  root  
 $\sqrt[3]{\phantom{x}}$  square root  
 $\sqrt[4]{\phantom{x}}$  cube root  
 $\sqrt[5]{\phantom{x}}$  fourth root  
 $\sqrt[6]{\phantom{x}}$  fifth root  
 $\sqrt[7]{\phantom{x}}$  sixth root  
 $\pi$  pi  
 $e$  base (2.718) of natural system of logarithms; epsilon  
 $\epsilon$  is a member of; dielectric constant; mean error; epsilon  
 $+$  plus  
 $\mathbf{+}$  bold plus  
 $-$  minus  
 $\mathbf{-}$  bold minus  
 $/$  shall (ing); slash; virgule  
 $\pm$  plus or minus  
 $\mp$  minus or plus  
 $\times$  multiplied by  
 $\mathbf{=}$  bold equal  
 $\#$  number  
 $\text{per}$  per  
 $\%$  percent  
 $\int$  integral  
 $|$  single bond  
 $\backslash$  single bond  
 $/$  single bond

**MATHEMATICAL—Con.**

$\parallel$  double bond  
 $\simeq$  double bond  
 $\simeq$  double bond  
 $\bigcirc$  benzene ring  
 $\partial$  or  $\delta$  differential; variation  
 $\partial$  Italian differential  
 $\rightarrow$  approaches limit of  
 $\sim$  cycle sine  
 $\int$  horizontal integral  
 $\oint$  contour integral  
 $\propto$  variation; varies as  
 $\Pi$  product  
 $\Sigma$  summation of; sum; sigma  
 $!$  or  $\lfloor$  factorial product

**MEASURE**

$\text{lb}$  pound  
 $\text{gr}$  dram  
 $\text{f}\text{f}$  fluid dram  
 $\text{oz}$  ounce  
 $\text{f}\text{oz}$  fluid ounce  
 $\text{O}$  pint

**MISCELLANEOUS**

$\S$  section  
 $\dagger$  dagger  
 $\ddagger$  double dagger  
 $\%$  account of  
 $\%$  care of  
 $\N$  score  
 $\P$  paragraph  
 $\text{b}$  Anglo-Saxon  
 $\text{C}$  center line  
 $\text{c}$  conjunction  
 $\perp$  perpendicular to  
 $"$  or  $"$  ditto  
 $\propto$  variation  
 $\text{R}$  recipe  
 $\sqsupset$  move right  
 $\sqsubset$  move left  
 $\bigcirc$  or  $\odot$  or  $\textcircled{1}$  annual  
 $\odot\odot$  or  $\textcircled{2}$  biennial  
 $\in$  element of  
 $\text{D}$  scruple  
 $f$  function  
 $!$  exclamation mark  
 $\boxplus$  plus in square  
 $\text{P}$  perennial



## MISCELLANEOUS—Con.

φ	diameter
̄	mean value of c
U	mathmodifier
⊂	mathmodifier
□	dot in square
△	dot in triangle
⊠	station mark
@	at

## MONEY

¢	cent
¥	yen
£	pound sterling
₡	mills

## MUSIC

♮	natural
♭	flat
♯	sharp

## PLANETS

♿	Mercury
♀	Venus
⊕	Earth
♂	Mars
♃	Jupiter
♄	Saturn
♅	Uranus
♆	Neptune
♇	Pluto
♁	dragon's head, ascending node
♂	dragon's tail, descending node
♌	conjunction
♍	opposition
☉	or ☿ Sun
♊	Sun's lower limb
♋	Sun's upper limb
☉	solar corona
⊕	solar halo
☾	Moon
●	new Moon
☾	first quarter
☾	first quarter
☾	third quarter
☾	last quarter
☾	last quarter
☾	last quarter
☾	full Moon
☾	full Moon

## PLANETS—Con.

☾	eclipse of Moon
☾	lunar halo
☾	lunar corona
♁	Ceres
♁	Juno

## PUNCTUATION

{ }	braces
[ ]	brackets
( )	parentheses
< >	square parentheses; angle brackets
¡	Spanish open quote
¿	Spanish open quote

## SEX

♂ or ♂	male
□	male, in charts
♀	female
○	female, in charts
♀	hermaphrodite

## SHAPES

◆	solid diamond
◇	open diamond
○	circle
▲	solid triangle
△	triangle
□	square
■	solid square
▭	parallelogram
▭	rectangle
▭	double rectangle
★	solid star
☆	open star
└	right angle
∠	angle
✓	check
✓	check
ß	German ss
ß	italic German ss
☛	solid index
☛	solid index
☛	index
☛	index

GEOLOGIC SYSTEMS ¹

Q	Quaternary
T	Tertiary
K	Cretaceous

J	Jurassic
᠖	Triassic
P	Permian
P	Pennsylvanian
M	Mississippian
D	Devonian
S	Silurian
O	Ordovician
Є	Cambrian
pЄ	Precambrian
C	Carboniferous

## VERTICAL

	5 unit vertical
	8 point vertical
	9 unit vertical

## WEATHER

T	thunder
☉	thunderstorm; sheet lightning
☉	sheet lightning
↓	precipitate
☾	rain
←	floating ice crystals
→	ice needles
▲	hail
☉	sleet
☉	glazed frost
☉	hoarfrost
∨	frostwork
✱	snow or sextile
☉	snow on ground
+	drifting snow (low)
≡	fog
∞	haze
△	Aurora

## ZODIAC

♈	Aries; Ram
♉	Taurus; Bull
♊	Gemini; Twins
♋	Cancer; Crab
♌	Leo; Lion
♍	Virgo; Virgin
♎	Libra; Balance
♏	Scorpio; Scorpion
♐	Sagittarius; Archer
♑	Capricornus; Goat
♒	Aquarius; Water bearer
♓	Pisces; Fishes

¹ Standard letter symbols used by the Geological Survey on geologic maps. Capital letter indicates the system and one or more lowercased letters designate the formation and member where used.

## 11. ITALIC

(See also “Abbreviations and Letter Symbols” and “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 supplied,” “emphasis added,” or “emphasis ours” appears in copy, it should not be changed; but “underscore supplied” should be changed to “italic supplied.”

**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 which are always set in italic.

### Names of aircraft, vessels, and spacecraft

**11.6.** The names of aircraft, vessels, and 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.

*SS America*; the liner *America*  
the Bermuda *Clipper*  
USS *Nautilus* (submarine)  
USS *Wisconsin*  
ex-USS *Savannah*  
USCGS (U.S. Coast and Geodetic  
Survey) ship *Pathfinder*  
C.S.N. *Virginia*  
CG cutter *Thetus*  
the *U-7*  
destroyer *31*  
H.M.S. *Hornet*  
HS (hydrofoil ship) *Denison*  
MS (motorship) *Richard*  
GTS (gas turbine ship) *Alexander*  
NS (nuclear ship) *Savannah*  
space station *Freedom*

MV (motor vessel) *Havtroll*  
*Freedom 7*; *Friendship 7* (U.S.  
spaceships)  
*West Virginia* class or type  
the *Missouri's* (roman “s”) turret  
the *U-7's* (roman “s”) deck  
*but*  
Air Force One (President’s plane)  
B-50 (type of plane)  
DD-882  
LST-1155  
MiG; MiG-21  
PT-109  
F-18 Hornet  
F-15 Eagle

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

*Sinking of the "Lusitania"*  
Sinking of the "Lusitania"

SINKING OF THE "LUSITANIA"  
SINKING OF THE "LUSITANIA"

## Names of legal cases

**11.8.** The names of legal cases are italicized, except for the *v.* 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

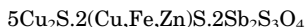
**11.11.** The words *Resolved*, *Resolved further*, *Provided*, *Provided, however*, *Provided further*, *And provided further*, and *ordered*, in bills, acts, resolutions, and formal contracts and agreements are italicized; also the words *To be continued*, *Continued on p. —*, *Continued from p. —*, 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

$$D+0.025V_m^{2.7}=0.042/G-1V_m^{2.7}$$



**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 and other legal documents.



## 12. NUMERALS

(See also "Tabular Work" and "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  
10 guns  
24 horses

nearly 13 buckets  
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 which 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  
Document 71  
pages 352–357  
lines 5 and 6  
paragraph 1  
chapter 2  
290 U.S. 325

Genesis 39:20  
202–512–0724 (telephone number)  
the year 2001  
1721–1727 St. Clair Avenue

*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

52 years 10 months 6 days

a 3-year-old

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 a.m. (noon); 12:15 p.m. (15 minutes past noon)

12 p.m. (midnight); 12:25 a.m. (25 minutes past midnight)

4^h30^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:**

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.*).

**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	<i>but</i> .30 caliber (meaning 0.30 inch,
silver 0.900 fine	bore of small arms); 30 calibers
specific gravity 0.9547	(length)
gauge height 10.0 feet	

**e. Use spaces to separate groups of three digits in a decimal fraction.** (See rule 12.27.)

0.123 456 789; *but* 0.1234

**f. Degrees, etc. (spaces omitted):**

longitude 77°04'06" E.	<i>but</i>
35°30'; 35°30' N.	two degrees of justice; 12
a polariscopic test of 85°	degrees of freedom
an angle of 57°	32d degree Mason
strike N. 16° E.	150 million degrees Fahrenheit
dip 47° W. <i>or</i> 47° N. 31° W.	30 Fahrenheit degrees
25.5' (preferred) <i>also</i> 25'.5	

**g. Game scores:**

1 up (golf)	7 to 6 (football), etc.
3 to 2 (baseball)	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; <i>not</i> 0.03
Dow Jones average of 10500.76	

**i. Mathematical expressions:**

multiplied by 3	a factor of 2
divided by 6	square root of 4



**j. Measurements:**

7 meters	15 cubic yards
about 10 yards	6-pounder
8 by 12 inches	80 foot-pounds
8- by 12-inch page	10s (for yarns and threads)
2 feet by 1 foot 8 inches by	<i>f</i> /2.5 (lens aperture)
1 foot 3 inches	
2 by 4 (lumber) ( <i>not</i> 2 x 4 or 2x4)	<i>but</i>
1½ miles	tenpenny nail
6 acres	fourfold
9 bushels	three-ply
1 gallon	five votes
3 ems	six bales
20/20 (vision)	two dozen
30/30 (rifle)	one gross
12-gauge shotgun	zero miles
2,500 horsepower	seven-story building

**k. Money:**

\$3.65; \$0.75; 75 cents; 0.5 cent	<i>but</i>
\$3 ( <i>not</i> \$3.00) per 200 pounds	two pennies
75 cents apiece	three quarters
Rs32,25,644 (Indian rupees)	one half
2.5 francs <i>or</i> fr2.5	six bits, etc.
65 yen	
₨265	

**l. Percentage:**

12 percent; 25.5 percent; 0.5 percent (*or* one-half of 1 percent)  
 thirty-four one hundredths of 1 percent  
 3.65 bonds; 3.65s; 5–20 bonds; 5–20s; 4½s; 3s  
 50–50 (colloquial expression)  
 5 percentage points  
 a 1,100-percent increase, *or* an 1100-percent increase

**m. Proportion:**

1 to 4                                  1–3–5                                  1:62,500

**n. Time (see also Clock time):**

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

**o. Unit modifiers:**

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

**p. Vitamins:**

B₁₂, B_T, 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, <i>but</i> May 29	12th Regiment
First Congress; 102d Congress	9th Naval District
ninth century; 20th century	7th Fleet
Second Congressional District;	7th Air Force
20th Congressional District	7th Task Force
seventh region; 17th region	
eighth parallel; 38th parallel	<i>but</i>
fifth ward; 12th ward	XII Corps (Army usage)
ninth birthday; 66th birthday	Court of Appeals for the Tenth
first grade; 11th grade	Circuit
1st Army	Seventeenth Decennial Census
1st Cavalry Division	(title)
323d Fighter Wing	

**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.  
 He represented the 1st, 4th, and 13th wards.  
 We read the 8th and 12th chapters.  
*but* The district comprised the first and second precincts.  
 He represented the first, third, and fourth regions.  
 The report was the sixth in a series of 14.

**12.12.** Ordinals and numerals appearing in a sentence are treated according to the separate rules dealing with ordinals and numerals standing alone or in a group. (See rules 12.4, 12.5, and 12.24.)

The fourth group contained three items.  
 The fourth group contained 12 items.  
 The 8th and 10th groups contained three and four items, respectively.  
 The eighth and ninth groups contained 9 and 12 items, respectively.

**12.13.** Beginning with *10th*, figures are used in text matter for numbered streets, avenues, etc. However, figures are used at all times and *street*, *avenue*, etc. are abbreviated in sidenotes, tables, leaderwork, and footnotes to tables and leaderwork.

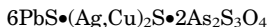
First Street NW.; *also* in parentheses: (Fifth Street) (13th Street); 810 West 12th Street; North First Street; 1021 121st Street; 2031 18th Street North; 711 Fifth Avenue; 518 10th Avenue; 51–35 61st Avenue

## Punctuation

**12.14.** The comma is used in a number containing four or more digits, except in serial numbers, common and decimal fractions, astronomical and military time, and kilocycles and meters of not more than four figures pertaining to radio.

## Chemical formulas

**12.15.** In chemical formulas full-sized figures are used before the symbol or group of symbols to which they relate, and inferior figures are used after the symbol.



## NUMBERS SPELLED OUT

**12.16.** Spell out numerals 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 and fifty men hired * * *; *not* 550 men hired * * *

“Five-Year Plan Announced”; *not* “5-Year Plan Announced” (head)

The year 1965 seems far off * * *; *not* 1965 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 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., 1999), sums of money, decimals, street numbers, and for numerical expressions beginning with 101.

Mr. BIRCH, Junior. 1977 was a good year.

Mr. BELL. \$1 per share was the return. Two dollars in 1956 was the alltime high. Nineteen hundred and seventy-eight 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 nineteen hundred and eighty-four

the One Hundred and Sixth Congress

millions for defense but not one cent for tribute

threescore years and ten	back to square one
Ten Commandments	behind the eight ball
Air Force One (Presidential plane)	our policy since day one

**12.20.** If spelled out, numbers larger than *1,000* should be set in the following form:

two thousand and twenty  
 one thousand eight hundred and fifty  
 one hundred and fifty-two thousand three hundred and five  
 eighteen hundred and fifty (serial number)

**12.21.** Numbers of less than *100* preceding a compound modifier containing a figure are spelled out.

two $\frac{3}{4}$ -inch boards	<i>but</i>
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; <i>but</i> the early 1870s or 1970s in his eighties, <i>not</i> his '80's <i>nor</i> 80's	midthirties (age, years, money) a thousand and one reasons
between two and three hundred horses ( <i>better</i> between 200 and 300 horses)	<i>but</i> 1 to 3 million
twelfefold; thirteenfold; fortyfold; hundredfold; twentyfold to thirtyfold	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	<i>but</i>
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* or *billion* is used.

The following are guides to treatment of figures as submitted in copy. If copy reads—

\$12,000,000, *change to* \$12 million  
 2,750,000,000 dollars, *change to* \$2,750 million  
 2.7 million dollars, *change to* \$2.7 million  
 2¾ million dollars, *change to* \$2¾ 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 millions of assets  
 amounting to 4 millions

\$1,270,000  
 \$1,270,200,000  
 \$2¾ billion; \$2.75 billion; \$2,750 million  
 \$500,000 to \$1 million  
 300,000; *not* 300 thousand  
 \$½ billion to \$1¼ billion (note full figure with second fraction); \$1¼ to \$1½ billion  
 three-quarters of a billion dollars  
 5 or 10 billion dollars' worth

**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.)

three-fourths of an inch; <i>not</i> ¾	two one-hundredths
inch <i>nor</i> ¾ of an inch	one-thousandth
one-half inch	five one-thousandths
one-half of a farm; <i>not</i> ½ of a	thirty-five one-thousandths
farm	
one-fourth inch	<i>but</i>
seven-tenths of 1 percent	½ to 1¾ pages
three-quarters of an inch	½-inch pipe
half an inch	½-inch-diameter pipe
a quarter of an inch	3½ cans
one-tenth portion	2½ times
one-hundredth	

**12.27.** Fractions (¼, ½, ¾, ⅜, ⅝, ⅞, 1/2954) or full-sized figures with the shilling mark (1/4, 1/2954) may be used only when either is specifically requested. A comma should not be used in any part of a built-up fraction of four or more digits or in decimals. (See rule 12.9e.)

**12.28.** Fractions are used in a unit modifier.

½-inch pipe; *not* one-half-inch pipe      ¼-mile run      ⅞-point rise

**Roman numerals**

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

## NUMERALS

I .....	1	XXIX .....	29	LXXV .....	75	DC .....	600
II .....	2	XXX .....	30	LXXIX .....	79	DCC .....	700
III .....	3	XXXV .....	35	LXXX .....	80	DCCC .....	800
IV .....	4	XXXIX .....	39	LXXXV .....	85	CM .....	900
V .....	5	XL .....	40	LXXXIX .....	89	M .....	1,000
VI .....	6	XLV .....	45	XC .....	90	MD .....	1,500
VII .....	7	XLIX .....	49	XCV .....	95	MM .....	2,000
VIII .....	8	L .....	50	IC .....	99	MMM .....	3,000
IX .....	9	LV .....	55	C .....	100	MMMM or M $\bar{V}$ .....	4,000
X .....	10	LIX .....	59	CL .....	150	$\bar{V}$ .....	5,000
XV .....	15	LX .....	60	CC .....	200	$\bar{M}$ .....	1,000,000
XIX .....	19	LXV .....	65	CCC .....	300		
XX .....	20	LXIX .....	69	CD .....	400		
XXV .....	25	LXX .....	70	D .....	500		

## DATES

MDC .....	1600	MCMXX .....	1920	MCMLXX .....	1970
MDCC .....	1700	MCMXXX .....	1930	MCMLXXX .....	1980
MDCCC .....	1800	MCMXL .....	1940	MCMXC .....	1990
MCM or MDCCCC .....	1900	MCML .....	1950	MM .....	2000
MCMX .....	1910	MCMLX .....	1960	MMX .....	2010



## 13. TABULAR WORK

(See also “Abbreviations and Letter Symbols”; and “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 the judgment of the Government Printing Office down rules are required for clarity; or (2) the agency has indicated on the copy they are to be used. The mere presence of down rules in copy or enclosed sample is not considered a request that down rules be used. The publication dictates the type size used in setting tables. Tabular work in the Congressional Record is set 6 on 7. The balance of congressional tabular work sets 7 on 8.

### Abbreviations

**13.4.** To avoid burdening tabular text, commonly known abbreviations are used in tables. Metric and unit-of-measurement abbreviations are used with figures.

**13.5.** The names of months (except May, June, and July) when followed by the day are abbreviated.

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

**13.7.** Abbreviate the words *United States* if preceding the word *Government*, the name of any Government organization, or as an adjective generally.

**13.8.** Use the abbreviations *RR.* and *Ry.* following a name, and *SS*, *MS*, etc., preceding a name.

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

**13.10.** Abbreviate, when followed by figures, the various parts of publications, as *article*, *part*, *section*, etc.

**13.11.** Use, generally, such abbreviations and contractions as *98th Cong.*, *1st sess.*, *H. Res. 5*, *H.J. Res. 21*, *S. Doc. 62*, *S. Rept. 410*, *Rev. Stat.*, 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** (normally an en space)

**13.14.** An en space is used for all bearoffs.

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

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

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

**Boxheads**

**13.18.** Periods are omitted after all boxheads, but a dash is used after any boxhead which reads into the matter following.

**13.19.** Boxheads run crosswise.

**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)**

Sex and age	Employed boys and girls whose work records were obtained						
	Total		Time of year at beginning work [depth of this box does not influence the depth of box on left]				
			June to August		September to May		Not reported
	Number	Distribution (percent)	Number	Distribution (percent)	Number	Distribution (percent)	
Boys (12 to 14) .....	3,869	45.5	1,415	9.6	2,405	15.8	49

**No-Down-Rule Style (Preferred)**

TABLE 9.—*Mine production of gold, silver, copper, lead, and zinc in 1953*

Class of material	Short tons	Gold (fine ounces)	Silver (fine ounces)	Copper (pounds)	Lead (pounds)	Zinc (pounds)
Concentrate shipped to smelters and recoverable metals						
Copper .....	220,346	763	70,357	14,242,346	9,950	6,260
Lead .....	3,931	392	48,326	72,500	5,044,750	290,980
Zinc .....	25,159	269	41,078	263,400	581,590	26,441,270
Total:						
1953 .....	249,436	1,424	159,756	14,578,246	5,636,290	26,738,510
1952 .....	367,430	1,789	432,122	10,622,155	13,544,875	11,923,060

TABLE 9.—*Mine production of gold, silver, copper, lead, and zinc in 1953—*  
Continued

Class of material	Short tons	Gold (fine ounces)	Silver (fine ounces)	Copper (pounds)	Lead (pounds)	Zinc (pounds)
Crude material shipped to smelters						
Dry gold, dry gold-silver ore .....	134	52	2,839	2,200	.....	.....
Copper:						
Crude ore .....	107,270	844	39,861	2,442,882	124,100	2,200
Slag .....	421	10	165	285,421	.....	.....
Lead .....	528	12	1,693	5,950	110,870	300
Mill cleanings (lead-zinc)	31	.....	254	1,450	8,100	4,300
Total:						
1953 .....	125,749	919	45,444	30,375,754	249,710	6,890
1952 .....	166,184	1,042	47,176	41,601,845	497,125	26,940

**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 a quadline 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.

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

**13.24.** Leaders may be supplied in a column consisting entirely of symbols or years or dates or any combination of these.

### Centerheads, flush entries, and subentries

**13.25.** Heads follow the style of the tables as to the use of figures and abbreviations.

**13.26.** Punctuation is omitted after centerheads. Flush entries and subentries over subordinate items are followed by a colon (single subentry to run in, preserving the colon), but a dash is used instead of a colon when the entry reads into the matter below.

25	Miscellaneous: Powerplant equipment .....	\$245,040.37
26	Roads, railroads, and bridges .....	275,900.34
	Total .....	520,940.71

TRANSMISSION PLANT		
42	Structures and improvements .....	26,253.53
43	Station equipment .....	966,164.41
	Total .....	992,417.94
GENERAL PLANT		
General plant:		
	Norris .....	753,248.97
	Other .....	15,335.81
	Total .....	768,584.78
	Grand total .....	2,281,943.43

**13.27.** In reading columns if the centerhead clears the reading matter below by at least an em the space is omitted; if it clears by less than an em, a space is used. If an overrun, rule, etc., in another column, or in the same column, creates a blank space above the head, the extra space is not added.

**13.28.** Units of quantity and years used as heads in reading and figure columns are set in *italic* with space above and no space below.

**No-Down-Rule Style (Preferred).** The rules are used here to aid readability.

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

**Down-Rule Style (See Rule 13.3)**

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

**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. In mixed units the cipher repeats before decimals unless the group totals.

January .....	+26.4	0	0	0	0	0	¹ +\$0.7	27.1+	+40.4
February .....	+66.7	0	0	0	0	0	-.9	65.8+	+98.1
March .....	+143.1	+2.6	-7.5	0	0	0	+12.4	150.6	+224.1

**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  

---

102.14423

**13.33.** Copy is followed in the use of the word *None* or a cipher to indicate *None* in figure columns. If neither one appears in the copy, leaders are inserted, unless a clear is specifically requested.

**13.34.** In columns of figures under the heading £ s d, if a whole number of pounds is given, one cipher is supplied under s and one under d; if only shillings are given, one cipher is supplied under d.

**13.35.** In columns of figures under Ft In, if only feet are given, supply cipher under In; if only inches are given, clear under Ft; if ciphers are used for *None*, place one cipher under both Ft and In.

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

### Continued heads

**13.37.** In continued lines an em dash is used between the head and the word *Continued*. No period is carried after a continued line.

**13.38.** Continued heads over tables will be worded exactly like the table heading. Notes above tables are repeated; footnote references are repeated in boxheads and in continued lines.

### Dashes or rules

**13.39.** Rules are not carried in reading columns or columns consisting of serial or tracing numbers, but are carried through all figure columns.

**13.40.** Parallel rules are used to cut off figures from other figures below that are added or subtracted; also, generally, above a grand total.

**Ditto (do.)**

**13.41.** The abbreviation *do.* is used to indicate that the previous line is being repeated instead of repeating the line, verbatim, over and over. It is used in reading columns only, lowercased and preceded by leaders (6 periods) when there is matter in preceding column. If ditto marks are requested, closing quotes will be used.

**13.42.** Capitalize *Do.* in the first and last columns. These are indented 1 or 2 ems, depending on the length of the word being repeated, or the width of the column; the situation will determine as it is encountered.

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

**13.44.** *Do.* is not used—

(1) In a figure or symbol column (tracing columns are figure columns);

(2) In the first line under a centerhead in the column in which the centerhead occurs;

(3) Under a line of leaders or a rule;

(4) Under an item italicized or set in boldface type for a specific reason (italic or boldface *do.* is never used; item is repeated);

(5) Under an abbreviated unit of quantity or other abbreviations; or

(6) Under words of three letters or less.

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

**13.46.** *Do.* does not apply to a reference mark on the preceding item. The reference mark, if needed, is added to *do.*

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

**13.48.** In a first and/or last column 6 ems or less in width, a 1-em space is used before *Do.* In all other columns 6 ems or less in width, six periods are used. Bearoff is not included.

**13.49.** In a first and/or last column more than 6 ems in width, 2 ems of space are used before *Do.* In all other columns more than 6 ems in width, six periods are used. Bearoff space is not included. If the preceding line is indented, the indentation of *Do.* is increased accordingly.

**13.50.** *Do.* under an indented item in an inside reading column, with or without matter in preceding column, is preceded by six periods which are indented to align with item above.

## Dollar mark

**13.51.** The dollar mark or any other money symbol is placed close to the figure; it is used only at the head of the table and under cross rules when the same unit of value applies to the entire column.

**13.52.** In columns containing mixed amounts (as money, tons, gallons, etc.), the dollar mark, pound mark, peso mark, or other symbol, as required, is repeated before each sum of money.

**13.53.** If several sums of money are grouped together, they are separated from the nonmoney group by a parallel rule, and the symbol is placed on the first figure of the separated group only.

	1958	1967
Water supply available (gallons) .....	4,000,000	3,000,000
Wheat production (bushels) .....	9,000,000	8,000,000
Operations:		
Water-dispatching operations .....	\$442,496	\$396,800
Malaria control .....	571,040	426,600
Plant protection .....	134,971	58,320
Total .....	1,148,507	881,720
Number of plants .....	642	525
Percent of budget .....	96.8	78.8

NOTE.—Preliminary figures.

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

**13.54.** In a double money column, dollar marks are used in the first group of figures only; en dashes are aligned.

\$7–\$9  
10–12  
314–316  
1,014–1,016

**13.55.** The dollar mark is omitted from a first item consisting of a cipher.

0	<i>but</i> \$0.12
\$300	13.43
500	15.07
700	23.18

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

0 to \$0.99 .....
\$1 to \$24 .....
\$25 to \$49 .....
\$50 to \$74 .....

## 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 if so required.

**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 2-12-43, 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.

Median value of livestock .....	\$224	\$62	.....
Median value of machinery .....	\$54	Small	.....
Median value of furniture .....	\$211	\$100	.....
Possessing automobiles (percent) .....	25	17	.....
Median age (years) .....			5.5
Median value .....			\$144
Fraternal membership:			
Men .....		IV	486
Women .....			None

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

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

**13.65.** It is preferred that all columns in a table consisting entirely of figure columns be centered.

## Footnotes and references

**13.66.** Footnotes to tables are numbered independently from footnotes to text unless requested by committee or department.

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

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

**13.69.** When items carry several reference marks, the superior-figure reference precedes an asterisk, dagger, or similar character used for reference. These, in the same sequence, precede mathematical signs. A thin space is used to bear off an asterisk, dagger, or similar character.

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

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

**13.72.** Footnote references are placed at the right in reading columns and symbol columns, and at the left in figure columns (also at the left of such words as *None* in figure columns), and are separated by a thin space.

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

**13.74.** In a figure column, a footnote reference standing alone is set in parentheses and flushed right. In a reading column, it is set at the left in parentheses and is followed by leaders, but in the last column it is followed by a period, as if it were a word. In a symbol column it is set at the left and cleared.

**13.75.** Numbered footnotes are placed immediately beneath the table. If a sign or letter reference in the heading of a table is to be followed, it is not changed to become the first numbered reference mark. The footnote to it precedes all other footnotes.

**13.76.** For better makeup or appearance, footnotes may be placed at the end of a lengthy table. A line reading "Footnotes at end of table." is supplied.

**13.77.** If the footnotes to both table and text fall together at the bottom of a page, the footnotes to the table are placed above the footnotes to the text, and the two groups are separated by a 50-point rule flush left; but if there are footnotes to the text and none to the table, the 50-point rule is retained.

**13.78.** Footnotes to cut-in and indented tables and tables in rules are set full measure, except when footnotes are short, they can be set in 1 em under indented table.

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

**13.80.** The footnotes and notes to tables are set solid.

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

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

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

**13.84.** If a footnote consists entirely or partly of a table or leaderwork, it should always be preceded by introductory matter carrying the reference number; if necessary, the copy preparer should add an introductory line, such as "1 See the following table:".

**13.85.** An explanatory paragraph without specific reference but belonging to the table rather than to the text follows the footnotes, if any, and is separated from them or from the table by space.



Fractions

**13.86.** All fractions are set flush right to the bearoff.

Total length .....	40¾	41	0.42	43	44	0.455	46	47	48	½ in.
Sleeve length .....	10⅝	10	10	10	11	11	11	11	11	1 in.
Armhole length .....	8⅞	8½	9	9½	9½	10	10½	10½	11	1 in.
Sleeve cuff length (if cuff is used).	5½	5½	5½	5½	5½	5½	5½	5½	5½	Maximum.
Neck opening .....	26½	26	27 ¹⁷ / ₃₂	28 ¹⁵ / ₃₂	28	29 ¹⁷ / ₃₂	30	30	31	2 in.
Waist:										
7, 8, 9, 10 cut ....	23½	24	25½	27 ¹⁵ / ₃₂	28	29½	31	32	33½	6 pct.
11, 12, 14 cut ....	22½	23½	25	26½	27½	29	30½	31½	33	6 pct.

**13.87.** Fractions standing alone are expressed in figures, even at the beginning of a line, but not at the beginning of a footnote.

Headnotes

**13.88.** Headnotes should be set lowercase, but not smaller than 6 point, bracketed, and period omitted at end, even if the statement is a complete sentence; but periods should not be omitted internally if required by sentence structure.

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

Indentions and overruns

Subentries

**13.90.** The indention of subentries is determined by the width of the stub or reading column. Subentries in columns more than 15 ems wide are indented in 2-em units; in columns 15 ems or less, with short entry lines and few overruns, 2-em indentions are also used. All overruns are indented 1 em more.

**13.91.** Subentries in columns of 15 ems or less are indented in 1-em units. Overruns are indented 1 em more.

Total, mean, and average lines

**13.92.** All total (also mean and average) lines are indented 3 ems. In very narrow stub columns, total lines may be reduced to 1- or 2-em indentions, depending on length of line.

**13.93.** Where overrun of item above conflicts, the total line is indented 1 em more. Runovers of total lines are also indented 1 em more.

**13.94.** It is not necessary to maintain uniform indention of the word *Total* throughout the same table. The word *Total* is supplied when not in copy.

Wide stub column—subentries 2 ems	Total, all banks	National banks	Non-na- tional banks	Building as- sociations
ASSETS				
Loans and discounts:				
Loans to banks .....	\$74,518	\$1,267,493	\$947,289	\$135,619

Wide stub column—subentries 2 ems	Total, all banks	National banks	Non-national banks	Building associations
Commercial and industrial loans .....	2,753,456	450,916	211,597	18,949
Total (total lines generally indent 3 ems)	2,827,974	718,409	1,158,886	154,568
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

**13.95.** Names of vessels and aircraft (except in columns consisting entirely of such names), titles of legal cases (except *v. for ver-sus*), and certain scientific terms are set in italic. The word “Total” and headings in the column do not affect the application of this rule. In gothic typefaces without italic, quotes are allowed.

**13.96.** Set “See” and “See also” in roman.

## Leaders

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

**13.98.** The style of leadering is guided by two rules: (1) Tables with a single reading column leader from the bottom line, and (2) tables with any combination of more than one reading or symbol column leader from the top line.

**13.99.** If leadering from the top line, overruns end with a period.

**13.100.** A column of dates is regarded as a reading column only if leaders are added; in all other cases it is treated as a figure column.

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

## Numerals in tables

**13.102.** Figures, ordinals, and fractions are used in all parts of a table, except fractions which will be spelled out at the beginning of a footnote.

## Parallel and divide tables are discouraged

**13.103.** Parallel tables are set in pairs of pages, beginning on a left-hand page and running across to facing right-hand page; leader from the top line.

**13.104.** Heads and headnotes center across the pair of pages, with 2-em hanging indention 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 and horizontal rules align across both pages.

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

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

**13.108.** In divide tables that are made up parallel, with stub column repeated, the head and headnote repeat on each succeeding page, with *Continued* added to the head only.

**13.109.** Tables with tracing figures or stub, or both, repeating on the left of odd pages, are divide tables and not parallel tables. Over such tables the heads are repeated, with *Continued* added.

## Reading columns

**13.110.** Figures or combinations of figures and letters used to form a reading column align on left and are followed by leaders. *Do.* is not used under such items.

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

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

**13.113.** Run in single entry under colon line; retain the colon.

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

## Symbol columns

**13.115.** A column consisting entirely of letters, letters and figures, symbols, or signs, or any combination of these, is called a symbol column. It should be set flush left and cleared, except when it takes the place of the stub, it should then be leadered. No closing period is used when such column is the last column. Blank lines in a last column are cleared. *Do.* is not used in a symbol column.

Symbol	Typical commercial designation	Army product symbol	Filing order symbol	General description	Specification symbol
GM(2) .....	Gasoline and diesel engine oil, SAE10 and SAE10W grades.	OR10	A	Fuel, grease, chassis, or soap base.	G.&D.
CG .....	Ball and roller bearing grease.	41-X-59	N	Extreme pressure .....	BR
CW ¹ .....	Wheel-bearing grease .....	OE20 ² .....	X .....	.....do .....	WBG ³
	Grease not typified .....			Further tests being conducted.	
G090 .....	Universal gear lubricant ...	S.&T.	B	Water-pump grease ..	80D

**13.116.** Columns composed of both symbols and figures are treated as figure columns and are set flush right. In case of blank lines in a last column, leaders will be used as in figure columns.

Symbol or catalog number	Typical commercial designation	Symbol or product number	Symbol or filing order symbol	General description	Symbol or specification number
WBD	Chassis grease, cup grease, under pressure.	961	A	Especially adapted to very cold climates.	1359
14L88	Water-pump bearing grease	SWA	352	Under moderate pressure ...	.....
5190	Exposed gear chain lubricant.	12L	N	High-speed use .....	AE10
	E.P. hypoid lubricant .....	863	X	For experimental use only ..	NXL
376	Special grade for marine use.	.....	468	Free flowing in any weather	749

### Tables without rules

**13.117.** It is preferable to set all tables alike; that is, without either down rules or cross rules and with roman boxheads. When so indicated on copy, by ordering agency, tabular matter may be set without rules, with italic boxheads.

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

**13.119.** Horizontal rules (spanner) used between a spread or upper level column heading carried over two or more lower level column headings are set continuous and without break, from left to right, between the two levels of such headings.

TABLE 9.—*Changes in fixed assets and related allowances*

	Fixed assets					
	Balance June 30, 1966 (table 9-a)	Investment		Operations		Balance June 30, 1966
		Current additions	Adjustments	Transfers	Retirements	
Supporting and general facilities:						
Transportation and utilities:						
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

TABLE 9.—*Changes in fixed assets and related allowances—Continued*

	<i>Fixed assets</i>					
	<i>Balance June 30, 1966 (table 9-a)</i>	<i>Investment</i>		<i>Operations</i>		<i>Balance June 30, 1966</i>
		<i>Current additions</i>	<i>Adjustments</i>	<i>Transfers</i>	<i>Retirements</i>	
Steamship line .....	13,653,989	10,247	.....	.....	.....	13,664,236
Power system	19,364,373	366,311	.....	(342)	(290,174)	19,440,168
Communica- tion system	2,739,012	151,819	(\$113,261)	.....	(26,100)	2,751,470
Water system and hydro- electric fa- cilities .....	10,590,820	104,039	.....	1,661	(48,920)	10,647,600
Total, trans- porta- tion 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 cen- ters .....	3,684,670	29,086	.....	530	(230,276)	3,484,010
Housing Divi- sion .....	35,729,465	(10,336)	.....	(485,548)	(937,916)	34,295,665
Total em- ployee service and facili- ties .....	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

**13.120.** More than one figure column, also illustrating use of dollar mark, rule, bearoff, etc.

For property purchased from—

Central Pipeline Distributing Co.:

Capital stock issued recorded amount ..... \$75,000

Undetermined consideration recorded ..... 341

Pan American Bonded Pipeline Co.: Recorded money

outlay ..... 3,476

M.J. Mitchell: Recorded money outlay ..... 730

R. Lacy, Inc., and Lynch Refining Co.:

Recorded money outlay ..... \$157,000

Note issued ..... 100,000

Subtotal ..... 257,000

Less value of oil in lines and salvaged construction material ..... 26,555      230,445      \$309,992

For construction, improvements, and replacements, recorded money out-  
lay ..... 522

For construction work in progress, recorded money outlay ..... 933,605

Total ..... 1,244,119

	<i>Quantity (million cubic feet)</i>	<i>Value at point of consumption</i>
Use:		
Residential .....	34,842	\$21,218,778
Commercial .....	14,404	5,257,468
Industrial:		
Field (drilling, pumping, etc.) .....	144,052	10,419,000
All other industrial:		
Fuel for petroleum refineries .....	96,702	.....
Other, including electric utility plants .....	346,704	61,440,000
Total .....	636,704	98,335,246

	<i>Estimated</i>		
	<i>1953</i>	<i>1957</i>	<i>Change</i>
General account:			
Receipts .....	\$64,800	\$69,800	+\$5,000
Expenditures .....	(70,300)	(67,100)	(- 3,200)
Net improvement, 1957 over 1953 .....			1,800
Deduct 1953 deficit .....			1,500
Net surplus, estimated for 1957 .....			300

[In U.S.-dollar equivalent]

Balance with the Treasury Department July 1, 1954 .....	\$165,367,704.85
Receipts:	
Collections .....	\$564,944,502.99
Return from agency accounts of currencies advanced for liquidation of obligations incurred prior to July 1, 1953 .....	4,450,577.07
Total receipts .....	569,395,080.06
Total available .....	734,762,784.91

## Units of quantity

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

Coke (short tons) .....	4,468,437	¹ 25,526,646	5,080,403	² 29,519,871
Diatomite .....	( ^{1 2 3} )	( ¹ )	( ¹ )	( ^{1 2 3} )
Emery (pounds) .....	765	6,828	1,046	9,349
Feldspar (crude) (long tons) .....	( ¹ )	( ¹ )	( ¹ )	( ¹ )
Ferroalloys (short tons) .....	183,465	² 18,388,766	259,303	² 30,719,756

**13.122.** Units of quantity and other words as headings over figure columns are used at the beginning of a table or at the head of a continued page or continued column in a double-up table.

**13.123.** Over figure columns, units of quantity and other words used as headings, and the abbreviations *a.m.* and *p.m.*, if not included in the boxheads, are set in italic and are placed immediately above the figures, without periods other than abbreviating periods. In congressional work (gothic), or at any time when italic is not available, these units should be placed in the boxheads in parentheses. Any well-known abbreviation will be used to save an over-

run, but if one unit of quantity is abbreviated, all in the same table will be abbreviated. If units change in a column, the new units are set in *italic* with space above and no space below. The space is placed both above and below only when there is no *italic* available.

### **Quoted tabular work**

**13.124.** When a table is part of quoted matter, quotation marks will open on each centerhead and each footnote paragraph, and if table is end of quoted matter, quotation marks close at end of footnotes. If there are no footnotes and the table is the end of the quotation, quotation marks close at end of last item.

## 14. LEADERWORK

(See also “Abbreviations and Letter Symbols” and “Tabular Work”)

**14.1.** Leaderwork is a simple form of tabular work without box-heads or rules and is separated from text by 4 points of space above and below in solid matter and 6 points of space in leaded matter. It consists of a reading (stub) column and a figure column, leadered from the bottom line. It may also consist of two reading columns, aligning on the top line. In general, leaderwork (except indexes and tables of contents, which are set the same style as text) is governed by the same rules of style as tabular work. Unless otherwise indicated, leaderwork is set in 8 point. The period is omitted immediately before leaders.

### Bearoff

**14.2.** No bearoff is required at the right in a single reading column.

### Columns

**14.3.** A figure column is at least an en quad wider than the largest group of figures, but not less than 3 ems in single columns and 2 ems in double-up columns. Total rules are to be the full width of all figure columns.

	<i>Pounds</i>
Year: 1998 .....	655,939
Fiscal year:	
1999 .....	368,233
2000 .....	100,000
<hr/>	
Total .....	1,124,172

**14.4.** Where both columns are reading columns, they are separated by an em space.

<i>Particulars</i>	<i>Artist</i>
To the French Government:	
The entire collection of French paintings on loan, with the exception of Mlle. DuBourg (Mme. Fantin-Latour).	Degas.
Avant la Course .....	Do.
To Col. Axel H. Oxholm, Washington, DC:	
Martha Washington, George Washington, and Thomas Jefferson.	Attributed to Jonathan E. Earl, Los Angeles, CA.
Roses .....	Renoir.
Do .....	Forain.
Roses in a Chinese Vase and Sculpture by Maillol.	Vuillard.
Maternity .....	Gauguin.



**Continued heads**

14.5. The use of continued heads in leaderwork is not necessary.

**Ditto (do.)**

14.6. The abbreviation *do.* is indented and capitalized in the stub. It is capitalized and cleared in last reading column.

**Dollar mark and ciphers**

14.7. In a column containing mixed amounts (as money, tons, gallons, etc.) the figures are aligned on the right, and the dollar mark or other symbol is repeated before each sum of money. If several sums of money are grouped and added or subtracted to make a total, they are separated from the nonmoney group by a parallel rule, and the symbol is placed on the first figure of the separated group only.

14.8. If two columns of sums of money add or subtract one into the other and one carries points and ciphers, the other should also carry points and ciphers.

**Flush items and subheads**

14.9. Flush items clear the figure column.

14.10. Subheads are centered in full measure.

**Footnotes**

14.11. Footnotes to leaderwork follow the style of footnotes to tables.

14.12. Footnote references begin with 1 in each leadered grouping, and footnotes are placed at the end, separated from it by 4 points of space. Separate notes from matter following by not less than 6 points of space.

14.13. If the leaderwork runs over from one page to another, the footnotes will be placed at the bottom of the leadered material.¹

**Units of quantity**

14.14. Units of quantity or other words over a stub or figure column are set italic.

14.15. The following example shows the style to be observed where there is a short colon line at left. In case of only one subentry, run in with colon line and preserve the colon.

		<i>Tons</i>
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

¹ Livestock not included.

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.

**14.16.** If there is no colon line, the style is as follows:

Freight carried by the Dixie RR. and the Baltimore & Ohio RR. in May .....	<i>Tons</i> 71,500
-------------------------------------------------------------------------------	-----------------------

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

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

**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 ..... 19 .....

**14.19.** In half measure doubled up, units of quantity are aligned across the page.

Seedlings:	<i>Inches</i>		<i>Inches</i>
Black locust .....	27	Osage-orange .....	20
Honey locust .....	16	Catalpa .....	16
Green ash .....	7	Black walnut .....	10

**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 “Abbreviations and Letter Symbols.” Footnotes appearing in tabular material follow the guidelines set forth in “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.

**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 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.

---

¹ When 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.

**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.

Explanatory diagram .....	Page Frontispiece
General instructions .....	VIII
Capitalization ( <i>see also</i> Abbreviations) .....	16
Correct imposition (diagram) .....	Facing 34
Legends. ( <i>See</i> Miscellaneous rules.)	
Appendixes A, B, C, and D, maps, illustrations, and excerpts .....	In supplemental volume

**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  
And this way when overrun folios make two or more lines ..... 220,  
224–225, 230–240, 245, 246, 250–255, 258, 300, 320, 330, 350, 360,  
370, 380, 390, 400, 410–500, 510, 520, 530, 540, 550, 560, 570, 580,  
590, 600–620, 630, 640, 650, 660, 670, 680, 690, 700

(For examples of item indentions in a reading column of indexes set with leaders, see index in this MANUAL.)

**15.24.** Overrun page numbers are indented 3½ ems in measures not over 20 picas and 7 ems in wider measures, more than one line being used if necessary. These indentions are increased as necessary to not less than 2 ems more than the line immediately above or below.

**15.25.** When copy specifies that all overs are to be a certain number of ems, the runovers of the figure column shall be held in 2 ems more than the specified indention.

**15.26.** Examples of block-type indexes:

*Example 1*

Medical officer, radiological defense, 3  
Medicolegal dosage, 44  
Military Liaison Committee, 4  
Monitoring, 58  
    Air, 62  
    Personnel, 59  
        Civilian, 60  
        Military, 59  
    Sea, 61  
    Ship, 61  
Monitors, radiological defense, 3

*Example 2*

Brazil—Continued  
Exchange restrictions—Continued  
    Williams mission (*see also* Williams,  
        John H., special mission), efforts  
        in connection with exchange control  
        situation, 586–588  
Trade agreement with United States,  
    proposed:  
    Draft text, 558–567  
    Proposals for:  
        Inclusion of all clauses, 531

**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.

	Page
Chapter	
I. Introduction .....	I
II. Summary .....	1
VI. Conclusions .....	7

**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.

	Page
PART I. MAINTENANCE OF PEACE AND SECURITY .....	5
Disarmament .....	6
Peaceful Uses of Atomic Energy .....	7
<b>Part I. Maintenance of Peace and Security</b> .....	<b>5</b>
Disarmament .....	<b>6</b>
Peaceful Uses of Atomic Energy .....	<b>7</b>
<b>Part I. Maintenance of Peace and Security</b> .....	<b>5</b>
<b>Disarmament</b> .....	<b>6</b>
<b>Peaceful Uses of Atomic Energy</b> .....	<b>7</b>

**OUTLINES**

**15.31.** Outlines vary in appearance because there is no one set style to follow in designing them. The width of the measure, the number of levels required for the indentions, and the labeling concept selected to identify each new level all contribute to its individuality.

The following sample outline demonstrates a very basic and structured arrangement. It uses the enumerators listed in rule 8.108 to identify each new indented level.

The enumerators for the first four levels are followed by a period and a fixed amount of space. The enumerators for the second four levels are set in parentheses and followed by the same amount of fixed space.

Each new level indents 2 ems more than the preceding level and data that runs over to the next line aligns with the first word following the enumerator.

**Outline example:**

- I. Balancing a checkbook
  - A. Open your check register
    - 1. Verify all check numbers
      - a. Verify no check numbers were duplicated
      - b. Verify no check numbers were skipped
  - B. Open your bank statement
    - 1. Put canceled checks in sequence
    - 2. Compare amounts on checks to those in register
      - a. Correct any mistakes in register
      - b. Indicate those check numbers cashed
        - (1) Mark off check number on the statement
          - (a) Verify amount of check
            - (i) Highlight discrepancies on statement
              - (aa) Enter figures on back
            - (ii) Enter missing check numbers on back with amounts
              - (aa) Identify missing check numbers in register
              - (bb) Verify those check numbers were not cashed previously





## 16. DATELINES, ADDRESSES, AND SIGNATURES

**16.1.** The general principle involved in the typography of datelines, addresses, and signatures is that they should be set to stand out clearly from the body of the letter or paper which 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 which 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, and 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; 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.

THE WHITE HOUSE, □□□  
*Washington, DC, January 1, 1999.* □  
THE WHITE HOUSE, *July 30, 1999.* □

TREASURY DEPARTMENT, □□□□□  
 OFFICE OF THE TREASURER, □□□  
*Washington, DC, January 1, 1999.* □  
 TREASURY DEPARTMENT, *July 30, 1999.* □  
 DEPARTMENT OF COMMERCE, □□□  
*July 30, 1999.* □  
 FAIRFAX COUNTY, VA. □  
 OFFICE OF JOHN SMITH & CO., □□□  
*New York, NY, June 6, 1999.* □  
 WASHINGTON, *May 20, 1999—10 a.m.* □  
 THURSDAY, *May 8, 1999—2 P.M.* □  
*JANUARY 24, 1999.* □  
 WASHINGTON, *November 29, 1999* □□□  
 [Received December 6, 1999]. □  
 ON BOARD U.S.S. "CONNECTICUT," □□□  
*January 21, 1999.* □  
 OFFICE OF THE COMMISSIONERS OF THE □□□□□  
 DISTRICT OF COLUMBIA, □□□  
*Washington, January 6, 1999.* □

## 16.6. Congressional hearings:

### MONDAY, OCTOBER 25, 1999¹

HOUSE OF REPRESENTATIVES, □□□□□□□  
 COMMITTEE ON THE JUDICIARY, □□□□□  
 SUBCOMMITTEE ON IMMIGRATION, □□□  
*Washington, DC.* □  
 U.S. SENATE, □□□□□  
 COMMITTEE ON ARMED SERVICES, □□□  
*Washington, DC.* □  
 CONGRESS OF THE UNITED STATES, □□□□□  
 JOINT COMMITTEE ON PRINTING, □□□  
*Washington, DC.* □

**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, 1999.
- STEUBENVILLE, OH.
- STEUBENVILLE, OH, *July 1, 1999.*
- Dated July 1, 1999.
- Dated Albany, March 12, 1999.

**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 SS "HOPE," April 3, 1999.—
- NEW YORK, NY, August 21, 1999.—A dispatch received here from * * *.

¹Normally, dates in House hearings on appropriation bills are set on the right in 10-point caps and small caps.

## 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. TRENT LOTT,  
*U.S. Senate.*

Hon. DENNIS HASTERT,  
*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. JOHN WARNER,  
*Chairman, Subcommittee on Reorganization of the Committee on Government Opera-*  
 □*tions, 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.

Maj. Gen. EDWARD M. MARKHAM, Jr., U.S. Army,  
*Chief of Engineers.*

CHIEF OF ENGINEERS, U.S. ARMY. (Full title, all caps and small caps.)

Maj. Gen. EDWARD M. MARKHAM,  
*Chief of Engineers, U.S. Army,*  
*Washington, DC.*

Hon. JEFF TRANDAHL,  
*Clerk of the House of Representatives.*

Hon. ROBERT C. BYRD,  
*U.S. Senator, Washington, DC.*

Hon. JOHN EDWARDS,  
*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  
 House Office Building  
 Washington, DC 20515

### SIGNATURES

**16.17.** Signatures, preceded by an em dash, are sometimes run in with last line of text.

**16.18.** Signatures are set at the right side of the page. They are indented 1 em for a single line; 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.

ANITA L. MORTON.  
 ANNE GOLDEN.  
 ROBIN MANCARUSO.  
 MARYLOU MUSSER.  
 CAROLYN PICCIRILLI.  
 THOMAS C. KINKAID,  
*Commander, U.S. Navy (Retired).*□  
 VINCENT GONINO, *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.

□□□□Brown, Shipley & Co.; Denniston, Cross & Co.; Fruhling & Groschen,  
 □□□□□Attorneys; C.J. Hambro & Sons; Hardy, Nathan & Co.; Heilbut,  
 □□□□□Symons & Co.; Harrison Bros. & Co., by George Harrison; Hoare,  
 □□□□□Miller & Co.; Thomas Eaton Co.

**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.□

TOM DELAY,  
 FRANK WOLF,  
*Managers on the Part of the House.*□

TRENT LOTT,  
 RICHARD LUGAR,  
*Managers on the Part of the Senate.*□

☐ I am, very respectfully, yours,

(Signed) ☐ FRED C. KLEINSCHMIDT, ☐☐  
*Assistant Clerk, Court of Claims.* ☐

☐ On behalf of the Philadelphia Chamber of Commerce:

GEO. W. PHILIPS.  
 SAM'L. 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  
 JOHN R. KING,

*Secretary.* ☐

☐ Attest:

RICHARD ROE, *Notary Public.* ☐

☐ By the Governor:

NATHANIEL COX, *Secretary of State.* ☐

☐ Approved.

JOHN SMITH, *Governor.* ☐

☐ By the President:

MADELEINE K. ALBRIGHT, *Secretary of State.* ☐

☐ Respectfully submitted.

MARY FARRELL, *U.S. Indian Agent.* ☐

☐☐ Yours truly,

Capt. JAMES STALEY, Jr., ☐☐  
*Superintendent.* ☐

☐☐ Respectfully yours,

Mrs. FRANK E. (BETTY) SHEFFIELD. ☐

☐☐ Very respectfully,

RON GOLDEN, *U.S. Indian Agent.* ☐

### 16.25. In quoted matter:

☐☐ "Very respectfully,

"WILLIAM KRAKAT.  
 "WILLIAM CERVENKA.  
 "CHRISTOPHER A. MORTON.  
 "JENNIFER A. MORTON.  
 "MATTHEW A. MORTON."

### 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. WILLIAM E. JONES, Jr.,  
*Chairman, Commerce Committee,*  
*Washington, DC.*

☐ DEAR MR. JONES: We have been in contact with your office, etc.

CHARLES FARRELL, ☐☐☐☐  
*Executive Director,* ☐☐  
*National Weather Service.* ☐

LINCOLN PARK, MI, *February 15, 1999.*□

Re Romeo O. Umanos, Susanna M. Umanos, case No. S-254, Immigration and  
□□Naturalization Service, application pending.

Hon. LAMAR S. SMITH,  
*Chairman, Subcommittee on Immigration,  
Committee on the Judiciary, Washington, DC.*

□DEAR MR. SMITH: You have for some time * * *.  
□□Sincerely yours,

EDWARD PULTORAK,□□□  
*Architectural Designer.*□

---

Hon. LAMAR S. SMITH,  
*Chairman, Subcommittee on Immigration of the Committee on the Judiciary, House  
□□of Representatives, Washington, DC.*

□DEAR MR. SMITH: You have for some time * * *.

---

U.S. DEPARTMENT OF COMMERCE,□□□□□  
WEATHER BUREAU,□□□□  
*Washington, March 3, 1999.*□

Hon. CHARLES E. CHAMBERLAIN,  
*House of Representatives,  
Washington, DC.*

□DEAR MR. CHAMBERLAIN: We will be glad to  
give you any further information desired.  
□□Sincerely yours,

F.W. REICHELDERFER,□□□  
*Chief of Bureau.*□

---

NEW YORK, NY, *February 10, 1999.*□

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 con-  
□□tract negotiations.

□It has come to our attention that the time * * *.

---

WASHINGTON, DC, *May 16, 1999.*□

The Honorable the SECRETARY OF THE NAVY.

□DEAR MR. SECRETARY: This is in response to your letter * * *.

□□Very sincerely yours,

[SEAL]□WILLIAM J. CLINTON.□

---

EAST LANSING, MI, *June 10, 1999.*□

*To Whom It May Concern:*

□I have known Kyu Yawp Lee for 7 years and am glad to testify as to his fine char-  
acter. He has been employed * * *.

□Wishing you success in your difficult and highly important job, we are,

□□Sincerely yours,

AGOSTINO J. GONINO.  
LOUISE M. GONINO.



DEPARTMENT OF VETERANS' AFFAIRS, □□□□□□  
OFFICE OF THE ADMINISTRATOR OF □□□□□  
VETERANS' AFFAIRS, □□□  
Washington, DC. □

Hon. ORRIN G. HATCH,  
*Chairman, Committee on the Judiciary,*  
*U.S. Senate, Washington, DC.*

□ DEAR SENATOR HATCH: Further reference is made to your reply * * *.  
□□ Sincerely yours,

JOHN S. PATTERSON, □□□□□□  
*Deputy Administrator* □□□□□  
(For and in the absence of □□□  
H.V. Higley, Administrator). □

WASHINGTON, DC, *September 16, 1999.* □

Mr. WILLIAM E. JONES, Jr.,  
*Special Assistant to the Attorney General, Attorney for Howard Sutherland, Direc-*  
*tor, 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, 1999.* □

U.S. DEPARTMENT OF JUSTICE,  
IMMIGRATION AND NATURALIZATION SERVICE,  
*Detroit, MI.*

□ GENTLEMEN: This letter will testify to the personal character * * *.  
□□ Very truly yours,

Mrs. GRACE C. LOHR, □□□□□  
*Inspector General Section, HQ, AFPE,* □□□  
*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.* □

[SEAL] □ J.M. WILBER. □

[SEAL] □ BARTLETT, ROBINS & Co. □

**16.28.** Presidential proclamations after May 23, 1967, do not utilize the seal except when they pertain to treaties, conventions, protocols, or other international agreements. Copy will be followed literally with respect to the inclusion of *and* between elements of numerical expressions.

NOW, THEREFORE, I, RICHARD NIXON, President of the United States of America, do hereby designate Saturday, September 23, 1972, as National Hunting and Fishing Day.

* * * * *

IN WITNESS WHEREOF, I have hereunto set my hand this second day of May, in the year of our Lord nineteen hundred seventy-two, and of the Independence of the United States of America the one hundred ninety-sixth.

RICHARD NIXON. □

## 17. USEFUL TABLES

### GEOLOGIC TERMS

[With suggestions by the U.S. Geological Survey]

For capitalization, compounding, and use of quotations in geologic terms, copy is to be followed. The list below exemplifies common usage of both rock and time terms. The term *red beds* has been used to designate certain rocks of mixed lithologic character that are predominantly red; as a unit modifier the use should be *red-bed*.

The terms lower, middle, and upper (referring to rocks) are capitalized only as indicated in the list (Upper Devonian, lower Tertiary, lower Paleozoic); similarly, the terms early, middle, and late (referring to time) are capitalized only as indicated.

A formal geologic term is capitalized: Devonian System, Pliocene Series, San Rafael Group, Morrison Formation, Fayetteville Shale, Wedington Sandstone Member, Wisconsin Glaciation, Tazewell Stade. (Geologic terms quoted verbatim from published material should be left as the original author used them; however, it should be made clear that the usage is that of the original author.)

A structural term such as arch, anticline, syncline, dome, uplift, or basin is not capitalized even if preceded by a name: Cincinnati arch, Cedar Creek anticline, Ozark uplift, Michigan basin. (A physiographic term that is preceded by a name is capitalized: Bighorn Basin, Half Dome.)

Alexandrian	glacial:	Mississippian:	Permian:
Animikie	interglacial	Upper, Late	Upper, Late
Atoka	postglacial	Lower, Early	Lower, Early
Belt	preglacial	Missouri	Pleistocene
Cambrian:	Glenarm	Mohawkian	Pliocene:
Upper, Late	Grand Canyon	Morrow	upper, late
Middle, Middle	Grenville	Niagara	middle, middle
Lower, Early	Guadalupe	Ochoa	lower, early
Carboniferous	Gulf	Ocoee	Precambrian:
Systems	Gunnison River	Oligocene:	upper
Cayuga	Holocene	upper, late	middle
Cenozoic	Jurassic:	middle, middle	lower
Cincinnatian	Upper, Late	lower, early	Quaternary
Chester	Middle, Middle	Osage	red beds
Coahuila	Lower, Early	Ordovician:	Shasta
Comanche	Keweenawan	Upper, Late	Silurian:
Cretaceous:	Kinderhook	Middle, Middle	Upper, Late
Upper, Late	Leonard	Lower, Early	Middle, Middle
Lower, Early	Little Willow	Pahrump	Lower, Early
Des Moines	Llano	Paleocene:	St. Croixan
Devonian:	Meramec	upper, late	Tertiary
Upper, Late	Mesozoic:	middle, middle	Triassic:
Middle, Middle	pre-Mesozoic	lower, early	Upper, Late
Lower, Early	post-Mesozoic	Paleozoic	Middle, Middle
Eocene:	Miocene:	Pennsylvanian:	Lower, Early
upper, late	upper, late	Upper, Late	Virgil
middle, middle	middle, middle	Middle, Middle	Wolfcamp
lower, early	lower, early	Lower, Early	Yavapai

### PHYSIOGRAPHIC TERMS

[With suggestions by the U.S. Geological Survey]

The following table lists physical divisions of the United States approved by the Association of American Geographers and should be used as a guide to capitalization. The general terms *province* and *section*, used in the common-noun sense, are not capitalized; the other terms are proper names and are therefore capitalized.

## PHYSICAL DIVISIONS OF THE UNITED STATES

Major division	Province	Section
Laurentian Upland .....	Superior Upland .....	Embayed Section. Sea Island Section. Floridian Section. East Gulf Coastal Plain. Mississippi Alluvial Plain. West Gulf Coastal Plain.
Atlantic Plain .....	Continental Shelf .....	
	Coastal Plain .....	
Appalachian Highlands .....	Piedmont Province .....	Piedmont Upland. Piedmont Lowland.
	Blue Ridge Province .....	Northern; Southern Section.
	Valley and Ridge Province .....	Tennessee Section. Middle Section. Hudson Valley.
	St. Lawrence Valley .....	Champlain Section. Northern Section.
	Appalachian Plateaus .....	Mohawk Section. Catskill Section. Southern New York Section. Allegheny Mountain Section. Kanawha Section. Cumberland Plateau. Cumberland Mountain Section.
	New England Province .....	Seaboard Lowland. New England Upland. White Mountain Section. Green Mountain Section. Taconic Section.
	Adirondack Province .....	
	Interior Low Plateaus .....	Highland Rim. Lexington Plain. Nashville Basin.
	Central Lowland .....	Eastern lake Section. Western lake Section. Wisconsin Driftless Section. Till Plains. Dissected Till Plains. Osage Plains.
	Great Plains .....	Missouri Plateau, glaciated. Missouri Plateau, unglaciated. Black Hills. High Plains. Plains Border. Colorado Piedmont. Raton Section. Pecos Valley. Edwards Plateau. Central Texas Section.
Interior Highlands .....	Ozark Plateaus .....	Springfield-Salem Plateaus. Boston "Mountains."
	Ouachita Province .....	Arkansas Valley. Ouachita Mountains.
Rocky Mountain System .....	Southern Rocky Mountain .....	
	Wyoming Basin .....	
	Middle Rocky Mountains .....	
	Northern Rocky Mountains .....	
Intermontane Plateaus .....	Columbia Plateaus .....	Walla Walla Plateau. Blue Mountain Section. Payette Section. Snake River Plain. Harney Section. High Plateaus of Utah. Uinta Basin. Canyon Lands. Navajo Section. Grand Canyon Section. Datil Section. Great Basin. Sonoran Desert. Salton Trough. Mexican Highland. Sacramento Section.
	Colorado Plateaus .....	
	Basin and Range Province .....	
Pacific Mountain System .....	Sierra-Cascade Mountains .....	Northern Cascade Mountains. Middle Cascade Mountains. Southern Cascade Mountains. Sierra Nevada. Puget Trough. Olympic Mountains. Oregon Coast Range. Klamath Mountains. California Trough. California Coast Ranges. Los Angeles Ranges.
	Pacific Border Province .....	
	Lower Californian Province .....	

# THE PRINCIPAL AND GUIDE MERIDIANS AND BASE LINES OF THE UNITED STATES

First, second, etc., standard parallel.	Kolob Guide Meridian. (Utah)
First, second, etc., guide meridian.	Little Porcupine Guide Meridian. (Montana)
First, second, etc., principal meridian.	Louisiana Meridian. (Louisiana)
Auxiliary (first, second, etc.) meridian.	Maginnis Guide Meridian. (Montana)
Ashley Guide Meridian. (Utah)	Michigan Meridian. (Michigan-Ohio)
Beaverhead Guide Meridian. (Montana)	Mount Diablo base line. (California-Nevada)
Belt Mountain Guide Meridian. (Montana)	Mount Diablo Meridian. (California-Nevada)
Big Hole Guide Meridian. (Montana)	Musselshell Guide Meridian. (Montana)
Bitterroot Guide Meridian. (Montana)	Navajo base line. (Arizona-New Mexico)
Black Hills base line. (South Dakota)	Navajo Meridian. (Arizona-New Mexico)
Black Hills Guide Meridian. (South Dakota)	New Mexico Guide Meridian. (New Mexico-Colorado)
Boise Meridian. (Idaho)	New Mexico Principal Meridian. (New Mexico-Colorado)
Boulder Guide Meridian. (Montana)	Panguitch Guide Meridian. (Utah)
Browning Guide Meridian. (Montana)	Passamari Guide Meridian. (Montana)
Buffalo Creek Guide Meridian. (Montana)	Pine Valley Guide Meridian. (Utah)
Carson River Guide Meridian. (Nevada)	Principal Meridian. (Montana)
Castle Valley Guide Meridian. (Utah)	Red Rock Guide Meridian. (Montana)
Chickasaw Meridian. (Mississippi)	Reese River Guide Meridian. (Nevada)
Choctaw base line. (Mississippi)	Ruby Valley Guide Meridian. (Nevada)
Choctaw Meridian. (Mississippi)	St. Helena Meridian. (Louisiana)
Cimarron Meridian. (Oklahoma)	St. Stephens base line. (Alabama-Mississippi)
Colorado Guide Meridian. (Utah)	St. Stephens Meridian. (Alabama-Mississippi)
Columbia Guide Meridian. (Washington)	Salt Lake Meridian. (Utah)
Colville Guide Meridian. (Washington)	San Bernardino base line. (California)
Copper River Meridian. (Alaska)	San Bernardino Meridian. (California)
Coulson Guide Meridian. (Montana)	Sevier Lake Guide Meridian. (Utah)
Deer Lodge Guide Meridian. (Montana)	Seward Meridian. (Alaska)
Deschutes Meridian. (Oregon)	Shields River Guide Meridian. (Montana)
Emery Valley Guide Meridian. (Utah)	Smith River Guide Meridian. (Montana)
Fairbanks Meridian. (Alaska)	Snow Valley Guide Meridian. (Utah)
Flathead Guide Meridian. (Montana)	Square Butte Guide Meridian. (Montana)
Fort Belknap Guide Meridian. (Montana)	Sweet Grass Guide Meridian. (Montana)
Fremont Valley Guide Meridian. (Utah)	Tallahassee Meridian. (Florida)
Gila and Salt River Meridian. (Arizona)	Teton Guide Meridian. (Montana)
Grand River Guide Meridian. (Utah)	Uinta Special Meridian. (Utah)
Grande Ronde Guide Meridian. (Oregon)	Ute Principal Meridian. (Colorado)
Green River Guide Meridian. (Utah)	Valley Creek Guide Meridian. (Montana)
Haystack Butte Guide Meridian. (Montana)	Wah Wah Guide Meridian. (Utah)
Helena Guide Meridian. (Montana)	Washington Meridian. (Mississippi)
Henry Mountain Guide Meridian. (Utah)	Willamette Meridian. (Oregon-Washington)
Horse Plains Guide Meridian. (Montana)	Willow Springs Guide Meridian. (Utah)
Humboldt Meridian. (California)	Wind River Meridian. (Wyoming)
Humboldt River Guide Meridian. (Nevada)	Yantic Guide Meridian. (Montana)
Huntsville Meridian. (Alabama-Mississippi)	Yellowstone Guide Meridian. (Montana)
Indian Meridian. (Oklahoma)	
Jefferson Guide Meridian. (Montana)	
Judith Guide Meridian. (Montana)	
Kanab Guide Meridian. (Utah)	

**PRINCIPAL FOREIGN COUNTRIES, TITLES OF CHIEFS OF STATE, NAMES OF LEGISLATIVE BODIES, ETC., AS OF DECEMBER 2, 1998**

[With suggestions by the Department of State and the U.S. Board on Geographic Names]

Country	Chief of state	Legislative body	Form of government	Capital
Afghanistan .....	King .....	Revolutionary Council; Council of Ministers .....	Democratic Republic .....	Kabul (Kābul).
Albania .....	President of the Presidium ...	People's Assembly (unicameral) .....	People's Republic .....	Tirana (Tiranë).
Algeria .....	President .....	National Assembly (suspended) .....	Republic .....	Algiers.
Andorra .....	Bishop of Urgel (Spain). President of the French Republic.	General Council of the Valleys (unicameral) .....	Coprincipality .....	Andorra la Vella.
Angola .....	President .....	National Assembly (planned) .....	People's Republic .....	Luanda.
Antigua and Barbuda .....	Queen (represented by Governor General).	Parliament .....	Parliamentary State .....	Saint John's.
Argentina .....	President .....	National Congress: Senate, Chamber of Deputies (dissolved)	Republic .....	Buenos Aires.
Armenia .....	.....do .....	National Assembly (unicameral) .....	.....do .....	Yerevan.
Australia .....	Queen (represented by Governor General).	Federal Parliament: Senate, House of Representatives .....	Commonwealth .....	Canberra.
Austria .....	President .....	Parliament: Federal Council (Bundesrat), National Council (Nationalrat).	Federal Republic .....	Vienna (Wien).
Azerbaijan .....	.....do .....	National Assembly (unicameral) .....	Republic .....	Yerevan.
Bahamas, The .....	Queen (represented by Governor General).	Parliament: Senate, House of Assembly .....	Commonwealth .....	Nassau.
Bahrain .....	King .....	<i>None</i> .....	Traditional Monarchy .....	Manama.
Bangladesh .....	President .....	Constituent Assembly (unicameral) .....	Republic .....	Dhaka.
Barbados .....	Queen (represented by Governor General).	Parliament: Senate, House of Assembly .....	Parliamentary State .....	Bridgetown.
Belarus .....	President .....	Supreme Soviet-parliament (unicameral) .....	Republic .....	Minsk.
Belgium .....	King .....	Parliament: Senate, Chamber of Representatives .....	Constitutional Monarchy .....	Brussels (Bruxelles, Brussel).
Belize .....	Queen (represented by Governor General).	National Assembly: Senate, House of Representatives .....	Parliamentary State .....	Belmopan.
Benin .....	President .....	National Revolutionary Assembly .....	Military (Revolutionary Assembly).	Porto-Novo.
Bhutan .....	King .....	National Assembly (unicameral) .....	Monarchy .....	Thimphu.
Bolivia .....	President .....	Congress: Senate, Chamber of Deputies .....	Republic .....	La Paz (administrative). Sucre (legislative/judiciary).
Bosnia and Herzegovina .....	Chairman of the Presidency ..	Parliamentary Assembly .....	Emerging Democracy .....	Sarajevo.
Botswana .....	President .....	National Assembly (unicameral) .....	Republic .....	Gaborone.
Brazil .....	.....do .....	Congress: Senate, Chamber of Deputies .....	Federative Republic .....	Brasília.
Brunei .....	Sultan .....	<i>None</i> .....	Sultanate .....	Bandar Seri Begawan.
Bulgaria .....	President of the Presidium ...	National Assembly (unicameral) .....	People's Republic .....	Sofia (Sofiya).
Burkina Faso (Upper Volta) .....	President .....	.....do .....	Republic .....	Ouagadougou.
Burma .....	.....do .....	People's Assembly (unicameral) .....	Socialist Republic .....	Rangoon (Yangon).
Burundi .....	.....do .....	<i>None</i> .....	Republic .....	Bujumbura.
Cambodia .....	King .....	National Assembly (unicameral) .....	Monarchy .....	Phnom Penh.
Cameroon .....	President .....	National Assembly (unicameral) .....	Republic .....	Yaoundé.
Canada .....	Queen (represented by Governor General).	Parliament: Senate, House of Commons .....	Parliamentary State .....	Ottawa.
Cape Verde .....	President .....	National Assembly (unicameral) .....	Republic .....	Praia.
Central African Republic .....	.....do .....	National Assembly (unicameral) (dissolved) .....	.....do .....	Bangui.
Ceylon (see Sri Lanka).				
Chad .....	.....do .....	National Assembly (dissolved) .....	.....do .....	N'Djamena.

Chile .....	President .....	National Congress (dissolved) .....	Republic .....	Santiago.
China .....	Chairman, National People's Congress.	National People's Congress .....	People's Republic .....	Beijing.
Colombia .....	President .....	Congress: Senate, House of Representatives .....	Republic .....	Bogotá.
Comoros .....	.....do .....	<i>None</i> .....	.....do .....	Moroni.
Congo (Brazzaville) .....	.....do .....	Council of State .....	.....do .....	Brazzaville.
Congo (Kinshasa) .....	.....do .....	Legislative Council (unicameral) .....	Democratic Republic .....	Kinshasa.
Costa Rica .....	.....do .....	Legislative Assembly (unicameral) .....	People's Republic .....	San José.
Cote d'Ivoire .....	.....do .....	National Assembly (unicameral) .....	.....do .....	Yamoussoukro.
Croatia .....	.....do .....	Assembly .....	Democracy .....	Zagreb.
Cuba .....	.....do .....	National Assembly of People's Power .....	Socialist Republic .....	Havana (La Habana).
Cyprus .....	.....do .....	House of Representatives (unicameral) .....	Republic .....	Nicosia.
Czech Republic .....	.....do .....	Federal Assembly: Chamber of the People, Chamber of the Nations.	Socialist Republic .....	Prague.
Denmark .....	King .....	Parliament .....	Constitutional Monarchy .....	Copenhagen.
Djibouti .....	President .....	Parliament: Chamber of Deputies (unicameral) .....	Republic .....	Djibouti.
Dominica .....	.....do .....	House of Assembly (unicameral) .....	Commonwealth .....	Roseau.
Dominican Republic .....	.....do .....	Congress: Senate, Chamber of Deputies .....	Republic .....	Santo Domingo.
Ecuador .....	.....do .....	National Congress (unicameral) .....	.....do .....	Quito.
Egypt .....	.....do .....	People's Assembly (unicameral) .....	.....do .....	Cairo.
El Salvador .....	.....do .....	Constituent Assembly .....	.....do .....	San Salvador.
Equatorial Guinea .....	.....do .....	Legislature (suspended) .....	.....do .....	Malabo.
Eritrea .....	.....do .....	National Assembly .....	Transition .....	Asmara.
Estonia .....	Head of State .....	Parliament (dissolved) .....	Republic .....	Tallinn.
Ethiopia .....	Queen (represented by Governor-General).	Parliament: Senate, House of Representatives .....	Military .....	Addis Ababa.
Fiji .....	.....do .....	.....do .....	Parliamentary State .....	Suva.
Finland .....	President .....	Parliament (Eduskunta) (unicameral) .....	Republic .....	Helsinki.
France .....	.....do .....	Parliament: Senate, National Assembly .....	.....do .....	Paris.
Gabon .....	.....do .....	National Assembly (unicameral) .....	.....do .....	Libreville.
Gambia, The .....	.....do .....	House of Representatives (unicameral) .....	.....do .....	Banjul.
Georgia .....	.....do .....	Parliament (unicameral) .....	Republic .....	Tbilisi.
Germany .....	Chairman, Council of State ..	Parliament: Federal Council (Bundesrat), Federal Assembly (Bundestag).	Federal Republic .....	Berlin.
Ghana .....	President (suspended) .....	Parliament (unicameral) .....	Republic .....	Accra.
Greece .....	President .....	Parliament (Vouli) (unicameral) (suspended) .....	Parliamentary Republic .....	Athens.
Grenada .....	Queen (represented by Governor General).	Parliament (suspended) .....	Commonwealth .....	Saint George's.
Guatemala .....	President .....	Congress (unicameral) .....	Republic .....	Guatemala.
Guinea .....	.....do .....	National Assembly (unicameral) .....	.....do .....	Conakry.
Guinea-Bissau .....	.....do .....	National People's Assembly (dissolved) .....	.....do .....	Bissau.
Guyana .....	.....do .....	Parliament: National Assembly (unicameral) .....	.....do .....	Georgetown.
Haiti .....	.....do .....	Legislative Chamber (unicameral) .....	.....do .....	Port-au-Prince.
Holy See .....	Pope .....	<i>None</i> .....	Papacy .....	Vatican City.
Honduras .....	President .....	Congress (unicameral) .....	Republic .....	Tegucigalpa.
Hungary .....	President of the Presidential Council.	National Assembly (unicameral) .....	People's Republic .....	Budapest.
Iceland .....	President .....	Parliament (Althing): Upper Chamber (Efi Deild), Lower Chamber (Neore Deild).	Republic .....	Reykjavik.
India .....	.....do .....	Parliament: Council of States (Rajya Sabha), House of the People (Lok Sabha).	.....do .....	New Delhi.
Indonesia .....	.....do .....	Parliament: People's Consultative Assembly .....	.....do .....	Jakarta.
Iran .....	.....do .....	Parliament (Majlis) (unicameral) .....	Islamic Republic .....	Tehran.

**PRINCIPAL FOREIGN COUNTRIES, TITLES OF CHIEFS OF STATE, NAMES OF LEGISLATIVE BODIES, ETC., AS OF DECEMBER 2, 1998—Continued**

[With suggestions by the Department of State and the U.S. Board on Geographic Names]

Country	Chief of state	Legislative body	Form of government	Capital
Iraq .....	President .....	Revolutionary Command Council .....	Republic .....	Baghdad.
Ireland .....	.....do .....	National Parliament (Oireachtas): Senate (Seanad Eireann), House of Representatives (Dail Eireann) .....	.....do .....	Dublin.
Israel .....	.....do .....	Parliament (Knesset) (unicameral) .....	.....do .....	(1). Rome.
Italy .....	.....do .....	Parliament: Senate, Chamber of Deputies .....	.....do .....	Kingston.
Jamaica .....	Queen (represented by Gov- ernor General) .....	Parliament: Senate, House of Representatives .....	Parliamentary State .....	
Japan .....	Emperor .....	Diet: House of Councillors, House of Representatives .....	Constitutional Monarchy .....	Tokyo.
Jordan .....	King .....	National Assembly: Senate, Chamber of Deputies .....	.....do .....	Amman.
Kazakhstan .....	President .....	Parliament .....	Republic .....	Astana.
Kenya .....	.....do .....	National Assembly (unicameral) .....	Republic .....	Nairobi.
Kiribati .....	.....do .....	Parliament (unicameral) .....	.....do .....	Tarawa.
Korea, North .....	.....do .....	Supreme People's Assembly .....	People's Republic .....	P'yongyang.
Korea, South .....	.....do .....	National Assembly (unicameral) .....	Republic .....	Seoul.
Kuwait .....	Amir .....	.....do .....	Constitutional Monarchy .....	Kuwait.
Kyrgyzstan .....	President .....	Supreme Council .....	Republic .....	Bishkek.
Laos .....	.....do .....	Supreme People's Assembly .....	People's Republic .....	Vientiane.
Latvia .....	.....do .....	.....do .....	Republic .....	Riga (Rīgā).
Lebanon .....	President .....	Chamber of Deputies (unicameral) .....	.....do .....	Beirut.
Lesotho .....	King .....	Parliament: Senate, National Assembly (dissolved) .....	Constitutional Monarchy .....	Maseru.
Liberia .....	President .....	Congress: Senate, House of Representatives (dissolved) .....	Republic .....	Monrovia.
Libya .....	Chief of State .....	General Peoples' Congress .....	.....do .....	Tripoli.
Liechtenstein .....	Prince .....	Diet (unicameral) .....	Constitutional Monarchy .....	Vaduz.
Lithuania .....	.....do .....	.....do .....	Republic .....	Vilnius.
Luxembourg .....	Grand Duke .....	Parliament: Chamber of Deputies, Council of State .....	Constitutional Monarchy .....	Luxembourg.
Macedonia, the Former Yugo- slav Republic of .....	President .....	Assembly (unicameral) .....	Emerging Democracy .....	Skopje.
Madagascar .....	.....do .....	National Popular Assembly .....	Republic .....	Antananarivo.
Malawi .....	.....do .....	National Assembly (unicameral) .....	.....do .....	Lilongwe.
Malaysia .....	Paramount Ruler .....	Parliament: Senate, House of Representatives .....	Constitutional Monarchy .....	Kuala Lumpur.
Maldives .....	President .....	National Legislature (Majlis) (unicameral) .....	Republic .....	Male.
Mali .....	.....do .....	National Assembly (unicameral) .....	.....do .....	Bamako.
Malta .....	.....do .....	House of Representatives (unicameral) .....	.....do .....	Valletta.
Marshall Islands .....	.....do .....	Parliament (unicameral) .....	Parliamentary Democracy .....	Majuro.
Mauritania .....	.....do .....	National Assembly (unicameral) (dissolved) .....	Islamic Republic .....	Nouakchott.
Mauritius .....	Queen .....	Legislative Assembly (unicameral) .....	Parliamentary State .....	Port Louis.
Mexico .....	President .....	Congress: Chamber of Deputies .....	Federal Republic .....	Mexico (Ciudad de México).
Micronesia, Federated States of .....	.....do .....	Congress (unicameral) .....	Constitutional Government .....	Palikir.
Moldova .....	.....do .....	Parliament (unicameral) .....	Republic .....	Chisinau.
Monaco .....	Prince .....	National Council (unicameral) .....	Constitutional Monarchy .....	Monaco.
Mongolia .....	Chairman, Presidium, Peo- ple's Great Hural .....	People's Great Hural (National Assembly) (unicameral) .....	People's Republic .....	Ulaanbaatar.
Morocco .....	King .....	Legislature (unicameral) .....	Constitutional Monarchy .....	Rabat.
Mozambique .....	President .....	People's Assembly (unicameral) .....	People's Republic .....	Maputo.
Namibia .....	.....do .....	National Assembly and National Council (bicameral) .....	Republic .....	Windhoek.
Nauru .....	.....do .....	Parliament (unicameral) .....	.....do .....	Yaren.
Nepal .....	King .....	National Assembly (Panchayat) (unicameral) .....	Constitutional Monarchy .....	Kathmandu.

Netherlands .....	Queen .....	States-General: First-Chamber, Second-Chamber .....	Constitutional Monarchy .....	Capital, Amsterdam. Seat of government, The Hague.
New Zealand .....	Queen (represented by Governor General).	Parliament: House of Representatives (unicameral) .....	Parliamentary State .....	Wellington.
Nicaragua .....	Coordinator, Junta of the Government of National Reconstruction.	Congress: Senate, Chamber of Deputies (suspended) .....	Republic .....	Managua.
Niger .....	President .....	National Assembly (unicameral) (suspended) .....	.....do .....	Niamey.
Nigeria .....	.....do .....	Parliament: Senate, House of Representatives .....	Federal Republic .....	Lagos.
Norway .....	King .....	Parliament (Storting): Lagting, Odelsting ² .....	Constitutional Monarchy .....	Oslo.
Oman .....	Sultan .....	Absolute Monarchy .....	Sultanate .....	Muscat.
Pakistan .....	President (suspended) .....	Parliament: Senate, National Assembly (suspended) .....	Islamic Republic .....	Islamabad.
Palau .....	President .....	Bicameral legislature and consultative Council of Chiefs .....	Constitutional Government .....	Koror.
Panama .....	.....do .....	Legislature (unicameral) .....	Republic .....	Panama.
Papua New Guinea .....	Queen (represented by Governor General).	Parliament (unicameral) .....	Parliamentary State .....	Port Moresby.
Paraguay .....	President .....	Congress: Senate, Chamber of Deputies .....	Republic .....	Asunción.
Peru .....	.....do .....	.....do .....	.....do .....	Lima.
Philippines .....	.....do .....	National Assembly (unicameral) .....	.....do .....	Manila.
Poland .....	President of Council of State .....	Parliament (Sejm) (unicameral) .....	People's Republic .....	Warsaw.
Portugal .....	President .....	Assembly of the Republic (unicameral) .....	Republic .....	Lisbon.
Qatar .....	Amir .....	Advisory Council .....	Traditional Emirate .....	Doha.
Romania .....	President of Council of State .....	Grand National Assembly (unicameral) .....	Socialist Republic .....	Bucharest.
Russia .....	President .....	Federal Assembly (bicameral) .....	Federation .....	Moscow.
Rwanda .....	.....do .....	National Assembly (unicameral) .....	Republic .....	Kigali.
Saint Kitts and Nevis .....	Queen (represented by Governor General).	Appointed Senate and elected House of Representatives .....	Constitutional Monarchy .....	Basseterre.
Saint Lucia .....	.....do .....	Parliament: Senate, House of Assembly .....	Parliamentary State .....	Castries.
Saint Vincent and the Grenadines .....	.....do .....	House of Assembly (unicameral) .....	.....do .....	Kingstown.
Samoa (Western Samoa) .....	Head of State .....	Legislative Assembly .....	Parliamentary Democracy .....	Apia.
San Marino .....	Captains-Regent .....	Grand and General Council (unicameral) .....	Republic .....	San Marino.
Sao Tome and Principe .....	President .....	National Popular Assembly (unicameral) .....	.....do .....	Sao Tome.
Saudi Arabia .....	King .....	Absolute Monarchy .....	Monarchy .....	Riyadh.
Senegal .....	President .....	National Assembly (unicameral) .....	Republic .....	Dakar.
Seychelles .....	.....do .....	People's Assembly (unicameral) .....	.....do .....	Victoria.
Sierra Leone .....	.....do .....	House of Representatives (unicameral) .....	.....do .....	Freetown.
Singapore .....	.....do .....	Parliament (unicameral) .....	.....do .....	Singapore.
Slovakia .....	.....do .....	National Council (unicameral) .....	Parliamentary Democracy .....	Bratislava.
Slovenia .....	.....do .....	National Assembly and National Council (bicameral) .....	.....do .....	Ljubljana.
Solomon Islands .....	Queen (represented by Governor General).	Legislative Assembly (unicameral) .....	Parliamentary State .....	Honiara.
Somalia .....	President .....	National Assembly .....	Republic .....	Mogadishu.
South Africa .....	.....do .....	Parliament: Senate, House of Assembly .....	.....do .....	Pretoria (administrative) Cape Town (legislative) Bloemfontein (judiciary).
Spain ³ .....	King .....	Cortes: Senate, Congress of Deputies .....	Monarchy .....	Madrid.
Sri Lanka .....	President .....	Parliament (unicameral) .....	Republic .....	Colombo.
Sudan .....	.....do .....	People's Assembly (unicameral) .....	.....do .....	Khartoum.
Suriname .....	.....do .....	Parliament (unicameral) .....	.....do .....	Paramaribo.
Swaziland .....	King .....	House of Assembly, Senate .....	Constitutional Monarchy .....	Mbabane (administrative) Lobamba (legislative).
Sweden .....	.....do .....	Parliament (Riksdag) (unicameral) .....	.....do .....	Stockholm.



**PRINCIPAL FOREIGN COUNTRIES, TITLES OF CHIEFS OF STATE, NAMES OF LEGISLATIVE BODIES, ETC., AS OF DECEMBER 2, 1998—Continued**

[With suggestions by the Department of State and the U.S. Board on Geographic Names]

Country	Chief of state	Legislative body	Form of government	Capital
Switzerland .....	President .....	Federal Assembly (Bundesversammlung): Council of States (Ständerat), National Council (Nationalrat).	Confederation .....	Bern.
Syria .....	.....do .....	People's Council .....	Republic .....	Damascus.
Tajikistan .....	.....do .....	Supreme Assembly (unicameral) .....	.....do .....	Dushanbe.
Tanzania .....	.....do .....	National Assembly (unicameral) .....	Democracy .....	Dar es Salaam.
Thailand .....	King .....	.....do .....	Constitutional Monarchy .....	Bangkok.
Togo .....	President .....	.....do .....	Republic .....	Lomé.
Tonga .....	King .....	Legislative Assembly (unicameral) .....	Constitutional Monarchy .....	Nuku'alofa.
Trinidad and Tobago .....	President .....	Parliament: Senate, House of Representatives .....	Parliamentary State .....	Port-of-Spain.
Tunisia .....	.....do .....	National Assembly (unicameral) .....	Republic .....	Tunis.
Turkey .....	.....do .....	Grand National Assembly: Senate of the Republic, National Assembly.	.....do .....	Ankara.
Turkmenistan .....	.....do .....	Two parliamentary bodies: People's Council (unicameral), Assembly (unicameral).	.....do .....	Ashgabat.
Tuvalu .....	Queen (represented by Governor General).	House of Assembly (unicameral) .....	Parliamentary State .....	Funafuti.
Uganda .....	President .....	National Assembly (unicameral) .....	.....do .....	Kampala.
Ukraine .....	.....do .....	Parliament: Supreme Rada .....	Presidential-parliamentary ..	Kiev.
United Arab Emirates .....	.....do .....	Supreme Council of Rulers; National Assembly .....	Federation of Emirates .....	Abu Dhabi.
United Kingdom .....	Queen .....	Parliament: House of Lords, House of Commons .....	Constitutional Monarchy .....	London.
Uruguay .....	President .....	General Assembly: Senate, Chamber of Deputies (suspended)	Republic .....	Montevideo.
Uzbekistan .....	.....do .....	Supreme Assembly (unicameral) .....	.....do .....	Tashkent.
Vanuatu .....	Prime Minister .....	Representative Assembly (unicameral) .....	Port-Vila.	Port-Vila.
Venezuela .....	President .....	Congress: Senate, Chamber of Deputies .....	Republic .....	Caracas.
Vietnam .....	.....do .....	<i>None</i> .....	Socialist Republic .....	Hanoi.
Yemen .....	.....do .....	Assembly, Republican Council (suspended) .....	Republic .....	Sanaa.
Zambia .....	.....do .....	National Assembly (unicameral) .....	.....do .....	Lusaka.
Zimbabwe .....	.....do .....	Parliament: Senate, House of Assembly .....	Parliamentary State .....	Harare.

¹In 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.

²No accurate English equivalents.

³The Law of Succession, July 27, 1947, declared that Spain was constituted a Kingdom.

## NOUNS AND ADJECTIVES DENOTING NATIONALITY

[Data from the Department of State and the Central Intelligence Agency]

Country or region	Noun (plural ending in parentheses)	Adjective
Afghanistan .....	Afghan(s) .....	Afghan.
Albania .....	Albanian(s) .....	Albanian.
Algeria .....	Algerian(s) .....	Algerian.
American Samoa .....	American Samoan(s) .....	American Samoan.
Andorra .....	Andorran(s) .....	Andorran.
Angola .....	Angolan(s) .....	Angolan.
Anguilla .....	Anguillian(s) .....	Anguillian.
Antigua and Barbuda .....	Antiguan(s), Barbudan(s) .....	Antiguan, Barbudan.
Argentina .....	Argentine(s) .....	Argentine.
Armenia .....	Armenian(s) .....	Armenian.
Aruba .....	Aruban(s) .....	Aruban.
Australia .....	Australian(s) .....	Australian.
Austria .....	Austrian(s) .....	Austrian.
Azerbaijan .....	Azerbaijani(s) .....	Azerbaijani.
Bahamas, The .....	Bahamian(s) .....	Bahamian.
Bahrain .....	Bahraini(s) .....	Bahraini.
Bangladesh .....	Bangladeshi(s) .....	Bangladeshi.
Barbados .....	Barbadian(s) .....	Barbadian.
Belarus .....	Belarusian(s) .....	Belarusian.
Belgium .....	Belgian(s) .....	Belgian.
Belize .....	Belizean(s) .....	Belizean.
Benin .....	Beninese (singular, plural) .....	Beninese.
Bermuda .....	Bermudian(s) .....	Bermudian.
Bhutan .....	Bhutanese (singular, plural) .....	Bhutanese.
Bolivia .....	Bolivian(s) .....	Bolivian.
Bosnia and Herzegovina .....	Bosnian(s), Herzegovinian(s) .....	Bosnian, Herzegovinian.
Botswana .....	Motswana (singular), Batswana (plural) .....	Motswana (singular), Batswana (plural).
Brazil .....	Brazilian(s) .....	Brazilian.
British Virgin Islands .....	British Virgin Islander(s) .....	British Virgin Islander.
Brunei .....	Bruneian(s) .....	Bruneian.
Bulgaria .....	Bulgarian(s) .....	Bulgarian.
Burkina .....	Burkinabe (singular, plural) .....	Burkinabe.
Burma .....	Burmese (singular, plural) .....	Burmese.
Burundi .....	Burundian(s) .....	Burundi.
Cambodia .....	Cambodian(s) .....	Cambodian.
Cameroon .....	Cameroonian(s) .....	Cameroonian.
Canada .....	Canadian(s) .....	Canadian.
Cape Verde .....	Cape Verdean(s) .....	Cape Verdean.
Cayman Islands .....	Caymanian(s) .....	Caymanian.
Central African Republic .....	Central African(s) .....	Central African.
Chad .....	Chadian(s) .....	Chadian.
Chile .....	Chilean(s) .....	Chilean.
China .....	Chinese (singular, plural) .....	Chinese.
Christmas Island .....	Christmas Islander(s) .....	Christmas Island.
Cocos (Keeling) Islands .....	Cocos Islander(s) .....	Cocos Islander.
Colombia .....	Colombian(s) .....	Colombian.
Comoros .....	Comoran(s) .....	Comoran.
Congo .....	Congolese (singular, plural) .....	Congolese or Congo.
Cook Islands .....	Cook Islander(s) .....	Cook Islander.
Costa Rica .....	Costa Rican(s) .....	Costa Rican.
Cote d'Ivoire .....	Ivorian(s) .....	Ivorian.
Croatia .....	Croat(s) .....	Croatian.
Cuba .....	Cuban(s) .....	Cuban.
Cyprus .....	Cypriot(s) .....	Cypriot.
Czech Republic .....	Czech(s) .....	Czech.
Denmark .....	Dane(s) .....	Danish.
Djibouti .....	Djiboutian(s) .....	Djiboutian.
Dominica .....	Dominican(s) .....	Dominican.
Dominican Republic .....	.....do .....	Do.
Ecuador .....	Ecuadorian(s) .....	Ecuadorian.
Egypt .....	Egyptian(s) .....	Egyptian.
El Salvador .....	Salvadoran(s) .....	Salvadoran.
Equatorial Guinea .....	Equatorial Guinean(s) or Equatoguinean(s) .....	Equatorial Guinean or Equatoguinean.
Eritrea .....	Eritrean(s) .....	Eritrean.
Estonia .....	Estonian(s) .....	Estonian.
Ethiopia .....	Ethiopian(s) .....	Ethiopian.
Falkland Islands .....	Falkland Islander(s) .....	Falkland Island.
Faroe Islands .....	Faroeese (singular, plural) .....	Faroeese.
Fiji .....	Fijian(s) .....	Fijian.
Finland .....	Finn(s) .....	Finnish.
France .....	Frenchman(men)/Frenchwoman(women) .....	French.
French Guiana .....	French Guianese (singular, plural) .....	French Guianese.
French Polynesia .....	French Polynesian(s) .....	French Polynesian.
Gabon .....	Gabonese (singular, plural) .....	Gabonese.
Gambia, The .....	Gambian(s) .....	Gambian.
Gaza Strip .....	None .....	None.
Georgia .....	Georgian(s) .....	Georgian.
Germany .....	German(s) .....	German.
Ghana .....	Ghanaian(s) .....	Ghanaian.
Gibraltar .....	Gibraltarian(s) .....	Gibraltarian.
Greece .....	Greek(s) .....	Greek.
Greenland .....	Greenlander(s) .....	Greenlandic.

## NOUNS AND ADJECTIVES DENOTING NATIONALITY—Continued

[Data from the Department of State and the Central Intelligence Agency]

Country or region	Noun (plural ending in parentheses)	Adjective
Grenada .....	Grenadian(s) .....	Grenadian.
Guadeloupe .....	Guadeloupian(s) .....	Guadeloupe.
Guam .....	Guamanian(s) .....	Guamanian.
Guatemala .....	Guatemalan(s) .....	Guatemalan.
Guernsey .....	Channel Islander(s) .....	Channel Islander.
Guinea .....	Guinean(s) .....	Guinea.
Guinea-Bissau .....	Guinean(s)-Bissauan(s) .....	Guinean-Bissauan.
Guyana .....	Guyanese (singular, plural) .....	Guyanese.
Haiti .....	Haitian(s) .....	Haitian.
Honduras .....	Honduran(s) .....	Honduran.
Hong Kong .....	Chinese .....	Chinese.
Hungary .....	Hungarian(s) .....	Hungarian.
Iceland .....	Icelander(s) .....	Icelandic.
India .....	Indian(s) .....	Indian.
Indonesia .....	Indonesian(s) .....	Indonesian.
Iran .....	Iranian(s) .....	Iranian.
Iraq .....	Iraqi(s) .....	Iraqi.
Ireland .....	Irishman(men), Irishwoman(women), Irish (collective, plural) .....	Irish.
Israel .....	Israeli(s) .....	Israeli.
Italy .....	Italian(s) .....	Italian.
Ivory Coast (see Cote d'Ivoire).		
Jamaica .....	Jamaican(s) .....	Jamaican.
Japan .....	Japanese (singular, plural) .....	Japanese.
Jersey .....	Channel Islander(s) .....	Channel Islander.
Jordan .....	Jordanian(s) .....	Jordanian.
Kampuchea (see Cambodia).		
Kazakhstan .....	Kazakhstani(s) .....	Kazakhstani.
Kenya .....	Kenyan(s) .....	Kenyan.
Khmer Republic (see Cambodia).		
Kiribati .....	I-Kiribat (singular, plural) .....	I-Kiribati.
Korea, North .....	Korean(s) .....	Korean.
Korea, South .....	Korean(s) .....	Korean.
Kuwait .....	Kuwaiti(s) .....	Kuwaiti.
Kyrgyzstan .....	Kyrgyz(s) .....	Kyrgyz.
Laos .....	Lao(s) or Laotian(s) .....	Lao or Laotian.
Latvia .....	Latvian(s) .....	Latvian.
Lebanon .....	Lebanese (singular, plural) .....	Lebanese.
Lesotho .....	Mosotho (singular), Basotho (plural) ..	Basotho.
Liberia .....	Liberian(s) .....	Liberian.
Libya .....	Libyan(s) .....	Libyan.
Liechtenstein .....	Liechtensteiner(s) .....	Liechtenstein.
Lithuania .....	Lithuanian(s) .....	Lithuanian.
Luxembourg .....	Luxembourger(s) .....	Luxembourg.
Macao .....	Macanese (singular, plural) .....	Macao.
Macedonia, The Former Yugoslav Republic of .....	Macedonian(s) .....	Macedonian.
Madagascar .....	Malagasy (singular, plural) .....	Malagasy.
Malawi .....	Malawian(s) .....	Malawian.
Malaysia .....	Malaysian(s) .....	Malaysian.
Maldives .....	Maldivian(s) .....	Maldivian.
Mali .....	Malian(s) .....	Malian.
Malta .....	Maltese (singular, plural) .....	Maltese.
Man, Isle of .....	Manxman, Manxwoman .....	Manx.
Marshall Islands .....	Marshallese (singular, plural) .....	Marshallese.
Martinique .....	Martiniquais (singular, plural) .....	Martiniquais.
Mauritania .....	Mauritanian(s) .....	Mauritanian.
Mauritius .....	Mauritian(s) .....	Mauritian.
Mayotte .....	Mahorais (singular, plural) .....	Mahoran.
Mexico .....	Mexican(s) .....	Mexican.
Micronesia, Federated States of .....	Micronesian(s) .....	Micronesian.
Moldova .....	Moldovan(s) .....	Moldovan.
Monaco .....	Monacan(s) or Monegasque(s) .....	Monacan or Monegasque.
Mongolia .....	Mongolian(s) .....	Mongolian.
Montserrat .....	Montserratian(s) .....	Montserratian.
Morocco .....	Moroccan(s) .....	Moroccan.
Mozambique .....	Mozambican(s) .....	Mozambican.
Namibia .....	Namibian(s) .....	Namibian.
Nauru .....	Nauruan(s) .....	Nauruan.
Nepal .....	Nepalese (singular, plural) .....	Nepalese.
Netherlands .....	Dutchman(men), Dutchwoman (women) .....	Dutch.
Netherlands Antilles .....	Netherlands Antillean(s) .....	Netherlands Antillean.
New Caledonia .....	New Caledonian(s) .....	New Caledonian.
New Zealand .....	New Zealander(s) .....	New Zealand.
Nicaragua .....	Nicaraguan(s) .....	Nicaraguan.
Niger .....	Nigerien(s) .....	Nigerien.
Nigeria .....	Nigerian(s) .....	Nigerian.
Nive .....	Nivean(s) .....	Nivean.
Norfolk Island .....	Norfolk Islander(s) .....	Norfolk Islander.
Northern Mariana Islands .....	None .....	None.
Norway .....	Norwegian(s) .....	Norwegian.
Oman .....	Omani(s) .....	Omani.
Pakistan .....	Pakistani(s) .....	Pakistani.
Palau .....	Palauan(s) .....	Palauan.

## NOUNS AND ADJECTIVES DENOTING NATIONALITY—Continued

[Data from the Department of State and the Central Intelligence Agency]

Country or region	Noun (plural ending in parentheses)	Adjective
Panama .....	Panamanian(s) .....	Panamanian.
Papua New Guinea .....	Papua New Guinean(s) .....	Papua New Guinean.
Paraguay .....	Paraguayan(s) .....	Paraguayan.
Peru .....	Peruvian(s) .....	Peruvian.
Philippines .....	Filipino(s) .....	Philippine.
Pitcairn Islands .....	Pitcairn Islander(s) .....	Pitcairn Islander.
Poland .....	Pole(s) .....	Polish.
Portugal .....	Portuguese (singular, plural) .....	Portuguese.
Puerto Rico .....	Puerto Rican(s) .....	Puerto Rican.
Qatar .....	Qatari(s) .....	Qatari.
Reunion .....	Reunionese (singular, plural) .....	Reunionese.
Romania .....	Romanian(s) .....	Romanian.
Russia .....	Russian(s) .....	Russian.
Rwanda .....	Rwandan(s) .....	Rwandan.
Saint Helena .....	Saint Helenian(s) .....	Saint Helenian.
Saint Lucia .....	Saint Lucian(s) .....	Saint Lucian.
Saint Kitts and Nevis .....	Kittsian(s), Nevisian(s) .....	Kittsian, Nevisian.
Saint Lucia .....	Saint Lucian(s) .....	Saint Lucian.
Saint Pierre and Miquelon .....	Frenchman(men), Frenchwoman (women).	French.
Saint Vincent and the Grenadines ....	Saint Vincentian(s) or Vincentian(s) ...	Saint Vincentian or Vincentian.
San Marino .....	Sammarinese (singular, plural) .....	Sammarinese.
Sao Tome and Principe .....	Sao Tomean(s) .....	Sao Tomean.
Saudi Arabia .....	Saudi(s) .....	Saudi or Saudi Arabian.
Senegal .....	Senegalese (singular, plural) .....	Senegalese.
Serbia and Montenegro .....	Serb(s), Montenegrin(s) .....	Serbian and Montenegrin.
Seychelles .....	Seychellois (singular, plural) .....	Seychelles.
Sierra Leone .....	Sierra Leonean(s) .....	Sierra Leonean.
Singapore .....	Singaporean(s) .....	Singapore.
Slovakia .....	Slovak(s) .....	Slovak.
Slovenia .....	Slovene(s) .....	Slovenian.
Solomon Islands .....	Solomon Islander(s) .....	Solomon Islander.
Somalia .....	Somali (singular, plural) .....	Somali.
South Africa .....	South African(s) .....	South African.
Spain .....	Spaniard(s) .....	Spanish.
Sri Lanka .....	Sri Lankan(s) .....	Sri Lankan.
Sudan .....	Sudanese (singular, plural) .....	Sudanese.
Suriname .....	Surinamer(s) .....	Surinamese.
Svalbard .....	<i>None</i> .....	<i>None</i> .
Swaziland .....	Swazi(s) .....	Swazi.
Sweden .....	Swede(s) .....	Swedish.
Switzerland .....	Swiss (singular, plural) .....	Swiss.
Syria .....	Syrian(s) .....	Syrian.
Taiwan .....	Taiwanese (singular, plural) .....	Taiwanese.
Tajikistan .....	Tajik(s) .....	Tajik.
Tanzania .....	Tanzanian(s) .....	Tanzanian.
Thailand .....	Thai (singular, plural) .....	Thai.
Togo .....	Togolese (singular, plural) .....	Togolese.
Tokelau .....	Tokelauan(s) .....	Tokelauan.
Tonga .....	Tongan(s) .....	Tongan.
Trinidad and Tobago .....	Trinidadian(s), Tobagonian(s) .....	Trinidadian, Tobagonian.
Tunisia .....	Tunisian(s) .....	Tunisian.
Turkey .....	Turk(s) .....	Turkish.
Turkmenistan .....	Turkmen(s) .....	Turkmen.
Turks and Caicos Islands .....	<i>None</i> .....	<i>None</i> .
Tuvalu .....	Tuvaluan(s) .....	Tuvaluan.
Uganda .....	Ugandan(s) .....	Ugandan.
Ukraine .....	Ukrainian(s) .....	Ukrainian.
United Arab Emirates .....	Emirian(s) .....	Emirian.
United Kingdom .....	Briton(s), British (collective plural) ....	British.
United States .....	American(s) .....	American.
Uruguay .....	Uruguayan(s) .....	Uruguayan.
Uzbekistan .....	Uzbek(s) .....	Uzbek.
Vanuatu .....	Ni-Vanuatu (singular, plural) .....	Ni-Vanuatu.
Venezuela .....	Venezuelan(s) .....	Venezuelan.
Vietnam .....	Vietnamese (singular, plural) .....	Vietnamese.
Virgin Islands .....	Virgin Islander(s) .....	Virgin Islander.
Wake Island .....	<i>None</i> .....	<i>None</i> .
Wallis and Futuna Islands .....	Wallisian(s), Futunan(s) or Wallis and Futuna Islander(s).	Wallisian, Futunan or Wallis and Futuna Islander.
West Bank .....	<i>None</i> .....	<i>None</i> .
Western Sahara .....	Sahrawi(s), Sahraoi(s) .....	Sahrawian, Sahrauoian.
Western Samoa .....	Western Samoan(s) .....	Western Samoan.
Yemen .....	Yemini(s) .....	Yemeni.
Zaire .....	Zairian(s) .....	Zairian.
Zambia .....	Zambian(s) .....	Zambian.
Zimbabwe .....	Zimbabwean(s) .....	Zimbabwean.

## FOREIGN MONEY

[Based on information provided by the International Monetary Fund updated to July 26, 2000]

Country or area	Currency unit	Abbreviation	Subsidiary unit
Afghanistan, Islamic State of .....	Afghani .....	Af	pul
Albania .....	lek .....	lek	quindar
Algeria .....	dinar .....	DA	centime
Andorra .....	French franc ¹ .....	Fr. F	French centime
Angola .....	Spanish peseta ¹ .....	Sp. Pta	Spanish céntimo
Anguilla .....	readjusted kwanza ..	KZR	centimo
Antigua and Barbuda .....	dollar .....	EC\$	cent
Argentina .....	dollar .....	EC\$	cent
Armenia .....	peso .....	Arg\$	centavo
Aruba .....	dram .....	dram	luma
Australia .....	florin .....	Af.	cent
Austria .....	dollar .....	\$A	cent
Azerbaijan .....	euro ² .....	EUR	schilling
Azores .....	manat .....	manat	kepi
Bahamas, The .....	escudo .....	Bsc	centavo
Bahrain .....	dollar .....	Bs	cent
Bangladesh .....	dinar .....	BD	fil
Barbados .....	taka .....	Tk	poisha
Belarus .....	dollar .....	BDS\$	cent
Belgium .....	rubel .....	Rbl	—
Belize .....	euro ² .....	EUR	franc
Benin .....	dollar .....	BZ\$	cent
Bermuda .....	franc .....	CFAF	centime ³
Bhutan .....	dollar .....	Ber\$	cent
Bolivia .....	ngultrum .....	Nu	chhetrum
Bosnia and Herzegovina .....	boliviano .....	Bs	centavo
Botswana .....	convertible marka ..	KM	pfening
Brazil .....	pula .....	P	thebe
British Virgin Islands .....	real .....	R\$	centavo
Brunei Darussalam .....	dollar .....	\$ or US\$ ⁴	cent
Bulgaria .....	dollar .....	B\$	cent
Burkina Faso .....	lev .....	lev	stotinka
Burundi .....	franc .....	CFAF	centime ³
Burundi .....	franc .....	FBu	centime
Cambodia .....	riel .....	CR	sen
Cameroon .....	franc .....	CFAF	centime ³
Canada .....	dollar .....	Can\$	cent
Canary Islands .....	peseta .....	Pta	centimo
Cape Verde .....	escudo .....	CVEsc	centavo
Cayman Islands .....	dollar .....	C\$	cent
Central African Republic .....	franc .....	CFAF	centime ³
Chad .....	franc .....	CFAF	centime ³
Chile .....	peso .....	Ch\$	centavo
China .....	yuan ⁵ .....	Y	fen ⁶
Colombia .....	peso .....	Col\$	centavo
Comoros .....	franc .....	CF	centime
Congo, Democratic Republic of .....	franc .....	CGF	centime
Congo, Republic of .....	franc .....	CFAF	centime ³
Costa Rica .....	colón .....	C	céntimo
Côte d'Ivoire .....	franc .....	CFAF	centime ³
Croatia .....	kuna .....	HRK	lipa
Cuba .....	peso .....	\$	centavo
Cyprus .....	pound .....	£C	cent
Czech Republic .....	koruna .....	CZK	halér
Denmark .....	krone .....	DKr	øre
Djibouti .....	franc .....	DF	centime
Dominica .....	dollar .....	EC\$	cent
Dominican Republic .....	peso .....	RD\$	centavo
Ecuador .....	sucre .....	S/	centavo
Egypt .....	pound .....	LE	piastre ⁷
El Salvador .....	colón .....	¢	centavo
Equatorial Guinea .....	franc .....	CFAF	centime ³
Eritrea .....	nakfa .....	ERN	cent
Estonia .....	kroon .....	EEK	sent
Ethiopia .....	birr .....	Br	cent
Faeroe Islands .....	krone .....	DKr	øre
Falkland Islands .....	pound .....	£	new penny
Fiji .....	dollar .....	F\$	cent
Finland .....	euro ² .....	EUR	markka
France .....	euro ² .....	EUR	franc
French Guiana .....	franc .....	F	centime
French Polynesia .....	franc .....	CFPF	centime
Gabon .....	franc .....	CFAF	centime ³
Gambia, The .....	dalasi .....	D	butut
Georgia .....	lari .....	lari	tetri
Germany .....	euro ² .....	EUR	deutsche mark
Ghana .....	cedi .....	¢	pesewa
Gibraltar .....	pound .....	£	new penny
Greece .....	drachma .....	Dr	lepton
Greenland .....	krone .....	DKr	øre
Grenada .....	dollar .....	EC\$	cent
Guadeloupe .....	franc .....	F	centime
Guatemala .....	quetzal .....	Q	centavo
Guinea .....	franc .....	GF	—
Guinea-Bissau .....	franc .....	CFAF	centime ³

## FOREIGN MONEY—Continued

[Based on information provided by the International Monetary Fund updated to July 26, 2000]

Country or area	Currency unit	Abbreviation	Subsidiary unit
Guyana	dollar	G\$	cent
Haiti	gourde	G	centime
Honduras	lempira	L	centavo
Hong Kong SAR	dollar	HK\$	cent
Hungary	forint	Ft	filler
Iceland	króna	ISK	eyrir
India	rupee	Re	paisa
Indonesia	rupiah	Rp	sen
Iran, Islamic Republic of	rial	Rl	—
Iraq	dinar	ID	fil
Ireland	euro ²	EUR	pound
Israel	new sheqel	NIS	agora
Italy	euro ²	EUR	lira
Jamaica	dollar	J\$	cent
Japan	yen	¥	sen
Jordan	dinar	JD	fil
Kazakhstan	tenge	T	tiyn
Kenya	shilling	K Sh	cent
Kiribati	dollar	\$A	cent
Korea, Democratic People's Republic of	won	—	chun
Korea, Republic of	won	W	chun
Kuwait	dinar	KD	fil
Kyrgyz Republic	som	som	tyiyn
Lao People's Democratic Republic	kip	KN	—
Latvia	lats	LVL	santims
Lebanon	pound	LL	—
Lesotho	loti ⁸	M	sente
Liberia	dollar	\$	cent
Libya	dinar	LD	dirham
Liechtenstein	franc	Sw F	centime
Lithuania	litas	LTL	centas
Luxembourg	euro ²	EUR	franc
Macao SAR	pataca	P	avo
Macedonia	denar	MDen	deni
Madagascar	franc	FMG	centime
Madeira	escudo	Esc	centavo
Malawi	kwacha	MK	tambala
Malaysia	ringgit	RM	sen
Maldives	rufiyaa	Rf	laari
Mali	franc	CFAF	centime ³
Malta	lira	Lm	cent ⁹
Marshall Islands	dollar	\$ or US\$ ⁴	cent
Martinique	franc	F	centime
Mauritania	ouguiya ¹⁰	UM	khoun
Mauritius	rupee	MUR	cent
Mexico	new peso	MEX\$	centavo
Micronesia, Federated States of	dollar	\$ or US\$ ⁴	cent
Moldova	leu	MDL	ban
Monaco	franc	F	centime
Mongolia	togrog	Tug	möngö
Montserrat	dollar	EC\$	cent
Morocco	dirham	DH	centime
Mozambique	metical	Mt	centavo
Myanmar	kyat	K	pya
Namibia	dollar	N\$	cent
Nauru	rand	R	cent
Nepal	dollar	\$A	cent
Netherlands, The	rupee	Nrs	paisa
Netherlands Antilles	euro ²	EUR	guilder
New Caledonia	guilder	NA f.	cent
New Zealand	franc	CFPF	centime
Nicaragua	dollar	\$NZ	cent
Niger	córdoba	C\$	centavo
Nigeria	franc	CFAF	centime ³
Norway	krone	Nkr	kobo
Oman	rial Omani	RO	baisa
Pakistan	rupee	PRs	paisa
Palau	dollar	\$ or US\$ ⁴	cent
Panama	balboa	B	centésimo
Papua New Guinea	kina	K	toea
Paraguay	guarani	G	centimo
Peru	nuevo sol	S/.	centimo
Philippines	peso	P	centavo
Poland	zloty	Zl	grosz
Portugal	euro ²	EUR	escudo
Qatar	riyal	QR	dirham
Réunion	franc	F	centime
Romania	leu	leu ¹¹	—
Russia	ruble	Rub	kopek
Rwanda	franc	RF	centime
St. Helena	pound ¹²	£ or £ stg. ¹²	new penny
St. Kitts and Nevis	dollar	EC\$	cent
St. Lucia	dollar	EC\$	cent
St. Pierre and Miquelon	franc	F	centime

## FOREIGN MONEY—Continued

[Based on information provided by the International Monetary Fund updated to July 26, 2000]

Country or area	Currency unit	Abbreviation	Subsidiary unit
St. Vincent and the Grenadines .....	dollar .....	EC\$	cent
Samoa .....	tala .....	SAT	sene
San Marino .....	euro ² .....	EUR	lira
São Tomé and Príncipe .....	dobra .....	Db	centavo
Saudi Arabia .....	riyal .....	SRI	halala
Senegal .....	franc .....	CFAF	centime ³
Seychelles .....	rupee .....	SR	cent
Sierra Leone .....	leone .....	Le	cent
Singapore .....	dollar .....	S\$	cent
Slovak Republic .....	koruna .....	Sk	halier
Slovenia .....	tolar .....	SIT	stotin
Solomon Islands .....	dollar .....	SIS	cent
Somalia .....	shilling .....	So. Sh.	cent
South Africa .....	rand .....	R	cent
Spain .....	euro ² .....	EUR	peseta
Sri Lanka .....	rupee .....	SL Re	cent
Sudan ¹³ .....	pound .....	LSd	piastre ⁷
Suriname .....	guilder .....	Sf	cent
Swaziland .....	lilangeni .....	E	cent
Sweden .....	krona .....	SKr	öre
Switzerland .....	franc .....	Sw F	centime
Syrian Arab Republic .....	pound .....	LS	piastre ⁷
Taiwan Province of China .....	dollar .....	NT\$	fen ¹⁴
Tajikistan .....	ruble .....	TR	—
Tanzania .....	shilling .....	T Sh	cent
Thailand .....	baht .....	B	satang
Togo .....	franc .....	CFAF	centime ³
Tonga .....	pa'anga .....	T\$	seniti
Trinidad and Tobago .....	dollar .....	TT\$	cent
Tunisia .....	dinar .....	D	millime
Turkey .....	lira .....	TL	kurus
Turkmenistan .....	manat .....	manat	tenge
Turks and Caicos Islands .....	dollar .....	\$ or US\$ ⁴	cent
Tuvalu .....	dollar .....	\$A	cent
Uganda .....	shilling .....	U Sh	cent
Ukraine .....	hryvnia .....	HRV	kopiyka
United Arab Emirates .....	dirham .....	Dh	fil
United Kingdom .....	pound .....	£ or £ stg.	penny
United States .....	dollar .....	\$ or US\$ ⁴	cent
Uruguay .....	peso .....	Ur\$	centésimo
Uzbekistan .....	sum .....	SUM	tiyin
Vanuatu .....	vatu .....	VT	—
República Bolivariana de Venezuela .....	bolivar .....	Bs	centavo
Vietnam .....	dong .....	D	—
Wallis and Futuna Islands .....	franc .....	CFPF	centime
Yemen, Republic of .....	dinar ¹⁵ .....	YD	fil
Yugoslavia, Federal Republic of (Serbia/Montenegro) ..	rial ¹⁵ .....	YRI	fil
Zambia .....	dinar .....	YUD	para
Zimbabwe .....	kwacha .....	K	ngwee
Zimbabwe .....	dollar .....	Z\$	cent

¹ Both the French franc and the Spanish peseta are legal tender in Andorra.² Use the term "euro area," not "euro zone." It is incorrect to refer to the euro by nationality, for example, as an Austrian euro or a Belgian euro. However, one may refer to a country's holdings of euros, for example, euro (France) or euro (Germany). The subsidiary units, which used to be the national currencies of the euro area countries, will be used only during the transition period, that is, through June 30, 2002.³ There is no subsidiary unit issued for the CFA franc. However, it is useful to retain the concept of the centime.⁴ Use US\$ instead of \$ when it is not clear that the reference is to the U.S. dollar.⁵ The currency is the renminbi, while the currency unit is the yuan.⁶ Second subsidiary currency unit: jiao; 10 fen = 1 jiao; 10 jiao = 1 yuan.⁷ Second subsidiary currency: milliëme; 10 milliëmes = 1 piastre.⁸ The loti is interchangeable with the South African rand, which remains legal tender.⁹ Second subsidiary currency: mil, 10 mils = 1 cent.¹⁰ For accounting purposes, the ouguiya is also divided into the dixième (= UM 0.10) and the centième (= UM 0.01).¹¹ Use the plural form lei before a figure (e.g., lei 100).¹² "Sterling" is at times used in place of "pounds." When used as an adjective to describe the currency, "sterling" follows "pounds" (i.e., "pounds sterling").¹³ Sudan has introduced the Sudanese dinar to circulate alongside the Sudanese pound. The Sudanese dinar is worth 10 pounds.¹⁴ Second subsidiary currency: chiao; 10 fen = 1 chiao.¹⁵ Both the Yemeni dinar and the Yemeni rial are legal tender in the Republic of Yemen.

## METRIC TABLES

## LENGTH

Myriameter (obs.) .....	10,000 meters ..	6.2137 miles.	Meter .....	1 meter .....	39.37 inches.
Kilometer .....	1,000 meters .....	0.62137 mile.	Decimeter .....	0.1 meter .....	3.937 inches.
Hectometer .....	100 meters .....	328 feet 1 inch.	Centimeter .....	0.01 meter .....	0.3937 inch.
Dekameter .....	10 meters .....	393.7 inches.	Millimeter .....	0.001 meter .....	0.0394 inch.

## AREA

Hectare .....	10,000 square meters .....	2.471 acres.
Are .....	100 square meters .....	119.6 square yards.
Centare .....	1 square meter .....	1,550 square inches.

## WEIGHT

Name	Number of grams	Volume of water corresponding to weight	Avoirdupois weight of water
Metric ton, millier or tonneau .....	1,000,000	1 cubic meter .....	2,204.6 pounds.
Kilogram or kilo .....	1,000	1 liter .....	2.2046 pounds.
Hectogram .....	100	1 deciliter .....	3.5274 ounces.
Dekagram .....	10	10 cubic centimeters .....	0.3527 ounce.
Gram .....	1	1 cubic centimeter .....	15.432 grains.
Decigram .....	.1	0.1 cubic centimeter .....	1.5432 grains.
Centigram .....	.01	10 cubic millimeters .....	0.1543 grain.
Milligram .....	.001	1 cubic millimeter .....	0.0154 grain.

## CAPACITY

Name	Number of liters	Metric cubic measure	United States measure	British measure
Kiloliter or stere ..	1,000	1 cubic meter .....	1.308 cubic yards .....	1.308 cubic yards.
Hectoliter .....	100	0.1 cubic meter .....	2.838 bushels; 26,417 gallons.	2.75 bushels; 22.00 gal-lons.
Dekaliter .....	10	10 cubic decimeters .....	1.135 pecks; 2.6417 gal-lons.	8.80 quarts; 2.200 gal-lons.
Liter .....	1	1 cubic decimeter .....	0.908 dry quart; 1.0567 liquid quarts.	0.880 quart.
Deciliter .....	.1	0.1 cubic decimeter .....	6.1023 cubic inches; 0.845 gill.	0.704 gill.
Centiliter .....	.01	10 cubic centimeters .....	0.6102 cubic inch; 0.338 fluid ounce.	0.352 fluid ounce.
Milliliter .....	.001	1 cubic centimeter .....	0.061 cubic inch; 0.271 fluid dram.	0.284 fluid dram.

## COMMON MEASURES AND THEIR METRIC EQUIVALENTS

[*United States measure]

Common measure	Equivalent	Common measure	Equivalent
Inch .....	2.54 centimeters.	Dry quart* .....	1.101 liters.
Foot .....	0.3048 meter.	Quart, imperial .....	1.136 liters.
Yard .....	0.9144 meter.	Gallon* .....	3.785 liters.
Rod .....	5.029 meters.	Gallon, imperial .....	4.546 liters.
Mile .....	1.6093 kilometers.	Peck* .....	8.810 liters.
Square inch .....	6.452 square centimeters.	Peck, imperial .....	9.092 liters.
Square foot .....	0.0929 square meter.	Bushel* .....	35.24 liters.
Square yard .....	0.836 square meter.	Bushel, imperial .....	36.37 liters.
Square rod .....	25.29 square meters.	Ounce, avoirdupois .....	28.35 grams.
Acre .....	0.4047 hectare.	Pound, avoirdupois .....	0.4536 kilogram.
Square mile .....	259 hectares.	Ton, long .....	1.0160 metric tons.
Cubic inch .....	16.39 cubic centimeters.	Ton, short .....	0.9072 metric ton.
Cubic foot .....	0.0283 cubic meter.	Grain .....	0.0648 gram.
Cubic yard .....	0.7646 cubic meter.	Ounce, troy .....	31.103 grams.
Cord .....	3.625 steres.	Pound, troy .....	0.3732 kilogram.
Liquid quart* .....	0.9463 liter.		



# U.S. EQUIVALENTS OF THE PRINCIPAL WEIGHTS AND MEASURES USED IN FOREIGN AGRICULTURAL STATISTICS

[With suggestions by the Department of Agriculture]

Weight or measure	Country
1 ardeb = 1.98 hectoliters = 5.6189 Winchester or United States bushels .....	Egypt.
1 arroba = 25 pounds, avoirdupois .....	Cuba.
1 batman = 6.5 pounds, avoirdupois .....	Iran.
1 bouw = 7,096.5 square meters = 1.754 acres .....	Indonesia.
1 cantar = 44.928 kilograms = 99.049 pounds, avoirdupois .....	Egypt.
1 catty (kati) = 1½ pounds, avoirdupois .....	China.
1 central = 100 pounds, avoirdupois .....	United States, Canada, Republic of South Africa. ¹
1 centner = 110.23 pounds, avoirdupois .....	Denmark.
1 chetvert = 5.9568 Winchester bushels .....	Russia.
1 cho = 2.4506 acres .....	Japan.
1 dekar = 0.2471 acre .....	Norway.
1 dessiatine = 2.6997 acres .....	Russia.
1 donum = 0.227 acre .....	Turkey.
1 doppelzentner = 220.46 pounds, avoirdupois .....	Germany.
1 feddan = 1.038 acres .....	Egypt.
1 hectare = 2.471 acres .....	( ² ).
1 hectoliter = 2.8378 Winchester bushels .....	( ² ).
1 hectoliter = 26.418 United States gallons .....	( ² ).
1 hundredweight (long) = 112 pounds, avoirdupois .....	United Kingdom, Australia. ¹
1 hundredweight (or cental) = 100 pounds, avoirdupois .....	United States, Canada, Republic of South Africa. ¹
1 imperial bushel = 1.03205 Winchester bushels .....	United Kingdom, Canada, Australia, Republic of South Africa. ¹
1 imperial gallon = 1.2009 United States gallons .....	Do. ¹
1 joch (cadastral hold or cadastral arpent) = 1.422 acres .....	Hungary.
1 kilogram = 2.2046 pounds, avoirdupois .....	( ² ).
1 kin = 1.3228 pounds, avoirdupois .....	Japan.
1 ko = 2.3966 acres .....	Taiwan.
1 koku = 4.9602 imperial bushels = 5.1192 Winchester bushels .....	Japan.
1 koku = 47.655 United States standard gallons .....	Do.
1 kwan = 8.2673 pounds, avoirdupois .....	Do.
1 liter = 0.028378 Winchester bushel = 0.26418 United States gallon .....	( ² ).
1 manzana = 1.7266 acres .....	Guatemala.
1 maund = 82.2857 pounds, avoirdupois .....	British India.
1 mesana = 0.6397 acre .....	Cuba.
1 morgen = 2.1165 acres .....	Republic of South Africa.
1 mow = 0.1518 acre (varying) .....	China.
1 oke = 1.248 kilograms = 2.751 pounds, avoirdupois .....	Egypt.
1 oke = 2.822 pounds, avoirdupois .....	Greece.
1 picul = 133½ pounds, avoirdupois .....	China.
1 picul = 61.761 kilograms = 136.16 pounds, avoirdupois .....	Indonesia.
1 picul = 132.28 pounds, avoirdupois .....	Japan.
1 pood = 36.1128 pounds, avoirdupois .....	Russia.
1 pound, Great Venetian = 1.0582 pounds, avoirdupois .....	Greece.
1 quintal (double centner or metric centner) = 220.46 pounds, avoirdupois .....	( ² ).
1 quarter = 8 imperial bushels = 8.2564 Winchester bushels .....	United Kingdom.
1 rai = 0.3954 acre .....	Thailand.
1 Russian pound = ¼ pood = 0.90282 pound, avoirdupois .....	Russia.
1 stremma (royal) = 0.2471 acre .....	Greece.
1 tan (or picul) = 133½ pounds, avoirdupois .....	China.
1 ton (long) = 2,240 pounds, avoirdupois .....	United States (foreign trade) and United Kingdom.
1 ton (metric) = 2,204.6 pounds, avoirdupois .....	( ² ).
1 ton (short) = 2,000 pounds, avoirdupois .....	United States (internal trade) and Canada (foreign trade).
1 zentner = 110.23 pounds, avoirdupois .....	Germany.

¹List of countries given may not be complete or reflect current name changes due to political restructuring.

²Metric system.

NOTE.—The values given are believed to be carried to a sufficient number of decimal places to meet the purpose for which the units may be used.

**PICAS TRANSLATED TO INCHES**

Picas	Inches	Picas	Inches	Picas	Inches	Picas	Inches	Picas	Inches	Picas	Inches
1	0.166	18	2.988	35	5.811	52	8.634	69	11.457	86	14.279
2	.332	19	3.154	36	5.977	53	8.800	70	11.623	87	14.445
3	.498	20	3.320	37	6.143	54	8.966	71	11.789	88	14.611
4	.664	21	3.487	38	6.309	55	9.132	72	11.955	89	14.778
5	.830	22	3.653	39	6.475	56	9.298	73	12.121	90	14.944
6	.996	23	3.819	40	6.641	57	9.464	74	12.287	91	15.110
7	1.162	24	3.985	41	6.807	58	9.630	75	12.453	92	15.276
8	1.328	25	4.151	42	6.973	59	9.796	76	12.619	93	15.442
9	1.494	26	4.317	43	7.139	60	9.962	77	12.785	94	15.608
10	1.660	27	4.483	44	7.306	61	10.128	78	12.951	95	15.774
11	1.826	28	4.649	45	7.472	62	10.294	79	13.117	96	15.940
12	1.992	29	4.815	46	7.638	63	10.460	80	13.283	97	16.106
13	2.158	30	4.981	47	7.804	64	10.626	81	13.449	98	16.272
14	2.324	31	5.147	48	7.970	65	10.792	82	13.615	99	16.438
15	2.490	32	5.313	49	8.136	66	10.959	83	13.781	100	16.604
16	2.656	33	5.479	50	8.302	67	11.125	84	13.947	125	20.750
17	2.822	34	5.645	51	8.468	68	11.291	85	14.113	150	24.900

**INCREASE OF TEXT BY SPACING**

If lines are spaced 2 points—

- 6-point type is increased one-third.
- 8-point type is increased one-fourth.
- 10-point type is increased one-fifth.
- 11-point type is increased two-elevenths.
- 12-point type is increased one-sixth.

**NUMBER OF WORDS AND EMS TO THE SQUARE INCH**

Size of type	Number of words		Number of ems	Size of type	Number of words		Number of ems
	Solid	Leaded ¹			Solid	Leaded ¹	
14 point .....	11	8	26½	8 point .....	32	23	81
12 point .....	14	11	36	6 point .....	47	34	144
11 point .....	17	14	43	5 point .....	69	50	207
10 point .....	21	16	52				

¹"Leaded" refers to 2 points of space between lines.



## 18. COUNTIES AND GEOGRAPHIC DIVISIONS

[Parishes, boroughs, Census divisions, districts, islands, municipalities, and municipios of the 50 States, U.S. possessions, and Freely Associated States (formerly the Trust Territory of the Pacific Islands)]

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	Dickinson in Iowa, Kansas, and Michigan
Alleghany in North Carolina and Virginia	Dickson in Tennessee
Allegheny in Pennsylvania	Forrest in Mississippi
Andrew in Missouri	Forest in all other States
Andrews in Texas	Glascock in Georgia
Aransas in Texas	Glasscock in Texas
Arkansas in Arkansas	Green in Kentucky and Wisconsin
Barber in Kansas	Greene in all other States
Barbour in Alabama and West Virginia	Harford in Maryland
Brevard in Florida	Hartford in Connecticut
Broward in Florida	Huntingdon in Pennsylvania
Brooke in West Virginia	Huntington in Indiana
Brooks in Georgia and Texas	Johnston in North Carolina and Oklahoma
Bulloch in Georgia	Johnson in all other States
Bullock in Alabama	Kanabec in Minnesota
Burnet in Texas	Kennebec in Maine
Burnett in Wisconsin	Kearney in Nebraska
Cheboygan in Michigan	Kearny in Kansas
Sheboygan in Wisconsin	Linn in Iowa, Kansas, Missouri, and Oregon
Clarke in Alabama, Georgia, Iowa, Mississippi, and Virginia	Lynn in Texas
Clark in all other States	Loudon in Tennessee
Coffee in Alabama, Georgia, and Tennessee	Loudoun in Virginia
Coffey in Kansas	Manatee in Florida
Coal in Oklahoma	Manistee in Michigan
Cole in Missouri	Merced in California
Coles in Illinois	Mercer in all other States
Cook in Illinois and Minnesota	Morton in Kansas
Cooke in Texas	Norton in Kansas
Davidson in North Carolina and Tennessee	Muscogee in Georgia
Davie in North Carolina	Muskogee in Oklahoma
Davess in Indiana, Kentucky, and Missouri	Park in Colorado and Montana
Davis in Iowa and Utah	Parke in Indiana
Davison in South Dakota	Pottawatomie in Kansas and Oklahoma
De Kalb in Alabama, Georgia, Illinois, and Indiana	Pottawattamie in Iowa
DeKalb in Tennessee	Prince George in Virginia
Dickenson in Virginia	Prince George's in Maryland
	Sanders in Montana
	Saunders in Nebraska
	Smyth in Virginia
	Smith in all other States
	Stafford in Virginia

Strafford in New Hampshire	Tyrrell in North Carolina
Stanley in South Dakota	Tooele in Utah
Stanly in North Carolina	Toole in Montana
Stark in Illinois, North Dakota, and Ohio	Vermillion in Indiana
Starke in Indiana	Vermilion in all other States
Stephens in Georgia, Oklahoma, and Texas	Woods in Oklahoma
Stevens in Kansas, Minnesota, and Washington	Wood in all other States
Storey in Nevada	Wyandot in Ohio
Story in Iowa	Wyandotte in Kansas
Terrell in Georgia and Texas	Yellowstone in Montana
	Yellowstone National Park in Montana

**ALABAMA (AL) (67 counties)**

Autauga	Cleburne	Fayette	Lowndes	Russell
Baldwin	Coffee	Franklin	Macon	St. Clair
Barbour	Colbert	Geneva	Madison	Shelby
Bibb	Conecuh	Greene	Marengo	Sumter
Blount	Coosa	Hale	Marion	Talladega
Bullock	Covington	Henry	Marshall	Tallapoosa
Butler	Crenshaw	Houston	Mobile	Tuscaloosa
Calhoun	Cullman	Jackson	Monroe	Walker
Chambers	Dale	Jefferson	Montgomery	Washington
Cherokee	Dallas	Lamar	Morgan	Wilcox
Chilton	De Kalb	Lauderdale	Perry	Winston
Choctaw	Elmore	Lawrence	Pickens	
Clarke	Escambia	Lee	Pike	
Clay	Etowah	Limestone	Randolph	

**ALASKA (AK) (* signifies boroughs; all others are Census divisions)**

Anchorage*	Juneau*	Matanuska-	Sitka*	Wrangell-
Bethel	Kenai	Susitna*	Southeast	Petersburg
Bristol Bay*	Peninsula*	Nome	Fairbanks	Yukon-
Dillingham	Ketchikan	North Slope*	Valdez-	Koyukuk
Fairbanks	Gateway*	Prince of	Cordova	
North Star*	Kodiak Island*	Wales-Outer	Wade	
Haines*		Ketchikan	Hampton	

**AMERICAN SAMOA (AS) (5 entities: 3 districts* and 2 islands)**

Eastern*	Manu'a*	Rose	Swains	Western*
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**ARIZONA (AZ) (15 counties)**

Apache	Gila	La Paz	Navajo	Santa Cruz
Cochise	Graham	Maricopa	Pima	Yavapai
Coconino	Greenlee	Mohave	Pinal	Yuma

**ARKANSAS (AR) (75 counties)**

Arkansas	Craighead	Howard	Miller	Randolph
Ashley	Crawford	Independence	Mississippi	St. Francis
Baxter	Crittenden	Izard	Monroe	Saline
Benton	Cross	Jackson	Montgomery	Scott
Boone	Dallas	Jefferson	Nevada	Searcy
Bradley	Desha	Johnson	Newton	Sebastian
Calhoun	Drew	Lafayette	Ouachita	Sevier
Carroll	Faulkner	Lawrence	Perry	Sharp
Chicot	Franklin	Lee	Phillips	Stone
Clark	Fulton	Lincoln	Pike	Union
Clay	Garland	Little River	Poinsett	Van Buren
Cleburne	Grant	Logan	Polk	Washington
Cleveland	Greene	Lonoke	Pope	White
Columbia	Hempstead	Madison	Prairie	Woodruff
Conway	Hot Spring	Marion	Pulaski	Yell

**CALIFORNIA (CA) (58 counties)**

Alameda	Inyo	Monterey	San Joaquin	Sutter
Alpine	Kern	Napa	San Luis	Tehama
Amador	Kings	Nevada	Obispo	Trinity
Butte	Lake	Orange	San Mateo	Tulare
Calaveras	Lassen	Placer	Santa Barbara	Tuolumne
Colusa	Los Angeles	Plumas	Santa Clara	Ventura
Contra Costa	Madera	Riverside	Santa Cruz	Yolo
Del Norte	Marin	Sacramento	Shasta	Yuba
El Dorado	Mariposa	San Benito	Sierra	
Fresno	Mendocino	San	Siskiyou	
Glenn	Merced	Bernardino	Solano	
Humboldt	Modoc	San Diego	Sonoma	
Imperial	Mono	San Francisco	Stanislaus	

**COLORADO (CO) (63 counties)**

Adams	Custer	Hinsdale	Mineral	Rio Grande
Alamosa	Delta	Huerfano	Moffat	Routt
Arapahoe	Denver	Jackson	Montezuma	Saguache
Archuleta	Dolores	Jefferson	Montrose	San Juan
Baca	Douglas	Kiowa	Morgan	San Miguel
Bent	Eagle	Kit Carson	Otero	Sedgwick
Boulder	Elbert	Lake	Ouray	Summit
Chaffee	El Paso	La Plata	Park	Teller
Cheyenne	Fremont	Larimer	Phillips	Washington
Clear Creek	Garfield	Las Animas	Pitkin	Weld
Conejos	Gilpin	Lincoln	Prowers	Yuma
Costilla	Grand	Logan	Pueblo	
Crowley	Gunnison	Mesa	Rio Blanco	

**CONNECTICUT (CT) (8 counties)**

Fairfield	Litchfield	New Haven	Tolland
Hartford	Middlesex	New London	Windham

**DELAWARE (DE) (3 counties)**

Kent	New Castle	Sussex
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**DISTRICT OF COLUMBIA (DC) (single entity)****FEDERATED STATES OF MICRONESIA (FM) (4 States)**

Chuuk (formerly Truk)	Kosrae	Pohnpei (formerly Ponape)	Yap
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**FLORIDA (FL) (67 counties)**

Alachua	Dixie	Hillsborough	Martin	Santa Rosa
Baker	Duval	Holmes	Monroe	Sarasota
Bay	Escambia	Indian River	Nassau	Seminole
Bradford	Flagler	Jackson	Okaloosa	Sumter
Brevard	Franklin	Jefferson	Okeechobee	Suwannee
Broward	Gadsden	Lafayette	Orange	Taylor
Calhoun	Gilchrist	Lake	Osceola	Union
Charlotte	Glades	Lee	Palm Beach	Volusia
Citrus	Gulf	Leon	Pasco	Wakulla
Clay	Hamilton	Levy	Pinellas	Walton
Collier	Hardee	Liberty	Polk	Washington
Columbia	Hendry	Madison	Putnam	
Dade	Hernando	Manatee	St. Johns	
De Soto	Highlands	Marion	St. Lucie	

**GEORGIA (GA) (159 counties)**

Appling	Baldwin	Ben Hill	Brantley	Burke
Atkinson	Banks	Berrien	Brooks	Butts
Bacon	Barrow	Bibb	Bryan	Calhoun
Baker	Bartow	Bleckley	Bulloch	Camden

Candler	Douglas	Houston	Morgan	Tattnall
Carroll	Early	Irwin	Murray	Taylor
Catoosa	Echols	Jackson	Muscogee	Telfair
Charlton	Effingham	Jasper	Newton	Terrell
Chatham	Elbert	Jeff Davis	Oconee	Thomas
Chatta- hoochee	Emanuel	Jefferson	Oglethorpe	Tift
Chattooga	Evans	Jenkins	Paulding	Toombs
Cherokee	Fannin	Johnson	Peach	Towns
Clarke	Fayette	Jones	Pickens	Treutlen
Clay	Floyd	Lamar	Pierce	Troup
Clayton	Forsyth	Lanier	Pike	Turner
Clinch	Franklin	Laurens	Polk	Twiggs
Cobb	Fulton	Lee	Pulaski	Union
Coffee	Gilmer	Liberty	Putnam	Upson
Colquitt	Glascock	Lincoln	Quitman	Walker
Columbia	Glynn	Long	Rabun	Walton
Cook	Gordon	Lowndes	Randolph	Ware
Coweta	Grady	Lumpkin	Richmond	Warren
Crawford	Greene	McDuffie	Rockdale	Washington
Crisp	Gwinnett	McIntosh	Schley	Wayne
Dade	Habersham	Macon	Screven	Webster
Dawson	Hall	Madison	Seminole	Wheeler
Decatur	Hancock	Marion	Spalding	White
De Kalb	Haralson	Meriwether	Stephens	Whitfield
Dodge	Harris	Miller	Stewart	Wilcox
Dooley	Hart	Mitchell	Sumter	Wilkes
Dougherty	Heard	Monroe	Talbot	Wilkinson
	Henry	Montgomery	Taliaferro	Worth

**GUAM (GU) (single entity)****HAWAII (HI) (5 counties)**

Hawaii	Honolulu	Kalawao	Kauai	Maui
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**IDAHO (ID) (44 counties)**

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)**

Adams	Du Page	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	Moultrie	Union
Carroll	Fulton	La Salle	Ogle	Vermilion
Cass	Gallatin	Lawrence	Peoria	Wabash
Champaign	Greene	Lee	Perry	Warren
Christian	Grundy	Livingston	Piatt	Washington
Clark	Hamilton	Logan	Pike	Wayne
Clay	Hancock	McDonough	Pope	White
Clinton	Hardin	McHenry	Pulaski	Whiteside
Coles	Henderson	McLean	Putnam	Will
Cook	Henry	Macon	Randolph	Williamson
Crawford	Iroquois	Macoupin	Richland	Winnebago
Cumberland	Jackson	Madison	Rock Island	Woodford
De Kalb	Jasper	Marion	St. Clair	
De Witt	Jefferson	Marshall	Saline	
Douglas	Jersey	Mason	Sangamon	

**INDIANA (IN) (92 counties)**

Adams	Elkhart	Jefferson	Ohio	Sullivan
Allen	Fayette	Jennings	Orange	Switzerland
Bartholomew	Floyd	Johnson	Owen	Tippecanoe
Benton	Fountain	Knox	Parke	Tipton
Blackford	Franklin	Kosciusko	Perry	Union
Boone	Fulton	LaGrange	Pike	Vanderburgh
Brown	Gibson	Lake	Porter	Vermillion
Carroll	Grant	La Porte	Posey	Vigo
Cass	Greene	Lawrence	Pulaski	Wabash
Clark	Hamilton	Madison	Putnam	Warren
Clay	Hancock	Marion	Randolph	Warrick
Clinton	Harrison	Marshall	Ripley	Washington
Crawford	Hendricks	Martin	Rush	Wayne
Daviess	Henry	Miami	St. Joseph	Wells
Dearborn	Howard	Monroe	Scott	White
Decatur	Huntington	Montgomery	Shelby	Whitley
De Kalb	Jackson	Morgan	Spencer	
Delaware	Jasper	Newton	Starke	
Dubois	Jay	Noble	Steuben	

**IOWA (IA) (99 counties)**

Adair	Clay	Hancock	Madison	Ringgold
Adams	Clayton	Hardin	Mahaska	Sac
Allamakee	Clinton	Harrison	Marion	Scott
Appanoose	Crawford	Henry	Marshall	Shelby
Audubon	Dallas	Howard	Mills	Sioux
Benton	Davis	Humboldt	Mitchell	Story
Black Hawk	Decatur	Ida	Monona	Tama
Boone	Delaware	Iowa	Monroe	Taylor
Bremer	Des Moines	Jackson	Montgomery	Union
Buchanan	Dickinson	Jasper	Muscatine	Van Buren
Buena Vista	Dubuque	Jefferson	O'Brien	Wapello
Butler	Emmet	Johnson	Osceola	Warren
Calhoun	Fayette	Jones	Page	Washington
Carroll	Floyd	Keokuk	Palo Alto	Wayne
Cass	Franklin	Kossuth	Plymouth	Webster
Cedar	Fremont	Lee	Pocahontas	Winnebago
Cerro Gordo	Greene	Linn	Polk	Winneshiek
Cherokee	Grundy	Louisa	Pottawat-	Woodbury
Chickasaw	Guthrie	Lucas	tamie	Worth
Clarke	Hamilton	Lyon	Poweshiek	Wright

**KANSAS (KS) (105 counties)**

Allen	Douglas	Jewell	Neosho	Seward
Anderson	Edwards	Johnson	Ness	Shawnee
Atchison	Elk	Kearny	Norton	Sheridan
Barber	Ellis	Kingman	Osage	Sherman
Barton	Ellsworth	Kiowa	Osborne	Smith
Bourbon	Finney	Labette	Ottawa	Stafford
Brown	Ford	Lane	Pawnee	Stanton
Butler	Franklin	Leavenworth	Phillips	Stevens
Chase	Geary	Lincoln	Pottawa-	Sumner
Chautauqua	Gove	Linn	tomie	Thomas
Cherokee	Graham	Logan	Pratt	Trego
Cheyenne	Grant	Lyon	Rawlins	Wabaunsee
Clark	Gray	McPherson	Reno	Wallace
Clay	Greeley	Marion	Republic	Washington
Cloud	Greenwood	Marshall	Rice	Wichita
Coffey	Hamilton	Meade	Riley	Wilson
Comanche	Harper	Miami	Rooks	Woodson
Cowley	Harvey	Mitchell	Rush	Wyandotte
Crawford	Haskell	Montgomery	Russell	
Decatur	Hodgeman	Morris	Saline	
Dickinson	Jackson	Morton	Scott	
Doniphan	Jefferson	Nemaha	Sedgwick	



**KENTUCKY (KY) (120 counties)**

Adair	Clark	Harrison	McCracken	Perry
Allen	Clay	Hart	McCreary	Pike
Anderson	Clinton	Henderson	McLean	Powell
Ballard	Crittenden	Henry	Madison	Pulaski
Barren	Cumberland	Hickman	Magoffin	Robertson
Bath	Daviess	Hopkins	Marion	Rockcastle
Bell	Edmonson	Jackson	Marshall	Rowan
Boone	Elliott	Jefferson	Martin	Russell
Bourbon	Estill	Jessamine	Mason	Scott
Boyd	Fayette	Johnson	Meade	Shelby
Boyle	Fleming	Kenton	Menifee	Simpson
Bracken	Floyd	Knott	Mercer	Spencer
Breathitt	Franklin	Knox	Metcalfe	Taylor
Breckinridge	Fulton	Larue	Monroe	Todd
Bullitt	Gallatin	Laurel	Montgomery	Trigg
Butler	Garrard	Lawrence	Morgan	Trimble
Caldwell	Grant	Lee	Muhlenberg	Union
Calloway	Graves	Leslie	Nelson	Warren
Campbell	Grayson	Letcher	Nicholas	Washington
Carlisle	Green	Lewis	Ohio	Wayne
Carroll	Greenup	Lincoln	Oldham	Webster
Carter	Hancock	Livingston	Owen	Whitley
Casey	Hardin	Logan	Owsley	Wolfe
Christian	Harlan	Lyon	Pendleton	Woodford

**LOUISIANA (LA) (64 parishes)**

Acadia	Concordia	Jefferson	Rapides	Tangipahoa
Allen	De Soto	Davis	Red River	Tensas
Ascension	East Baton Rouge	Lafayette	Richland	Terrebonne
Assumption	Rouge	Lafourche	Sabine	Union
Avoyelles	East Carroll	La Salle	St. Bernard	Vermilion
Beauregard	East Feliciana	Lincoln	St. Charles	Vernon
Bienville	Evangeline	Livingston	St. Helena	Washington
Bossier	Franklin	Madison	St. James	Webster
Caddo	Grant	Morehouse	St. John the Baptist	West Baton Rouge
Calcasieu	Iberia	Natchitoches	St. Landry	West Carroll
Caldwell	Iberville	Orleans	St. Martin	West Feliciana
Cameron	Jackson	Ouachita	St. Mary	Winn
Catahoula	Jefferson	Plaquemines	St. Tammany	
Claiborne		Pointe Coupee		

**MAINE (ME) (16 counties)**

Androscoggin	Franklin	Lincoln	Sagadahoc	York
Aroostook	Hancock	Oxford	Somerset	
Cumberland	Kennebec	Penobscot	Waldo	
	Knox	Piscataquis	Washington	

**MARSHALL ISLANDS (MH) (33 municipalities)**

Ailinginae	Bokak	Kili	Mejit	Ujae
Ailinglaplap	Ebon	Kwajalein	Mili	Ujelang
Ailuk	Enewetak	Lae	Namorik	Utrik
Arno	Erikub	Lib	Namu	Wotho
Aur	Jabat	Likiep	Rongelap	Wotje
Bikar	Jaluit	Majuro	Rongrik	
Bikini	Jemo	Maloelap	Toke	

**MARYLAND (MD) (23 counties)**

Allegany	Carroll	Garrett	Prince George's	Talbot
Anne Arundel	Cecil	Harford	Queen Anne's	Washington
Baltimore	Charles	Howard	St. Mary's	Wicomico
Calvert	Dorchester	Kent	Somerset	Worcester
Caroline	Frederick	Montgomery		

**MASSACHUSETTS (MA) (14 counties)**

Barnstable	Dukes	Hampden	Nantucket	Suffolk
Berkshire	Essex	Hampshire	Norfolk	Worcester
Bristol	Franklin	Middlesex	Plymouth	

**MICHIGAN (MI) (83 counties)**

Alcona	Clare	Ionia	Manistee	Oscoda
Alger	Clinton	Iosco	Marquette	Otsego
Allegan	Crawford	Iron	Mason	Ottawa
Alpena	Delta	Isabella	Mecosta	Presque Isle
Antrim	Dickinson	Jackson	Menominee	Roscommon
Arenac	Eaton	Kalamazoo	Midland	Saginaw
Baraga	Emmet	Kalkaska	Missaukee	St. Clair
Barry	Genesee	Kent	Monroe	St. Joseph
Bay	Gladwin	Keweenaw	Montcalm	Sanilac
Benzie	Gogebic	Lake	Montmorency	Schoolcraft
Berrien	Grand	Lapeer	Muskegon	Shiawassee
Branch	Traverse	Leelanau	Newaygo	Tuscola
Calhoun	Gratiot	Lenawee	Oakland	Van Buren
Cass	Hillsdale	Livingston	Oceana	Washtenaw
Charlevoix	Houghton	Luce	Ogemaw	Wayne
Cheboygan	Huron	Mackinac	Ontonagon	Wexford
Chippewa	Ingham	Macomb	Osceola	

**MINNESOTA (MN) (87 counties)**

Aitkin	Dakota	Lac qui Parle	Norman	Sibley
Anoka	Dodge	Lake	Olmsted	Stearns
Becker	Douglas	Lake of the	Otter Tail	Steele
Beltrami	Faribault	Woods	Pennington	Stevens
Benton	Fillmore	Le Sueur	Pine	Swift
Big Stone	Freeborn	Lincoln	Pipestone	Todd
Blue Earth	Goodhue	Lyon	Polk	Traverse
Brown	Grant	McLeod	Pope	Wabasha
Carlton	Hennepin	Mahnomen	Ramsey	Wadena
Carver	Houston	Marshall	Red Lake	Waseca
Cass	Hubbard	Martin	Redwood	Washington
Chippewa	Isanti	Meeker	Renville	Watonwan
Chisago	Itasca	Mille Lacs	Rice	Wilkin
Clay	Jackson	Morrison	Rock	Winona
Clearwater	Kanabec	Mower	Roseau	Wright
Cook	Kandiyohi	Murray	St. Louis	Yellow
Cottonwood	Kittson	Nicollet	Scott	Medicine
Crow Wing	Koochiching	Nobles	Sherburne	

**MISSISSIPPI (MS) (82 counties)**

Adams	Forrest	Jones	Newton	Tallahatchie
Alcorn	Franklin	Kemper	Noxubee	Tate
Amite	George	Lafayette	Oktibbeha	Tippah
Attala	Greene	Lamar	Panola	Tishomingo
Benton	Grenada	Lauderdale	Pearl River	Tunica
Bolivar	Hancock	Lawrence	Perry	Union
Calhoun	Harrison	Leake	Pike	Walthall
Carroll	Hinds	Lee	Pontotoc	Warren
Chickasaw	Holmes	Leflore	Prentiss	Washington
Choctaw	Humphreys	Lincoln	Quitman	Wayne
Claiborne	Issaquena	Lowndes	Rankin	Webster
Clarke	Itawamba	Madison	Scott	Wilkinson
Clay	Jackson	Marion	Sharkey	Winston
Coahoma	Jasper	Marshall	Simpson	Yalobusha
Copiah	Jefferson	Monroe	Smith	Yazoo
Covington	Jefferson	Montgomery	Stone	
De Soto	Davis	Neshoba	Sunflower	

**MISSOURI (MO) (114 counties)**

Adair	Clark	Howell	Monroe	St. Charles
Andrew	Clay	Iron	Montgomery	St. Clair
Atchison	Clinton	Jackson	Morgan	St. Francois
Audrain	Cole	Jasper	New Madrid	Ste. Genevieve
Barry	Cooper	Jefferson	Newton	St. Louis
Barton	Crawford	Johnson	Nodaway	Saline
Bates	Dade	Knox	Oregon	Schuyler
Benton	Dallas	Laclede	Osage	Scotland
Bollinger	Daviess	Lafayette	Ozark	Scott
Boone	De Kalb	Lawrence	Pemiscot	Shannon
Buchanan	Dent	Lewis	Perry	Shelby
Butler	Douglas	Lincoln	Pettis	Stoddard
Caldwell	Dunklin	Linn	Phelps	Stone
Callaway	Franklin	Livingston	Pike	Sullivan
Camden	Gasconade	McDonald	Platte	Taney
Cape	Gentry	Macon	Polk	Texas
Girardeau	Greene	Madison	Pulaski	Vernon
Carroll	Grundy	Maries	Putnam	Warren
Carter	Harrison	Marion	Ralls	Washington
Cass	Henry	Mercer	Randolph	Wayne
Cedar	Hickory	Miller	Ray	Webster
Chariton	Holt	Mississippi	Reynolds	Worth
Christian	Howard	Moniteau	Ripley	Wright

**MONTANA (MT) (57 counties)**

Beaverhead	Fallon	Lewis and Clark	Phillips	Stillwater
Big Horn	Fergus	Liberty	Pondera	Sweet Grass
Blaine	Flathead	Lincoln	Powder River	Teton
Broadwater	Gallatin	McCone	Powell	Toole
Carbon	Garfield	Madison	Prairie	Treasure
Carter	Glacier	Meagher	Ravalli	Valley
Cascade	Golden Valley	Mineral	Richland	Wheatland
Chouteau	Granite	Missoula	Roosevelt	Wibaux
Custer	Hill	Musselshell	Rosebud	Yellowstone
Daniels	Jefferson	Park	Sanders	Yellowstone National
Dawson	Judith Basin	Petroleum	Sheridan	Park
Deer Lodge	Lake		Silver Bow	

**NEBRASKA (NE) (93 counties)**

Adams	Cuming	Greeley	Loup	Sarpy
Antelope	Custer	Hall	McPherson	Saunders
Arthur	Dakota	Hamilton	Madison	Scotts Bluff
Banner	Dawes	Harlan	Merrick	Seward
Blaine	Dawson	Hayes	Morrill	Sheridan
Boone	Deuel	Hitchcock	Nance	Sherman
Box Butte	Dixon	Holt	Nemaha	Sioux
Boyd	Dodge	Hooker	Nuckolls	Stanton
Brown	Douglas	Howard	Otoe	Thayer
Buffalo	Dundy	Jefferson	Pawnee	Thomas
Burt	Fillmore	Johnson	Perkins	Thurston
Butler	Franklin	Kearney	Phelps	Valley
Cass	Frontier	Keith	Pierce	Washington
Cedar	Furnas	Keya Paha	Platte	Wayne
Chase	Gage	Kimball	Polk	Webster
Cherry	Garden	Knox	Red Willow	Wheeler
Cheyenne	Garfield	Lancaster	Richardson	York
Clay	Gosper	Lincoln	Rock	
Colfax	Grant	Logan	Saline	

**NEVADA (NV) (16 counties)**

Churchill	Esmeralda	Lincoln	Pershing
Clark	Eureka	Lyon	Storey
Douglas	Humboldt	Mineral	Washoe
Elko	Lander	Nye	White Pine

**NEW HAMPSHIRE (NH) (10 counties)**

Belknap	Cheshire	Grafton	Merrimack	Strafford
Carroll	Coos	Hillsborough	Rockingham	Sullivan

**NEW JERSEY (NJ) (21 counties)**

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)**

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)**

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	Schoharie	Wyoming
Clinton	Jefferson	Orange	Schuyler	Yates
Columbia	Kings	Orleans	Seneca	
Cortland	Lewis	Oswego	Steuben	
Delaware	Livingston	Otsego	Suffolk	

**NORTH CAROLINA (NC) (100 counties)**

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)**

Adams	Burleigh	Emmons	Kidder	Mercer
Barnes	Cass	Foster	La Moure	Morton
Benson	Cavalier	Golden Valley	Logan	Mountrail
Billings	Dickey	Grand Forks	McHenry	Nelson
Bottineau	Divide	Grant	McIntosh	Oliver
Bowman	Dunn	Griggs	McKenzie	Pembina
Burke	Eddy	Hettinger	McLean	Pierce

Ramsey	Rolette	Slope	Towner	Wells
Ransom	Sargent	Stark	Trail	Williams
Renville	Sheridan	Steele	Walsh	
Richland	Sioux	Stutsman	Ward	

**NORTHERN MARIANA ISLANDS (MP) (4 municipalities)**

Northern Islands	Rota Saipan	Tinian
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**OHIO (OH) (88 counties)**

Adams	Darke	Hocking	Miami	Scioto
Allen	Defiance	Holmes	Monroe	Seneca
Ashland	Delaware	Huron	Montgomery	Shelby
Ashtabula	Erie	Jackson	Morgan	Stark
Athens	Fairfield	Jefferson	Morrow	Summit
Auglaize	Fayette	Knox	Muskingum	Trumbull
Belmont	Franklin	Lake	Noble	Tuscarawas
Brown	Fulton	Lawrence	Ottawa	Union
Butler	Gallia	Licking	Paulding	Van Wert
Carroll	Geauga	Logan	Perry	Vinton
Champaign	Greene	Lorain	Pickaway	Warren
Clark	Guernsey	Lucas	Pike	Washington
Clermont	Hamilton	Madison	Portage	Wayne
Clinton	Hancock	Mahoning	Preble	Williams
Columbiana	Hardin	Marion	Putnam	Wood
Coshocton	Harrison	Medina	Richland	Wyandot
Crawford	Henry	Meigs	Ross	
Cuyahoga	Highland	Mercer	Sandusky	

**OKLAHOMA (OK) (77 counties)**

Adair	Cotton	Jackson	Mayes	Roger Mills
Alfalfa	Craig	Jefferson	Murray	Rogers
Atoka	Creek	Johnston	Muskogee	Seminole
Beaver	Custer	Kay	Noble	Sequoyah
Beckham	Delaware	Kingfisher	Nowata	Stephens
Blaine	Dewey	Kiowa	Okfuskee	Texas
Bryan	Ellis	Latimer	Oklahoma	Tillman
Caddo	Garfield	Le Flore	Okmulgee	Tulsa
Canadian	Garvin	Lincoln	Osage	Wagoner
Carter	Grady	Logan	Ottawa	Washington
Cherokee	Grant	Love	Pawnee	Washita
Choctaw	Greer	McClain	Payne	Woods
Cimarron	Harmon	McCurtain	Pittsburg	Woodward
Cleveland	Harper	McIntosh	Pontotoc	
Coal	Haskell	Major	Pottawatomie	
Comanche	Hughes	Marshall	Pushmataha	

**OREGON (OR) (36 counties)**

Baker	Deschutes	Josephine	Morrow	Wasco
Benton	Douglas	Klamath	Multnomah	Washington
Clackamas	Gilliam	Lake	Polk	Wheeler
Clatsop	Grant	Lane	Sherman	Yamhill
Columbia	Harney	Lincoln	Tillamook	
Coos	Hood River	Linn	Umatilla	
Crook	Jackson	Malheur	Union	
Curry	Jefferson	Marion	Wallowa	

**PALAU (PW) (16 States)**

Aimeliik	Kayangel	Ngarchelong	Ngeremlengui
Airai	Koror	Ngardmau	Ngiwal
Angaur	Melekeok	Ngatpang	Peleliu
Hatobohei	Ngaraard	Ngchesar	Sonsorol

**PENNSYLVANIA (PA) (67 counties)**

Adams	Chester	Fulton	Mercer	Somerset
Allegheny	Clarion	Greene	Mifflin	Sullivan
Armstrong	Clearfield	Huntingdon	Monroe	Susquehanna
Beaver	Clinton	Indiana	Montgomery	Tioga
Bedford	Columbia	Jefferson	Montour	Union
Berks	Crawford	Juniata	Northampton	Venango
Blair	Cumberland	Lackawanna	Northumberland	Warren
Bradford	Dauphin	Lancaster	Perry	Washington
Bucks	Delaware	Lawrence	Philadelphia	Wayne
Butler	Elk	Lebanon	Pike	Westmoreland
Cambria	Erie	Lehigh	Potter	Wyoming
Cameron	Fayette	Luzerne	Schuylkill	York
Carbon	Forest	Lycoming	Snyder	
Centre	Franklin	McKean		

**PUERTO RICO (PR) (78 municipios)**

Adjuntas	Cataño	Gurabo	Maunabo	San Germán
Aguada	Cayey	Hatillo	Mayagüez	San Juan
Aguadilla	Ceiba	Hormigueros	Moca	San Lorenzo
Aguas Buenas	Ciales	Humacao	Morovis	San Sebastián
Aibonito	Cidra	Isabela	Naguabo	Santa Isabel
Añasco	Coamo	Jayuya	Naranjito	Toa Alta
Arecibo	Comerio	Juana Díaz	Orocovis	Toa Baja
Arroyo	Corozal	Juncos	Patillas	Trujillo Alto
Barceloneta	Culebra	Lajas	Peñuelas	Utua
Barranquitas	Dorado	Lares	Ponce	Vega Alta
Bayamón	Fajardo	Las Marías	Quebradillas	Vega Baja
Cabo Rojo	Florida	Las Piedras	Rincón	Vieques
Caguas	Guánica	Loíza	Rio Grande	Villalba
Camuy	Guayama	Luquillo	Sabana Grande	Yabucoa
Canóvanas	Guayanilla	Manatí	Salinas	Yauco
Carolina	Guaynabo	Maricao		

**RHODE ISLAND (RI) (5 counties)**

Bristol	Kent	Newport	Providence	Washington
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**SOUTH CAROLINA (SC) (46 counties)**

Abbeville	Cherokee	Florence	Lee	Saluda
Aiken	Chester	Georgetown	Lexington	Spartanburg
Allendale	Chesterfield	Greenville	McCormick	Sumter
Anderson	Clarendon	Greenwood	Marion	Union
Bamberg	Colleton	Hampton	Marlboro	Williamsburg
Barnwell	Darlington	Horry	Newberry	York
Beaufort	Dillon	Jasper	Oconee	
Berkeley	Dorchester	Kershaw	Orangeburg	
Calhoun	Edgefield	Lancaster	Pickens	
Charleston	Fairfield	Laurens	Richland	

**SOUTH DAKOTA (SD) (67 counties)**

Aurora	Corson	Hand	McCook	Spink
Beadle	Custer	Hanson	McPherson	Stanley
Bennett	Davison	Harding	Marshall	Sully
Bon Homme	Day	Hughes	Meade	Todd
Brookings	Deuel	Hutchinson	Mellette	Tripp
Brown	Dewey	Hyde	Miner	Turner
Brule	Douglas	Jackson	Minnehaha	Union
Buffalo	Edmunds	Jerauld	Moody	Walworth
Butte	Fall River	Jones	Pennington	Washabaugh
Campbell	Faulk	Kingsbury	Perkins	Yankton
Charles Mix	Grant	Lake	Potter	Ziebach
Clark	Gregory	Lawrence	Roberts	
Clay	Haakon	Lincoln	Sanborn	
Codington	Hamlin	Lyman	Shannon	

**TENNESSEE (TN) (95 counties)**

Anderson	Decatur	Henderson	Marion	Sequatchie
Bedford	DeKalb	Henry	Marshall	Sevier
Benton	Dickson	Hickman	Maury	Shelby
Bledsoe	Dyer	Houston	Meigs	Smith
Blount	Fayette	Humphreys	Monroe	Stewart
Bradley	Fentress	Jackson	Montgomery	Sullivan
Campbell	Franklin	Jefferson	Moore	Sumner
Cannon	Gibson	Johnson	Morgan	Tipton
Carroll	Giles	Knox	Obion	Trousdale
Carter	Grainger	Lake	Overton	Unicoi
Cheatham	Greene	Lauderdale	Perry	Union
Chester	Grundy	Lawrence	Pickett	Van Buren
Claiborne	Hamblen	Lewis	Polk	Warren
Clay	Hamilton	Lincoln	Putnam	Washington
Cocke	Hancock	Loudon	Rhea	Wayne
Coffee	Hardeman	McMinn	Roane	Weakley
Crockett	Hardin	McNairy	Robertson	White
Cumberland	Hawkins	Macon	Rutherford	Williamson
Davidson	Haywood	Madison	Scott	Wilson

**TEXAS (TX) (254 counties)**

Anderson	Comal	Grayson	Kinney	Orange
Andrews	Comanche	Gregg	Kleberg	Palo Pinto
Angelina	Concho	Grimes	Knox	Panola
Aransas	Cooke	Guadalupe	Lamar	Parker
Archer	Coryell	Hale	Lamb	Parmer
Armstrong	Cottle	Hall	Lampasas	Pecos
Atascosa	Crane	Hamilton	La Salle	Polk
Austin	Crockett	Hansford	Lavaca	Potter
Bailey	Crosby	Hardeman	Lee	Presidio
Bandera	Culberson	Hardin	Leon	Rains
Bastrop	Dallam	Harris	Liberty	Randall
Baylor	Dallas	Harrison	Limestone	Reagan
Bee	Dawson	Hartley	Lipscomb	Real
Bell	Deaf Smith	Haskell	Live Oak	Red River
Bexar	Delta	Hays	Llano	Reeves
Blanco	Denton	Hemphill	Loving	Refugio
Borden	De Witt	Henderson	Lubbock	Roberts
Bosque	Dickens	Hidalgo	Lynn	Robertson
Bowie	Dimmit	Hill	McCulloch	Rockwall
Brazoria	Donley	Hockley	McLennan	Runnels
Brazos	Duval	Hood	McMullen	Rusk
Brewster	Eastland	Hopkins	Madison	Sabine
Briscoe	Ector	Houston	Marion	San Augustine
Brooks	Edwards	Howard	Martin	San Jacinto
Brown	Ellis	Hudspeth	Mason	San Patricio
Burleson	El Paso	Hunt	Matagorda	San Saba
Burnet	Erath	Hutchinson	Maverick	Schleicher
Caldwell	Falls	Irion	Medina	Scurry
Calhoun	Fannin	Jack	Menard	Shackelford
Callahan	Fayette	Jackson	Midland	Shelby
Cameron	Fisher	Jasper	Milam	Sherman
Camp	Floyd	Jeff Davis	Mills	Smith
Carson	Foard	Jefferson	Mitchell	Somervell
Cass	Fort Bend	Jim Hogg	Montague	Starr
Castro	Franklin	Jim Wells	Montgomery	Stephens
Chambers	Freestone	Johnson	Moore	Sterling
Cherokee	Frio	Jones	Morris	Stonewall
Childress	Gaines	Karnes	Motley	Sutton
Clay	Galveston	Kaufman	Nacogdoches	Swisher
Cochran	Garza	Kendall	Navarro	Tarrant
Coke	Gillespie	Kenedy	Newton	Taylor
Coleman	Glasscock	Kent	Nolan	Terrell
Collin	Goliad	Kerr	Nueces	Terry
Collingsworth	Gonzales	Kimble	Ochiltree	Throckmorton
Colorado	Gray	King	Oldham	Titus

Tom Green	Uvalde	Ward	Wilbarger	Wood
Travis	Val Verde	Washington	Willacy	Yoakum
Trinity	Van Zandt	Webb	Williamson	Young
Tyler	Victoria	Wharton	Wilson	Zapata
Upshur	Walker	Wheeler	Winkler	Zavala
Upton	Waller	Wichita	Wise	

**TRUST TERRITORY OF THE PACIFIC ISLANDS (abandoned term)****UTAH (UT) (29 counties)**

Beaver	Duchesne	Kane	San Juan	Utah
Box Elder	Emery	Millard	Sanpete	Wasatch
Cache	Garfield	Morgan	Sevier	Washington
Carbon	Grand	Piute	Summit	Wayne
Daggett	Iron	Rich	Tooele	Weber
Davis	Juab	Salt Lake	Uintah	

**VERMONT (VT) (14 counties)**

Addison	Chittenden	Grand Isle	Orleans	Windham
Bennington	Essex	Lamoille	Rutland	Windsor
Caledonia	Franklin	Orange	Washington	

**VIRGINIA (VA) (95 counties)**

Accomack	Chesterfield	Halifax	Montgomery	Rockingham
Albemarle	Clarke	Hanover	Nelson	Russell
Alleghany	Craig	Henrico	New Kent	Scott
Amelia	Culpeper	Henry	Northampton	Shenandoah
Amherst	Cumberland	Highland	Northumber-	Smyth
Appomattox	Dickenson	Isle of Wight	land	Southampton
Arlington	Dinwiddie	James City	Nottoway	Spotsylvania
Augusta	Essex	King and	Orange	Stafford
Bath	Fairfax	Queen	Page	Surry
Bedford	Fauquier	King George	Patrick	Sussex
Bland	Floyd	King William	Pittsylvania	Tazewell
Botetourt	Fluvanna	Lancaster	Powhatan	Warren
Brunswick	Franklin	Lee	Prince Edward	Washington
Buchanan	Frederick	Loudoun	Prince George	Westmoreland
Buckingham	Giles	Louisa	Prince William	Wise
Campbell	Gloucester	Lunenburg	Pulaski	Wythe
Caroline	Goochland	Madison	Rappahannock	York
Carroll	Grayson	Mathews	Richmond	
Charles City	Greene	Mecklenburg	Roanoke	
Charlottesville	Greensville	Middlesex	Rockbridge	

**VIRGIN ISLANDS (VI) (3 islands)**

St. Croix	St. Thomas	St. John
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**WASHINGTON (WA) (39 counties)**

Adams	Douglas	King	Pacific	Stevens
Asotin	Ferry	Kitsap	Pend Oreille	Thurston
Benton	Franklin	Kittitas	Pierce	Wahkiakum
Chelan	Garfield	Klickitat	San Juan	Walla Walla
Clallam	Grant	Lewis	Skagit	Whatcom
Clark	Grays Harbor	Lincoln	Skamania	Whitman
Columbia	Island	Mason	Snohomish	Yakima
Cowlitz	Jefferson	Okanogan	Spokane	

**WEST VIRGINIA (WV) (55 counties)**

Barbour	Clay	Hancock	Lincoln	Mineral
Berkeley	Doddridge	Hardy	Logan	Mingo
Boone	Fayette	Harrison	McDowell	Monongalia
Braxton	Gilmer	Jackson	Marion	Monroe
Brooke	Grant	Jefferson	Marshall	Morgan
Cabell	Greenbrier	Kanawha	Mason	Nicholas
Calhoun	Hampshire	Lewis	Mercer	Ohio



Pendleton	Putnam	Roane	Tyler	Wetzel
Pleasants	Raleigh	Summers	Upshur	Wirt
Pocahontas	Randolph	Taylor	Wayne	Wood
Preston	Ritchie	Tucker	Webster	Wyoming

**WISCONSIN (WI) (72 counties)**

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	Marquette	Rock	Waupaca
Clark	Iowa	Menominee	Rusk	Wausara
Columbia	Iron	Milwaukee	St. Croix	Winnebago
Crawford	Jackson	Monroe	Sauk	Wood
Dane	Jefferson	Oconto	Sawyer	
Dodge	Juneau	Oneida	Shawano	
Door	Kenosha	Outagamie	Sheboygan	

**WYOMING (WY) (23 counties)**

Albany	Crook	Laramie	Platte	Uinta
Big Horn	Fremont	Lincoln	Sheridan	Washakie
Campbell	Goshen	Natrona	Sublette	Weston
Carbon	Hot Springs	Niobrara	Sweetwater	
Converse	Johnson	Park	Teton	

## 19. CONGRESSIONAL RECORD

### LAWS AND RULES FOR PUBLICATION OF THE CONGRESSIONAL RECORD

#### CODE OF LAWS OF THE UNITED STATES

**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. All should familiarize themselves with the exceptions and the forms peculiar to the Record.

Much of the data printed in the Congressional Record is forwarded to the GPO via fiber optic transmission using the captured keystrokes of the floor reporters. Element identifier codes are programmatically inserted, and galley output is accomplished without manual intervention. It is not cost effective to prepare the accompanying manuscript as per the GPO Style Manual and it is too time-consuming to update and change the data once it is already in type form. Therefore, the Record is to be FIC & punc. It is not necessary to stamp the copy FIC & punc. because of its volume. However, Record style, as stated in the following rules, will be followed.

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 copy 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 therefor.

All manuscript submitted in a foreign language will not be printed. It will be returned for translation and resubmitted for printing in the next Record.

Extreme caution must be used in making corrections in copy, 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.

Queries must not be made on proofs. In case of doubt, readers will consult the Referee.

## CAPITALIZATION

(See also "Capitalization")

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.

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 lower-cased, as the Hawkins bill, the Fish amendment, etc.; but FISH's amendment, etc.

The names of Members and Members-elect of both Houses of the Congress, including those of the Vice President and Speaker, will be printed in caps and small caps if mention is made of them, except in extract matter.

Deceased Members' names will be set in caps and small caps in eulogies only on the first day the House or Senate is in session following the death of a Member, in a speech carrying date when the Member was eulogized, or on memorial day in the Senate and House. Eulogy day in one House will be treated the same in the other.

Certificates of Senators-elect of a succeeding Congress are usually presented to the current Congress, and in such cases the names of the Senators-elect must be in caps and small caps.

Names of Members of Congress must be set in caps and lowercase in votes, in lists set in columns, in the list of standing and select committees, in contested-election cases, in lists of pairs, and in all parts of tabular matter (head, body, and footnotes).

Observe that the names of all persons not certified Members of Congress are to be set in caps and lowercase; that is, names of secretaries, clerks, messengers, and others.

Names of proposed Federal boards, commissions, services, etc., are capitalized.

Capitalize principal words and quote after each of the following terms: *Address, article, book, caption, chapter heading, editorial, essay, heading, headline, motion picture or play* (including TV or radio program), *paper, poem, report, song, subheading, subject, theme*, etc. Also, following the word *entitled*, except with reference to bill titles which are treated as follows: "A bill (or an act) transferring certain functions of the Price Administrator to the Petroleum Administrator for War," etc.

### FIGURES

Follow the copy as to the use of numerals. Dollar amounts in Record copy are to be followed.

Figures appearing in copy 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 copy, titles of cases are always set in italic if followed by references. In 7 point, copy 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, put place and date at beginning of paragraph. Use caps and small caps for name of place and roman lower-case 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 must not be supplied when not in copy. Note the following:

Whereas it has been deemed advisable      *Resolved*, That the committee, etc.  
to, etc.: Therefore be it

In the titles of legal cases copy is followed as to spelling, abbreviations, and use of figures.

Use single punctuation in citations of cases and statutes:

*United States v. 12 Diamond Rings* (124 U.S. 329; R.S. p. 310, sec. 1748).

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 copy.

In text references to Senate and House reports and in executive and miscellaneous documents, follow the copy.

In headings and text references to resolutions and memorials, follow the copy.

#### 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.

[All the following examples are for sample purposes only]

#### 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. LOTT. (Name all caps when visitor addresses Senate or House.)

On motion by (or of) Mr. LUCAS of Oklahoma, it was, etc.

The VICE PRESIDENT resumed the chair.

The PRESIDING OFFICER (Mr. BURNS in the chair). Shall the bill pass?

The SPEAKER called the House to order.

Mr. LARGENT's amendment was adopted.

Mr. BROWN of Ohio took the floor and yielded to Mr. HOYER.

During the rollcall,

Mr. HOYER said: If not paired, I would vote "no" on this bill.

A MEMBER. And debate it afterward.

SEVERAL SENATORS. I object.

*But:* Several Senators addressed the Chair.

Mr. KENNEDY, Mr. GLENN (and others). Let it be read.

Mr. JACKSON (and others). Yes.

Mrs. HAWKINS (and other Members). No.

Mr. SMITH of Oregon objected.

The ACTING SECRETARY. In line 11, after the word "*Provided*", it is proposed, etc.

Mr. SPENCE was recognized, and yielded his time to Mr. COBLE.

Mrs. BOXER, a Senator from the State of California, appeared in her seat today.

[When two Members from the same State have the same surname, full name is used.]

Mr. WILLIAM COYNE and Mr. JAMES COYNE rose to a point of order.

The SPEAKER proceeded to put the question on the motion of Mr. YATES.

The CHAIRMAN appointed Mr. WALKER and Mr. TAYLOR as tellers.

Mr. HOYER. I desire to withdraw my vote of "no" and vote "present."

The Clerk (House) called the name of Mr. MURTHA, and he answered "present."

The clerk (Senate) read Mr. GLENN's amendment.

The legislative clerk will read it.

The LEGISLATIVE CLERK. This bill will * * *.

[Extracts that consist of colloquies will use caps and small caps for names of persons speaking, as shown below:]

Mr. STIGLER. I think this bill is so well understood that no time will be required for its discussion.

Mrs. 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 program and any special orders heretofore entered, was granted to:

Mr. HOYER, for 1 hour, on Wednesday, February 2.

Mr. GONZALEZ (at the request of Mr. HOYER), for 1 hour, on February 2.

(The following Members (at the request of Mr. BASS) and to revise and extend their remarks and include therein extraneous matter:)

Mr. BLUTE, for 5 minutes, today.

Mr. MILLER of Ohio, for 5 minutes, today.

Mr. YOUNG, for 30 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's remarks will appear hereafter in the Extensions of Remarks.]

### PUNCTUATION

Mr. REID. Mr. President, I call up my amendment which is identified as "unprinted amendment No. 1296," and ask that it be stated.

The bill was reported to the Senate as amended, and the amendment was concurred in.

The bill was reported to the Senate without amendment, ordered to be engrossed for a third reading, read the third time, and passed.

The bill was ordered to be engrossed 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 a third time, was read the third time, and passed.

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, was read the third time, and passed.

The amendments were ordered to be engrossed and the bill to be read a third time.

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, etc.

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.

Mr. COYNE. Mr. Chairman, I move to strike the requisite number of words.

(Mr. COYNE asked and was given permission to revise and extend his remarks.)

[Note use of interrogation mark in the following:]

Mr. KERRY. Mr. President, what does this mean?—

We have never received a dollar of this amount.

A resolution of the Senate of the State of California; to the Committee on Interior and Insular Affairs:

“SENATE RESOLUTION 126

“Whereas the great storms of December 1964 caused widespread flooding along the Sacramento River and its tributaries; and

“Whereas this flooding caused extensive damage along the Sacramento River and its tributaries in Tehama and Shasta Counties; and

“Whereas these projects could be integrated with the Federal Central Valley project: Now, therefore, be it

“Resolved by the Senate of the State of California, That the Congress of the

United States, the U.S. Army Corps of Engineers, and the Bureau of Reclamation are respectfully * * *’.

[Note use of italic in title of cases:]

* * * This is the occasion America did not have to consider what other options might guarantee maternal safety while protecting the unborn. This is our national opportunity to reconsider *Roe v. Wade*, 410 U.S. 113 (1973).

Roe against Wade and its companion case, *Doe v. Bolton*, 410 U.S. 179 (1973), granted abortion the elevated status of a fundamental constitutional right and invalidated almost all effective restrictions on abortion throughout the 9 months of pregnancy.* * *

## PARENTHESES AND BRACKETS

[The use of parentheses and brackets will be followed as submitted.]

This legislation would exempt certain defined Central Intelligence Agency [CIA] operational files from the search and review process of the Freedom of Information Act [FOIA], thus permitting the Agency to respond much more quickly to those FOIA requests which are at all likely to result in the release of information.

[Acronyms, symbols, or abbreviations should be bracketed as shown above.]

Mr. CALVERT. Mr. Speaker, I now yield 5 minutes to the gentleman from Oklahoma [Mr. COBURN].

(Mr. GILLMOR of Ohio asked and was given permission to revise and extend his remarks in the RECORD.)

Mr. TAYLOR. There is no “may not” about it. Here is the form in which they are printed.

Mr. GOSS. I am in hopes we shall be able to secure a vote on the bill tonight.

[“Vote! Vote!”]

Mr. YOUNG. The Chair rather gets me on that question. [Laughter.] I did not rise. [Cries of “Vote! Vote!”]

Mr. LUGAR [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. DUNCAN. Then he is endeavoring to restrict the liberty of the individual in the disbursement of his own money. [Applause on the Republican side.]

Mr. KENNEDY. Mr. Speaker, I desire to ask unanimous consent that the time of the gentleman—[Cries of “Regular order!”]

[Laughter.]

The SPEAKER. Is there objection to the consideration of this bill at this time? [After a pause.] There is no objection.

The CHAIRMAN [rapping with his gavel]. Debate is exhausted.

Mr. JONES of North Carolina [reading]:

When in the course of human events, etc.

[Mr. MILLER of Florida addressed the House. His remarks will appear hereafter in the Extensions of Remarks.]

[Mr. HOYER addressed the Committee [or House]. His remarks will appear hereafter in the Extensions of Remarks.]

[Names of Senators or Representatives appearing in remarks of other Members of Congress should be enclosed in brackets, except in listing of tellers or when some title other than “Mr.” is used, as in the following examples:]

Mr. SMITH of Washington. The gentleman from Florida [Mr. BOYD]



stated that he would support the measure.

Mr. CLAY. The gentleman from Michigan, Mr. BARCIA, stated that he would support the measure.

[In Senate copy a Senator is referred to as "the Senator from — [Mr. —]." Do not supply name and brackets if name does not appear in copy.]

[Note that brackets are used only when Mr., etc., appears in copy.]

[See also use of Mr., Mrs., Miss, Ms. in explanation of votes under "Pairs."]

## VOTING IN THE HOUSE AND IN COMMITTEE OF THE WHOLE

[Note that a dash is used only when a comma is necessary to separate the ayes and noes. If only the ayes or the noes are given, no punctuation is to be used. If the word *and* is used to connect the ayes and noes, as *ayes 52 and noes 65*, or *52 ayes and 65 noes*, the dash is omitted after the word *were* or *being*.]

On the question of ordering the yeas and nays there were 18 ayes and 88 noes.

The House divided; and there were—ayes 52, noes 65.

So (no further count being called for) the amendment of Mr. SMITH of Virginia was not agreed to.

So (two-thirds having voted in favor thereof) the rules were suspended, and the bill was passed.

So (two-thirds not having voted in favor thereof) the motion was rejected.

The CHAIRMAN. The gentleman raises the point of no quorum. The Chair will count. [After counting.] Two hundred and seventeen present, a quorum. The noes have it, and the amendment is rejected.

The question being taken on the motion of Mr. HOYER to suspend the rules and pass the bill, it was agreed to (two-thirds voting in favor thereof).

So (the affirmative not being one-fifth of the whole vote) the yeas and nays were not ordered.

The question was taken by a viva voce vote, and the Speaker announced that two-thirds appeared to have voted in the affirmative and [after a pause] that the bill was passed.

The yeas and nays were ordered, there being 43 in the affirmative, more than one-fifth of the last vote.

The question being taken on Mr. KENNEDY'S motion, there were—ayes 18, noes 35.

The question being taken on 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.

□ 1700

[The above box followed by a four-digit number indicates floor time in the House.]

### QUORUM CALL VACATED

The CHAIRMAN. One hundred Members have appeared. A quorum of the Committee of the Whole is present. Pursuant to rule XXIII, clause 2, further proceedings under the call shall be considered as vacated.

The Committee will resume its business.

The pending business is the demand of the gentleman from Minnesota [Mr. OBERSTAR] for a recorded vote.

A recorded vote was refused.

So the amendment to the amendment offered as a substitute for the amendment was rejected.

The CHAIRMAN. The question is on the amendment offered by the gentleman from Pennsylvania [Mr. ENGLISH] as a substitute for the amendment offered by the gentleman from South Dakota [Mr. JOHNSON].

The question was taken; and the Chairman announced that the noes appeared to have it.

### RECORDED VOTE

Mr. ENGLISH. Mr. Chairman, I demand a recorded vote.

A recorded vote was ordered.

The vote was taken by electronic device, and there were—ayes 223, noes 162, answered "present" 1, not voting 47, as follows:

[Roll No. 275]

## AYES—223

Addabbo	Duncan	Hubbard
Akaka	Dwyer	Huckaby
Albosta	Dyson	Hunter
Anderson	Eckart	Jenkins
Andrews	Howard	Kasich
Dowdy	Hoyer	Lantos

## NOES—162

Alexander	Foley	Moakley
Annunzio	Forsythe	Molinari
Archer	Fountain	Mollohan
Atkinson	Frank	Neal
Beard	Miller (CA)	Obey
Fish	Mineta	Packard

## ANSWERED "YES"—1

Brown (OH)

## NOT VOTING—47

Ashbrook	Clay	Garcia
Bafalis	Collins (TX)	Gilman
Barnard	Corcoran	Jackson

[The Speaker's vote is recorded only in the "Ayes" or "Noes." It is never recorded as "not voting."]

[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 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

## QUORUM CALL

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]

Abraham	Frist	Mikulski
Akaka	Glenn	Moseley-Braun
Baucus	Gorton	Moynihan
Bennett	Graham	Murkowski
Biden	Grams	Nunn
Bingaman	Grassley	Pell
Boxer	Gregg	Pressler
Bradley	Harkin	Reid
Breaux	Hatch	Robb
Bryan	Hatfield	Rockefeller

The PRESIDING OFFICER. A quorum is not present.

Mr. LOTT. 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 Mississippi. 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. STEVENS. I announce that the Senator from New York [Mr. SCHUMER] is necessarily absent.

Mr. DASCHLE. I announce that the Senator from Florida [Mr. GRAHAM], the Senator from Massachusetts [Mr. KENNEDY], the Senator from Michigan [Mr. LEVIN], and the Senator from West Virginia [Mr. ROCKEFELLER] are necessarily absent.

The PRESIDING OFFICER (Mr. KENNEDY). Are there any other Senators in the Chamber who desire to vote?

The result was announced—yeas 90, nays 5, as follows:

[Rollcall Vote No. 264 Leg.]

## YEAS—90

Abraham	Feinstein	Lott
Akaka	Ford	Lugar
Ashcroft	Frahm	Mack
Baucus	Frist	McCain
Bennett	Glenn	McConnell

## NAYS—5

Biden	Hollings	Wellstone
Boxer	Kohl	

## NOT VOTING—5

Graham	Levin	Schumer
Kennedy	Rockefeller	

So the motion was agreed to.

## PAIRS

[The word *with* must always be used in pairs in the House, not *and*; and copy must be altered to conform thereto, as Mr. Smith with Mr. Jones—not Mr. Smith and Mr. Jones. Note use of lowercase for names in list of pairs in House.]

The Clerk announced the following pairs:

On this vote:

Mr. Hefner for, with Mr. Richmond against.

Until further notice:

Mr. Biaggi with Mr. Jeffords.

Mr. Florio with Mr. Horton.

Mr. Bartlett of Maryland with Mr. Coyne.

Mr. Rangel with Mr. Simon.

Mr. Fascell with Mr. Minish.

Mr. Volkmer with Mr. Borski.

Mr. Andrews with Mr. Gibbons.

Messrs. EMERSON, EVANS of Georgia, and MARLENEE changed their votes from "nay" to "yea."

So the bill was passed.

The result of the vote was announced as above recorded.

A motion to reconsider was laid on the table.

Mr. COBLE. Mr. Speaker, I voted, but, being paired with the gentleman from Pennsylvania, Mr. Cox, I withdraw my vote.

Mr. GORDON. Mr. Speaker, I have a pair with the gentleman from Mississippi, Mr. TAYLOR, 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 following use of brackets:]

Mr. THOMAS (when his name was called). I am paired on this question with the senior Senator from Massachusetts [Mr. KENNEDY]. If he were here, I should vote "yea."

## CALL OF THE HOUSE

Mr. MURTHA. Mr. 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:

[Roll No. 281]

Addabbo	Applegate	Coyne,
Akaka	Ashbrook	William
Albosta	Conte	Craig
Alexander	Courter	Crane, Daniel
Anderson	Coyne, James	Crane, Philip
Anunzio		Crockett

Flipppo  
Foglietta  
Foley

Ford (MI)  
Ford (TN)  
Forsythe

Fountain  
Fowler

[No reference will be made of the names of those not voting.]

□ 1840

The CHAIRMAN. Three hundred ninety-three Members have answered to their names, a quorum is present, and the Committee will resume its business.

## 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 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 incorporations, etc.*

## ADDRESSES AND SIGNATURES

[No line spacing, street addresses, or ZIP Code numbers are to be used in communications in the Record.]

The Honorable the SECRETARY OF THE  
NAVY.

DEAR MR. SECRETARY: This is in response to your letter, etc.

Very sincerely yours,  
RONALD REAGAN.

COLUMBIA, MO.,  
January 17, 1999.

Hon. MORGAN M. MOULDER,  
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, 1966.

Hon. JOHN B. CONNALLY, Jr.,  
*The Secretary of the Treasury, Department of the Treasury, Washington, DC.*

DEAR MR. SECRETARY: Mindful of the tremendous workload, etc.

I would appreciate your comment on the foregoing proposal.

Your proposal seems to be in the best interest of all concerned.

Sincerely yours,  
HERBERT ZELENKO,  
*Member of Congress.*

ALEXANDRIA, MN.,  
November 17, 1971.

Hon. WALTER MONDALE,  
*Senate Office Building, Washington, DC:*

We oppose the nomination of Earl Butz for Secretary of Agriculture because he resists family farms.

RAYMOND WAGNER.

BRANDON, MN.

JANUARY 17, 1972.

Re resignation from committee.

Hon. CARL ALBERT,  
*The Speaker, U.S. House of Representatives, U.S. Capitol, Washington, DC.*

DEAR MR. SPEAKER: Having changed my politics from Republican to Democratic, etc.

With my best wishes.

Sincerely,  
VINCENT J. DELLAY.

U.S. SENATE,

PRESIDENT PRO TEMPORE,

Washington, DC, March 17, 1999.

To the Senate:

Being temporarily absent from the Senate, I appoint Hon. CONRAD BURNS, a Senator from the State of Montana, to perform the duties of the Chair during my absence.

STROM THURMOND,  
*President pro tempore.*

WASHINGTON, DC,  
March 28, 1999.

I hereby designate the Honorable JACK METCALF to act as Speaker pro tempore today.

DENNIS HASTERT,  
*Speaker of the House of Representatives.*

THE INTERNATIONAL UNION OF  
UNITED BREWERY, FLOUR, CE-  
REAL, SOFT DRINKS & DISTILL-  
ERY WORKERS OF AMERICA,  
*Cincinnati, OH, March 25, 1966.*

To the Senate of the United States.

To the U.S. House of Representatives.

HONORABLE SIRs: April 7, 1966, being the 25th anniversary of the modification, etc.

[Two to eight independent signatures, with or without titles, are aligned on the left.]

To the Honorable Senate and House of  
Representatives of the United States  
of America Now Assembled at Wash-  
ington, DC:

The undersigned, officers of the Navy of the United States, respectfully show unto your honorable bodies, etc.

JAMES G. GREEN.  
W.H. SOUTHERLAND.  
THOMAS HARRISON  
F.F. FLETCHER.  
ROBERT WHELAN  
C.C. WILSON.

Respectfully submitted,

KARL F. FELLER,  
*International President.*

THOMAS RUSCH,  
*Director of Organization.*

ARTHUR GILDEA,  
*Secretary-Treasurer.*

JOSEPH E. BRADY,  
*Director of Legislation.*

[More than eight signatures, with or without titles, are set full measure, caps and lowercase, run in, indented 2 and 3 ems, as follows:]

□□Gene H. Rosenblum, Cochairman;  
 □□□Paul H. Ray, Cochairman; Cynthia  
 □□□Asplund, James Pedersen, George  
 □□□Doty; Thomas St. Martin; Joan  
 □□□O'Neill; Lloyd Moosebrugger; Sam  
 □□□Kaplan; Ronald Nemer; Dean Pot-  
 □□□ter; Philip Archer; Thomas  
 □□□McDonough; Mrs. Lloyd  
 □□□Moosebrugger, Minnesota Young  
 □□□Democratic Civil Rights Commit-  
 □□□tee.

JOHN SMITH,□□□□□  
*Lieutenant Governor*□□□  
 (For the Governor of Maine).□

TEXARKANA TEXTILE  
 MERCHANTS &  
 MANUFACTURERS'  
 ASSOCIATION,

JOHN L. JONES,  
*Secretary.*

## CREDITS

[From the Sacramento (CA) Bee, July 22,  
 1983]

### THE KISSINGER SMOKE SCREEN

(By C.K. McClatchy)

The Reagan administration has embarked on a dangerously aggressive, confrontational policy in Latin America that should be sending shock waves of anger and fear through the American public. Thus far, however, the opposition has been muted by a combination of the administration's anti-Communist rhetoric and public relations molasses.

[From the Wall Street Journal, Aug. 1,  
 1983]

### THE SKY HASN'T FALLEN

Backers of the proposal to increase the U.S. contribution to the International Monetary Fund by \$8.4 billion staved off several attacks in the House Friday, but the bill still faces an uncertain future. It has been languishing in the House for nearly three months, and the 40 or so amendments still awaiting it testify to the difficulty of putting together a winning coalition.

## 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 indentation. 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 de-  
 spair.  
 The rest cling to that hope which springs  
 eternal in the human breast;  
 The thought, "If only Casey could but get  
 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, while the  
 latter was a cake;  
 So upon that stricken multitude grim  
 melancholy sat,  
 For there seemed but little chance of  
 Casey getting to the bat.  
 But Flynn let drive a single, to the won-  
 derment of all,

And Blake, the much despised, tore the  
 cover off the ball;  
 And when the dust had lifted, and men  
 saw what had occurred,  
 There was Jimmy safe at second and  
 Flynn—hugging third.  
 Then from five thousand throats and  
 more there rose a lusty yell;  
 It rumbled through the valley, it rattled  
 in the dell;  
 It pounded on the mountain and recoiled  
 upon the flat,  
 For Casey, mighty Casey, was advancing  
 to the bat.  
 There was ease in Casey's manner as he  
 stepped into his place;  
 There was pride in Casey's bearing and a  
 smile lit Casey's face.  
 And when, responding to the cheers, he  
 lightly doffed his hat,  
 No stranger in the crowd could doubt  
 'twas Casey at the bat.  
 Ten thousand eyes were on him as he  
 rubbed his hands with dirt;  
 Five thousand tongues applauded when he  
 wiped them on his shirt;  
 Then while the writhing pitcher ground  
 the ball into his hip,  
 Defiance flashed in Casey's eye, a sneer  
 curled Casey's lip.  
 And now the leather-covered sphere came  
 hurtling through the air,  
 And Casey stood a-watching it in haughty  
 grandeur there.

Close by the sturdy batsman the ball  
 unheeded sped—  
 “That ain’t my style,” said Casey.  
 “Strike one!” the umpire said.  
 From the benches, black with people,  
 there went up a muffled roar,  
 Like the beating of the storm-waves on a  
 stern and distant shore;  
 “Kill him! Kill the umpire!” shouted  
 some one in the stand;  
 And it’s likely they’d had killed him had  
 not Casey raised his hand.  
 With a smile of Christian charity great  
 Casey’s visage shone;  
 He stilled the rising tumult; he bade the  
 game go on;  
 He signaled to the pitcher, and once more  
 the dun sphere flew;  
 But Casey still ignored it, and the umpire  
 said “Strike two!”  
 “Fraud!” cried the maddened thousands,  
 and echo answered “Fraud!”  
 But one scornful look from Casey and the  
 audience was awed.

They saw his face grow stern and cold,  
 they saw his muscles strain,  
 And they knew that Casey wouldn’t let  
 that ball go by again.  
 The sneer has fled from Casey’s lip, his  
 teeth are clenched in hate;  
 He pounds with cruel violence his bat  
 upon the plate.  
 And now the pitcher holds the ball, and  
 now he lets it go,  
 And now the air is shattered by the force  
 of Casey’s blow.  
 Oh, somewhere in this favored land the  
 Sun is shining bright;  
 The band is playing somewhere, and  
 somewhere hearts are light,  
 And somewhere men are laughing, and  
 little children shout;  
 But there is no joy in Mudville—great  
 Casey has struck out.

—Ernest L. Thayer.

### EXTRACTS

[Extracts must be set in 7 point unless ordered otherwise by the Joint Committee on Printing.]

[This does not refer to a casual quotation of a few words or a quotation that would not make more than 3 lines of 7 point. The beginning of the 7-point extract must start with a true paragraph; 8 point following is always a paragraph.]

Mr. BENNETT. Let us see what that is:

The stipulations of this treaty are to be a full settlement of all claims of said Creek Nation for damages and losses of every kind growing out of the late rebellion—

I do not think he means that—

and all expenditures by the United States of annuities in clothing and feeding refugee and destitute Indians since the diversion of annuities for that purpose consequent upon the late war with the so-

called Confederate States; and the Creeks hereby ratify and confirm—

What?—

all such diversions of annuities heretofore made from the funds of the Creek Nation by the United States; and the United States agree that no annuities—

And so forth. I believe that shows clearly the purpose of the treaty.

[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.]

### SCHEME OF TEXT HEADINGS

In 8-point, heads are 8-point caps. After the cap head, all sub-heads are 7 point small caps, regardless of any perceived hierarchy.

In 7-point, the progression is as follows (in descending order):

7-point caps and small caps.

7-point small caps.

7-point italic lowercase.

7-point roman caps and lowercase.

7-point roman lowercase.

## USE OF DOUBLE HEADS

This is something which has been entirely overlooked by the * * *.

ANALYSIS OF SPECIFIC PROVISIONS OF THE  
COMMITTEE BILL

AMENDMENTS CHANGING THE INTERSTATE  
COMMERCE PROVISIONS OF THE ACT

As the law stands today, it applies only to an employee who * * *.

## EXECUTIVE PROGRAM

ESTATE TAX CONVENTION WITH  
CANADAADDITIONAL COSPONSORS OF  
BILLS AND JOINT RESOLUTIONS

S. 659

## AMENDMENTS SUBMITTED

RECIPROCAL TRADE  
AGREEMENTS

## SPECTER AMENDMENT NO. 1194

HEADS USED IN EXTENSIONS OF  
REMARKSDEPARTMENT OF DEFENSE  
AUTHORIZATION ACT, 2000

SPEECH OF

## HON. JOHN CONYERS, JR.

OF MICHIGAN

IN THE HOUSE OF REPRESENTATIVES

*Wednesday, February 3, 1999*

The House in Committee of the Whole House on the State of the Union had under consideration the bill (H.R. 1401) to authorize appropriations for fiscal year 2000 for the Armed Forces * * *.

[The words "Speech of" are to be used only when on copy 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.* * *

## CONGRESSIONAL PROCEEDINGS

## SENATE

TUESDAY, JULY 13, 1999

*(Legislative day of Monday, July 12, 1999)¹*

The Senate met at 10 a.m., on the expiration of the recess, and * * *.

[Above line to be used only when Senate had been in recess.]

The Senate met at 12 noon, and was called to order by the President pro tempore [Mr. THURMOND].

[Note.—Entire prayer set in 8 point.]

## PRAYER

The Chaplain, Dr. Lloyd John Ogilvie, offered the following prayer:

Let us pray:

*Lord, Thou hast been our dwelling place in all generations. Before the mountains were brought forth, or ever Thou hadst formed the earth and the world, from everlasting to everlasting Thou art God.—Psalm 90:1-2 RSV.*

Almighty God, eternal Father, make Thy presence felt in this place today. Grant that all who do business here may experience a fresh touch from Thee. As the Senators enter into this very full week, help them to have a perspective which sees the parts in light of the whole. Free them from the tyranny of urgency which makes it impossible to see the forest for the trees. Help them not to allow the transitory to obliterate the transcendent. Give them vision which sees the temporary in light of the permanent, the temporal in light of the eternal.

Guide them to decisions which will honor Thee and bless the people. In Jesus' name. Amen.

APPOINTMENT OF ACTING  
PRESIDENT PRO TEMPORE

The PRESIDING OFFICER. The clerk will please read a communication to the Senate from the President pro tempore [Mr. THURMOND].

The assistant legislative clerk read the following letter:

U.S. SENATE,  
PRESIDENT PRO TEMPORE,  
Washington, DC, April 15, 1999.

To the Senate:

Under the provisions of rule I, section 3, of the Standing Rules of the Senate, I hereby appoint the Honorable JESSE HELMS, a Senator from the State of North Carolina, to perform the duties of the Chair.

STROM THURMOND,  
President pro tempore.

Mr. HELMS thereupon assumed the chair as Acting President pro tempore.

RECOGNITION OF THE  
MAJORITY LEADER

The ACTING PRESIDENT pro tempore. The majority leader is recognized.

## THE JOURNAL

Mr. LOTT. Mr. President, I ask unanimous consent that the Journal of the proceedings of the Senate be approved to date.

The ACTING PRESIDENT pro tempore. Without objection, it is so ordered.

JOINT SESSION OF THE TWO  
HOUSES—MESSAGE OF THE  
PRESIDENT OF THE UNITED  
STATES (H. DOC. NO. 98-1)

The PRESIDENT pro tempore. Under the previous order, the Senate will now proceed to the Hall of the House of Representatives.

Thereupon, at 8:38 p.m., the Senate, preceded by the Sergeant at Arms, Howard O. Greene; the Secretary of the Senate, Gary Sisco; and the President pro tempore (Mr. THURMOND), proceeded to the Hall of the House of Representatives to hear the address by the President of the United States, William Clinton.

(The address by the President of the United States, this day delivered by him to the joint session of the two Houses of Congress, appears in

¹To be used only when the Senate had been in recess.



the proceedings of the House of Representatives in today's RECORD.)

#### RESERVATION OF LEADER TIME

The PRESIDING OFFICER. Under the previous order, leadership time is reserved.

#### ORDER FOR ROUTINE MORNING BUSINESS

Mr. STEVENS. Mr. President, I ask unanimous consent that following the time for the two leaders under the standing order and the special order for Senator SPECTER, there be a period for the transaction of routine morning business, not to exceed 30 minutes, in which Senators may make speeches for not to exceed 3 minutes each.

The PRESIDING OFFICER (Mr. CHAFEE). Without objection, it is so ordered.

#### MESSAGES FROM THE PRESIDENT

Messages from the President of the United States were communicated to the Senate by Mr. Saunders, one of his secretaries.

#### EXECUTIVE MESSAGES REFERRED

As in executive session, the Acting President pro tempore laid before the Senate messages from the President of the United States submitting a sundry nomination which was referred to the Committee on Armed Services.

(The nomination received today is printed at the end of the Senate proceedings.)

#### BUDGET OF THE DISTRICT OF COLUMBIA—MESSAGE FROM THE PRESIDENT—PM 126

The PRESIDING OFFICER laid before the Senate the following message from the President of the United States, together with an accompanying document; which was referred to the Committee on Governmental Affairs:

*To the Congress of the United States:*

In accordance with the District of Columbia Self-Government and Gov-

ernmental Reorganization Act, I am transmitting the 1983 Budget of the District of Columbia.

I am informed that the proposals for Federal payments to the District of Columbia reflected in this document are consistent with those shown in the 1983 Budget of the United States submitted to the Congress on February 8, 1982.

RONALD REAGAN.□

□THE WHITE HOUSE, April 15, 1982.

#### EXECUTIVE AND OTHER COMMUNICATIONS

The following communications were laid before the Senate, together with accompanying papers, reports, and documents, which were referred as indicated:

EC-3155. A communication from the Secretary of Health and Human Services transmitting a draft of proposed legislation to incorporate the supplemental food programs into the maternal and child health block grant; to the Committee on Agriculture, Nutrition, and Forestry.

#### PRESIDENTIAL APPROVALS

A message from the President of the United States reported that he had approved and signed the following acts and joint resolution:

On July 19, 1982:

S. 2651. An act to extend the expiration date of section 252 of the Energy Policy and Conservation Act.

#### ENROLLED BILLS AND JOINT RESOLUTION SIGNED

The message further announced that the Speaker pro tempore of the House had affixed his signature to the following enrolled bills and joint resolution, and they were signed by the Acting President pro tempore:

S. 171. An act for the relief of Arthur A. Schipke;

S. 518. An act for the relief of Robert T. Groom, Daisy Groom, and Margaret Groom Turpin; and

#### HOUSE BILLS AND JOINT RESOLUTIONS REFERRED OR PLACED ON THE CALENDAR

The following bills and joint resolutions were severally read twice by

their titles and referred, or ordered to be placed on the calendar, as indicated:

H.R. 1408. An act to amend section 301 (a)(1) of the Agricultural Adjustment Act of 1938, as amended, and the first sentence of paragraph (1) of section 2 of the Agricultural Adjustment Act of 1933, as amended, and as reenacted and amended by the Agricultural Marketing Agreement Act of 1937, approved June 3, 1937, as amended, so as to include the cost of all farm labor in determining the parity price of agricultural commodities; to the calendar; and

H.R. 777. An act to amend an act entitled "An act to regulate the hours of employment and safeguard the health of females employed in the District of Columbia," approved February 24, 1914.

#### MESSAGES FROM THE HOUSE

At 2:11 p.m., a message from the House of Representatives was delivered by Mr. Berry, one of its reading clerks, announcing that the Speaker had signed the following enrolled bills and joint resolution:

S. 272. An act to improve small business access to Federal procurement information.

H.J. Res. 338. Joint resolution to correct Public Law 98-63 due to an error in the enrollment of H.R. 3069.

The bills and joint resolution were subsequently signed by the President pro tempore (Mr. THURMOND).

At 3:18 p.m., a message from the House of Representatives was delivered by Ms. Goetz, one of its reading clerks, announcing that the House agrees to the amendments of the Senate to the bill (H.R. 2355).

#### PETITIONS AND MEMORIALS

The following petitions and memorials were laid before the Senate and were referred or ordered to lie on the table as indicated:

POM-724. A resolution adopted by the Legislature of the State of Arizona; to the Committee on Banking, Housing, and Urban Affairs.

#### HOUSE CONCURRENT MEMORIAL 2002

Whereas, article I, section 8, Constitution of the United States, provides that only the Congress of the United States shall have the power 'to borrow money on the credit of the United States'; and

Whereas, article I, section 8, Constitution of the United States, directs that

only the Congress of the United States is permitted "to coin money and regulate the value thereof"; and

Whereas, the Federal Reserve Act of 1913 transferred the power to borrow money on the credit of the United States to a consortium of private bankers in violation of the prohibitions of article I, section 8, Constitution of the United States; and

Whereas, the Congress of the United States is without authority to delegate any powers which it has received under the Constitution of the United States established by the people of the United States; and

Whereas, article I, section 1, Constitution of the United States, provides that "all legislative Powers herein granted shall be vested in a Congress of the United States, which shall consist of a Senate and House of Representatives"; and

Whereas, the Federal Reserve Act of 1913 was imposed upon the People of the State of Arizona in violation of the provisions of article I, section 1, Constitution of the United States.

#### REPORTS OF COMMITTEES

The following reports of committees were submitted:

By Mr. MCCAIN, from the Committee on Commerce, Science, and Transportation, with an amendment in the nature of a substitute and an amendment to the title:

S. 2172. A bill to amend the Communications Act of 1934 (Rept. No. 97-518).

#### EXECUTIVE REPORTS OF COMMITTEES

The following executive reports of committees were submitted:

By Mr. D'AMATO, from the Committee on Banking, Housing, and Urban Affairs:

Ralph D. DeNunzio, of Connecticut, to be a Director of the Securities Investor Protection Corporation for a term expiring December 31, 1982;

David F. Goldberg, of Illinois, to be a Director of the Securities Investor Protection Corporation for a term expiring December 31, 1984; and

Roger A. Yurchuck, of Ohio, to be a Director of the Securities Investor Protection Corporation for a term expiring December 31, 1984.

#### INTRODUCTION OF BILLS AND JOINT RESOLUTIONS

The following bills and joint resolutions were introduced, read the

first and second time by unanimous consent, and referred as indicated:

By Mr. JEFFORDS (for himself, Mr. SMITH, Mr. LIEBERMAN, Mr. KERRY, Mr. GREGG, Mr. KENNEDY, Mr. DODD, and Mr. LEAHY):

S. 2835. A bill to grant the consent and approval of the Congress to an interstate agreement or compact relating to the restoration of Atlantic salmon in the Connecticut River Basin, and to allow the Secretary of Commerce and the Secretary of the Interior to participate as members in a Connecticut River Atlantic Salmon Commission; to the Committee on the Judiciary.

### SUBMISSION OF CONCURRENT AND SENATE RESOLUTIONS

The following concurrent resolutions and Senate resolutions were read, and referred (or acted upon), as indicated:

By Mr. MURKOWSKI (for himself, Mr. KENNEDY, Mr. SHELBY, and Mr. CHAFEE):

S. Con. Res. 62. A concurrent resolution to direct the Commissioner of Social Security and the Secretary of Health and Human Services to develop a plan outlining the steps which might be taken to correct the social security benefit disparity known as the notch problem; to the Committee on Finance.

By Mr. D'AMATO:

S. Res. 446. Resolution to honor Michael R. Masone; to the Committee on the Judiciary.

### STATEMENTS ON INTRODUCED BILLS AND JOINT RESOLUTIONS

By Ms. SNOWE:

S. 1778. A bill to provide for a block grant to States for health planning activities, and for other purposes; to the Committee on Labor and Human Resources.

HEALTH PLANNING BLOCK GRANT ACT OF 1983

• Ms. SNOWE. Mr. President, I introduce S. 1778, a bill to establish a block grant to the States to support health planning.

The latest authorization for the Federal health planning program expired at the conclusion of the last fiscal year. The program has been funded under a continuing resolution despite the fact that it has not been reauthorized. Health planning has been useful in many States in containing health care costs and assuring equitable access to health

services. It is important that the Federal Government continue to encourage health planning on the State and local levels but the current health planning law should be replaced.●

[Note the use of bullets signifying that which was not spoken on the floor.]

### AMENDMENTS SUBMITTED

#### DEPARTMENT OF HEALTH AND HUMAN SERVICES APPROPRIATIONS, 1995

#### FAIRCLOTH AMENDMENT NO. 5239

(Ordered to lie on the table.)

Mr. FAIRCLOTH submitted an amendment intended to be proposed by him to the bill, H.R. 3756, supra; as follows:

At the appropriate place, insert the following:

SEC. . (a) SENSE OF THE SENATE REGARDING TRANSFERS FROM MEDICARE TRUST FUNDS.—It is the sense of the Senate that * * *.

#### WARNER AMENDMENT NO. 5240

Mr. WARNER proposed an amendment to the bill, H.R. 3756, supra; as follows:

On page 53, beginning on line 23, strike "and in compliance with the reprogramming guidelines of the appropriate Committee of the House and Senate."

#### DEWINE AMENDMENTS NOS. 5241-5242

Mr. SMITH (for Mr. DEWINE) proposed two amendments to the bill, H.R. 3363, supra; as follow:

##### AMENDMENT NO. 5241

At the appropriate place in the bill insert the following:

"That notwithstanding any other provision of law, the Secretary of the Interior (hereinafter in this Act referred to as * * *).

##### AMENDMENT NO. 5242

(Purpose: To authorize the Secretary of the Interior * * *)

At the appropriate place, etc.

## ADDITIONAL STATEMENTS

NATIONAL PARALYZED  
VETERANS RECOGNITION DAY

• Mr. KYL. Mr. President, I am pleased today to call attention here to the fact that this is National Paralyzed Veterans Recognition Day. Legislation to establish this observance was signed by the President on August 1 (Public Law 98-62). In the Senate, the legislation was designated Senate Joint Resolution 106 and authored by the distinguished chairman of the Veterans' Affairs Committee, Senator SIMPSON. I am proud to have been a cosponsor. •

CONCLUSION OF MORNING  
BUSINESS

The PRESIDING OFFICER. Is there further morning business?

If not, morning business is closed.

BLANCHE H. KARSCH, ADMINISTRATRIX OF THE ESTATE OF KATE E. HAMILTON—VETO MESSAGE (S. DOC. NO. 108)

The VICE PRESIDENT laid before the Senate the following veto message from the President of the United States, which was read, and with the accompanying bill, referred to the Committee on the Judiciary and ordered to be printed:

*To the Senate:*

I return herewith, without my approval, S. 514, entitled "An act for the relief of Blanche H. Karsch, administratrix of the estate of Kate E. Hamilton."

I know of no circumstances which would justify the exception made by S. 514 to the long-continued policy of Congress, and do not believe that the field of special legislation should be opened * * *

HARRY S. TRUMAN. □

THE WHITE HOUSE, March 17, 1952.

[The above to be 8 point.]

[When communications from the President contain extracts, etc., such extracts must be in 7 point.]

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.

PAWNEE INDIANS v. THE  
UNITED STATES (S. DOC. NO.  
311)

The VICE PRESIDENT laid before the Senate a communication from the Assistant Clerk of the Court of Claims, transmitting a certified copy of the findings of fact and conclusion filed by the court in the case of the Pawnee Tribe of Indians against the United States, which was referred to the Committee on Finance and ordered to be printed.

[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 copy.]

## 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.*

Amendment, third reading, and passage of  
a bill

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 govern-

ment 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 "Keaapaha" 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 Molokai, 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 certain parts of the Pacific Ocean was announced as next in order.

Mr. MCCAIN. 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. FRIST. 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 none, and it will be so modified.

Mr. MCCAIN. 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 copy.]

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 "five"; in line 11, before the words "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:

#### EMPLOYEES' 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 \$1,800, 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. THOMPSON submitted an amendment intended to be proposed by him to the sundry civil appropriation bill, which was ordered to lie on the table and to be printed, as follows:

Add a new section, as follows: "*That the President of the Senate appoint three Members of the Senate; and the Speaker of the House three Members of the House.*"

The Senate resumed the consideration of the bill (H.R. 4075) to limit the immigration of aliens into the United States.

Mr. BYRD. Mr. President, I offer an amendment, which I send to the desk.

The VICE PRESIDENT. The amendment will be stated.

The ASSISTANT SECRETARY. On page 9, line 3, it is proposed to amend by striking out "3" and inserting "1", so that it will read:

SEC. 2. (a) That the number of aliens of any nationality who may be admitted under the immigration laws to the United States in any fiscal year shall be limited to 1 per centum of the number of foreign-born persons of such nationality resident in the United States.

The VICE PRESIDENT. The question is on agreeing to the amendment offered by the Senator from West Virginia to the amendment of the committee.

The amendment to the amendment was rejected.

The PRESIDING OFFICER. The question is, Shall the bill pass?

Mr. BREAU. I ask for the yeas and nays on the passage of the bill.

Mr. INHOFE. Let us have the yeas and nays.

The yeas and nays were ordered, and the reading clerk proceeded to call the roll.

Ms. MIKULSKI (when her name was called). I am paired with the senior Senator from New Hampshire [Mr. SMITH]. I am informed that if he were present he would vote as I intend to vote on the passage of the bill. I therefore feel at liberty to vote, and vote "yea."

Mr. CRAIG. I announce that the Senator from Iowa [Mr. GRASSLEY], the Senator from New Hampshire [Mr. SMITH], and the Senator from Delaware [Mr. ROTH] are necessarily absent.

I further announce that, if present and voting, the Senator from New Hampshire [Mr. SMITH] would vote "yea."

The result was announced—yeas 78, nays 1, as follows:

#### YEAS—96

Abraham	Fairecloth	Moynihan
Akaka	Feingold	Murkowski

#### NAY—1

Helms

#### NOT VOTING—3

Grassley	Roth	Smith
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### EXECUTIVE SESSION

The PRESIDING OFFICER. The Senate will now proceed to execu-

tive session. There will now be 5 minutes debate on Calendar Order No. 156, which the clerk will state.

### EXECUTIVE SESSION

Mr. LOTT. Mr. President, I ask unanimous consent that the Senate now go into executive session for the purpose of considering those nominations on page 2, with the exception of Calendar Order No. 43; those nominations on page 3, with the exception of Calendar Order No. 46; all of the nominations on page 4, and all of the nominations on page 5.

The PRESIDING OFFICER. Without objection, it is so ordered.

### LEGISLATIVE SESSION

Mr. LOTT. Mr. President, I ask unanimous consent that the Senate now return to legislative session.

The PRESIDING OFFICER. Without objection, it is so ordered.

[An executive session usually being open, the following precedes the recess or adjournment heading:]

### TREATY OF ARBITRATION AND CONCILIATION WITH SWITZERLAND

The Chief Clerk proceeded to read Executive B, a treaty of arbitration and conciliation with Switzerland, signed at Washington on March 17, 1952, which was considered as in Committee of the Whole, and is as follows:

*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.

[A letter from the President to the Senate is set in 7-point type 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 type whether the treaty follows or precedes it or is separated from it by intervening matter.]

RECESS UNTIL TOMORROW AT 10:30 A.M.

Mr. LOTT. Mr. President, I know of no further business to come be-

fore 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 7:20 p.m., the Senate recessed until Wednesday, November 18, 1996, at 10:30 a.m.

## ADJOURNMENT UNTIL MONDAY, SEPTEMBER 12, 1996

Mr. LOTT. Mr. President, no other matter is cleared for action by either side. The time for the transaction of routine morning business has long since expired, as has the patience of most Senators.

In view of that, Mr. President, I move, in accordance with the provisions of House Concurrent Resolution 153 the Senate now do adjourn until September 12 at 12 noon.

The motion was agreed to; and the Senate, at 7:03 p.m., adjourned until Monday, September 12, 1996, at 12 noon.

[After the recess or adjournment the following may appear:]

## NOMINATIONS

Executive nominations received by the Senate March 17 (legislative day of March 9), 1996:

[Under heading *Postmaster*, omit the State subheading if only one nomination or confirmation is given. 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.]

### DIPLOMATIC AND FOREIGN SERVICE

MERLIN E. SMITH, OF OHIO, TO BE A FOREIGN SERVICE OFFICER, UNCLASSIFIED, A VICE CONSUL OF CAREER, AND A SECRETARY IN THE DIPLOMATIC SERVICE OF THE UNITED STATES OF AMERICA.

### THE JUDICIARY

TOM C. CLARK OF TEXAS, TO BE ASSISTANT ATTORNEY GENERAL OF THE UNITED STATES, VICE HON. THURMAN ARNOLD, RESIGNED.

HUGH B. COX, OF THE DISTRICT OF COLUMBIA, TO BE ASSISTANT ATTORNEY GENERAL OF THE UNITED STATES; NEW POSITION.

### TEMPORARY APPOINTMENT IN THE ARMY OF THE UNITED STATES

LT. GEN. JOSEPH STEVENS MCCULLOCH III (MAJOR GENERAL, U.S. ARMY), ARMY OF THE UNITED STATES.

### APPOINTMENTS, BY TRANSFER, IN THE REGULAR ARMY OF THE UNITED STATES

#### ORDNANCE DEPARTMENT

LT. COL. GEORGE DEVERE BARNES, QUARTERMASTER CORPS (TEMPORARY COLONEL), WITH RANK FROM JANUARY 11, 1952.

#### IN THE AIR FORCE

##### *To be brigadier general*

MAJ. GEN. MICHAEL GLEN CHEEK, 209A, (COLONEL U.S. AIR FORCE), AIR FORCE OF THE UNITED STATES, MEDICAL.

BRIG. GEN. JOHN FERRAL MCBLAIN, 203A (COLONEL, U.S. AIR FORCE), AIR FORCE OF THE UNITED STATES.

##### *To be major general*

BRIG. GEN. HERBERT R. TEMPLE, JR.

#### IN THE AIR FORCE

THE FOLLOWING AIR NATIONAL GUARD OF THE UNITED STATES OFFICERS FOR PROMOTION IN THE RESERVE OF THE AIR FORCE UNDER THE PROVISIONS OF SECTION 593(A) TITLE 10 OF THE UNITED STATES CODE, AS AMENDED.

#### LINE OF THE AIR FORCE

##### *To be lieutenant colonel*

MAJ. CLAYTON B. ANDERSON  
MAJ. GEORGE C. ARVANETAKI  
MAJ. GEORGE D. BROOKS  
MAJ. RAYMOND A. CLINE, JR.

#### SUPPLY CORPS

##### *To be captain*

PAUL R. ALWINE, JR.  
CHARLES V. BARR  
ANTHONY JOHN BARTUSKA  
GORDON J. BENTSON

#### MEDICAL CORPS

MAJ. POMP T. CARNEY  
MAJ. GERALD D. LOOS  
MAJ. HUGH E. MCGEE, JR.

#### IN THE ARMY

THE FOLLOWING-NAMED OFFICERS FOR APPOINTMENT IN THE REGULAR ARMY OF THE UNITED STATES, IN THEIR ACTIVE DUTY GRADES, UNDER THE PROVISIONS OF TITLE 10, UNITED STATES CODE, SECTIONS 531, 532, AND 533:

##### *To be colonel*

ROBERT O. PORTER

##### *To be lieutenant colonel*

EDWARD F. SMITH

##### *To be major*

RUDY P. DAVIS  
HERBERT L. HEROD  
LAFAYETTE JONES, JR.

##### *To be captain*

GEORGE M. DUQUE

## CONFIRMATIONS

Executive nominations confirmed by the Senate February 9, 1996:

### NATIONAL COMMISSION ON LIBRARIES AND INFORMATION SCIENCE

HAROLD C. CROTTY, OF MICHIGAN, TO BE A MEMBER OF THE NATIONAL COMMISSION.

# HOUSE OF REPRESENTATIVES

TUESDAY, SEPTEMBER 7, 1999

The House met at 12 o'clock noon and was called to order by the Speaker pro tempore [Mr. HOYER].

## DESIGNATION OF SPEAKER PRO TEMPORE

The SPEAKER pro tempore laid before the House the following communication from the Speaker.

WASHINGTON, DC,

March 25, 1999.

I hereby designate the Honorable JACK METCALF to act as Speaker pro tempore on Friday, March 26, 1999.

DENNIS HASTERT,

*Speaker of the House of Representatives.*

## PRAYER¹

The Chaplain, Rev. James David Ford, D.D., offered the following prayer:

*O sing to the Lord a new song, for He has done marvelous things!—Psalm 98:1.*

O Lord, You have been with us all our days and blessed us with gifts both great and small. We give thanks that when our spirits were low, You gave new strength, and when we were discouraged, You gave new hope. As You have promised to Your people a new song of joy and peace, so enable us to commit ourselves to the way of truth that we may be ministers of righteousness and heralds of peace in our own day and time. Amen.

The House met at 2 p.m.

The Chaplain, Rev. James David Ford, D.D., offered the following prayer:

We and all the generations before us have found assurance and strength in the Book of Psalms and so we are bold to pray: We give thanks to the Lord, for He is good, for His steadfast love endures forever. We give thanks to the God of gods, for His steadfast love endures forever. O let us give thanks to the Lord of lords, for His steadfast love endures forever.

¹Head is not used when the Speaker is in the chair. See following example.

We pray, gracious God, that You would lift our eyes and hearts and minds so that we would see Your steadfast love in all we do. And help us to translate that abiding grace so that we relate to other people with deeds of justice and with hearts of mercy. This is our earnest Prayer. Amen.

## THE JOURNAL

The SPEAKER. 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.

## SWEARING IN OF MEMBERS

The SPEAKER. The Chair understands there are some Members present who desire to take the oath at this time. Will those Members who have not taken the oath of office kindly step to the well.

The Speaker administered the oath of office to the following Members-elect:

## OATH OF OFFICE OF MEMBER

The oath of office required by the sixth article of the Constitution of the United States, and as provided by section 3 of the act of May 13, 1884 (23 Stat. 22), to be administered to Members of the House of Representatives, the text of which is carried in section 1757 of title XIX of the Revised Statutes of the United States and being as follows:

"I, A B, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God."



has been subscribed to in person and filed in duplicate with the Clerk of the House of Representatives by the following Member of the 92d 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:

RICHARD W. MALLARY, at Large District of Vermont.

#### MESSAGE FROM THE SENATE

A message from the Senate by Mr. Lundregan, one of its clerks, announced that the Senate had passed without amendment a concurrent resolution of the House of the following title:

H. Con. Res. 290. Concurrent resolution reaffirming that deposits, up to the statutorily prescribed amount, in federally insured depository institutions are backed by the full faith and credit of the United States.

The message also announced that the Senate had passed a bill of the following title, in which the concurrence of the House is requested:

S. 2158. An act to amend title 23, United States Code, to authorize and direct the payment of an incentive grant for highway safety programs to any State in the first fiscal year during which the State adopts provisions relating to driving while intoxicated; to establish a national driver register, and for other purposes.

The message also announced that the Secretary be directed to request the House of Representatives to return to the Senate the bill (S. 907) entitled "An act to amend sections 351 and 1751 of title 18 of the United States Code to provide penalties for crimes against Cabinet officers, Supreme Court Justices, and Presidential staff members, and for other purposes."

[Observe that bills from the Senate to the House read *An act*. If the copy should read *A bill*, change to *An act* in conformity with this rule, and place number first. Note also the following forms:]

The message also announced that the Senate had passed a joint resolution (S.J. Res. 20) making available the sum of \$150,000 for the construction, etc.

The message also announced that the Senate had adopted the following resolution:

S. RES. 209

*Resolved*, That the Senate has heard with profound sorrow the announcement of the death of Hon. Henry B. Steagall, late a Representative from the State of Alabama, etc.

#### MESSAGE FROM THE PRESIDENT

A message in writing from the President of the United States was communicated to the House by Mr. Leomar, one of his secretaries, who also informed the House that on the following dates the President approved and signed bills and a joint resolution of the House of the following titles:

On June 2, 1971:

H.R. 4209. An act to amend the Revised Organic Act of the Virgin Islands.

On June 4, 1971:

H.R. 5765. An act to extend for 6 months the time for filing the comprehensive report of the Commission on the Organization of the Government of the District of Columbia; and

H.J. Res. 583. Joint resolution designating the last full week in July of 1971 as "National Star Route Mail Carriers Week."

[Observe that bills coming from the President take the form of *An act*. This rule must be followed invariably, even if the copy reads *A bill*.]

#### AT LAST—SOME GOOD NEWS IN SOCIAL SECURITY

(Mr. HOYER asked and was given permission to address the House for 1 minute and to revise and extend his remarks.)

Mr. HOYER. Mr. Speaker, last Friday, for the first time since the early 1970's * * *.

#### MRS. VIRGINIA THRIFT

Mr. GOSS. Mr. 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

Mr. SOLOMON, from the Committee on Rules, reported that that committee did on this day present to the President, for his approval, bills of the House of the following titles:

H.R. 3331. An act for the relief of Harry L. Smith; and

H.R. 3366. An act to amend section 409 of the Interstate Commerce Act, relating to joint rates of freight forwarders and common carriers by motor vehicle.

## ENROLLED BILLS SIGNED

Mr. HAYES, from the Committee on House Administration, reported that that committee had examined and found truly enrolled bills of the House of the following titles, which were thereupon signed by the Speaker:

H.R. 4209. An act to amend the Revised Organic Act of the Virgin Islands; and

H.R. 8190. An act making supplemental appropriations for the fiscal year ending June 30, 1971, and for other purposes.

## THE PRIVATE CALENDAR

The SPEAKER. The Clerk will call the first bill on the Private Calendar.

## JOHN SIMS

The Clerk called the first bill on the Private Calendar, H.R. 399, for the relief of John Sims.

There being no objection, the Clerk read the bill, as follows:

H.R. 399

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Secretary of the Treasury is authorized and directed to pay to John Sims, Mobile, Alabama, the sum of \$5,000.*

The SPEAKER. The gentleman from Florida offers an amendment, which the Clerk will report.

The Clerk read as follows:

Amendment by Mr. Goss: In line 4, after the word "pay", add a comma and the following words: "out of any money in the Treasury not otherwise appropriated".

The SPEAKER. The question is on agreeing to the amendment.

The amendment was agreed to.

On motion of Mr. Goss, a motion to reconsider the vote by which the bill was passed was laid on [not upon] the table.

## SENATE BILLS REFERRED

Bills of the Senate of the following titles were taken from the Speaker's table and, under the rule, referred as follows:

S. 962. An act for the relief of Mr. and Mrs. Frank Holehan; to the Committee on the Judiciary; and

S. 1077. An act for the relief of William A. Haag; to the Committee on the Judiciary.

[In the reference of Senate acts to House committees the name of the committee will be repeated after each act, though there may be several acts referred to the same committee.]

## COMMITTEE OF THE WHOLE HOUSE ON THE STATE OF THE UNION

### RAIL SAFETY AND SERVICE IMPROVEMENT ACT OF 1982

The SPEAKER. Pursuant to House Resolution 336 and rule XXIII, the Chair declares the House in the Committee of the Whole House on the State of the Union for the consideration of the bill (H.R. 6308), to ensure rail safety, provide for the

preservation of rail service, transfer responsibility for the Northeast corridor improvement project to Amtrak * * *.

The SPEAKER pro tempore. The Chair designates the gentleman from Massachusetts [Mr. FRANK] as Chairman of the Committee of the Whole and requests the gentleman

from New York [Mr. McHUGH] to assume the chair temporarily.

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 consideration of the bill, H.R. 6308, with Mr. McHUGH, Chairman pro tempore, in the chair.

The Clerk read the title of the bill.

The CHAIRMAN pro tempore. Pursuant to the rule, the first reading of the bill is dispensed with.

Under the rule, the gentleman from New Jersey [Mr. ANDREWS] will be recognized for 30 minutes and the gentleman from New York [Mr. GILMAN] will be recognized for 30 minutes.

The CHAIRMAN. Pursuant to the rule, the text of H.R. 6911 shall be considered by titles as an original bill for the purpose of amendment under the 5-minute rule in lieu of the amendments recommended by the Committees on Energy and Commerce and Interior and Insular Affairs. Each title shall be considered as having been read.

The Clerk will designate section 1.  
The Clerk read as follows:

That this Act may be referred to as the "Rail Safety and Service Improvement Act of 1982".

The CHAIRMAN. Are there any amendments to section 1? If not, the Clerk will designate title I.

The text of title I is as follows:

AMENDMENT OFFERED BY MR. HOYER

Mr. HOYER. Mr. Chairman, I offer an amendment.

The Clerk read as follows:

Amendment offered by Mr. HOYER: Page 2, line 4, strike out "a new subsection as follows" and insert in lieu thereof "the following new subsections".

Page 2, line 16, strike out the quotation mark and the period which follows it.

Page 2, after line 16, insert the following:

"(j) The Secretary shall within 30 days report to Congress on whether it should issue rules, regulations, orders, and standards to require that the leading car of any railroad train in operation after July 1, 1983, be equipped with an acceptable form of mounted oscillating light."

## 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 copy 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*, when in copy, to *No.*, as *amendment No. 1*, but do not supply *No.* or *amendment* if omitted in copy; otherwise regular style will prevail.

CONFERENCE REPORT (H. REPT. NO. 97-747)

The committee of conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H.R. 6863) making supplemental appropriations for the fiscal year ending September 30, 1982, and for other purposes, having met, after full and free conference, have agreed to recommend and do recommend to their respective Houses as follows:

That the Senate recede from its amendments numbered 7, 9, 14, 31, 38, 39, 40, 52,

53, 56, 75, 76, 80, 81, 94, 102, 109, 116, 118, 129, 133, 141, 142, 148, 152, 154, 155, 162, 163, 164, 171, 173, 179, and 181.

That the House recede from its disagreement to the amendments of the Senate numbered 20, 23, 25, 26, 28, 30, 32, 33, 34, 35, 36, 46, 48, 54, 61, 68, 70, 77, 78, 79, 87, 99, 101, 104, 105, 106, 110, 111, 125, 127, 134, 136, 139, 156, 157, 165, 167, 168, 170, 174, 175, and 176, and agree to the same.

Amendment numbered 16:

That the House recede from its disagreement to the amendment of the Sen-

ate numbered 16, and agree to the same with an amendment, as follows:

In lieu of the sum proposed by said amendment insert \$4,400,000; and the Senate agree to the same.

Amendment numbered 27:

That the House recede from its disagreement to the amendment of the Senate numbered 27, and agree to the same with an amendment, as follows:

In lieu of the sum proposed by said amendment insert \$53,700,000; and the Senate agree to the same.

JOHN T. MYERS  
(except amendments  
54 and 177),

CLARENCE E. MILLER,  
LAWRENCE COUGHLIN,  
STENY H. HOYER,  
GEORGE M. O'BRIEN,

*Managers on the Part of the House.*

DALE BUMPERS,  
DANIEL K. INOUE,  
ERNEST F. HOLLINGS,  
TOM HARKIN,  
RICHARD H. BRYAN,  
J. BENNETT JOHNSTON,  
RON WYDEN,  
PATRICK J. LEAHY,  
DIANNE FEINSTEIN,

*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 Senate to the bill (H.R. 6863), making supplemental appropriations for the fiscal year 1982, rescinding certain budget authority, 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:

#### TITLE I

#### CHAPTER I—DEPARTMENT OF AGRICULTURE

##### SOIL CONSERVATION SERVICE CONSERVATION OPERATIONS

Amendment No. 1: Reported in technical disagreement. The managers on the part of the House will offer a motion to recede and concur in the amendment of the Senate which allows the Soil Conservation Service to exchange a parcel of land in Bellingham, Washington, for other land.

In lieu of the matter inserted by said amendment, insert the following:

##### FOOD AND NUTRITION SERVICE CHILD NUTRITION PROGRAMS

*If the funds available for Nutrition Education and Training grants authorized under section 19 of the Child Nutrition Act*

*of 1966, as amended, require a ratable reduction in those grants, the minimum grant for each State shall be \$50,000.*

The managers on the part of the Senate will move to concur in the amendment of the House to the amendment of the Senate.

Committee on Agriculture: Solely for consideration of title I of the House bill and title I of the Senate amendment:

E DE LA GARZA,  
THOMAS S. FOLEY,  
DAVID R. BOWEN,  
FRED RICHMOND,  
BILL WAMPLER,  
PAUL FINDLEY  
(on all matters  
except as listed  
below),  
TOM HAGEDORN  
(on all matters  
except as listed  
below),

#### Amendments

[As figures are used in bills to express sums of money, dates, paragraph numbers, etc., amendments involving such expressions must be set in figures thus: Strike out "\$840" and insert "\$1,000", etc. For other enumerations, etc., follow the copy as the data is picked up from the bill and used for the Record and then picked up from the Record and used for the report.]

#### EMANUEL F. LENKERSDORF

The Clerk called the bill (H.R. 2520) for the relief of Emanuel F. Lenkersdorf.

There being no objection, the Clerk read the bill as follows:

H.R. 2520

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That for the purposes of the Immigration and Nationality Act, Emanuel F. Lenkersdorf shall be held and considered to have been lawfully admitted to the United States for permanent residence as of the date of the enactment of this Act, upon payment of the required visa fee. Upon the granting of permanent residence to such alien as provided for in this Act, the Secretary of State shall instruct the proper officer to deduct one number from the total number of immigrant visas and conditional entries which are made available to natives of the country of the alien's birth under paragraphs (1) through (8) of section 203(a) of the Immigration and Nationality Act.*

With the following committee amendment:

On page 2, strike lines 4 through 6 and insert in lieu thereof: "which are made

available to natives of the country of the alien's birth under section 203(a) of the Immigration and Nationality Act or, if applicable, from the total number of such visas which are made available to such natives under section 202(e) of such Act.''.  
 The committee amendment was agreed to.

The bill was ordered to be engrossed and read a third time, was read the third time, and passed, and a motion to reconsider was laid on the table.

#### CONTESTED ELECTION, CARTER AGAINST LECOMPTE—MESSAGE FROM THE CLERK OF THE HOUSE OF REPRESENTATIVES (H. DOC. NO. 235)

The SPEAKER laid before the House the following message from the Clerk of the House of Representatives, which was read and, with the accompanying papers, referred to the Committee on House Administration:

AUGUST 23, 1997.

The Honorable the SPEAKER,  
*House of Representatives.*

SIR: I have the honor to lay before the House of Representatives the contest for a seat in the House of Representatives from the Fourth Congressional District of the State of Iowa, Steven V. Carter against Karl M. LeCompte, notice of which has been filed in the office of the Clerk of the House; and also transmit herewith original testimony, papers, and documents relating thereto.

#### LEAVE OF ABSENCE

By unanimous consent, leave of absence was granted to:

Mr. YATES (at the request of Mr. FOLEY), on account of illness in the family.

Mr. BROYHILL (at the request of Mr. MICHEL), for today, on account of a death in the family.

Mr. D'AMOURS (at the request of Mr. WRIGHT), for today, on account of a death in the family.

#### 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 Mr. HASTERT) to revise and extend their remarks and include extraneous material:)

Mr. BETHUNE, for 60 minutes, today.

Mr. MARTIN of North Carolina, for 30 minutes, today.

#### EXTENSION OF REMARKS

By unanimous consent, permission to revise and extend remarks was granted to:

Mr. ECKART, to revise and extend his remarks on H.R. 6324 at the conclusion of general debate.

(The following Members (at the request of Mr. HASTERT) and to include extraneous matter:)

Mr. MICHEL.

Mr. MADIGAN in two instances.

#### ADJOURNMENT

Mr. ANDREWS. Mr. Speaker, I move that the House do now adjourn.

The motion was agreed to; accordingly (at 6 o'clock and 9 minutes p.m.), the House adjourned until tomorrow, Wednesday, August 18, 1982, at 10 a.m.

#### RECESS

The SPEAKER pro tempore. Pursuant to the order of the House of December 17, 1982, the Chair declares a recess subject to the call of the Chair. Bells will be rung 15 minutes prior to the reconvening of the House.

Accordingly (at 5 o'clock and 56 minutes p.m.), the House stood in recess subject to the call of the Chair.

□ 2130

#### AFTER RECESS

The recess having expired, the House was called to order by the Speaker pro tempore [Mr. HOYER] at 9 o'clock and 35 minutes p.m.

[Follow copy as to expressing time of adjournment as 6 o'clock and 25 minutes p.m., or 6:25 p.m.]

# MOTION TO DISCHARGE COMMITTEE

MARCH 17, 1952.

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, 1952, 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.
217. William E. Hess.
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 21, 1952.

## 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 XXIV, executive communications were taken from the Speaker's table and referred as follows:

4593. A communication from the President of the United States, transmitting proposed requests for transfer authority and appropriation language for fiscal year 1982, amended appropriation requests, and amended appropriation language for fiscal year 1983 (H. Doc. No. 97-228); to the Committee on Appropriations and ordered to be printed.

4594. A letter from the Assistant Secretary of Defense (Comptroller), transmitting notice of the proposed obligation of \$4.8 million in the Navy stock fund for war reserve stocks, pursuant to section 734, Public Law 97-114; to the Committee on Appropriations.

4595. A letter from the Director for Facility Requirements and Resources, Department of Defense, transmitting notice of the location, nature, and estimated

cost of various construction projects proposed to be undertaken by the Naval and Marine Corps Reserve, pursuant to 10 U.S.C. 2233a(1); to the Committee on Armed Services.

[Use the following form if only one communication is submitted—8 point:]

194. Under clause 2 of rule XXIV, a letter from the Secretary of the Treasury, transmitting a statement of the estimated cost of revised central heating, lighting, and power-plant project, Washington, DC (H. Doc. No. 97-102), was taken from the Speaker's table, referred to the Committee on Public Works, and ordered to be printed.

## 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. DINGELL: Committee on Energy and Commerce. H.R. 5008. A bill to amend the Communications Act of 1934 to make certain technical revisions regarding the administration of such act, and for other purposes; with an amendment (Rept. No. 97-751). Referred to the Committee of the Whole House on the State of the Union.

## REPORTS OF COMMITTEES ON PRIVATE 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. GLICKMAN: Committee on the Judiciary. H.R. 3171. A bill for the relief of Dr. David Pass (Rept. No. 97-440). Referred to Committee of the Whole House.

Mr. KINDNESS: Committee on the Judiciary. H.R. 3835. A bill for the relief of Rutherford K. Clarke and his wife, Ida T. Clarke (Rept. No. 97-441). Referred to Committee of the Whole House.

Mr. MOORHEAD: Committee on the Judiciary. H.R. 4350. A bill for the relief of Arthur J. Grauf (Rept. No. 97-442). Referred to the Committee of the Whole House.

[Use above form also when only one report is submitted.]

## PUBLIC BILLS AND RESOLUTIONS

Under clause 5 of rule X and clause 4 of rule XXII, public bills and resolutions were introduced and severally referred as follows:

By Mr. CUNNINGHAM:

H.R. 3876. A bill to amend the Juvenile Justice and Delinquency Prevention Act of 1974 to authorize appropriations for fiscal years 1997, 1998, 1999, 2000; and for other purposes; to the Committee on Economic and Educational Opportunities.

By Mr. DICKEY (for himself, Mr. HUTCHINSON, Mrs. LINCOLN, and Mr. THORNTON):

H.R. 3877. A bill to designate the U.S. post office building in Camden, AR, as the "Honorable David H. Pryor Post Office Building"; to the Committee on Government Reform and Oversight.

[Use the following form when only one bill or resolution is submitted:]

Under clause 5 of rule X and clause 4 of rule XXII:

Mr. DORNAN introduced a bill (H.R. 4344) to amend title 10, United States Code, to provide that a member of the Armed Forces who is diagnosed as being HIV-positive within 1 year of entering military service shall be considered to have entered the Armed Forces under a fraudulent enlistment or appointment; which was referred to the Committee on National Security.

## MEMORIALS

Under clause 4 of rule XXII, memorials were presented and referred as follows:

[Use the following form when submitted by the Speaker if *By the Speaker* is not in copy:]

200. By the SPEAKER: Memorial of the Senate of the Commonwealth of Massachusetts, relative to the persecution of Soviet Jews; to the Committee on Foreign Affairs.

201. Also, memorial of the Legislature of the State of Oklahoma, relative to the development of Oklahoma's water resources; to the Committee on Interior and Insular Affairs.

202. Also, memorial of the Legislature of the State of Alabama, relative to the posthumous restoration of Robert E. Lee's citizenship; to the Committee on the Judiciary.

[Use the following form when only one memorial is submitted:]

Under clause 4 of rule XXII,

203. The SPEAKER presented a memorial of the Legislature of the State of

Rhode Island, ratifying the proposed amendment to the Constitution of the United States extending the right to vote to citizens 18 years of age and older; to the Committee on the Judiciary.

## PRIVATE BILLS AND RESOLUTIONS

Under clause 1 of rule XXII, private bills and resolutions were introduced and severally referred as follows:

By Mr. ATKINSON:

H.R. 6583. A bill for the relief of Mohamed Tejar and Nargis Tejar; to the Committee on the Judiciary.

By Mr. AUCOIN:

H.R. 6584. A bill for the relief of Celia Maarit Halle; to the Committee on the Judiciary.

[Use the following form when only one bill or resolution is submitted:]

Under clause 1 of rule XXII,

Mr. LANTOS introduced a bill (H.R. 6766) for the relief of Shanna Teresa Millich; which was referred to the Committee on the Judiciary.

## ADDITIONAL SPONSORS

Under clause 4 of rule XXII, sponsors were added to public bills and resolutions as follows:

H.R. 756: Mr. KEMP.

H.R. 757: Mr. KEMP.

H.R. 767: Mr. FAZIO.

H.R. 768: Mr. GOODLING.

H.R. 1368: Mr. SIMON.

H.R. 1918: Mr. LUKEN.

H.R. 2034: Mr. ROUSSELOT, Mr. EMERY, and Mrs. COLLINS of Illinois.

[Note.—Set sponsors caps and Members caps and lower case.]

## DISCHARGE PETITIONS

Under clause 3 of rule XXVII, the following discharge petitions were filed:

Petition 6, October 7, 1993, by Mr. SEN-SENBRENNER on H.R. 1025 has been signed by the following Members: F. James Sensenbrenner, Jr., John Edward Porter, Marjorie Margolies-Mezvinsky, Henry J. Hyde, and Porter J. Goss.

## DISCHARGE PETITIONS— ADDITIONS OR DELETIONS

The following Members added their names to the following discharge petitions:

Petition 1 by Mr. SOLOMON on H.R. funds; to the Committee on Energy and 493: Bill Emerson, Craig Thomas, F. Commerce.  
James Sensenbrenner, Jr., Dave Camp, 470. Also, petition of the Monroe County  
Dick Swett, and Bob Franks. Legislature, Rochester, NY, relative to  
nuclear weapons; to the Committee on  
Foreign Affairs.

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#### PETITIONS, ETC.

Under clause 1 of rule XXII, petitions and papers were laid on the Clerk's desk and referred as follows:

468. By the SPEAKER: Petition of Board of County Commissioners, Citrus County, Inverness, FL, relative to defense contracts; to the Committee on Armed Services.

469. Also, petition of the Transport Workers Union of America, Railroad Division, relative to railroad retirement

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#### AMENDMENTS

Under clause 6 of rule XXIII, proposed amendments were submitted as follows:

H.R. 1817

OFFERED BY: MR. BROWDER

AMENDMENT NO. 1: Page 2, line 12, strike "\$625,608,000" and insert "\$611,608,000".



CONGRESSIONAL RECORD INDEX

GENERAL INSTRUCTIONS

Set in 7 point on 8 point, Record measure (168 points, 14 picas).  
Cap lines and 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. (this 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 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.

*States:* See page 149, GPO STYLE MANUAL, rule 9.13.

ACRONYMS:

Agency for International Development .....	AID
Acquired Immunodeficiency Syndrome .....	AIDS
Aid to families with dependent children .....	AFDC
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 and Firearms .....	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
Defense Intelligence Agency .....	DIA
Deoxyribonucleic acid .....	DNA
Disabled American Veterans .....	DAV
Drug Enforcement Administration .....	DEA
Employee Retirement Income Security Act .....	ERISA
Environmental Protection Agency .....	EPA
Equal Employment Opportunity Commission .....	EEOC
Export-Import Bank .....	Eximbank
Federal Aviation Administration .....	FAA
Federal Bureau of Investigation .....	FBI
Federal Communications Commission .....	FCC
Federal Crop Insurance Corp .....	FCIC
Federal Deposit Insurance Corp .....	FDIC
Federal Election Commission .....	FEC
Federal Emergency Management Agency .....	FEMA
Federal Employee Retirement System .....	FERS
Federal Energy Regulatory Commission .....	FERC
Federal Housing Administration .....	FHA
Federal Insurance Contribution Act .....	FICA
Federal National Mortgage Association .....	Fannie Mae
Federal Reserve System .....	FRS
Federal Trade Commission .....	FTC
Food and Drug Administration .....	FDA
General Accounting Office .....	GAO
General Agreement on Tariffs and Trade .....	GATT
General Services Administration .....	GSA
Government Printing Office .....	GPO
Grand Old Party (Republican Party) .....	GOP
Health maintenance organization(s) .....	HMO(s)
Human immunodeficiency virus .....	HIV
Gross national product .....	GNP
Immigration and Naturalization Service .....	INS
Internal Revenue Service .....	IRS
International Business Machines Corp .....	IBM
International Monetary Fund .....	IMF
International Trade Commission .....	ITC
Legal Services Corp .....	LSC
Low-Income Home Energy Assistance Program .....	LIHEAP
Missing in action .....	MIA(s)
National Aeronautics and Space Administration .....	NASA
National Association for the Advancement of Colored People .....	NAACP
National Broadcasting Co .....	NBC
National Collegiate Athletic Association .....	NCAA
National Institute of Standards and Technology .....	NIST
National Institutes of Health .....	NIH
National Labor Relations Board .....	NLRB
National Oceanic and Atmospheric Administration .....	NOAA
National Railroad Passenger Corp .....	Amtrak
National Rifle Association .....	NRA
National Security Council .....	NSC
National Science Foundation .....	NSF
National Transportation Safety Board .....	NTSB
North American Free Trade Agreement .....	NAFTA
North Atlantic Treaty Organization .....	NATO
Nuclear Regulatory Commission .....	NRC
Occupational Safety and Health Administration .....	OSHA
Office of Management and Budget .....	OMB
Office of Personnel Management .....	OPM
Office of Thrift Supervision .....	OTS
Organization of American States .....	OAS

Organization of Petroleum Exporting Countries .....	OPEC
Overseas Private Investment Corp .....	OPIC
Palestine Liberation Organization .....	PLO
Parent-Teachers Association .....	PTA
Prisoners of war .....	POW
Public Broadcasting Service .....	PBS
Racketeer Influenced Corrupt Organization Act .....	RICO
Reserve Officers' Training Corps .....	ROTC
Securities Exchange Commission .....	SEC
Small Business Administration .....	SBA
Social Security Administration .....	SSA
Strategic arms limitation talks .....	SALT
Strategic arms reduction talks .....	START
Strategic defense initiative .....	SDI
Supplemental security income .....	SSI
Tennessee Valley Authority .....	TVA
United Auto Workers .....	UAW
United Nations .....	U.N.
United Nations Children's Fund .....	UNICEF
United Nations Educational Scientific and Cultural Organization .....	UNESCO
Veterans of Foreign Wars .....	VFW
Voice of America .....	VOA
Women, Infants, and Children Program .....	WIC
World Health Organization .....	WHO
Young Men's Christian Association .....	YMCA
Young Women's Christian Association .....	YWCA

### SPACING

Biweekly Record index folioed in upper right and left corner; no extra spacing.

Bound Record index folioed in upper right and left corner; no extra spacing.

History of Bills folioed in upper right and left corner using H.B. numbers; no extra spacing.

Bound History of Bills folioed in lower right and left corner, first folio numerically higher than the last folio of index; no extra spacing.

### CAPITALIZATION

#### Guide for Capitalization

Capitalize principal words after these formats:

Addresses	Hymns
Analyses	Memorandums
Appendices	Messages
Article or editorials	Oaths of office
Biographies	Pamphlets
Book reviews	Papers
Booklets	Platforms
Brochures	Poems
Conference reports	Prayers
Descriptions	Prayers by visitors
Documents	Prefaces
Essays	Press releases
Essays: Voice of Democracy	Proclamations
Eulogies	Reports
Explanations	Report filed
Factsheets	Reports to constituents
Forewords	Resolutions of ratification
Histories	Résumés
Homilies	Sermons

Songs  
Statements  
Studies  
Summaries  
Surveys

Synopses  
Testimonies  
Transcripts  
Treaties

### Lowercase after these formats:

Advertisements  
Affidavits  
Agenda  
Agreements  
Amendments  
Announcements  
Appointments  
Awards  
Bills and resolutions  
Bills and resolutions cosponsored  
Bills and resolutions introduced  
Bills and resolutions relative to  
Briefs  
Briefings  
Broadcasts  
Bulletins  
Cables  
Certificate of election  
Chronologies  
Citations  
Civilian  
Cloture motions  
Colloquies  
Commentaries  
Comments  
Communications from  
Communiques  
Comparisons  
Cost estimates  
Court decisions  
Court documents  
Declarations  
Dedications  
Definitions  
Description  
Designation acting president pro tem  
Designation acting speaker pro tem  
Digests  
Dispatches  
Examples  
Excerpts  
Executive orders  
Financial statements  
Granted  
Granted in the House  
Granted in the Senate  
Guidelines  
Hearings  
Inscriptions  
Interviews

Introductions  
Invocations  
Journals  
Letters  
Lists  
Meetings  
Military  
Motions  
Newsletters  
Notices  
Obituaries  
Opinion polls  
Orders  
Outlines  
Petitions  
Petitions and memorials  
Press conferences  
Privilege of the floor  
Programs  
Projects  
Proposals  
Questionnaires  
Questions  
Questions and answers  
Quotations  
Recorded  
Regulations  
Remarks  
Remarks in House  
Remarks in House relative to  
Remarks in Senate  
Remarks in Senate relative to  
Resignations  
Resolutions by organizations  
Results  
Reviews  
Rollcalls  
Rosters  
Rules  
Rulings of the chair  
Schedules  
Subpoena notices  
Subpoenas  
Tables  
Telegrams  
Tests  
Texts of  
Transmittals  
Tributes  
Voting record

### PUNCTUATION

Comma precedes folio figures.

If numbers of several bills are given, use this form: S. 24, 2586; H.R. 217, 2887, etc.; that is, do not repeat S. or H.R. with each number. Separate the Senate and House bills with a semicolon: S. 24; H.R. 217.

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: example:

Taxation: farm property  
 ———tuition  
 ———withholding

### ROMAN AND ITALIC

Use italic for Members of Congress descriptive data:

THURMOND, STROM (*a Senator from South Carolina*);  
 GILMAN, BENJAMIN A. (*a Representative from New York*).

Names of vessels in italic:

*Brooklyn* (USS);  
*Savannah* (nuclear ship);  
*Columbia* (space shuttle).

### FLUSH CAP LINES

All cap lines are separate entries. They are set flush with overs indented 2 ems. Examples:

THURMOND, STROM (*a Senator from South Carolina*)  
 GILMAN, BENJAMIN A. (*a Representative from New York*)  
 PRESIDENT OF THE UNITED STATES (William J. Clinton)  
 VICE PRESIDENT OF THE UNITED STATES (Al Gore)  
 COMMITTEE ON PUBLIC WORKS AND TRANSPORTATION (House)  
 COMMITTEE ON PUBLIC WORKS (Senate)  
 FARMS *see* AGRICULTURE  
 SENATE *see also* COMMITTEES OF THE SENATE; HOUSE OF  
 REPRESENTATIVES; LEGISLATIVE BRANCH OF THE GOVERNMENT;  
 MEMBERS OF CONGRESS; VOTES IN SENATE  
 DEPARTMENT OF THE INTERIOR *see also* SECRETARY OF THE  
 INTERIOR  
 PRESIDENTIAL APPOINTMENTS  
 VOTES IN HOUSE  
 VOTES IN SENATE

## Style of Biweekly Index

No. VII

## Congressional Record Index

PROCEEDINGS AND DEBATES OF THE 106th CONGRESS, SECOND SESSION

Vol. 146

APRIL 25 TO MAY 4, 2000

Nos. 48 to 54

NOTE.—For debate and action on bills and resolutions see "History of Bills and Resolutions" at end of Index, under numbers referred to in Index entry.

## DATES, ISSUE NUMBERS, AND PAGES INCLUDED IN INDEX VII

April 25 .....	No. 48 .....	S2817–S2888 .....	D384–D388
April 26 .....	No. 49 .....	S2889–S2948 .....	D390–D394
April 27 .....	No. 50 .....	S2949–S3042 .....	D395–D402
May 1 .....	No. 51 .....	S3043–S3200 .....	D403–D406
May 2 .....	No. 52 .....	S3201–S3273 .....	D407–D414
May 3 .....	No. 53 .....	S3275–S3451 .....	D415–D422
May 4 .....	No. 54 .....	S3453–S3568 .....	D423–D432

NOTE: Elements in brackets which follow page numbers in the Index refer to the dates of the Congressional Record in which those pages may be found. Unspoken material is indicated by a bullet (•).

**ABDYIRIM, ABLIKIM***Remarks in Senate*

China, People's Republic of: release of Rebiya Kadeer, Ablikim Abdyirim, and Kahrman Abdulkirim (S. Con. Res. 81), S3269, S3270 [2MY]

*Texts of*

S. Con. Res. 81, People's Republic of China release of Rebiya Kadeer, Ablikim Abdyirim, and Kahrman Abdulkirim, S3270 [2MY]

**ABERCROMBIE, NEIL (a Representative from Hawaii)***Bills and resolutions cosponsored*

BATF: expand powers to regulate firearms, ammunition, firearm products, and non-powder firearms (see H.R. 920), H2411 [2MY]

Capital punishment: reduce the risk that innocent persons may be executed (see H.R. 4167), H2607 [4MY]

Children and youth: provide State grants to improve child care (see H.R. 2175), H2512 [3MY]

Fish and fishing: establish a fisheries habitat protection, restoration, and enhancement program (see H.R. 4278), H2412 [2MY]

Foreign aid: prohibit application of certain restrictive eligibility requirements to foreign non-governmental and multilateral organizations (see H.R. 4211), H2412 [2MY]

Higher Education Act: repeal provisions prohibiting persons convicted of drug offenses from receiving student financial assistance (see H.R. 1053), H2411 [2MY]

King, Martin Luther, Jr.: mint coins in commemoration (see H.R. 3633), H2411 [2MY]

Medicare: coverage of marriage and family therapist services (see H.R. 2945), H2607 [4MY]

—demonstration project to provide coverage for cancer patients enrolled in certain clinical trials (see H.R. 1388), H2606 [4MY]

—revise inflation update factor used in making payments to prospective payment system hospitals (see H.R. 3580), H2411 [2MY]

Petroleum: prohibit use of methyl tertiary-butyl ether (MTBE), provide flexibility within the

EPA's oxygenate requirements, and promote the use of renewable ethanol (see H.R. 4011), H2411 [2MY]

Pope John Paul II: award Congressional Gold Medal (see H.R. 3544), H2411 [2MY]

Postal Service: amend pay policies and schedules and fringe benefit programs for postmasters (see H.R. 3842), H2512 [3MY]

Taxation: allow credit to businesses who employ military reservists and a comparable credit to self-employed military reservists, and restore deductions for services performed by military reservists (see H.R. 3915), H2411 [2MY]

*Bills and resolutions introduced*

Equal Pay Day: observance (see H. Con. Res. 318), H2606 [4MY]

**ABORTION***Amendments*

Women: prohibit partial-birth abortions (S. 1692), S2833 [25AP]

*Remarks in Senate*

Civil liberties: pro choice versus right to life, S2832–S2835 [25AP]

Women: prohibit partial-birth abortions, S2832–S2835 [25AP]

**ABRAHAM, SPENCER (a Senator from Michigan)***Amendments*

Elementary and Secondary Education Act: extend programs and activities (S. 2), S3547 [4MY]

*Bills and resolutions cosponsored*

FEMA: make grants to fire departments to improve public safety against fire and fire-related hazards (see S. 1941), S3544 [4MY]

Financial institutions: allow payment of Financing Corporation interest obligations from excess deposit insurance fund reserves (see S. 2293), S3031 [27AP]

Food: improve safety of imported foods (see S. 2480), S3023 [27AP]

Latvia: independence anniversary (see S. Con. Res. 110), S3514 [4MY]

Medicaid: coverage of breast and cervical cancer treatment services for certain women screened

under federally funded programs (see S. 662), S2870 [25AP]

National Child's Day: designate (see S. Res. 296), S2865 [25AP]

National Correctional Officers and Employees Week: designate (see S. Res. 248), S3545 [4MY]

Navajo Code Talkers: award Congressional Gold Medal (see S. 2408), S3264 [2MY]

Reagan, Ronald and Nancy: award Congressional Gold Medal (see S. 2459), S2865 [25AP]

#### *Bills and resolutions introduced*

Children's Internet Safety Month: designate (see S. Res. 294), S2865 [25AP]

#### *Remarks*

Armenia: anniversary of genocide, S2851 [25AP]  
Children's Internet Safety Month: designate (S. Res. 294), S2873 [25AP]

Detroit, MI: Comerica Park Construction Management Team recipient of Great Lakes Construction Alliance Gender and Race Diversification Excellence Award, S2860• [25AP]

—Dept. of Human Rights recipient of Great Lakes Construction Alliance Gender and Race Diversification Excellence Award, S2861• [25AP]

—Greater Detroit Building and Construction Trades Council recipient of Great Lakes Construction Alliance Gender and Race Diversification Excellence Award, S2860• [25AP]

Elementary and Secondary Education Act: allow State and local agencies to use professional development funding for teacher testing, merit-based pay, and tenure reform programs, S3454, S3455, S3493, S3494 [4MY]

—extend programs and activities (S. 2), S3453, S3454, S3455, S3469, S3493, S3494 [4MY]

Grand Rapids, MI: anniversary, S2935• [26AP]

Lansing, MI: tribute to Waverly High School boys' basketball team, S2861• [25AP]

Latin Americans for Social and Economic Development, Inc.: tribute, S2861• [25AP]

National Charter Schools Week: observance, S3016• [27AP]

Trumbull, Robin: Battle Creek (MI) Enquirer George Award recipient, S2860• [25AP]

#### *Tributes*

Halik, Richard J., S3507• [4MY]

**ACKERMAN, GARY L.** (*a Representative from New York*)

#### *Bills and resolutions cosponsored*

Children and youth: construction and renovation of child care facilities (see H.R. 3889), H2607 [4MY]

Equal Pay Day: observance (see H. Con. Res. 318), H2606 [4MY]

King, Martin Luther, Jr.: mint coins in commemoration (see H.R. 3633), H2607 [4MY]

#### *Remarks*

Hassan, Ayhan: Residents for a More Beautiful Port Washington (organization) Annual Spring Gala honoree, E618• [3MY]

**ADAIR, E. ROSS** (*a former Representative from Indiana*)

#### *Remarks in Senate relative to*

E. Ross Adair Federal Building and U.S. Courthouse, Fort Wayne, IN: designate (H.R. 2412), S3557 [4MY]

## **ADELPHI UNIVERSITY**

#### *Remarks in House*

School of Social Work: anniversary, E622 [3MY]

**ADERHOLT, ROBERT B.** (*a Representative from Alabama*)

#### *Bills and resolutions cosponsored*

Elementary and Secondary Education Act: allow States and local school districts flexibility in allocating Federal funds (see H.R. 4141), H2607 [4MY]

Water pollution: exempt discharges from certain silviculture activities from permit requirements of the national pollutant discharge elimination system (see H.R. 3625), H2512 [3MY]

#### *Remarks*

Winfield, AL: tribute to Carraway Methodist Health Systems, E656• [4MY]

**ADMINISTRATIVE OFFICE, U.S. COURTS** *see* **COURTS**

**ADOPTION** *see* **FAMILIES AND DOMESTIC RELATIONS**

## **ADVERTISING**

#### *Bills and resolutions*

Entertainment industry: develop, use, and enforce a system for labeling violent content in audio and visual media products and services (see S. 2497), S3258 [2MY]

#### *Remarks in House*

Computers: regulate the transmission of unsolicited commercial electronic mail (H.R. 3113), H2514 [4MY]

#### *Remarks in Senate*

Political campaigns: ethics reform and contribution limits, S3011 [27AP]

**AERONAUTICS** *see* **AVIATION**

## **AFRICA**

#### *Appointments*

Conferees: H.R. 434, Trade and Development Act, H2469 [3MY]

#### *Articles and editorials*

Still Wanted, S2868 [25AP]

#### *Bills and resolutions*

Dept. of Agriculture: support exchange programs whereby African-American farmers and other agricultural specialists share technical knowledge with African farmers to improve farming in Africa (see H.R. 4378), H2605 [4MY]

Dept. of State: provide rewards for information relative to serious violations of international law in Rwanda (see S. 2460), S2865 [25AP]

Disasters: efforts to avert drought and famine (see H. Con. Res. 316), H2511 [3MY]

Foreign policy: authorize trade and investment policy relative to sub-Saharan Africa (H.R. 434), consideration of conference report (see H. Res. 489), H2605 [4MY]

House Rules: same-day consideration of certain resolutions (see H. Res. 488), H2511 [3MY]

#### *Conference reports*

Trade and Development Act (H.R. 434), H2514–H2552 [4MY]

#### *Letters*

Human rights violations by rebel forces in Sierra Leone: Representative Wolf, H2430, H2431 [3MY]

Trade and investment policy relative to sub-Saharan Africa and certain beneficiary countries in the Caribbean: John D. Podesta, Executive Office of the President, H2581 [4MY]

## History of bills and resolutions in biweekly index

In history of bills, sequence is: Senate bills, Senate joint resolutions, Senate concurrent resolutions, and Senate resolutions; then House bills, House joint resolutions, House concurrent resolutions, and House resolutions: S. 14, S.J. Res. 7, S. Con. Res. 26, S. Res. 5, H. 980, H.J. Res. 9, H. Con. Res. 16, and H. Res. 50.

### SENATE BILLS

- S. 2—A bill to extend programs and activities under the Elementary and Secondary Education Act of 1965; to the Committee on Health, Education, Labor, and Pensions.  
Reported with amendment (S. Rept. 106-261), S2615 [12AP]  
Debated, S3051 [1MY], S3230 [2MY], S3284 [3MY], S3453 [4MY], S3575 [8MY], S3629, S3665 [9MY]  
Amendments, S3051, S3197 [1MY], S3265, S3266 [2MY], S3284, S3333, S3334, S3447, S3448, S3449 [3MY], S3460, S3547, S3548, S3549, S3550, S3552 [4MY], S3616 [8MY], S3638, S3739, S3772, S3773, S3774, S3775, S3778, S3781 [9MY], S3851 [10MY], S4026 [16MY]  
Removal of cosponsors, S3331 [3MY]  
S. 11—A bill for the relief of Wei Jingsheng; to the Committee on the Judiciary.  
Reported (no written report), S5240 [15JN]  
S. 12—A bill to amend the Internal Revenue Code of 1986 to eliminate the marriage penalty by providing that income tax rate bracket amounts, and the amount of the standard deduction, for joint returns shall be twice the amounts applicable to unmarried individuals; to the Committee on Finance.  
Cosponsors added, S334 [3FE]  
S. 13—A bill to amend the Internal Revenue Code of 1986 to provide additional tax incentives for education; to the Committee on Finance.  
Cosponsors added, S1127 [2MR]  
S. 20—A bill to assist the States and local governments in assessing and remediating brownfield sites and encouraging environmental cleanup programs, and for other purposes; to the Committee on Environment and Public Works.  
Cosponsors added, S2870 [25AP]  
S. 26—A bill entitled the "Bipartisan Campaign Reform Act of 1999"; to the Committee on Rules and Administration.  
Cosponsors added, S1029 [1MR]  
S. 28—A bill to authorize an interpretive center and related visitor facilities within the Four Corners Monument Tribal Park, and for other purposes; to the Committee on Energy and Natural Resources.  
Message from the House, S15 [24JA]  
Examined and signed in the Senate (November 30, 1999), S15 [24JA]  
Presented to the President (November 30, 1999), S16 [24JA]  
Approved [Public Law 106-143] (signed December 7, 1999)  
S. 38—A bill to amend the Internal Revenue Code of 1986 to phase out the estate and gift taxes over a 10-year period; to the Committee on Finance.  
Cosponsors added, S689 [22FE]  
S. 39—A bill to provide a national medal for public safety officers who act with extraordinary valor above the call of duty, and for other purposes; to the Committee on the Judiciary.  
Cosponsors added, S689 [22FE]  
S. 56—A bill to repeal the Federal estate and gift taxes and the tax on generation-skipping transfers; to the Committee on Finance.  
Cosponsors added, S334 [3FE]  
S. 59—A bill to provide Government wide accounting of regulatory costs and benefits, and for other purposes; to the Committee on Governmental Affairs.  
Cosponsors added, S1749 [27MR]  
S. 60—A bill to amend the Internal Revenue Code of 1986 to provide equitable treatment for contributions by employees to pension plans; to the Committee on Finance.  
Cosponsors added, S870 [28FE]  
S. 63—A bill to amend the Internal Revenue Code of 1986 to provide a credit against tax for employers who provide child care assistance for dependents of their employees, and for other purposes; to the Committee on Finance.  
Cosponsors added, S4024 [16MY]  
S. 67—A bill to designate the headquarters building of the Department of Housing and Urban Development in Washington, District of Columbia, as the "Robert C. Weaver Federal Building"; to the Committee on Environment and Public Works.  
Message from the House, S15 [24JA]  
Examined and signed in the Senate (November 30, 1999), S15 [24JA]  
Presented to the President (November 30, 1999), S16 [24JA]  
Approved [Public Law 106-162] (signed December 9, 1999)  
S. 71—A bill to amend title 38, United States Code, to establish a presumption of service-connection for certain veterans with Hepatitis C, and for other purposes; to the Committee on Veterans' Affairs.  
Cosponsors added, S689 [22FE], S1127 [2MR], S1610 [22MR]  
S. 74—A bill to amend the Fair Labor Standards Act of 1938 to provide more effective remedies to victims of discrimination in the payment of wages on the basis of sex, and for other purposes; to the Committee on Health, Education, Labor, and Pensions.  
Cosponsors added, S119 [27JA], S3615 [8MY], S3922 [11MY], S4207 [18MY]  
S. 85—A bill to amend the Internal Revenue Code of 1986 to reduce the tax on vaccines to 25 cents per dose; to the Committee on Finance.  
Cosponsors added, S4024 [16MY]



- S. 92**—A bill to provide for a biennial budget process and a biennial appropriations process and to enhance oversight and the performance of the Federal Government; to the Committee on the Budget and the Committee on Governmental Affairs, jointly, pursuant to the order of August 4, 1977, with instructions that if one Committee reports, the other Committee have thirty days to report or be discharged.  
Cosponsors added, S119 [27JA], S634 [10FE], S1185 [6MR], S2117 [4AP]
- S. 96**—A bill to regulate commerce between and among the several States by providing for the orderly resolution of disputes arising out of computer-based problems related to processing data that includes a 2- digit expression of that year's date; to the Committee on Commerce, Science, and Transportation.  
Indefinitely postponed, S646 [10FE]
- S. 109**—A bill to improve protection and management of the Chattahoochee River National Recreation Area in the State of Georgia; to the Committee on Energy and Natural Resources.  
Indefinitely postponed, S646 [10FE]
- S. 113**—A bill to increase the criminal penalties for assaulting or threatening Federal judges, their family members, and other public servants, and for other purposes; to the Committee on the Judiciary.  
Cosponsors added, S4692 [7JN]
- S. 116**—A bill to establish a training voucher system, and for other purposes; to the Committee on Health, Education, Labor, and Pensions.  
Cosponsors added, S334 [3FE]
- S. 119**—A bill to establish a Northern Border States-Canada Trade Council, and for other purposes; to the Committee on Finance.  
Cosponsors added, S492 [8FE], S689 [22FE]
- S. 132**—A bill to amend the Internal Revenue Code of 1986 to provide comprehensive pension protection for women; to the Committee on Finance.  
Cosponsors added, S870 [28FE]
- S. 135**—A bill to amend the Internal Revenue Code of 1986 to increase the deduction for the health insurance costs of self-employed individuals, and for other purposes; to the Committee on Finance.  
Cosponsors added, S1610 [22MR]
- thorizing Congress to prohibit the physical desecration of the flag of the United States; to the Committee on the Judiciary.  
Reported (S. Rept. 106-246), S1461 [20MR]  
Debated, S1706 [27MR], S1765 [28MR], S1833, S1857 [29MR]  
Amendments, S1706, S1722, S1750, S1751 [27MR]  
Failed of passage, S1874 [29MR]
- S.J. Res. 26**—A joint resolution expressing the sense of Congress with respect to the courtmartial conviction of the late Rear Admiral Charles Butler McVay, III, and calling upon the President to award a Presidential Unit Citation to the final crew of the *U.S.S. Indianapolis*.  
Cosponsors added, S691 [22FE]
- S.J. Res. 30**—A joint resolution proposing an amendment to the Constitution of the United States relative to equal rights for women and men; to the Committee on the Judiciary.  
Cosponsors added, S160 [31JA], S217 [1FE]
- S.J. Res. 38**—A joint resolution to provide for a Balanced Budget Constitutional Amendment that prohibits the use of Social Security surpluses to achieve compliance; to the Committee on the Judiciary.  
By Mr. VOINOVICH (for himself and Mr. Gramm), S285 [2FE]  
Text, S291 [2FE]  
Cosponsors added, S1030 [1MR]
- S.J. Res. 39**—A joint resolution recognizing the 50th anniversary of the Korean War and the service by members of the Armed Forces during such war, and for other purposes; to the Committee on the Judiciary.  
By Mr. CAMPBELL, S328 [3FE]  
Text, S334 [3FE], S1437 [9MR]  
Cosponsors added, S493 [8FE], S551 [9FE], S635 [10FE], S692 [22FE], S1030 [1MR], S1186 [6MR], S1328 [8MR], S1422 [9MR]  
Reported (no written report), S1391 [9MR]  
Passed Senate, S1437 [9MR]  
Message from the Senate, H923 [13MR]
- S.J. Res. 40**—A joint resolution providing for the appointment of Alan G. Spoon as a citizen regent of the Board of Regents of the Smithsonian Institution; to the Committee on Rules and Administration.  
By Mr. COCHRAN (for himself, Mr. Moynihan, and Mr. Frist), S930 [29FE]  
Text, S951 [29FE], S2645 [12AP]  
Committee discharged. Passed Senate, S2645 [12AP]  
Message from the Senate, H2242 [13AP]  
Referred to the Committee on House Administration, H2334 [13AP]  
Rules suspended. Passed House, H2364 [2MY]  
Text, H2364 [2MY]  
Message from the House, S3326 [3MY]  
Examined and signed in the House, H2511 [3MY]  
Presented to the President (May 4, 2000), S3510 [4MY]  
Approved [Public Law 106-198] (signed May 5, 2000)

## SENATE JOINT RESOLUTIONS

- S.J. Res. 3**—A joint resolution proposing an amendment to the Constitution of the United States to protect the rights of crime victims; to the Committee on the Judiciary.  
Cosponsors added, S551 [9FE], S747 [23FE], S1467 [20MR], S1914 [29MR], S2546 [11AP]  
Reported (S. Rept. 106-254), S2106 [4AP]  
Debated, S2696 [13AP]  
Consideration of motion to proceed to consideration, S2818, S2820, S2835 [25AP], S2897 [26AP], S2966 [27AP]  
Removal of cosponsors, S2872 [25AP]
- S.J. Res. 14**—A joint resolution proposing an amendment to the Constitution of the United States au-

## 20. REPORTS AND HEARINGS

The data for these publications arrives at the GPO from many different sources. The congressional committee staff people are responsible for the gathering of the information printed in these publications.

The report language is compiled from the meetings of the attorneys and congressional members and submitted along with the bill language to the clerks of the respective Houses. The clerks assign the report numbers, etc., and forward to the 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 the 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

[In either Senate or House reports, follow bill style in extracts from bills. Report numbers run consecutively from first to second session.]

There are set forth below certain rules which the Government Printing Office has been authorized to follow in the makeup of congressional numbered reports:

1. All excerpts to be set in 10-point type, cut in 2 ems on each side, except as noted in paragraph 3 below. For ellipses in cut-in matter, lines of five stars are used.
2. Contempt proceedings to be considered as excerpts.
3. The following are to be set in 10-point type, but not cut in:
  - (a) Letters which are readily identified as such by salutation and signature.
  - (b) Appendixes and/or exhibits which have a heading readily identifying them as such; and
  - (c) Matter printed in compliance with the Ramseyer rule.¹

¹ Ramseyer rule.—House: If report has “Changes in Existing Law” use caps and small caps for heads, except for breakdown within a cap and small cap head.

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 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. If a bill is submitted as an excerpt, it will not be squeezed because of the indentions and the limited number of element identifiers.

11. On reports of immigration cases, set memorandums full measure unless preceded or followed directly by committee language. Memorandums are indented on both sides if followed by such language. Preparers should indicate the proper indention on copy.

12. Order of printing (Senate reports only): (1) Report, (2) minority or additional views, (3) Cordon rule² (last unless an appendix is used), (4) appendix (if any).

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 only printed if they have been signed by the authoring congressperson.

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[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.

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²Cordon rule.—Senate: If report has "Changes in Existing Law" use small cap heads, except for breakdown within a cap and small cap head.

[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;

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[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".

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[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."

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[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:

MARCH 21, 1999.

Hon. DENNIS HASTERT,  
*Speaker of the House of Representatives,*  
*Washington, DC.*

MY DEAR MR. SPEAKER: There is forwarded herewith a draft of legislation to amend section 303 of the Career Compensation Act.

* * * * *  
Sincerely yours,

DEBORAH P. CHRISTIE,  
*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:

<i>Forrestal</i> -class aircraft carriers .....	4
Destroyers .....	10
* * * * *	
Guided-missile submarine .....	1
Total .....	42

[Sample of sectional analysis]

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 * * *.

* * * * *

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[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.

[The following examples are for sample purposes only]

[Sample of "Report" Skeleton]

106TH CONGRESS } <i>1st Session</i>	HOUSE OF REPRESENTATIVES	{ REPT. 106-8 Part 1
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## SMALL BUSINESS PAPERWORK REDUCTION ACT AMENDMENTS OF 1999 ¹

FEBRUARY 5, 1999.—Ordered to be printed ²

Mr. BURTON of Indiana, from the Committee on Government  
Reform, submitted the following

### REPORT

together with

### MINORITY VIEWS

[To accompany H.R. 391]

[Including cost estimate of the Congressional Budget Office]

The Committee on Government Reform, to whom was referred the bill (H.R. 391) to amend chapter 35 of title 44, United States Code, for the purpose of facilitating compliance by small businesses with certain Federal paperwork requirements, to establish a task force to examine the feasibility of streamlining paperwork requirements applicable to small businesses, and for other purposes, having considered the same, report favorably thereon without amendment and recommend that the bill do pass.³

### GENERAL STATEMENT ⁴

The issue of whether or not * * *.

¹ If title makes more than three lines in 10-point caps, set in 8-point caps.

² Must be set as indicated in copy. If illustrations accompany copy and are not ordered to be printed, do not add *with illustrations*. Return copy to Production Manager.

³ If the wording in this paragraph is prepared in the singular form, follow.

⁴ For *Senate Committee on Finance* and *House Committee on Ways and Means*, heads are set in bold caps.

[Sample of "Report" Skeleton]

**Calendar No. 13**¹

106TH CONGRESS } <i>1st Session</i>	SENATE	{ REPORT 106-1
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THE SOLDIERS', SAILORS', AIRMEN'S AND MARINES' BILL  
OF RIGHTS ACT OF 1999

FEBRUARY 2, 1999.—Ordered to be printed

Filed under authority of the order of the Senate of February 2 (legislative day,  
February 1), 1999²

Mr. WARNER, from the Committee on Armed Services,  
submitted the following

REPORT

together with

ADDITIONAL VIEWS

[To accompany S. 4]

The Committee on Armed Services, to which was referred the bill (S. 4), having considered the same, reports favorably thereon with an amendment and recommends that the bill do pass.

PURPOSE OF THE BILL

S. 4 would authorize a 4.8 percent military pay raise, effective January 1, 2000, reform the military pay tables, revise * * *

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.



[Sample of "Report" Skeleton]

**Calendar No. 28**

106TH CONGRESS } <i>1st Session</i>	SENATE	{ REPORT 106-8
----------------------------------------	--------	-------------------

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MAKING¹ EMERGENCY SUPPLEMENTAL APPROPRIATIONS AND RESCIS-  
SIONS FOR RECOVERY FROM NATURAL DISASTERS AND FOREIGN AS-  
SISTANCE, FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 1999, AND  
FOR OTHER PURPOSES²

---

MARCH 4, 1999.—Ordered to be printed

---

Mr. STEVENS, from the Committee on Appropriations,  
submitted the following

**REPORT**

[To accompany S. 544]

The Committee on Appropriations reports the bill (S. 544) mak-  
ing emergency supplemental appropriations and rescissions for re-  
covery from natural disasters and foreign assistance, for the fiscal  
year ending September 30, 1999, and for other purposes, reports fa-  
vorably thereon and recommends that the bill do pass.

[Sample of amendments]

The amendments are as follows:

Strike all after the enacting clause and insert in lieu thereof the  
following language:

That the first sentence of section 80 of the Hawaiian Organic Act as amended (48  
U.S.C. 546), is amended further by inserting immediately following * * *

Amend the title so as to read:

A bill to amend section 80 of the Hawaiian Organic Act, and for other purposes.

The amendments are as follows:

The amendment to the text strikes all after the enacting clause  
and inserts a complete new text which is printed in *italic type* in  
the reported bill.

The amendment to the title is as follows:

Amend the title so as to read:

**An Act to amend the Federal Water Pollution Control  
Act to establish a Federal Water Pollution Control * * ***

¹ If copy reads "To make" change to "Making", "To provide" change to "Providing", "To amend"  
change to "Amending".

² Sample of 8-point head.

[Sample of "Report" Skeleton]

106TH CONGRESS <i>1st Session</i>	}	HOUSE OF REPRESENTATIVES	{	REPORT 106-91
--------------------------------------	---	--------------------------	---	------------------

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## CONCURRENT RESOLUTION ON THE BUDGET FOR FISCAL YEAR 2000

APRIL 14 (legislative day, APRIL 13), 1999.—Ordered to be printed

Mr. KASICH, from the committee of conference,  
submitted the following

### CONFERENCE REPORT¹

[To accompany H. Con. Res. 68]

The committee of conference on the disagreeing votes of the two Houses on the amendment of the Senate to the concurrent resolution (H. Con. Res. 68), establishing the congressional budget for the United States Government for fiscal year 2000 and * * *

That the House recede from its disagreement to the amendment of the Senate to the text of the resolution and agree to the same with an amendment as follows:

In lieu of the matter proposed to be inserted by the Senate amendment, insert the following:

**SECTION 1. CONCURRENT RESOLUTION ON THE BUDGET FOR FISCAL YEAR 2000.**

*(a) DECLARATION.—Congress determines and declares that this resolution is the concurrent resolution on the budget * * **

---

¹ Paragraph indent for conference reports is 2 ems.

JOINT EXPLANATORY STATEMENT OF THE COMMITTEE OF  
CONFERENCE¹

The managers on the part of the Senate and the House at the conference on disagreeing votes of the two Houses on the amendments of the Senate to the concurrent resolution (House Concurrent Resolution 68), setting forth the congressional budget for the United States for the fiscal years * * *

JOHN R. KASICH,  
SAXBY CHAMBLISS,  
CHRISTOPHER SHAYS,

*Managers on the Part of the House.*

PETE V. DOMENICI,  
CHUCK GRASSLEY,  
DON NICKLES,  
PHIL GRAMM,  
SLADE GORTON,

*Managers on the Part of the Senate.*

---

¹ Statement of managers begins new page; in a Conference Report it begins a new odd page.

[House Appropriation Hearing, Cover sample]

# DEPARTMENTS OF LABOR, HEALTH AND HUMAN SERVICES, EDUCATION, AND RELATED AGENCIES APPROPRIATIONS FOR 2000

---

## HEARINGS

BEFORE A

### SUBCOMMITTEE OF THE COMMITTEE ON APPROPRIATIONS HOUSE OF REPRESENTATIVES

ONE HUNDRED SIXTH CONGRESS

FIRST SESSION

---

SUBCOMMITTEE ON THE DEPARTMENTS OF LABOR, HEALTH AND  
HUMAN SERVICES, EDUCATION, AND RELATED AGENCIES

**JOHN EDWARD PORTER, Illinois, *Chairman***

C. W. BILL YOUNG, Florida  
HENRY BONILLA, Texas  
ERNEST J. ISTOOK, JR., Oklahoma  
DAN MILLER, Florida  
JAY DICKEY, Arkansas  
ROGER F. WICKER, Mississippi  
ANNE M. NORTHUP, Kentucky  
RANDY "DUKE" CUNNINGHAM, California

DAVID R. OBEY, Wisconsin  
STENY H. HOYER, Maryland  
NANCY PELOSI, California  
NITA M. LOWEY, New York  
ROSA L. DELAURO, Connecticut  
JESSE L. JACKSON, JR., Illinois

NOTE: Under Committee Rules, Mr. Young, as Chairman of the Full Committee, and Mr. Obey, as Ranking Minority Member of the Full Committee, are authorized to sit as Members of all Subcommittees.

S. ANTHONY McCANN, ROBERT L. KNISELY, CAROL MURPHY, SUSAN ROSS FIRTH,  
and FRANCINE SALVADOR, *Subcommittee Staff*

---

## PART 7A

(Pages 1-1658)

### TESTIMONY OF MEMBERS OF CONGRESS AND OTHER INTERESTED INDIVIDUALS AND ORGANIZATIONS



[House Appropriation Hearing, Title Page sample]

# DEPARTMENTS OF LABOR, HEALTH AND HUMAN SERVICES, EDUCATION, AND RELATED AGENCIES APPROPRIATIONS FOR 2000

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## HEARINGS

BEFORE A

### SUBCOMMITTEE OF THE COMMITTEE ON APPROPRIATIONS HOUSE OF REPRESENTATIVES ONE HUNDRED SIXTH CONGRESS

FIRST SESSION

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HUMAN SERVICES, EDUCATION, AND RELATED AGENCIES

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NOTE: Under Committee Rules, Mr. Young, as Chairman of the Full Committee, and Mr. Obey, as Ranking  
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## PART 7A

(Pages 1-1658)

### TESTIMONY OF MEMBERS OF CONGRESS AND OTHER INTERESTED INDIVIDUALS AND ORGANIZATIONS



Printed for the use of the Committee on Appropriations

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[Back Title Page sample]

## COMMITTEE ON APPROPRIATIONS

C. W. BILL YOUNG, Florida, *Chairman*

RALPH REGULA, Ohio  
 JERRY LEWIS, California  
 JOHN EDWARD PORTER, Illinois  
 HAROLD ROGERS, Kentucky  
 JOE SKEEN, New Mexico  
 FRANK R. WOLF, Virginia  
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 JAY DICKEY, Arkansas  
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 TODD TIAHRT, Kansas  
 ZACH WAMP, Tennessee  
 TOM LATHAM, Iowa  
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 ROBERT B. ADERHOLT, Alabama  
 JO ANN EMERSON, Missouri  
 JOHN E. SUNUNU, New Hampshire  
 KAY GRANGER, Texas  
 JOHN E. PETERSON, Pennsylvania

DAVID R. OBEY, Wisconsin  
 JOHN P. MURTHA, Pennsylvania  
 NORMAN D. DICKS, Washington  
 MARTIN OLAV SABO, Minnesota  
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 ALAN B. MOLLOHAN, West Virginia  
 MARCY KAPTUR, Ohio  
 NANCY PELOSI, California  
 PETER J. VISCLOSKEY, Indiana  
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 JOSE E. SERRANO, New York  
 ROSA L. DELAURO, Connecticut  
 JAMES P. MORAN, Virginia  
 JOHN W. OLVER, Massachusetts  
 ED PASTOR, Arizona  
 CARRIE P. MEEK, Florida  
 DAVID E. PRICE, North Carolina  
 CHET EDWARDS, Texas  
 ROBERT E. "BUD" CRAMER, JR., Alabama  
 JAMES E. CLYBURN, South Carolina  
 MAURICE D. HINCHEY, New York  
 LUCILLE ROYBAL-ALLARD, California  
 SAM FARR, California  
 JESSE L. JACKSON, JR., Illinois  
 CAROLYN C. KILPATRICK, Michigan  
 ALLEN BOYD, Florida

JAMES W. DYER, *Clerk and Staff Director*

[House Appropriation Hearing sample]

## **DEPARTMENTS OF LABOR, HEALTH AND HUMAN SERVICES, EDUCATION, AND RE- LATED AGENCIES APPROPRIATIONS FOR 2000**

---

### **TESTIMONY OF MEMBERS OF CONGRESS AND OTHER INTERESTED INDIVIDUALS AND ORGANIZATIONS**

---

TUESDAY, APRIL 13, 1999.

### **EHLERS-DANLOS SYNDROME**

#### **WITNESS**

**MEG HARMON, CITIZEN**

Mr. PORTER [presiding]. The subcommittee will come to order.

We begin today 10 sessions of public witnesses. We have largely completed the hearings with the three departments and the 14 agencies under the * * *

[Note styles for questions and answers]

#### **QUESTIONS FROM MR. * * ***

##### **IMPACT OF FISCAL YEAR 2000 PAY RAISE COSTS**

*Question.* What are the costs associated with the October 1, 1999 4.8 percent general pay raise and the raising of the executive pay cap on January 1, 2000 for fiscal year 2000?

*Answer.* The pay raise for the general scale employees increased the budgeted amount by \$4,826 for fiscal year 2000.

[Note the following style for questions and answers when a person is either asking or answering:]

**QUESTION.** How are you financing these costs?

**Mr. NAME.** The general scale increase costing \$4,826 was absorbed by a turnover in one secretarial position, a position which was budgeted at the GS-6 level but filled by a GS-4 level employee who was hired to replace the former * * *

**Mr. NAME.** In what program areas are you absorbing these costs?

**ANSWER.** Because of the BIB's ability to absorb these fiscal year 2000 costs in a manner described in the foregoing answer, it has not been necessary to absorb them in program areas.

---

TUESDAY, APRIL 13, 1999.□

## **MUSEUM OF SCIENCE AND INDUSTRY AND NATIONAL HEALTH SCIENCES CONSORTIUM**

#### **WITNESS**

**DAVID R. MOSENA, PRESIDENT, MUSEUM OF SCIENCE AND INDUSTRY,  
CHICAGO, ILLINOIS**

Mr. PORTER. Next, we would like to welcome to the witness table, Dr. David R. Mosena, this one is mine—the president of the Museum of Science and Industry in Chicago. One of not only our city's great treasures, but one of the great treasures of the United States.

[Senate Appropriation Hearing sample]

# **AGRICULTURE, RURAL DEVELOPMENT AND RELATED AGENCIES APPROPRIATIONS FOR FISCAL YEAR 2000**

---

**WEDNESDAY, MARCH 18, 1999**

U.S. SENATE, □□□□

SUBCOMMITTEE OF THE COMMITTEE ON APPROPRIATIONS, □□□

*Washington, DC.* □

The subcommittee met at 9:40 a.m., in room 1224, Everett McKinley Dirksen Senate Office Building, Hon. Ted Stevens (chairman) presiding.

Present: Senators Cochran and Inouye.

**DEPARTMENT OF AGRICULTURE****OFFICE OF THE INSPECTOR GENERAL****STATEMENT OF ROGER C. VIADERO, INSPECTOR GENERAL****ACCOMPANIED BY:****SALLY THOMPSON, CHIEF FINANCIAL OFFICER****IRWIN T. DAVID, DEPUTY CHIEF FINANCIAL OFFICER****GENERAL ACCOUNTING OFFICE****STATEMENT OF GENE L. DODARO, ASSISTANT COMPTROLLER GENERAL,  
ACCOUNTING AND INFORMATION MANAGEMENT DIVISION****ACCOMPANIED BY:****NAME, TITLE****NAME, TITLE****INTRODUCTION OF WITNESSES**

Senator STEVENS. The hearing will come to order.

This morning we are happy to have representatives of the Office of Inspector General and the General Accounting Office with us, and I would like to ask that all of you who are here to testify come forward. Let's all of you act as one panel, and the questions that we have will be directed to both.

**SUCCESS OF AMERICAN AGRICULTURE**

With a great deal of hard work, ingenuity and technology, the United States has become the most productive agricultural nation in the world. Modern agriculture, as practiced in the United States, has become a technological marvel, soundly based on advanced science and finely tuned to economic conditions.



[Standard Hearing sample]

## IMPACT OF BUDGET CUTS ON FEDERAL STATISTICAL PROGRAMS

MARCH 16, 1999

HOUSE OF REPRESENTATIVES, □□□□□□  
SUBCOMMITTEE ON CENSUS AND POPULATION, □□□□□  
COMMITTEE ON POST OFFICE AND CIVIL SERVICE, □□□  
*Washington, DC.*□

□□HOUSE OF REPRESENTATIVES, COMMITTEE ON SCIENCE AND □□□  
□□□TECHNOLOGY, SUBCOMMITTEE ON SCIENCE, RESEARCH □□□  
□□□AND TECHNOLOGY AND THE SUBCOMMITTEE ON INVESTI-□□□  
□□□GATIONS AND OVERSIGHT,¹

*Washington, DC.*□

The subcommittee met, pursuant to call, at 9:35 a.m., in room 304, Cannon House Office Building, Hon. Name (chairman of the subcommittee) presiding.

Mr. NAME. Today the House Census and Population Subcommittee continues its series of hearings on the impact of the President's budget cuts on the information this Nation will have today, tomorrow, and in the future.

With that we will call up our first panel: Dr. James T. Bonnen, Department of Agricultural Economics, Michigan State University, and the director of the President's Reorganization Project for the Federal Statistical System; and Dr. Stephen E. Fienberg, Department of Statistics, the Carnegie-Mellon University, and the Chairman of the Committee on National Statistics in the National Academy of Sciences.

### STATEMENTS OF JAMES T. BONNEN, DEPARTMENT OF AGRICULTURAL ECONOMICS, MICHIGAN STATE UNIVERSITY AND STEPHEN E. FIENBERG, DEPARTMENT OF STATISTICS, CARNEGIE-MELLON UNIVERSITY

Mr. BONNEN. Thank you, Mr. Garcia. It is a pleasure and a privilege to be here.

I have been asked to comment primarily on the central coordination of statistical planning and policy which was the focus of the study that I directed, as you mentioned.

Ours is an increasingly complex economy and society. If we do not have objective, accurate and relevant information in making decisions, our comprehension of the world will forever run behind events.

¹Note style for a long committee name.

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[Numbers in parentheses refer to rules; italic indicates exact terminology; bold indicates chapter heading]

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