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

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


Historical and Revision Notes

About This Manual

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

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

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

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

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

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

Comments and suggestions from users of the GPO Style Manual are invited. All such correspondence should be addressed as follows:

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U.S. Government Printing Office  
732 North Capitol Street, NW.  
Washington, DC 20401  
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For the purposes of the GPO Style Manual, printed examples throughout are to be considered the same as the printed rules.

Acknowledgments

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

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

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

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

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

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

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

**GPO Access**

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

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

**GPO Access services**

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

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


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

**Authentication of digital documents**

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

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

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

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

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

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

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

For a comprehensive discussion of system capabilities by release, see the FDsys documentation at http://www.gpo.gov/projects/fdsys_documents.htm.
Information

The rules of grammar, spelling, punctuation, and related matters, as stated in this Manual, will serve well when preparing documents for electronic dissemination. Most of the documents currently available via GPO Access are derived from databases used in the printing of Government publications. However, as electronic dissemination of Government information continues to grow, the rules as stated in this Manual will continue to be the GPO’s standard for all document preparation, electronic or otherwise.
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1. Advice to Authors and Editors

The G PO S t y l e M a n u a l i s i n t e n d e d t o f a c i l i t a t e G o v e r n m e n t p r i n t i n g. C a r e f u l o b s e r v a n c e o f t h e f o l l o w i n g s u g g e s t i o n s w i l l a i d i n e x p e d i t i n g y o u r p u b l i c a t i o n a n d a l s o r e d u c e p r i n t i n g c o s t s.

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

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

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

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

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

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

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

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

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

1.10. To reduce the possibility of costly blank pages, avoid use of new odd pages and halftitles whenever possible. Generally these refinements should be limited to quality bookwork.
1.11. Samples should be furnished if possible. They should be plainly marked showing the desired type, size of type page, illustrations if any, paper, trim, lettering, and binding.

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

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

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

1.15. Every effort should be made to keep complete jobs of over 4 pages to signatures (folded units) of 8, 12, 16, 24, or 32 pages. Where possible, avoid having more than two blank pages at the end.

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

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

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

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

1.20. Corrections should be marked in the margins of a proof opposite the indicated errors, not by writing over the print or between the lines. All queries on proofs must be answered.
1.21. The following GPO publications relate to material included in this Manual. They may be purchased from the Superintendent of Documents, Government Printing Office, Washington, DC 20402.

**Word Division: Supplement to the United States Government Printing Office Style Manual**

This publication serves as a quick reference guide for finding correct word divisions, as well as a spelling and pronunciation guide. In addition to the list of words with divisions, it also contains wordbreak rules and line-ending rules. Prepared especially for GPO printers and proofreaders, this supplement is equally useful for keyboarding. 1987.

**Government Paper Specifications**

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

**GPO Paper Samples**

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

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

<table>
<thead>
<tr>
<th>Action</th>
<th>Mark</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert period</td>
<td>➕</td>
<td>roman. Roman type</td>
</tr>
<tr>
<td>Insert comma</td>
<td>,</td>
<td>caps. Caps—used in margin</td>
</tr>
<tr>
<td>Insert colon</td>
<td>:</td>
<td>caps. Caps—used in text</td>
</tr>
<tr>
<td>Insert semicolon</td>
<td>;</td>
<td>caps &amp; small caps—used in margin</td>
</tr>
<tr>
<td>Insert question mark</td>
<td>?</td>
<td>caps &amp; small caps—used in text</td>
</tr>
<tr>
<td>Insert exclamation mark</td>
<td>!</td>
<td>l.c. Lowercase—used in margin</td>
</tr>
<tr>
<td>Insert hyphen</td>
<td>/</td>
<td>Used in text to show deletion or substitution</td>
</tr>
<tr>
<td>Insert apostrophe</td>
<td>†</td>
<td></td>
</tr>
<tr>
<td>Insert quotation marks</td>
<td>”</td>
<td>Delete</td>
</tr>
<tr>
<td>Insert 1-en dash</td>
<td>‹</td>
<td>Delete and close up</td>
</tr>
<tr>
<td>Insert 1-em dash</td>
<td>‹</td>
<td>w.f. Wrong font</td>
</tr>
<tr>
<td>Insert space</td>
<td>☐</td>
<td>Close up</td>
</tr>
<tr>
<td>Insert ( ) points of space</td>
<td>☐</td>
<td>Move right</td>
</tr>
<tr>
<td>Insert shilling</td>
<td>♠</td>
<td>Move left</td>
</tr>
<tr>
<td>Superior</td>
<td>✓</td>
<td>Move up</td>
</tr>
<tr>
<td>Inferior</td>
<td>✐</td>
<td>Move down</td>
</tr>
<tr>
<td>Parentheses</td>
<td>( )</td>
<td>Align vertically</td>
</tr>
<tr>
<td>Brackets</td>
<td>[ ]</td>
<td>Align horizontally</td>
</tr>
<tr>
<td>Indent 1 em</td>
<td>☐</td>
<td>Center horizontally</td>
</tr>
<tr>
<td>Indent 2 ems</td>
<td>☒</td>
<td>Center vertically</td>
</tr>
<tr>
<td>Paragraph</td>
<td>‡</td>
<td>eg.# Equalize space—used in margin</td>
</tr>
<tr>
<td>No paragraph</td>
<td>‡</td>
<td>v/v Equalize space—used in text</td>
</tr>
<tr>
<td>Transpose¹—used in margin</td>
<td>tr</td>
<td>Let it stand—used in text</td>
</tr>
<tr>
<td>Transpose²—used in text</td>
<td>n</td>
<td>Let it stand—used in margin</td>
</tr>
<tr>
<td>Spell out</td>
<td>sp</td>
<td>Letter(s) not clear</td>
</tr>
<tr>
<td>Italic—used in margin</td>
<td>ital</td>
<td>rom over Carry over to next line</td>
</tr>
<tr>
<td>Italic—used in text</td>
<td>–</td>
<td>run back Carry back to preceding line</td>
</tr>
<tr>
<td>Boldface—used in margin</td>
<td>bf</td>
<td>out, see copy Something omitted—see copy</td>
</tr>
<tr>
<td>Boldface—used in text</td>
<td>——</td>
<td>s/c? Question to author to delete³</td>
</tr>
<tr>
<td>Small caps—used in margin</td>
<td>s.c.</td>
<td>⬆ Caret—General indicator used to mark position of error.</td>
</tr>
</tbody>
</table>

¹ In lieu of the traditional mark “tr” used to indicate letter or number transpositions, the striking out of the incorrect letters or numbers and the placement of the correct matter in the margin of the proof is the preferred method of indicating transposition corrections.

² Corrections involving more than two characters should be marked by striking out the entire word or number and placing the correct form in the margin. This mark should be reserved to show transposition of words.

³ The form of any query carried should be such that an answer may be given simply by crossing out the complete query if a negative decision is made or the right-hand (question mark) portion to indicate an affirmative answer.
It does not appear that the earliest printers had any method of correcting errors before the form was on the press. The learned correctors of the first two centuries of printing were not proofreaders in our sense; they were rather what we should term office editors. Their labors were chiefly to see that the proof corresponded to the copy, but that the printed page was correct in its latitude—that the words were there, and that the sense was right. They cared but little about orthography, bad letters, or purely printer's errors, and when the text seemed to them wrong, they consulted fresh authorities or altered it on their own responsibility. Good proofs in the modern sense, were impossible until professional readers were employed, men who had first a printer's education, and then spent many years in the correction of proof. The orthography of English, which for the past century has undergone little change, was very fluctuating until after the publication of Johnson's Dictionary, and capitals, which have been used with considerable regularity for the past 80 years, were previously used on the miss or hit plan. The approach to regularity, 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. More errors have been found in the Bible than in any other work. For many generations it was frequently the case that Bibles were brought out stealthily, from fear of governmental interference. They were frequently printed from imperfect texts, and were often modified to meet the views of those who published them. The story is related that a certain woman in Germany, who was the wife of a printer, had become disgusted with the continual assertions of the superiority of man over woman which 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 that it read Herr instead of Herr, thus making the verse read: "And he shall be thy fool" instead of "and he shall be thy lord." The word was not omitted by Barker, the king's printer in England in 1632, in printing the seventh commandment. He was fined 1000 on this account.

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

Job planning

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

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

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

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

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

(1) This sample report cover is reduced in size.
(2) In this sample, items are justified left. Other cover designs and typefaces are acceptable.
(3) This sample page was prepared according to the guidelines of the American National Standards Institute, 25 West 43d St., New York, NY 10036. Users of ANSI standards are cautioned that all standards are reviewed periodically and subject to revision.
General Instructions

(c) **Author(s)**;
(d) **Performing organization**;
(e) **Sponsoring department**;
(f) **Date** of issuance;
(g) **Type** of report and period covered;
(h) **Availability** (publisher, printer, or other source and address); and
(i) Superintendent of Documents classification and stock numbers if applicable.


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

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

**Makeup**

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

(a) **Frontispiece**, faces title page.
(b) **False title** (frontispiece, if any, on back).
(c) **Title page** (new odd page).
(d) **Back of title**, blank, but frequently carries such useful bibliographic information as list of board members, congressional resolution authorizing publication, note of editions and printings, GPO imprint if departmental imprint appears on title page, sales notice, etc.

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

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

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

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

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

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

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

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

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

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

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

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

2.6. Widow lines (lines less than full width of measure) at top of pages are to be avoided, if possible, but are permitted if absolutely necessary to maintain uniform makeup and page depth. Rewording to fill the line is a preferred alternative.
2.7. Paragraphs may start on the last line of a page whenever necessary. If it is found necessary to make a short page, the facing page should be of approximate equal depth.

2.8. A blank space or sink of 6 pica 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 pica, inclusive, will carry a 5-pica sink; pages less than 36 picas, 4 picas.

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

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

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

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

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

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

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

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

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

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

1 Preliminary. 2 Including imported cases. 3 Imported.

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

Copy preparation

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

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

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

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

Capitalization

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

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

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

Folioing and stamping copy
2.29. Folio numbers should be placed in the upper right corner, preferably half an inch from the top.

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

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

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

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

**Signs, symbols, etc.**

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

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

**Letters illustrating shape and form**

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

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

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

**Fol. lit. and FIC & punc.**

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

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

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

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

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

2.40. Paragraph or section numbers (or letters) followed by figures or letters in parentheses will close up, as “section 7(B)(1)(a),” “paragraph 23(a),” “paragraph b(7),” “paragraph (a)(2); but “section 9(a) (1) and (2),” “section 7 a and b”. In case of an unavoidable break, division will be made after elements in parentheses, and no hyphen is used.

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

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

Abbreviations

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Indentions**

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

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

2.62. 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 indentation (for example, of a subentry or paragraph), the overrun indentation is made 1 em more than the following line.

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

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

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

Legends for illustrations

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

2.68. Legend lines for illustrations 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 included with the first installment of each job.
2.75. If the proofreader detects inconsistent or erroneous statements, it is his or her responsibility to query them.

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

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

2.78. Proofs that are illegible or 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 indentsions 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 proofs**

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

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

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

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

**Revising page proofs**

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

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

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

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

2.96. The following rules must be carefully observed:

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

(b) Verify that the galley proofs are in order and that the data on the galleys runs in 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 makeup of Government publications. He or she is required to OK all forms that go to press—bookwork, covers, jobwork, etc.—and must see that all queries are answered. Knowledge of the bindery operations required to complete a book or job and familiarity with all types of imposition, folds, etc., is helpful. The reviser must be capable of ascertaining the proper head, back, and side margins for all work, to ensure proper trimming of the completed job.

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

Signature marks, etc.

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

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

125–327—08—4
116–529—08—pt. 5

16–529—08—vol. 1—

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

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

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

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

House of Representatives: Senate:

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

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

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

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

12–344—08 (Face p. 10)

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

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

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

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

Reprints

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

- First edition July 1990
- Reprinted July 1995
- First printed June 1990
- Revised June 1995
- Original edition May 1990
- Reprinted May 1995
- Revised July 1997

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

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

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

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

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

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

2.120. The GPO logo is used only on GPO publications. If it is printed on page ii, the full imprint is used on the title page; if it is printed on the title page, use the half imprint only, thus—Washington : 2008.

Sales notices

2.121. The use of sales notices is discouraged.

2.122. If there is a cover but no title page, the sales notice is printed on the cover. Unless otherwise indicated, if there is a title page, with or without a cover, the sales notice is printed at the bottom of the title page below a cross rule. If there is no cover or title page, 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: Toll Free 866–512–1800
• DC area 202–512–1800 • Fax: 202–512–2104
• Mail: Stop SSOP, Washington, DC 20402–0001
• www.gpoaccess.gov
2.124. In the event that a title page is not used, the imprint is printed on the last page and positioned flush left below the text.

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

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

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

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


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

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

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


Franking

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

Bibliographies or references

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

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


Another Government periodical citation would read as follows:


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

Other examples are:


or:


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

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


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

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

Proper names
3.2. Proper names are capitalized.

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

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

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

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

<table>
<thead>
<tr>
<th>Roman (type)</th>
<th>Macadam (crushed rock)</th>
<th>Italicize</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brussels sprouts</td>
<td>Watt (electric unit)</td>
<td>Anglicize</td>
</tr>
<tr>
<td>Venetian blinds</td>
<td>Plaster of Paris</td>
<td>Pasteurize</td>
</tr>
</tbody>
</table>

Common nouns and adjectives in proper names
3.5. A common noun or adjective forming an essential part of a proper name is capitalized; the common noun used alone as a substitute for the name of a place or thing is not capitalized.

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

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

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

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

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

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

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

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

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

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

aqueduct i  irrigation project  shipway
breakwater j  etty  slip
buoy le  vee  spillway
chute l  ock  turnpike
dike p  ier  watershed
dock re  clamation project  weir
drydock s  hip 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.

Brit ish Consul v. T he 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; Dr. Wernher von Braun
- *but* d’Orbigny; Alcide d’Orbigny; de la Madrid; Miguel de la Madrid

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

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

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

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

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

Names of organized bodies

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

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

Department of Agriculture: the Department; the 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 shoes; Grant’s army; Robinson’s brigade; the brigade; the corps; the regiment; infantryman

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

U.S. Air Force: the Air Force

U.S. Coast Guard: the Coast Guard

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

International organizations:

United Nations: the Council; the Assembly; the Secretariat

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

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

Common-noun substitutes:

Virginia General Assembly: the assembly

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

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

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

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

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

Names of countries, domains, and administrative divisions

3.19. The official designations of countries, national domains, and their principal administrative divisions are capitalized only if used as part of proper names, as proper names, or as proper adjectives. (See Chapter 17, Principal Foreign Countries table.)

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

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

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

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

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

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
The names of calendar divisions are capitalized.

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

but spring; summer; autumn (fall); winter

Names of holidays, etc.

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

April Fools' Day  Independence Day
Arbor Day  Labor Day
Armed Forces Day  Lincoln's Birthday
Birthday of Martin Luther  Memorial Day (also
        King, Jr.  Decoration Day)
Christmas Day, Eve  Mother's Day
Columbus Day  New Year's Day, Eve
Father's Day  Presidents Day
Feast of the Passover; the Passover  Ramadan
Flag Day  Rosh Hashanah
Fourth of July; the Fourth  St. Valentine's Day
Ha lloween  T hanks giving Day
Ha nnukkah  Washington's Birthday
Hogmanay  Yom Kippur
Inauguration Day (Federal)  but election day, primary day

but East Germany; West Germany (former political entities)
Trade names and trademarks

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

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

Scientific names

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

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

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

aviculoid me  nodontine

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

Rhynchonellas S  pirifers

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

Alfisols  Andisols  Aridisols

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

Sun E  arth  Venus
Moon Me  rcury  Mars
Jupiter U  ranus  but the moons of Jupiter
Saturn N  eptune
Historical or political events

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

- Battle of Bunker Hill
- Christian Era
- D-day
- Dust Bowl
- Fall of Rome
- Great Depression
- Great Society
- Holocaust, the
- Middle Ages
- New Deal
- New Federalism
- New Frontier
- Prohibition
- Restoration, the
- Reformation
- Renaissance
- Revolution, the
- American, 1775
- English, 1688
- French, 1789
- Russian, 1917
- V–E Day
- War of 1812
- War on Poverty

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

Personification

3.32. A vivid personification is capitalized.

- The Chair recognizes the gentlewoman from New York;
- but I spoke with the chair yesterday.

For Nature wields her scepter mercilessly.
All are architects of Fate,
Working in these walls of Time.

Religious terms

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

- Heavenly Father; the Almighty; Lord; Thee; Thou; He; Him; but himself; You, Your; Thine; [God’s] fatherhood
- Mass; red Mass; Communion
- Divine Father; but divine providence; divine guidance; divine service
- Son of Man; Jesus’ sonship; the Messiah; but a messiah; messiahship; messianic; messianize; christology; christological
- Bible, Holy Scriptures, Scriptures, Word; Koran; also Biblical; Scriptural; Koranic
- New Testament; Ten Commandments
- Gospel (memoir of Christ); but gospel music
- Apostles’ Creed; Augsburg Confession; Thirty-nine Articles
- Episcopal Church; an Episcopalian; Catholicism; a Protestant
- Christian; also Christendom; Christianity; Christianize
- Black Friars; Brother(s); King’s Daughters; Daughter(s); Ursuline Sisters; Sister(s)
- Satan; the Devil; but a devil; the devils; devil’s advocate
Titles of persons

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

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

but baseball player Ripken; maintenance man Flow; foreman Collins

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

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

Title of a head or assistant head of an existing or a proposed National governmental unit:
Condoleezza Rice, Secretary of State: the Secretary; similarly the Acting Secretary; the Under Secretary; the Assistant Secretary; the Director; the Chief or Assistant Chief; the Chief Clerk; but Secretaries of the military departments; secretaryship

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

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

Title of a ruler or prince:
Elizabeth II, Queen of England: the Queen; the Crown; Her Most Gracious Majesty; Her Majesty; similarly the Emperor; the Sultan
Charles, Prince of Wales: the Prince; His Royal Highness

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

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

3.37. A title in the second person is capitalized.

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

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

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

Statutes at Large; Revised Statutes; District Code; Bancroft’s History; Journal (House or Senate) (short titles); but the code; the statutes
Atlantic Charter; Balfour Declaration; but British white paper
Chicago’s American; but Chicago American Publishing Co.
Reader’s Digest; but New York Times Magazine; Newsweek magazine
Monograph 5 5; Research Paper 1 23; Bi letin 4 20; Ci rcular A ; A rticle 1 5:
Uniform Code of Military Justice; Senate Document 70; House Resolution 45; P resident’s Proclamation N o. 2 4; E xecutive O rder N o. 2 4; Royal Decree No. 24; Public Law 89–1; Private and Union Calendars; Calendar No. 80; Calendar Wednesday; Committee Print No. 32, committee print;
but Senate bill 416; House bill 61; Congressional Record
Annual Report of the Public Printer, 2007; but seventh annual report, 19th annual report
Declaration of Independence; the Declaration
Constitution (United States or with name of country); constitutional; but New York State constitution: first amendment, 12th amendment
Kellogg Pact; North Atlantic Pact; Atlantic Pact; Treaty of Versailles; Jay Treaty;
but treaty of peace, the treaty (descriptive designations); treaty of 1919
United States v. Four Hundred Twenty-two Casks of Wine (law)
American Gothic, Nighthawks (paintings)
3.39. All principal words are capitalized in titles of addresses, articles, books, captions, chapter and part headings, editorials, essays, headings, headlines, motion pictures and plays (including television and radio programs), papers, short poems, reports, songs, subheadings, subjects, and themes. The foregoing are also quoted.

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

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

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

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

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

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

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

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

Revolutions are not made: they come.
Intelligence is not replaced by mechanism: even the televox must be guided by its master’s voice.
But two months dead! nay, not so much; not two.
What is this? Your knees to me? to your corrected son?
### 3.45. The first word following *Whereas* in resolutions, contracts, etc., is not capitalized; the first word following an enacting or resolving clause is capitalized.

Whereas the Constitution provides * * *; and
Whereas, moreover, * * *: Therefore be it
Whereas the Senate provided for the * * *: Now, therefore, be it
*Resolved*, That * * *; and be it further
*Resolved (jointly)*, That * * *
Resolved by the House of Representatives (the Senate concurring), That * * *
(Concurrent resolution, Federal Government.)
Resolved by the Senate of Oklahoma (the House of Representatives concurring therein), That * * *
(Concurrent resolution, using name of State.)
Resolved by the Senate (the house of representatives concurring therein), That * * *
(Concurrent resolution, not using name of State.)
Resolved by the Assembly and Senate of the State of California (jointly), That * * *
(Joint resolution, using name of State.)
Resolved by the Washington Board of Trade, That * * *
*Provided*, That * * *
Provided further, That * * *
Provided, however, That * * *
And provided further, That * * *
*Ordered*, That * * *
Be it enacted, That * * *

### Center and side heads

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

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

#### 3.48. In such names as *LeRoy, DeHostis, LaFollette*, etc. (one-word forms only), set in caps, the second letter of the particle is made a small cap, if available; otherwise lowercase is used. In heads set in small caps, a thin space is used. (See rule 3.15.)

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

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

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

Buildings In and Near the Minneapolis Mall

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

All Returns Are In

3.52. The first element of an infinitive is capitalized.

Controls To Be Applied
but Aid Sent to Disaster Area

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

Planes, Guns, Ships, et c.
Planes, Guns, Ships, etc.
James Bros. et al. (no comma)
James Bros. et al.
3.54. Paragraph series letters in parentheses appearing in heads set in caps, caps and small caps, small caps, or in caps and lowercase are to be set as in copy.

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Addresses, salutations, and signatures

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

Interjections

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

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

Historic or documentary accuracy

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

A

A-bomb
abstract B, I, etc.
Academy:
  Air Force; the Academy
  Andover; the academy
  Coast Guard; the Academy
  Merchant Marine; the Academy
  Military; the Academy
  National Academy of Sciences; the
    Academy of Sciences; the academy
  Naval; the Academy
  but service academies
accord, Paris peace (see Agreement)
accords, Helsinki
Act (Federal, State, or foreign), short or
  popular title or with number; the act:
  App ropriations
  Class ification
  Clair Skies
  Econ omy
  Flood Control
  Military Selective Service
  No Child Left Behind
  Organic Act of Virgin Islands
  Pan ama Canal
  Pa TR IOT
  Re venue
  Sarbanes-Oxley
  Stockpiling
  Ta riff
  Trademark
  Walsh-Healey Act; but Walsh-Healey
act, labor-management relations
Acting, if part of capitalized title
Active Duty
Adjutant General, the (see The)

Administration, with name; capitalized
  standing alone if Federal unit:
  Farmers Home
  Food and Drug
  Maritime
  Transportation Security
  but Bush administration;
    administration bill, policy, etc.
Administrative Law Judge Davis; Judge
  Davis; an administrative law judge
Admiralty, British, etc.
Admiralty, Lord of the
Adobe Acrobat Reader
Adviser, Legal (Department of State)
Africa:
  ea st
  East Coast
  nor th
  South-West (Territory of)
  We st Coast
African-American (see Black; Negro)
Agency, if part of name; capitalized
  standing alone if referring to
    Federal unit:
    Central Intelligence; the Agency
    Chippewa (Indian); the agency
agent orange
Age(s):
  Age of Discovery
  Da rk Ages
  Eliza bethan Age
  Golden Age (of Pericles only)
Middle Ages
  but atomic age; Cambrian age; copper
    age; ice age; missile age; rocket age;
    space age; stone age; etc.
Agreement, with name; the agreement:
  General Agreement on Tariffs and
    Trade (GATT); the general agreement
International Wheat Agreement; the wheat agreement; the coffee agreement
North American Free-Trade Agreement (NAFTA)
Status of Forces; but status-of-forces agreements
United States-Canada Free-Trade Agreement; the free-trade agreement
but the Geneva agreement; the Potsdam agreement; Paris peace agreement
Air Force:
Air National Guard (see National)
Base (with name); Air Force base (see Base; Station)
Civil Air Patrol; Civil Patrol; the patrol
Command (see Command)
One (Presidential plane)
Serve
Serve Officers’ Training Corps
Airport: La Guardia; Reagan National; the airport
Al Jazeera
Alaska Native (collective term for Aleuts, Eskimos, Inuits, and Indians of Alaska):
the Native; but Ohio native, a native to Alaska, etc.
Alliance, Farmers’, etc.; the alliance alliances and coalitions (see also powers):
Allied Powers; the powers (World Wars II)
Atlantic alliance
Axis, the; Axis Powers; the powers
Benelux (Belgium, Netherlands, Luxembourg)
Big Four (European); of the Pacific
Bi g The e
Central Powers; the powers (World War I)
Coalition of the Willing
European Economic Community
Fritalux (France, Italy, Benelux countries)

North Atlantic Treaty Organization (see Organization)
Western Powers
Allied (World Wars I and II):
armies
Governments
Nations
Powers; the powers; but European powers
Supreme Allied Commander
Allies, the (World Wars I and II); also members of Western bloc (political entity); but our allies; weaker allies, etc.
Al Qaeda
Alzheimer’s disease
Ambassador:
British, etc.; the Ambassador; the Senior Ambassador; His Excellency
Extraordinary and Plenipotentiary; the Ambassador; Ambassador at Large; an ambassador
amendment:
Baker amendment
Social Security Amendments of 1983; 1983 amendments; the Social Security amendments; the amendments to the Constitution (U.S.); but First Amendment, 14th Amendment, etc.; the Amendment
American:
Federation of Labor and Congress of Industrial Organizations (AFL-CIO); the federation
Gold Star Mothers, Inc.; Gold Star Mothers; a Mother
Legion (see Legion)
National Red Cross; the Red Cross
Veterans of World War II (AMVETS)
War Mothers; a Mother
AmeriCorps Program
Amtrak (National Railroad Passenger Corporation)
Ancient Free and Accepted Masons; a Mason; a Freemason
Annex, if part of name of building; the annex
Antarctic Ocean (see Arctic; Ocean)
appendix I, A, II, etc.; the appendix; but 
Appendix II, when part of title:
  Appendix II: ¹ Education Directory
appropriation bill (see also bill): 
deficiency
Department of Agriculture
for any governmental unit
in dependent 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
Sea
Area, if part of name; the area:
Cape Hatteras Recreational
White Pass Recreation; etc.
but area 2; free trade area; Metropolitan
Washington area; bay area;
nonsmoking area
Arlington:
  Memorial Amphitheater; the Memorial

¹The colon is preferred; a dash is permissible; but a comma is too weak.
General Staff; the Staff Headquarters, 1st Regiment Headquarters of the; the headquarters Regiment, 1st, etc.; the regiment Regular Army officer; a Regular Revolutionary (American, British, French, etc.) Surgeon General, the (see Surgeon General) Volunteer; the Volunteers; a Volunteer army: Lee's army; but Clark's 5th Army mobile mule, shoe, etc. of occupation; occupation army Red Arsenal, Rock Island, etc.; the arsenal article 15; but Article 15, when part of title: Article 15: Uniform Code of Military Justice Articles: of Confederation (U.S.) of Impeachment; the articles Asian (see Orient, the; oriental) Assembly (see United Nations) Assembly of New York; the assembly (see also Legislative Assembly) Assistant, if part of capitalized title; the assistant assistant, Presidential (see Presidential) Assistant Secretary (see Secretary) Associate Justice (see Supreme Court) Association, if part of name; capitalized standing alone if referring to Federal unit: American Association for the Advancement of Science; the association Federal National Mortgage (Fannie Mae); the Association Young Women's Christian; the association Astrophysical Observatory (see Observatory) Atlantic (see also Pacific): Ch arter (see Charter) coast coast community Destroyer Flotilla; the destroyer flotilla; the flotilla Fleet (see Fleet) mid-Atlantic North seaboard slope South time, standard time (see time) but cisatlantic; transatlantic Attorney General (U.S. or foreign country); but attorney general of Maine, etc. attorney, U.S. Authority, capitalized standing alone if referring to Federal unit: National Shipping; the Authority Port Authority of New York and New Jersey; the port authority; the authority St. Lawrence Seaway Authority of Canada; the authority Tennessee see Valley; the Authority Auto Train (Amtrak) autumn Avenue, Constitution, etc.; the avenue Award: Academy Distinguished Service Mother of the Year the award (see also decorations, etc.) Axis, the (see alliances) Ayatollah; an ayatollah B Badlands (SD and NE) Balkan States (see States)
Baltic States (see States)
Band, if part of name; the band:
   Army, Marine, Navy
   Eastern, etc. (of Cherokee Indians)
Bank, if part of name; the bank; capitalized
   standing alone if referring to
   international bank:
   Export-Import Bank of the United States;
   Ex-Im Bank; the Bank
   Farm Loan Bank of Dallas; Dallas Farm
   Loan Bank; farm loan bank; farm loan
   bank at Dallas
Farmers & Mechanics, etc.
Federal Land Bank of Louisville;
   Louisville Federal Land Bank; land
   bank at Louisville; Federal land bank
Federal Reserve Bank of New York;
   Richmond Federal Reserve Bank;
   but Reserve bank at Richmond;
   Federal Reserve bank; Reserve
   bank; Reserve city
First National, etc.
German Central; the Bank
International Bank for Reconstruction
   and Development; the Bank
   but blood bank, central reserve, soil bank
Bar, if part of name; Maryland (State) Bar
   Association; Maryland (State) bar; the
   State bar; the bar association
Barracks, if part of name; the barracks:
   Carlisle
Disciplinary (Leavenworth)
   Marine (District of Columbia)
   but A barracks; barracks A; etc.
Base, Andrews Air Force; Air Force base;
   the base (see also Naval); but Sandia
   Base
Basin (see geographic terms)
Battery, the (New York City)
Battle, if part of name; the battle:
   of Gettysburg; but battle at Gettysburg;
   etc.
   of the Bulge; of the Marne; of the
   Wilderness; of Waterloo; etc.
battlefield, Bull Run, etc.
battleground, Manassas, etc.
Bay, San Francisco Bay area; the bay area
Belt, if part of name; the belt:
   Bible
   Farm
   Rust
   but money belt
Beltway, capitalized with name; the beltway
Bench (see Supreme Bench)
Benelux (see alliances)
Bible; Biblical; Scriptures; Ten
   Commandments; etc. (see also book)
bicentennial
   bill, Kiess; Senate bill 217; House bill 31 (see
   also appropriation bill)
   Bill of Rights (historic document); but GI
   bill of rights
Bizonia; bizonal; bizone
Black (see African-American; Negro)
Black Caucus (see Congressional)
bloc (see Western)
   block (grants)
   Bluegrass region, etc.
B'nai Brith
Board, if part of name; capitalized standing
   alone only if referring to Federal or
   international board:
   Employees' Compensation Appeals
   Federal Reserve (see Federal)
   Military Production and Supply
   (NATO)
   National Labor Relations
   of Directors (Federal unit); but board of
   directors (nongovernmental)
   of Health of Montgomery County;
   Montgomery County Board of Health;
   the board of health; the board
   of Regents (Smithsonian)
   of Visitors (Military and Naval
   Academies)
on Geographic Names
Railroad Retirement
bond:
  Government
  Savings
  Series EE
  Treasury
book:
  books of the Bible
  First Book of Samuel; etc.
  Good Book (synonym for Bible)
  Book 1, I, etc.; but Book 1, when part of title:
  Book 1: The Golden Legend
Boolean:
  logic
  operator
search
border, United States-Mexican
Borough, if part of name: Borough of the
  Bronx; the borough
Botanic Garden (National); the garden (not
  Botanical Gardens)
Bowl, Dust, Rose, Super, etc.; the bowl
Boy Scouts (the organization); a Boy Scout;
  a Scout; Scouting; Eagle Scout;
  Explorer Scout
Branch, if part of name; capitalized
  standing alone only if referring to a
  Federal unit:
  Accounts
  Buildings
    but executive, judicial, or legislative
    branch
Bridge, if part of name; the bridge:
  Arlington Memorial; Memorial;
  Francis Scott Key; Key
    but Baltimore & Ohio Railroad bridge
Brother(s) (adherent of religious order)
budget:
  department
  estimate
  Federal
  message
  performance-type
  President’s
Budget of the United States Government,
  the Budget (publication)
Building, if part of name; the building:
  Capitol (see Capitol Building)
  Colorado
  House (or Senate) Office
  Investment
  New House (or Senate) Office
  Old House Office
  Pentagon
  the National Archives; the Archives
  Treasury; Treasury Annex
  Bulletin 420; Farmers’ Bulletin No. 420
Bureau, if part of name; capitalized
  standing alone if referring to Federal
  or international unit:
  of Customs (name changed to U.S.
  Customs and Border Protection)
  of Engraving and Printing
  of Indian Affairs
C
C–SPAN
Cabinet, American or foreign, if part of
  name or standing alone (see also
  foreign cabinets):
  British Cabinet; the Cabinet
  the President’s Cabinet; the Cabinet;
  Cabinet officer, member
Calendar, if part of name; the calendar:
  Consent; etc.
  House
    No. 99; Calendars Nos. 1 and 2
    of Bills and Resolutions
  Private
  Senate
  Unanimous Consent
  Union
  Wednesday (legislative)
Cambrian age (see Ages)
Camp Lejeune; David, etc.; the camp
Canal, with name; the canal:
  Cross-Florida Barge
Ist hmian
Pa nama
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
Chairman, Chairwoman, Chair:
of the Board of Directors; the
Chairman (Federal); but chairman of
the board of directors (non-Federal)
of the Committee of the Whole House;
the Chairman
of the Federal Trade Commission; the
Chairman
Vice chairman, chairwoman, chair
(congressional):
of the Appropriations Committee
of the Subcommittee on Banking
but Chairman Davis, Chairwoman
Landrieu
Chamber of Commerce; the chamber:
of Ada; Ada Chamber of Commerce;
the chamber of commerce
of the United States; U.S. Chamber of
Commerce; the chamber of
commerce; national chamber
Chamber, the (Senate or House)
channel 3 (TV); the channel
Chaplain (House or Senate); but Navy
chaplain
Chapter 5, II, etc.; but Chapter 5, when part of title: Chapter 5: Research and Development; Washington chapter, Red Cross Chargé d’Affaires, British, etc.; the Chargé d’Affaires; the Chargé chart 2, A, II, etc.; but Chart 2, when part of legend: Chart 2.—Army strength Charter, capitalized with name; the charter: Atlantic United Nations cheese: Camembert, Cheddar, Parmesan, Provolone, Roquefort, etc. Chief, if referring to head of Federal unit; the Chief: Clerk Forester (see Forester) Intelligence Office Judge Justice (U.S. Supreme Court); but chief justice (of a State) Magistrate (the President) of Division of Publications of Engineers (Army) of Naval Operations of Staff Christian; Christendom; Christianity; Christianize; but christen church and state church calendar: Christmas Easter Lent Penticost (Whitsuntide) Church, if part of name of organization or building Circle, if part of name; the circle: Arctic Logan but great circle Circular 420 cities, sections of, official or popular names: East Side French Quarter (New Orleans) Latin Quarter (Paris) North End Northwest Washington, etc. (District of Columbia); the Northwest; but northwest (directional) the Loop (Chicago) City, if part of corporate or popular name; the city: Kansas City; the two Kansas Citys Mexico City New York City; but city of New York Twin Cities Washington City; but city of Washington Windy City (Chicago) but Reserve city (see Bank) civil action No. 46 civil defense Civil War (see War) Clan, if part of tribal name; Clan MacArthur; the clan class 2, A, II, etc.; but Class 2 when part of title: Class 2: Leather Products Clerk, the, of the House of Representatives; of the Supreme Court of the United States clerk, the, of the Senate client client/server coal sizes: pea, barley, buckwheat, stove, etc. coalition; coalition force; coalition members, etc. coast: Atlantic, east, gulf, west, etc. Coast Guard, U.S.; the Coast Guard; a coastguardsman Smith; but a coastguardsman; a guardsman; a Reserve Coastal Plain (Atlantic and Gulf) Code (in shortened title of a publication); the code: District Federal Criminal Internal Revenue (also Tax Code) International (signal) of Federal Regulations
Penal; Criminal; etc.
Pennsylvania State
Radio
Television
Uniform Code of Military Justice
United States
ZIP Code (copyrighted)
but civil code; flag code; Morse code
codel (congressional delegation)
collection, Brady, etc.; the collection
collector of customs
College, if part of name; the college:
Armed Forces Staff
Command and General Staff
Gettysburg
National War
of Bishops
but electoral college
college degrees: bachelor of arts, master’s, etc.
Colonials (American Colonial Army); but colonial times, etc.
Colonies, the:
Thirteen American
Thirteen Original
but 13 separate Colonies
colonists, the
Command, capitalize with name; the command:
Air Force Materiel
Army
Central (CENCOM)
Naval Space
Zone of Interior
Commandant, the (Coast Guard or Marine Corps only)
Commandos, the; Commando raid; a commando
Commission (if part of name; capitalized standing alone if referring to Federal or international commission):
International Boundary, United States and Canada
of Fine Arts
Public Buildings
Commissioner, if referring to Federal or international commission; the Commissioner:
Land Bank; but land bank commissioner loans
of Customs and Border Protection
U.S. (International Boundary Commission, etc.)
but a U.S. commissioner
Committee (or Subcommittee) (if part of name; the Committee, if referring to international or noncongressional
Federal committee or to the Committee of the Whole, the Committee of the Whole House, or the Committee of the Whole House on the state of the Union):
American Medical Association
Committee on Education; the committee
Committee on Education; the committee
Appropriations, etc.; the committee;
Subcommittee on Appropriations; the subcommittee; subcommittee of the Appropriations Committee
Democratic National; the national committee; the committee
Democratic national committeeman
Democratic policy committee; the committee
Joint Committee on Printing; the Joint Committee; the committee; but a joint committee
of Defense Ministers (NATO); the Committee (see also Organization, North Atlantic Treaty)
of One Hundred, etc.; the committee on Finance; the committee
President’s Advisory Committee on Management; the Committee
Republican National; the national committee; the committee;
Republican national committeeman
Republican policy committee; the committee
Senate policy committee
Subcommittee on Immigration; the subcommittee
*but* Baker committee
ad hoc committee
conference committee
Committee Print No. 32; Committee Prints Nos. 8 and 9; committee print
Common Cause
Commonwealth:
  British Commonwealth; the Commonwealth
of Australia
of Kentucky
of Massachusetts
of Pennsylvania
of Virginia
Communist Party; a Communist compact, U.S. marine fisheries, etc.; the compact
Company, if part of name; capitalized standing alone if referring to unit of Federal Government:
Panama Canal Railway Company; the Company
Procter & Gamble Co.; the company
Comptroller of the Currency; the Comptroller
Comptroller General (U.S.); the Comptroller
Comsat
Concord
Confederacy (of the South)
Confederate:
  Arm flag
  Government soldier
  States
Confederation, Articles of
Conference, if referring to governmental (U.S.) or international conference:
Bretton Woods; the Conference
Judicial Conference of the United States; U.S. Judicial Conference;
Judicial Conference; the Conference
Tenth Annual Conference of the United Methodist Churches; the conference
Congress (convention), if part of name; capitalized standing alone if referring to international congress:
Library of
of Industrial Organizations
of Parents and Teachers, National; the congress
Congress (legislature), if referring to national congress:
of Bolivia, etc.; the Congress
of the United States; First, Second, 10th, 103d, etc.; the Congress
Congressional:
Black Caucus; the Black Caucus; the caucus
Directory, the directory
District, First, 10th, etc.; the First District; the congressional district; the district
Medal of Honor (see decorations)
*but* congressional action, committee, etc.
Congressman; Congresswoman;
  Congressman at Large; Member of Congress; Member; membership
Conservative Party; a Conservative Constitution, with name of country;
capitalized standing alone when referring to specific national constitution; *but* New York State Constitution; the constitution constitutional
consul, British, general, etc.
consulate, British, etc.
Capitalization Examples

Consumer Price Index (official title); the price index; the index; but a consumers’ price index (descriptive)

Continent, only if following name;
North American Continent; the continent; but the Continent (continental Europe)

Continental:
Army; the Army
Congress; the Congress
Divide (see Divide)
Outer Continental Shelf
Shelf; the shelf; a continental shelf
continental Europe, United States, etc.

Continentials (Revolutionary soldiers)
Convention, governmental (U.S.),
international, or national political;
the convention:
89th National Convention of the American Legion
Constitutional (United States, 1787);
the Convention
Democratic National; Democratic

Genocide (international)
on International Civil Aviation
Republican National; Republican
Universal Postal Union; Postal Union
also International Postal; Warsaw

copper age (see Ages)
Corporation, if part of name; the Corporation, if referring to unit of Federal Government:

Commodity Credit
Federal Deposit Insurance
National Railroad Passenger (Amtrak)
Rand Corp.; the corporation
St. Lawrence Seaway Development
Union Carbide Corp.; the corporation
Virgin Islands

Corps, if part of name; the corps, all other uses:
Adjutant General’s
Army Reserve

Chemical
diplomatic
Finance
Foreign Service Officer (see Foreign Service)
Judge Advocate General’s
Marine (see Marine Corps)
Military
Military Police
Military

Of Cadets (West Point)
of Engineers; Army Engineers; the Engineers; but Army engineer; the corps

Diplomacy
Peace; Peace Corpsman; the corpsman

Quarter master
Reserve Officers’ Training (ROTC)
VII Corps, etc.

Signal
Transportation
Youth
but diplomatic corps
corpsman; hospital corpsman
corridor, Northeast

Council, if part of name; capitalized standing alone if referring to Federal or international unit (see also United Nations):

Boston City; the council
Choctaw, etc.; the council
Her Majesty’s Privy Council; the Privy Council; the Council
of Foreign Ministers (NATO); the Council
of the Organization of American States; the Council
Philadelphia City; the council

Counsel; general counsel
County, Prince George’s; county of Prince George’s; County Kilkenny, etc.;
Loudoun and Fairfax Counties; the county
Court (of law) capitalized if part of name; capitalized standing alone if referring to the Supreme Court of the United States, to the Court of Impeachment (U.S. Senate), or to an international court:
Circuit Court of the United States for the Tenth Circuit; Circuit Court for the Tenth Circuit; the circuit court; the court; the tenth circuit
Court of Appeals for the State of North Carolina, etc.; the Tenth Circuit Court of Appeals; the court of appeals; the court
Court of Claims; the court
Court of Impeachment, the Senate; the Court
District Court of the United States for the Eastern District of Missouri; the district court; the court
International Court of Justice; the Court
Permanent Court of Arbitration; the Court
Superior Court of the District of Columbia; the superior court; the court
Supreme Court of the United States (see Supreme Court)
Supreme Court of Virginia, etc.; the supreme court; the court
Tax Court; the court
U.S. Court of Appeals for the District of Columbia; the court
Covenant, League of Nations; the covenant
Creed, Apostles'; the Creed
Crown, if referring to a ruler; but crown colony, lands, etc.
cruise missile
Current, if part of name; the current:
Arctic
Humboldt
Japanese
North Equatorial
customhouse; customs official
czar; czarist
Dalai Lama
Dalles, The; but the Dalles region
Dark Ages (see Ages)
Daughters of the American Revolution; a Daughter
daylight saving time
Declaration, capitalized with name:
of Independence; the Declaration of Panama; the declaration
decorations, medals, etc., awarded by
United States or any foreign national government; the medal, the cross, the ribbon (see also Award):
Air Medal
Bronze Star Medal
Congressional Medal of Honor
Croix de Guerre
Distinguished Flying Cross
Distinguished Service Cross
Distinguished Service Medal
Good Conduct Medal
Legion of Merit
Medal for Merit
Medal of Freedom
Medal of Honor
Mother of the Year
Purple Heart
Silver Star Medal
Soldier's Medal
Victoria Cross
Victoria Medal
but oakleaf cluster
also Carnegie Medal; Olympic Gold Medal; but gold medal
Decree (see Executive); Royal Decree
Deep South
Defense Establishment (see Establishment)
Deity, words denoting, capitalized
Delegate (U.S. Congress)
Delegates, Virginia House of
delegate (to a conference); the delegate; the
dlegation
Delta, Mississippi River; the delta
Democratic Party; a Democrat
Department, if part of name; capitalized
standing alone if referring to a Federal
or international unit:
of Agriculture
of the Treasury
of Veterans Affairs
Yale University Department of
Economics; the department of
economics; the department
Department of New York, American
Legion
department:
ex ecutive
jud icial
le gislative
Depot, if part of name; the depot (see also
Station)
Depression, Great
Deputy, if part of capitalized title; but the
deputy
derivatives of proper names:
alaska seal (fur)
angora wool
angstrom unit
argyle wool
artesian well
astrakhan fabric
babbitt metal
benday process
bologna
bordeaux
bourbon whiskey
bowie knife
braille
brazil nut
brazilwood
brewer’s yeast
bristolboard
brussel sprouts
brussels carpet
bunsen burner
burley tobacco
canada balsam
(microscopy)
carlsbad twins (petrography)
cashmere shawl
castle soap
cesarean section
chantilly lace
chesterfield coat
china clay
chinese blue
collins (drink)
cono red
cordovan leather
coulomb
curie
degaussing apparatus
delware
derby hat
diesel engine, dieselize
dixie cup
dotted swiss
epsom salt
fedora hat
frankfurter
french chalk
french dressing
french-fried potatoes
fuller’s earth
gargantuan
 gauss
georgette crepe
german silver
gilbert
glauber salt
gothic type
graham cracker
hessian
holland cloth
hoolamite detector
hudson seal (fur)
in
dia ink
india rubber
italic type
jamaica ginger
japan varnish
jersey fabric
johnin test
joule
knickerbocker
kraft paper
lambert
leghorn hat
levant leather
levantine silk
lilliputian
logan tent
london purple
lyonnaise potatoes
macadamized road
mach (no period)
ni nner
madras cloth
magnit line
(nonliteral)
nmania 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.
nex
light
neutron
nissen hut
norfolk jacket
oriental rug
oxford shoe
panama hat
parianware
paris green
parkhouse roll
pasteurized milk
persian lamb
petri dish
pharisaic
philistine
photostat
pitman arm
pitot tube
plaster of paris
prussian blue
quailing
quixotic idea
quoit
r
emerton wheel
roentgen
roman candle
roman cement
roman type
russian leather
russian bath
rutherford
sanforize
saratoga chips
scotch plaid, but
Scotch tape
(t rademark)
shanghai
siamese twins
spanish omelet
stillson wrench
surah silk
swiss cheese
timothy grass
turkey red
turkish towel
utopia, utopian
vandyke collar
vaseline
venetian blind
venturi tube
vienna bread
virginia red
weldwoodware
wheatstone bridge
wilton rug
zeppelin
dial-up
Diet, Japanese (legislative body)
diplomatic corps (see also Corps; service)
Director, if referring to head of Federal or international unit; the Director:
District Director of Internal Revenue of Fish and Wildlife Service of National Geodetic Survey of the Mint Office of Management and Budget but director, board of directors (nongovernmental) Director General of Foreign Service; the Director General; the Director diseases and related terms:
AIDS (acquired immunodeficiency syndrome)
Alzheimer's disease cerebral palsy Down syndrome German measles HIV (human immunodeficiency virus) Hodgkin's disease Lyme disease Marfan's syndrome Ménière's syndrome myasthenia gravis Parkinson's disease Reye's syndrome spina bifida Distinguished Service Medal, etc. (see decorations)
District, if part of name; the district:
Alexandria School District No. 4; school district No. 4 Congressional (with number) Federal (see Federal) Los Angeles Water; the water district but customs district No. 2; first assembly district; public utility district District of Columbia; the District:
Anacostia Flats; the flats Arlington Memorial Bridge; the Memorial Bridge; the bridge Children's Hospital; the hospital District jail; the jail; DC jail Elipse, the
Mal, The National; The Mall Mayor (when pertaining to the District of Columbia only) Metropolitan Police; Metropolitan police officer; the police police court Public Library; the library Reflecting Pool; the pool Tidal Basin; the basin Washington Channel; the channel Divide, Continental (Rocky Mountains); the divide Divine Father; but divine guidance, divine providence, divine service Division, Army, if part of name: 1st Cavalry Division; 1st Air Cavalry Division; the division Division, if referring to Federal governmental unit; the Division:
Buick Division; the division; a division of General Motors Passport; the Division but Trinity River division (reclamation); the division Dixie docket No. 66; dockets Nos. 76 and 77 Doctrine, Monroe; the doctrine; but Truman, Eisenhower doctrine doctrine, fairness Document, if part of name; the document:
Document No. 130 Document Numbered One Hundred Thyty draconian drawing II, A, 3, etc.; but Drawing 2 when part of title: Drawing 2.— Hydroelectric Power Development Dust Bowl (see Bowl)
Earth (planet) East:
Coast (Africa) Middle, Mideast (Asia)
Near (Balkans)
Side of New York
South Central States
the East (section of United States)
east:
Africa
coast (U.S.)
Pennsylvania
Eastern:
Gulf States
Midwest, Midwestern (Asia)
North Central States
Shore (Chesapeake Bay)
States
United States
eastern:
France
seacoast
Wisconsin
easterner
EE-bond
electoral college; the electors
Elizabethan Age (see Ages)
email (lowercase within a sentence)
Email (uppercase “E” to start a sentence)
Emancipation Proclamation (see Proclamation)
Embassy, British, etc.; the Embassy
Emperor, Japanese, etc.; the Emperor
Empire, Roman; the empire
Engine Company, Bethesda; engine company No. 6; No. 6 engine
company; the company
Engineer officer, etc. (of Engineer Corps);
the Engineers
Engineers, Chief of (Army)
Engineers, Corps of (see Corps)
Envoy Extraordinary and Minister
Plenipotentiary; the Envoy; the Minister
Equator, the; equatorial
Establishment, if part of name; the establishment:
Army
Army Field
Defense
Ferulal
Military
Naval; but naval establishment;
Naval Establishments Regs
Nav y
Postal
Regular
Shore
but civil establishment; legislative establishment
Estate, Girard (a foundation); the estate
estate, third (the commons); fourth
(the rps); ax; te.
Eurodollar, euro
Excellency, His, Her; Their Excellencies
Exchange, New York Stock; the stock
exchange; the exchange
Executive (President of United States):
Chief
Decree No. 100; Decree 100; but
Executive decree; direction
Mansion; the mansion; the White House
Office; the Office
Order No. 34; Order 34; but Executive order
power
executive:
agreement
branch
communication
department
document
exhibit 2, A, II, etc.; but Exhibit 2, when part of title: Exhibit 2: Capital Expenditures, 1935–49
Expedition, Byrd; Lewis and Clark; the expedition
Exposition, California-Pacific
International, etc.; the exposition
F
Fair Deal
Fair, World’s, etc.; the fair; Texas State Fair fall (season)
Falls, Niagara; the falls
Far East, Far Eastern; Far West (U.S.); but far western
Farm, if part of name; the farm: Johnson Farm; but Johnson’s farm
San Diego Farm
Wild Tiger Farm
Fascist; fascism
Father of his Country (Washington)
Fed, the (no period)
Federal (synonym for United States or other sovereign power):
Depository Library Program but Federal Depository library, libraries
District (Mexico)
Establishment
Government (of any national government)
grand jury; the grand jury
land bank (see Bank)
Register (publication); the Register
Reserve Board, the Board; also Federal Reserve System, the System; Federal Reserve Board Regulation W, but regulation W
but a federal form of government federally
fellow, fellowship (academic)
Field, Byrd, Stewart, etc.; the field figure 2, A, II, etc. (illustration); but Figure 2, when part of legend: Figure 2.—
Market scenes
firewall
firm names:
AC Delco
America Online (AOL)
Bausch & Lomb Inc.
BP
 Bristol-Myers Squibb
Carson, Pirie, Scott & Co.
Co ldwell Banker
Co lgate-Palmolive Co.
C omcast
Dow Jones & Co., Inc.
Dun & Bradstreet
eBay
E.I. du Pont de Nemours & Co.
FedEx
Gla xoSmithKline
Great Atlantic & Pacific Tea Co. (A&P)
Hamilton Beach/Proctor Silex, Inc.
Ha rtmarx Corp.
H ewlett-Packard
Houghton Mifflin Co.
In gersoll-Rand Co.
I ntel Corp.
J.C. Penney Co., Inc.
Johns-Manville Corp.
Kennecott Exploration Co.
Kmart
Li bby-Owens-Ford Co.
Macmillan Co.
Merck & Co., Inc.
Microsoft
Pfizer Inc.
Phelps Dodge Corp.
PricewaterhouseCoopers
Procter & Gamble Co.
Rand McNally & Co.
Rolls-Royce
Sun Microsystems
3M
Underwriters Laboratories, Inc.
US Airways
Wal-Mart
Weyerhaeuser Co.
Xerox Corp.
First Family (Presidential)
First Lady (wife of President)
First World War (see War)
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
Naval Reserve
Pacific, etc. (naval)
6th Fleet, etc.
U.S.
flex fuel
floor (House or Senate)
flyway; Canadian flyway, etc.
Force(s), if part of name; the force(s):
Active Forces
Active-Duty
Air (see also Air Force)
All-Volunteer
Armed Forces (synonym for overall U.S. Military Establishment)
Army Field Forces; the Field Forces
Fleet
Navy Battle (see Navy)
Navy Scouting (see Navy); Reserve Force
Rapid Deployment
Task Force 70; the task force; but task force report
United Nations Emergency; the Emergency Force; the Force; but United Nations police force
foreign cabinets:
Minister of Foreign Affairs; Foreign Minister; the Minister
Ministry of Foreign Affairs; the Ministry
Office of Foreign Missions; the Office
Minister Plenipotentiary
Prime Minister
Foreign Legion (French); the legion
Foreign Service; the Service:
officer
Officer Corps; the corps
Reserve officer; the Reserve officer
Reserve Officer Corps; the Reserve Corps; the corps
Staff officer; the Staff officer
Staff Officer Corps; the Staff Corps; the corps
Forest, if part of name; the national forest; the forest:
Angeles National
Black
Coconino and Prescott National Forests
but State and National forests (see System)
Forester (Chief of Forest Service); the Chief; also Chief Forester
form 2, A, II, etc.; but Form 2, when part of title: Form 1040: Individual Income
Tax Return; but withholding tax form
Fort McHenry, etc.; the fort
Foundation, if part of name; capitalized standing alone if referring to Federal unit:
Chemical; the foundation
Ford; the foundation
National Science; the Foundation
Russell Sage; the foundation
Founding Fathers; Founders/Founder (of this Nation, Country)
four freedoms
Framers (of the U.S. Constitution; of the Bill of Rights)
free world
Frisco (for San Francisco; no apostrophe)
Fritalux (see alliances)
Fund, if part of name; capitalized standing alone if referring to international or United Nations fund:
Democracy (United Nations); the Fund
International Monetary; the Fund
but civil service retirement fund;
highway trust fund; mutual security fund; national service life insurance fund; revolving fund

G

Gadsden Purchase
Gallery of Art, National (see National)
Gallup Poll; the poll
GAO (Government Accountability Office)
Geiger counter
General Order No. 14; General Orders No. 14; a general order
General Schedule
gentile
Geographer, the (State Department)

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

Archipelago  Cave
Area  Cavern
Arroyo  Channel; but
Atoll  Mississippi River channel(s)
Bank  Cirque
Bar  Coulee
Basin, Upper (Lower)  Crag
Co  Hansen
lorado River, etc. (legal entity); but
flood-control basin;
Mi  Crossroads
souri River  Current (ocean feature)
ba  Cut
in (drainage); upp
er Colorado  Cutoff
River storage project
Bay  Dam
Bayou  Delta
Beach  Desert
Bench  Divide
Bend  Dome (not geologic)
Bight  Draw (stream)
Bluff  Dune
Bluff  Escarpment
Bog  Draw (stream)
Borough (boro)  Estuary
Bottom  Falls
Branch (stream)  Fault
Brook  Flat(s)
Butte  Floodway
Canal; the canal  Ford
(P' anama)  Forest
Canyon  Fork (stream)
Capa  Gap
Cascade  Geography
Park
Geyser  Pass
Glacier  Passage
Glen  Peak
Gorge  Peninsula
Gulch  Plain
Gulf  Plateau
Gut  Point
Harbor  Pond
Head  Pool
Hill  Port (water body)
Hogback  Prairie
Hollow  Range (mountain)
Hook  Rapids
Horn  Ravine
Hot Spring  Reef
Icefield  Reservoir
Ice Shelf  Ridge
Inlet  River
Isle  Roads (anchorage)
Islet  Rock
Keys (Florida only)  Run (stream)
Knob  Sea
Lagoon  Seawall
Lake  Shoal
Landing  Sink
Ledge  Slough
Lowland  Sound
Marsh  Spit
Massif  Spring
Mesa  Spur
Monument  Strait
Moraine  Stream
Mound  Summit
Mount  Swamp
Mountain  Terrace
Narrows  Tlerou ghfare
Neck  Trench
Needle  Trough
Notch  Valley
Oasis  Volcano
Ocean  Wash
Oxbow  Waterway
Palisades  Woods

Geological Survey (see Survey)

GI bill of rights

Girl Scouts (organization); a Girl Scout; a Scout; Scouting

G-man

Gold Star Mothers (see American)

Golden Age (see Ages)

Golden Rule

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

Government:

British, etc.; the Government
department, officials, -owned, publications, etc. (U.S. Government)
National and State Governments
Printing Office (see Office)
U.S.; National; Federal
Government information product
government:
Church
Communist
District (of Columbia)
European governments
Federal, State, and municipal
governments
insular; island
military
state of
State and Provincial governments
Territorial
governmental
Governor:
of Louisiana, etc.; the Governor; a Governor; State Governor(s);
Governors’ conference
of Puerto Rico; the Governor
of the Federal Reserve Board; the Governor
Governor General of Canada; the Governor General
GPO Access
grand jury (see Federal)
Grange, the (National)
grant, Pell
graph 2, A, II, etc.; but Graph 2, when part of title: Graph 2.—Production levels
Great:
Basin
Depression
Divide
Lakes; the lakes; lake(s) traffic
Plains; but southern Great Plains
Seal (any nation)
Society
War (see War)
White Way (New York City)
great circle (navigation)
Greater Los Angeles, Greater New York
gross national product (GNP)
Group:
G8 (Group of 8) (representatives of the eight leading industrial nations)
Helsinki Monitoring; the group
Military Advisory Group; the group
Standing (see Organization)
World Bank
group 2, II, A, etc.; but Group 2, when part of title: Group II: List of Counties by States
Guard, National (see National)
guardsman (see Coast Guard; National Guard)
Gulf:
Coast States; but gulf coast of Mexico; the gulf
State Stream; the stream
H
Hall (U.S. Senate or House)
Halls of Congress
H-bomb; H-hour
Headquarters:
Alaskan Command; the command headquarters
4th Regiment Headquarters; regimental headquarters
32d Division Headquarters; the division headquarters
hearing examiner
Heaven (religious); heaven (place)
Heimlich maneuver
hell (place)
Hells (no apostrophe) Canyon
Hemisphere, Eastern; Western; etc.; the hemisphere
<table>
<thead>
<tr>
<th>Hezbollah</th>
<th>Hudson's Bay Co.</th>
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<tbody>
<tr>
<td>High Church</td>
<td>Hurricane Andrew, Katrina, Rita, etc.</td>
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<td>High Commissioner</td>
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<td>High Court (see Supreme Court)</td>
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<td>high definition</td>
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<td>High School, if part of name:</td>
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<td>Western; the high school</td>
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<td>Highway No. 40; Route 40; State Route 9;</td>
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<td>the highway</td>
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<td>Hill (the Capitol)</td>
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<td>Hispanic</td>
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<td>Holocaust, the (World War II);</td>
<td>a holocaust</td>
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<td>a holocaust</td>
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<td>Holy Scriptures; Holy Writ (Bible)</td>
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<td>home page</td>
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<td>Hospice, if part of name</td>
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<td>Hospital, if part of name; the</td>
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<td>hospital:</td>
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<td>How ard University</td>
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<td>St. Elizabeths (no apostrophe)</td>
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<td>but naval (marine or Army) hospital corpsman (see corpsman)</td>
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<td>House, if part of name:</td>
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<tr>
<td>Blair</td>
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<td>Johnson house (private residence)</td>
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<td>of Representatives; the House (U.S.)</td>
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<td>Office Building (see Building)</td>
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<td>Ohio (State); the house</td>
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<td>but both Houses; lower (or upper)</td>
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<td>House (Congress)</td>
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<td>House of Representatives (U.S.), titles of officers standing alone capitalized:</td>
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<td>Chairman (Committee of the Whole)</td>
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<td>Chaplain</td>
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<td>Clerk; but legislative clerk, etc.</td>
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<td>Doorkeeper</td>
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<td>Official Reporter(s) of Debates</td>
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<td>Parliamentarian</td>
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<td>Postmaster</td>
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<td>Post office</td>
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<td>Sergeant at Arms</td>
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<td>Speaker pro tempore</td>
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<td>Speaker; speakership</td>
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<td>HUD (Department of Housing and Urban Development)</td>
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<td>ice age (see Ages)</td>
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<td>imam</td>
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<td>Independent Party; an Independent</td>
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<td>Indians:</td>
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<td>Absentee Shawnee</td>
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<td>Al aska (see Native)</td>
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<td>Eastern (or Lower) Band of Cherokee;</td>
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<td>the band</td>
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<td>Five Civilized Tribes; the tribes</td>
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<td>Native Americans</td>
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<td>Shawnee Tribe; the tribe</td>
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<td>Six Nations (Iroquois Confederacy)</td>
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<td>Initiative, Caribbean Basin; but strategic defense initiative</td>
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<td>Inquisition, Spanish; the Inquisition</td>
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<td>inspector general</td>
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<td>Institute, if part of name; capitalized standing alone if referring to Federal or international organization:</td>
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<td>National Cancer; the Cancer Institute;</td>
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<td>the Institute</td>
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<td>National Institutes of Health; the Institutes of International Law; the Institute Woman's; the institute</td>
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<td>Institution, if part of name; capitalized standing alone if referring to Federal unit:</td>
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<td>Brookings; the institution</td>
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<td>Carnegie; the institution</td>
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<td>Smithsonian; the Institution</td>
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<td>insular government; island government</td>
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<td>intercoastal waterway (see waterway)</td>
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<td>interdepartmental interface</td>
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<td>International Court of Justice; the Court international:</td>
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<td>banks (see Bank)</td>
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<td>boundary</td>
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d  ateline
la  w
  Morse code (see Code)
Internet, Intranet
Interstate 95; I−95; the interstate
Intracoastal Waterway; the waterway (see
   also waterway)
intrastate
Irish potato
Iron Curtain; the curtain
Islam; Islamic
Isthmian Canal (see Canal)
Isthmus of Panama; the isthmus

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

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

L
Laboratory, if part of name; capitalized
standing alone if referring to Federal
unit: Forest Products; the Laboratory;
but laboratory (non-Federal)
Lake: Erie, of the Woods, Great Salt; the
lake
Lane, if part of name: Maiden; the lane
Latter-day Saints
law, copyright law; Ohm’s, etc.
League, Urban; the league
Legion:
   American; the Legion; a Legionnaire;
   French Foreign; the legion
Legislative Assembly, if part of name:
   of New York; of Puerto Rico, etc.; the
   legislative assembly; the assembly
legislative branch, clerk, session, etc.
Legislature:
   National Legislature (U.S. Congress);
   the Legislature
   Ohio Legislature; Legislature of Ohio;
   the State legislature; the legislature
Letters Patent No. 378,964; but patent No.
378,964; letters patent
Liberal Party; a Liberal
Libertarian Party; a Libertarian
Liberty Bell; Liberty ship
Librarian of Congress; the Librarian
Library:
   Army; the library
   Harry S. Truman; the library
   of Congress; the Library
   Hillsborough Public; the library
Lieutenant Governor of Idaho, etc.; the
Lieutenant Governor
Light, if part of name; the light:
   Boston
   Buffalo South Pier Light 2; but light No.
   2; light 2
   but Massachusetts Bay lights
Lighthouse (see Light Station)
Lightship, if part of name; the lightship:
   Grays Reef
   North Manitou Shoal
Light Station, if part of name; the light
station; the station:
   Mounts Ledge
   Watch Hill
Line(s), if part of name; the line(s):
   Greyhound (bus)
Holland-America (steamship)

Ma ginot (fortification)

line:

Ma son-Dixon line or Mason and Dixon’s line

St ate

listserv

Local:

Columbia Typographical Union,
Local 101

International Brotherhood of Electrical Workers Local 180; but local No. 180

local time, local standard time (see time)
locator service

Loop, the (see cities)

Louisiana Purchase

Low Church

Lower, if part of name:

Ca lifornia (Mexico)

Colorado River Basin

Eg ypt

Peninsula (of Michigan)
lower:

48 (States)

House of Congress

Mi ssissippi

Mariculture

Marine Corps; the corps:

Marines (the corps); but marines
(individuals)

Reserve; the Reserve

also a marine; a woman marine; the
women marines (individuals); soldiers,
sailors, coastguardsmen, marines

Maritime Provinces (Canada) (see Province)

Marshal (see Supreme Court)

marshal (U.S.)

medals (see decorations)

Medicaid

MediCal

Medicare Act; Medicare plan

Medicare Plus

Medicare Program

Medigap

Member, if referring to Senator,

Representative, Delegate, or Resident
Commissioner of U.S. Congress; also
Member at Large; Member of

Par liament, etc.; but membership;

member of U.S. congressional
committee

Memorial:

Jef ferson

Li ncoln

Vie tnam

WW II

Kore an

Franklin D. Roosevelt etc.; the memorial

Merchant Marine Reserve; the Reserve;

but U.S. merchant marine; the
merchant marine

Metroliner

Metropolitan Washington, etc.; but

Washington metropolitan area

midcontinent region

Middle Ages (see Ages)

Middle Atlantic States

Middle East; Mideast; Mideastern; Middle
Eastern (Asia)
Midwest (section of United States); Midwestern States; but midwestern farmers, etc.

Military Academy (see Academy)
Military Establishment (see Establishment)
milkshed, Ohio, etc. (region)
millennium

Minister Plenipotentiary; the Minister;
Minister Without Portfolio (see also foreign cabinets)

Ministry (see foreign cabinets)
Minority Leader McConnell; Minority Leader Boehner; but the minority leader (U.S. Congress)

Mint, Philadelphia, etc.; the mint

minutemen (colonial)
missiles: capitalize such missile names as Hellfire, Sparrow, Tomahawk, Scud, Trident, etc.; but cruise missile, air-to-air missile, surface-to-air missile, etc.

Mission, if part of name; the mission:

but diplomatic mission; military mission;
Jones mission

Monument:

but diplomatic mission; military mission;

but cruise missile, air-to-air missile, surface-to-air missile, etc.

Mission, if part of name; the mission:

but diplomat mission; military mission;

Jone s mission

Monument:

Bunker Hill; the monument
Grounds; the grounds (Washington Monument)
National (see National)
Washington; the monument (District of Columbia)

Mountain States

mountain time, mountain standard time (see time)

Moving Pictures Experts Group (MPEG)
Mr. Chairman; Mr. Secretary; etc.

Mujahedeen
mullah

Museum, capitalize with name; the museum:

Field

National (see National)
National Air and Space; the Air Museum

National Museum of the American Indian

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

Nation, Creek; Osage; etc.; the nation

National, in general, standing alone
National, in conjunction with capitalized name:

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

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

Endowment for the Arts; the Endowment

Gallery of Art; the National Gallery; the gallery

Grange; the Grange

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

Institute (see Institute)

Legislature (see Legislature)

Muir Woods National Monument etc.; the national monument; the monument

Museum (see Museum)

Naval Medical Center (Bethesda, MD)

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

Treasury; the Treasury

Water College

Woman's Party

Zoological Park (see Zoological)
national:

agency check (NAC)
anthem, customs, spirit, etc.

British, Mexican, etc.
stockpile
water policy
Native: Alaska; American; but Ohio native, etc. (see Alaska)
Naval, if part of name:
Academy (see Academy)
Air Station (NAS) Patuxent River; Pensacola; etc.
Base, Guam Naval; the naval base
Establishment (see Establishment)
Observatory (see Observatory)
Reserve; the Reserve; a reservist
Reserve Force; the force
Serve officer; a Reserve officer
Shipyard (if preceding or following name):
Brooklyn Naval Shipyard; Naval Shipyards, Brooklyn; but the naval shipyard
Volunteer Naval Reserve
War College; the War College; the college
Naval, in general sense:
Command (see Command)
Expenditures, maneuvers, officer, service, stores, etc.
Petroleum reserves; but Naval Petroleum Reserve No. 2 (Buena Vista Hills Naval Reserve); reserve No. 2
Naval orange
Navy, American or foreign, if part of name; capitalized standing alone only if referring to U.S. Navy:
Admiral of the; the admiral
Battle Force; the Battle Force; the force
Establishment; the establishment
Hospital Corps; hospital corpsman; the corps
Regular
Seabees (construction battalion); a Seabee
Navy yard
Nazi; nazism
Near East (Balkans, etc.)

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

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

P
   Pacific (see also Atlantic):
   Basin
   Coast (or slope) States
   Northwest
   Rim
   seabo ard
   slope
   South
   States
   time, Pacific standard time (see time)
   but cispacific; transpacific
   pan-American games; but Pan American
   Day
   Pan American Union (renamed; see
   Organization of American States)
Panel, the Federal Service Impasses (Federal), etc.; the Panel
Panhandle of Texas; Texas Panhandle; the
panhandle; etc.
papers, Woodrow Wilson, etc.; the papers;
but white paper
Parish, Caddo, etc.; but parish of Caddo
(Louisiana civil division); the parish
Park, Fairmount, etc.; the park (see also
National)
Park Police, U.S.; park policeman
Park, Zoological (see Zoological)
Parkway, George Washington Memorial;
the memorial parkway; the parkway
Parliament, Houses of; the Parliament
Parliamentarian (U.S. Senate or House)
part 2, A, II, etc.; but Part 2, when part of
title: Part 2: Iron and Steel Industry
Party, if part of name; the party
Pass, Brenner, capitalized if part of name;
the pass
patent (see Letters Patent)
Peninsula Upper (Lower) (Michigan); the
peninsula
Penitentiary, Atlanta, etc.; the penitentiary
petrodollar
phase 2; phase I
Philippines, Republic of the
Pilgrim Fathers (1620); the Pilgrims; a
Pilgrim
Place, if part of name: Jefferson Place; the
place
Plains (Great Plains), the
plan:
Colombo
controlled materials
5-year
Marshall (European Recovery Program)
Planetarium, Fels, Hayden; the planetarium
Plant, Picatinny Arsenal; the plant; but
United States Steel plant
plate 2, A, II, etc.; but Plate 2, when part of
title: Plate 2.—Rural Structures

Plaza, Union Station (Washington, DC);
the plaza
Pledge of Allegiance; the pledge
Pole: North, South; the pole; subpolar
Pole Star (Polaris); polar star
Police, if part of name; the police:
Capitol
Park, U.S.
White House
political action committee (PAC)
political parties and adherents (see specific
political party)
Pool, Northwest Power, etc.; the pool
Pope; but papal, patriarch, pontiff, primate
Port, if part of name; Port of Norfolk;
Norfolk Port; the port (see Authority)
Post Office, Chicago, etc.; the post office
P.O. Box (with number); but post office box
(in general sense)
Postmaster General
PostScript; but a postscript
Powers, if part of name; the powers (see
also alliances):
Allied (World Wars I and II)
Axis (World War I)
Western
but European powers
precinct; first, 10th precinct
Premier (see foreign cabinets)
Preserve, Sullys Hill, National Game
Presidency (office of the head of
Government)
President:
of the United States; the Executive; the
Chief Magistrate; the Commander
in Chief; the President-elect; ex-
president; former President; also
preceding name
of any other country; the President of
Federal or international unit
but president of the Norfolk Southern
Railroad; president of the Federal
Reserve Bank of New York
Presidential assistant, authority, order, proclamation, candidate, election, timber, year, etc.

Prime Minister (see foreign cabinets)
Prison, New Jersey State; the prison
Privy Council, Her Majesty’s (see Council)
Prize, Nobel, Pulitzer, etc.; the prize
Proclamation, Emancipation; Presidential
Proclamation No. 24; Proclamation No. 24; the proclamation; but
Presidential proclamation
Program, if part of name:
European Recovery
Food for Peace
Fulbright
Head Start
Mutual Defense Assistance
Social Security
but universal military training;
government bailout
Progressive Party; a Progressive Project:
Gu tenberg
Manhattan
Vote Smart
Proposition 13
Prosecutor; Special Prosecutor (Federal)
Province, Provincial, if referring to an administrative subdivision: Ontario Province; Province of Ontario; Maritime Provinces (Canada); the Province
Proving Ground, Aberdeen, etc.; the proving ground
Public Law; Public Law 110–161, etc.
Public Printer; the Government Printer; the Printer
public utility district (see District)
Pueblo, Santa Clara; the pueblo
Purchase, Gadsden, Louisiana, etc.
Puritan; puritanical
Pyrrhic victory

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

R
Radio Free Europe/Radio Liberty
Railroad, Alaska; the Railroad
Ranch, King, etc.; the ranch
Range, Cascade, etc. (mountains); the range
Rebellion, if part of name; the rebellion:
Boxer
Whisky
Reconstruction period (post-Civil War)
Red army
Red Cross, American (see American)
Reds, the; a Red (political)
Reformatory, Michigan; the reformatory
Refuge, Blackwater National Wildlife, etc.; Blackwater Refuge; the refuge
region, north-central, etc.; first region, 10th region; region 7; midcontinent
Regular Army, Navy; a Regular (see also officer)
regulation:
greenhouse gas
W (see also Federal Reserve Board)
but Veterans Entitlements Regulations
religious terms:
Baha'i
Baptist
Brahman
Buddhist
Catholic; Catholicism; but catholic (universal)
Christian
Christian Science
Evangelical United Brethren
Hindu; Hinduism
Islam; Islamic
Jewish
Latter-day Saints
Muslim: Shiite; Sikh; Sunni
Ne w Thought
Pro testant; Protestantism
Sci entology
Seventh-day Adventists
Seventh-Day Baptists
Zoroastrian
Renaissance, the (era)
Report, if part of name (with date or number); the annual report; the report:
2007 Report of the Chief of the Forest Service
9/11 Commission Report
Annual Report of the Secretary of Defense for the year ended September 30, 2008
Grace Commission report
President’s Economic Report; the Economic Report
Railroad Retirement Board Annual Report, 2007; but annual report of the Railroad Retirement Board Report No. 31
United States Reports (publication)
Reporter, the (U.S. Supreme Court)
Representative; Representative at Large (U.S. Congress); U.N.
Republic, capitalized if part of name; capitalized standing alone if referring to a specific government:
Czech
French
Irish
of Bosnia and Herzegovina
of Panama
of the Philippines
Slovak (Slovakia)
United States
also the American Republics; South American Republics; the Latin American Republics; the Republic
Republican Party; a Republican
Reservation (forest, military, or Indian), if part of name; the reservation:
Hill Military
Standing Rock Reserve, if part of name; the Reserve (see also Air Force; Army Corps; Coast Guard; Foreign Service; Mine Corps; Merchant Marine; Naval; National Guard):
Active
Air Force
Army bank (see Bank)
Board, Federal (see Federal)
city (see Bank)
components
Establishment
In active
Naval officer
Officers’ Training Corps
Ready
Retired
Standby
Strategic Reserves, the; reservist
Resolution, with number; the resolution:
House Joint Resolution 3
Senate Concurrent Resolution 18
War Powers Resolution (short title)
but Tonkin resolution
Revised Statutes (U.S.); Supplement to the Revised Statutes; the statutes; Statutes at Large (U.S.)
Revolution, Revolutionary (if referring to the American, French, or English Revolution) (see also War)
rim; the Pacific rim
Road, if part of name: Benning; the road Roman numerals, common nouns used with, not capitalized:
book II; chapter II; part II; etc.
but Book II: Modern Types (complete heading); Part XI: Early Thought (complete heading)
Route 66, State Route 9 (highways)
rule 21; rule XXI; but Rule 21, when part of title: Rule 21: Renewal of Motion
Rules:
of the House of Representatives; but rules of the House; House rule X
Standing Rules of the Senate (publication); but rules of the Senate
also Commission rules
S
Sabbath; Sabbath Day
savings bond (see bond)
schedule 2, A, II, etc.; but Schedule 2, when part of title; Schedule 2: Open and Prepay Stations
School, if part of name; the school:
any school of U.S. Armed Forces
H ayes
Pa wnee Indian
Public School 13; P.S. 13
school district (see District)
Scriptures; Holy Scriptures (the Bible)
Seabees (see Navy)
seaboard, Atlantic, eastern, etc.
seasons:
aut umn (fall)
sp ring
su mmer
wi nter
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
d epartments; secretaryship
Secretary, head of national governmental unit:
of Defense; of State; etc.; the Secretary
of State for Foreign Affairs (British); for the Commonwealth, etc.; the Secretary
of the Smithsonian Institution; the Secretary
also the Assistant Secretary; the Executive Secretary
Secretary General; the Secretary General:
Organization of American States
United Nations
section 2, A, II, etc.; but Section 2, when part of title: Section 2: Test
Construction Theory
Selective Service (see Service; System)
Senate (U.S.), titles of officers standing alone capitalized:
Ch aplain
Ch ief Clerk
Doo rkeeper
Official Reporter(s)
P arliamentarian
P ostmaster
President of the President pro tempore
Pr esiding Officer
S ecretary
Sergeant at Arms
Senate, Ohio (State); the senate
Senator (U.S. Congress); but lowercased if referring to a State senator, unless receding a name
senatorial
Sergeant at Arms (U.S. Senate or House)
Sermon on the Mount
server
Service, if referring to Federal unit; the Service:
Ext ension
Federal Mediation and Conciliation
Fish and Wildlife
Fore ign (see Foreign Service)
Fore st
I nternal Revenue
Marshals
National Park
Natural Resources Conservation
Postal Secret (Homeland Security)
Selective (see also System); but selective service, in general sense; selective service classification 1–A, 4–F, etc.
Senior Executive service:
airmail
Army city delivery
consular
customs diplomatic employment (State)
extension (State)
gereral delivery
naval delivery
Naval
navy parcel post
post al field
rural free delivery; rural delivery; free delivery
special delivery
star route
Shelf, Continental (see Continental)
ship of state (unless personified)
Sister(s) (adherent of religious order)
Six Nations (see Indians)
Smithsonian Institution (see Institution)
Social Security Administration (U.S.), application, check, number, pension, trust fund, system, etc.
Socialist Party; a Socialist
Society, if part of name; the society:
American Cancer Society, Inc. of the Cincinnati
soil bank
soil orders:
Aridisols
Aridicols
Andisols
Andicels
Alfisols
Andisols
Entisols
Oxisols
Spodosols
Ultisols
Vertisols
Soldiers’ Home; the soldiers’ home; (see Armed Forces Retirement Home)
Solicitor for the Department of Labor, etc.; the Solicitor
Solicitor General (Department of Justice)
Son of Man (Christ)
Sons of the American Revolution (organization); a Son; a Real Son
South:
American Republics (see Republic)
American States
Atlantic
Atlantic States
Deep South (U.S.)
Korea
Middle (U.S.)
Pacific
the South (section of United States);
Southland
Southeast Asia
southern California, southeastern California, etc.
Southern States
Southern United States
southerner
Southwest, the (section of United States)
space shuttle; the shuttle
space station
Spanish-American War (see War)
Speaker of the House of Representatives; the Speaker
special agent
specialist
Special Order No. 12; Special Orders, No. 12; a special order
Spirit of ’76 (painting); but spirit of ’76 (in general sense)
Sputnik
Square, Lafayette, etc.; the square
Capitalization Examples

Staff, Foreign Service (see Foreign Service);
Air (U.K.)
standard time (see time)
Star of Bethlehem
Star-Spangled Banner (see flag)
State:
Champion
government (see Legislature)
line, Iowa; Ohio-Indiana, etc.
New York
of Israel
of Maryland
of the Union Message/Address
of Veracruz
out-of-State (adjective); but out-of-stater
prison
Vatican City
state:
church and
de of the art: state-of-the-art technology
welfare
also downstate, instate, multistate,
statehood, statehouse, stateside,
statewide, substate, tristate, upstate
State’s attorney
state’s evidence
states’ rights
States:
Arab
Balkan
Baltic
East North Central
East South Central
Eastern; but eastern industrial States
Eastern Gulf
Eastern North Central, etc.
Far Western
Gulf; Gulf Coast
Lake
Latin American
lower 48
Middle
Middle Atlantic
Middle Western
Mountain
New England
North Atlantic
Northwestern, etc.
Organization of American
Pacific
Pacific Coast
rights
South American
South Atlantic
Southern
the six States of Australia; a foreign state
Thirteen Original; original 13 States
Western; but western Gulf; western
farming States
Station, if part of name; the station; not
capitalized if referring to surveying
or similar work:
Air Force base
Gr and Central
Naval Air Engineering
television station WSYR–TV
Union; Union Depot; the depot
WAMU station; station WMAL; radio
station WSM; broadcasting station
WJSV
station 9; substation A
Statue of Liberty; the statue
Statutes at Large (U.S.) (see also Revised
Statutes)
Stealth: bomber, fighter
Stockpile, Strategic National
stone age (see Ages)
storage facility
Stream, Gulf (see Gulf; geographic terms)
Street, if part of name; the street:
I Street (not Eye Street)
110th Street
U Street (not You Street)
subcommittee (see Committee)
subtropical, subtropic(s) (see tropical)
summit meeting; Earth summit
Sun; a sun
Super Bowl
Superfund; the fund
Superintendent, if referring to head of
Federal unit; the Superintendent:
of Documents (Government Printing
Office)
of the Naval (or Military) Academy
Supplement to the Revised Statutes (see
Revised Statutes)
Supreme Bench; the Bench; also High
Bench; High Tribunal
Supreme Court (U.S.); the Court; also High
Court; titles of officers standing alone
capitalized:
Associate Justice
Chief Justice
Clerk
Marshal
Reporter
but Ohio Supreme Court; the supreme
court
Surgeon General, the (Air Force, Army,
Navy, and Public Health Service)
Survey, if part of name of Federal unit; the
Survey: Geodetic; Geological
System, if referring to Federal unit; the
System:
Federal Home Loan Bank; the System
Federal Reserve; the System
National Forest; the System
National Highway; Interstate Highway;
the System
National Park; the System
National Trails; the System
National Wild and Scenic Rivers; the
System
Regional Metro System; Metro system
Selective Service (see also Service)
State and National forests
but Amtrak railway system; Amtrak
system; the system
also Federal land bank system
T
table 2, II, A, etc.; but Table 2, when part of
title: Table 2: Degrees of Land
Deterioration
task force (see Force)
Team, USAREUR Technical Assistance,
etc.; the team
television station (see Station)
Telnet
Ten Commandments
Territorial, if referring to a political
subdivision
Territory:
Northwest (1799); the territory
Trust Territory of the Pacific Islands;
Pacific Islands Trust Territory; the trust
teritory; the territory
Yukon, Northwest Territories; the
Territory(ies), Territorial (Canada)
but territory of: American Samoa, Guam,
Virgin Islands
The, part of name, capitalized:
The Dalles; The Gambia; The Hague;
The Weirs; but the Dalles Dam; the
Dalles region; the Federal Bulletin
Board; the Hague Conference; the
Weirs streets
but the Adjutant General; the National
Archives; the Archives; the Times; the
Mermaid; the Federal Express
Third World
Thirteen American Colonies, etc. (see
Colonies)
Thirteen Original States
Thruway, New York State; the thruway
time:
Alaska, Alaska standard
Atlantic, Atlantic standard
central, central standard
eastern, eastern daylight, eastern daylight
saving (no s), eastern standard
Greenwich mean time (GMT)
Ha'waii-Aleutian standard
local, local standard
mountain, mountain standard
Pacific, Pacific standard
universal
Title 2, II, A, etc.; but Title 2, when part of title: Title 2: General Provisions
Tomb
Grant’s; the tomb
of the Unknowns; of the Unknown Soldier; Unknown Soldier’s Tomb; the tomb (see also Unknown Soldier)
Tower, Eiffel, etc.; the tower
Township, Union; township of Union
trade names and trademarks:
Blu-Ray TiVo
Coca-Cola U-Haul
Dr Pepper UNIX
Heineken VISA
iPod WebTV
iTunes Yahoo!
MasterCard ZIP Code (Postal)
Trade Representative (U.S.)
transatlantic; transpacific; trans-Siberian, etc.; but Transjordan; Trans-Alaska
Treasurer, Assistant, of the United States; the Assistant Treasurer; but assistant treasurer at New York, etc.
Treasurer of the United States; the Treasurer
Treasurer notes; Treasuries
Treasury, of the United States; General; National; Public
Treaty, if part of name; the treaty:
North Atlantic; North Atlantic Defense of Versailles
but treaty of 1919
tribe (see Indians)
Tribunal, standing alone capitalized only in minutes and official reports of a specific arbitration; also High Tribunal; the Tribunal (Supreme Court)
Tropic of Cancer, of Capricorn; the Tropics
tropical; neotropic, neotropical, subtropical
Trust, Power, etc.
trust territory (see Territory)
Tunnel, Lincoln, etc.; the tunnel; but irrigation, railroad, etc., tunnel
Turnpike, Pennsylvania, etc.; the turnpike
Twin Cities (Minneapolis and St. Paul)
U
U-boat
Under Secretary, if referring to officer of Federal Government; the Under Secretary:
of Agriculture
of State
of the Treasury
Uniform Code of Military Justice (see Code)
Union (if part of proper name; capitalized standing alone if synonym for United States or if referring to international unit):
Latin Typographical
European
Pan American (former name; see Organization of American States)
Station; but union passenger station;
unfreight station
Teamsters Union; the Teamsters; the union; also the Auto Workers, etc.
Universal Postal; the Postal Union
We stern (see alliances)
Woman's Christian Temperance
but a painters union; printers union
United Nations:
Charter; the charter
Educational, Scientific, and Cultural Organization (UNESCO) (see Organization)
Food and Agriculture Organization (FAO)
General Assembly; the Assembly
International Children’s Emergency Fund (UNICEF)
International Court of Justice; the Court
Permanent Court of Arbitration (see Court)
Secretary, the
Secretary General
Security Council; the Council
World Employment Conference
World Health Organization (WHO); the Organization
universal:
military training (see Program)
time (see time)
University, if part of name: Stanford; the university
Unknown Soldier; Unknown of World War II; World War II Unknown;
Unknown of Korea; Korea Unknown; the Unknowns (see also Tomb)
Upper, if part of name:
Colorado River Basin
Egypt
Peninsula (of Michigan)
but upper House of Congress
U.S.S.R. (former Union of Soviet Socialist Republics)

V
Valley, Shenandoah, etc.; the valley; but the valleys of Virginia and Maryland
V–E Day; V–J Day; V-chip
veteran, World War II; Vietnam
Veterans Affairs, Department of (see Department)
Vice Chairman, etc. (same as Chairman)
vice consul, British, etc.
Vice President (same as President)
Voice of America; the Voice
volume 2, A, II, etc.; but Volume 2, when part of title; Volume 2: Five Rivers in America’s Future

W
War, if part of formal name:
Between the States
Civil
First World War; World War I; World War; Great War; Second World War;
World War II
for Independence (1776)
French and Indian (1754–63)
Mexican
of 1812
of the Rebellion; the rebellion
on Crime
on Drugs
on Poverty
on Terrorism, Global
Revolutionary; of the Revolution; the Revolution
Seven Years’
Six-Day (Arab-Israeli)
Spanish-American
the two World Wars
also post-World War II
war, descriptive or undeclared:
cold, hot
European
French and Indian wars
Indian
Korean
Persian Gulf; gulf
third world; world war III
Vietnam
with Mexico
War College, National (see College)
War Mothers (see American)
ward 1, 2, etc.; first, 11th, etc.
Washington’s Farewell Address
water district (see District)
waterway, inland, intercoastal, etc.; but
Intracoastal Waterway
Web:
page
site
Week, Fire Prevention; etc.
welfare state
West:
Bank (Jordan)
Coast (Africa); but west coast (U.S.)
End, etc. (section of city)
Europe (political entity)
Far West; Far Western States
Florida (1763–1819)
Middle (United States); Midwest
South Central States, etc.
the West (section of United States; also
world political entity)
west, western Pennsylvania
Western:
block
civilization
countries
Europe(an) (political entity)
Hemisphere; the hemisphere
ideas
Powers
States
United States
World
but far western; western farming States
(U.S.)
westerner
Whip, Majority; Minority
Whisky Rebellion (see Rebellion)
White (see Caucasian)
White House:
Blue Room
East Room
Oval Office
Police (see Police)
Red Room
State Dining Room
white paper, British, etc.
Wilderness, capitalized with name; San
Joaquin Wilderness, CA; the
wilderness; but the Wilderness
(Virginia battlefield)
Wood, if part of name:
Beau
County
Fort Leonard
World: New, Old, Thr d; but free world
World Bank; the Bank
World Series
World War (see War)
World War II veteran
World Wide Web (WWW), the Web
X
x ray (note: no hyphen)
Y
year, calendar, fiscal
Your Excellency; Your Honor; Your
Majesty; etc.
Youth Corps; the Corps
Z
ZIP Code number; ZIP+4
Z39.50
Zone, if part of name; the zone:
British (in Germany)
Canal (Panama)
Eastern, Western (Germany)
Frigid
Hot (infectious area)
of Interior (see Command)
Temperate, Torrid; the zone
U.S. Foreign Trade; Foreign
Trade Zone; but the foreign trade
zone, free trade zone
zone:
Arctic
eastern standard time
no-fly
polar
zonal
Zoological Park (National); the zoo;
the park
5. Spelling
(See also Chapter 7 “Compounding Examples” and Chapter 9 “Abbreviations and Letter Symbols”)

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

Preferred and difficult spellings

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

<table>
<thead>
<tr>
<th>A</th>
<th>adjurer</th>
<th>all</th>
<th>aqueduct</th>
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</thead>
<tbody>
<tr>
<td>abattoir</td>
<td>adjuster</td>
<td>right</td>
<td>archaeology</td>
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<tr>
<td>aberration</td>
<td>ad nauseam</td>
<td>altogether</td>
<td>arrester</td>
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<tr>
<td>abetter</td>
<td>adviser</td>
<td>(completely)</td>
<td>artifact</td>
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<tr>
<td>abridgment</td>
<td>adv isor (law)</td>
<td>all together</td>
<td>artifact</td>
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<tr>
<td>absorb (take in)</td>
<td>adz</td>
<td>(collectively)</td>
<td>artifact</td>
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<tr>
<td>adsorb (adhesion)</td>
<td>aegis</td>
<td>aluminum</td>
<td>artifact</td>
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<tr>
<td>abysmal</td>
<td>aesthetic</td>
<td>ambuguous</td>
<td>amputate</td>
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<tr>
<td>a cappella</td>
<td>affect (influence, v.)</td>
<td>analog</td>
<td>analogous</td>
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<tr>
<td>accede (yield)</td>
<td>effect (result, finish, n., v.)</td>
<td>analogous</td>
<td>anemia</td>
</tr>
<tr>
<td>exceed (surpass)</td>
<td>afterward(s)</td>
<td>anesthetic</td>
<td>anesthesia</td>
</tr>
<tr>
<td>accepter</td>
<td>after word</td>
<td>aneurysm</td>
<td>anonymous</td>
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<tr>
<td>ac ceptor (law)</td>
<td>aging</td>
<td>anomalous</td>
<td>antediluvian</td>
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<td>accessory</td>
<td>aid (n., v.)</td>
<td>anonymous</td>
<td>antibiotics (n.)</td>
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<td>accommodate</td>
<td>aide</td>
<td>antibiotic (adj.)</td>
<td>antihistamine</td>
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<td>accordion</td>
<td>aide-de-camp</td>
<td>anyway (adv.)</td>
<td>apoplexy</td>
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<td>accouter</td>
<td>albumen (egg)</td>
<td>anywise (adv.)</td>
<td>appended</td>
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<td>accursed</td>
<td>al bumin</td>
<td>appall, -ed, -ing</td>
<td>appelate</td>
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<td>acetic (acid)</td>
<td>(chemistry)</td>
<td>aquatic</td>
<td>apprehend</td>
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<td>as cetic (austere)</td>
<td>align</td>
<td>apothecary</td>
<td>arithmetic</td>
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<tr>
<td>acknowledgment</td>
<td>allottee</td>
<td>appalled, -ed, -ing</td>
<td>articles</td>
</tr>
<tr>
<td>acoustic</td>
<td>all ready (prepared)</td>
<td>anywise (adj.)</td>
<td>apparatus</td>
</tr>
<tr>
<td>adapter</td>
<td>a lready (previous)</td>
<td>appalled, -ed, -ing</td>
<td>apparatus</td>
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<td></td>
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<td>aquatic</td>
</tr>
</tbody>
</table>

B
backward
baloney (nonsense)
bo logna (sausage)
bandanna
decalogue
defense
del i veror (law)
demagogue
demarcation
dependent
descendant (n., adj.)
desecrater
desiccate
desuetude (s uspended)
de st i tute (bereft)
detra c tor
de velop, -ment
devic e (contrivance)
d e vise (convey)
dextrous (syllable di vision)
diaeresis
diaeretic
diagramed, -ing
diagrammatic
dialed, -ing
dialogue
dialysis
diaphragm
diarrhea
dickey
dietitian
diffuser
dike
dilettante
dinghy (boat)
diphtheria
discreet (prudent)
di sc rete (distinct)
disheveled, -ing
disk
dispatch
dissension
distention
distill, -ed, -ing, -m ent
distributor
diverter
divorcee
doctoral
doctrinaire
doggerel
dossier
doweded, -ing
downward
dreadnought
dreamed
drought
dueled, -ing
duffelbag
dullness
dumfound
dwelt
dyeing (coloring)
dy ing (death)
ed
eastward
ecstasy
edema
edgewise
electronics (n.)
el ectronic (adj.)
eleemosynary
elicit (to draw)
il icit (illegal)
embarrass
embed
embellish
emboweled, -ing
embowerer
emigrant (go from)
immigrant (go into)
emigree
eminent (famous)
immin ent (soon)
employee
enameled, -ing
encage
encase
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enclasp
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endorse, -ment
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encase
encave
enclasp
enclose
enclosure
cummer
encumbrance
encyclopedia
endorse, -ment
exhilarate
exonerate
exorbitant
expellant
exposé (n., exposure)
expose (v., to lay open)
exsiccate
extant (in existence)
extent (range)
extent (range)
eying
eying
eyrie
f
fantasy
farther (distance)
fa rther (degree)
favor
fecal
feces
fetal
fetish
fetus
fiber
fiche (microfiche)
filigree
finable
finagle
financier
fjord
flammable (not inflammable)
flection
fledgling
flexitime
flier
flotage
flotation
fluorescent
flurorescent
focused, -ing
folderal
forbade
forbear (endurance)
forebear (ancestor)
foresee
forgettable
forgo (relinquish)
forego (precede)
format, formatted, for matting
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)
guestimate
guttural

H

hallo
du
jah
hara-kiri
harass
harebrained
healthful (for health)
healthy (with health)
heinous
hemoglobin
hemorrhage
heterogeneous
hiccup
highfalutin
hijack
homeopath
homogeneity
homologue
hors d’oeuvre
hypocrisy
hypotenuse

I

idiosyncrasy
idle (inactive)
idol (statue)
idyll
imminent (soon)
eminent (famous)
impaneled, -ing
impassé
imperiled, -ing
impostor
impresario
imprimitur
inculcate
indict (to accuse)
indite (to compose)
iniquity (unfairness)
iniquity (sin)
inferable
infold
ingenious (skillful)
influenza (simple)
innocuous
innuendo
inoculate
inquire, inquiry
install, -ed, -ing, -ment
installation
instill, -ed, -ing
insure (protect)
enSure (guarantee)
intelligentsia
interceptor
interment (burial)
in termment (jail)
intern
intervener
in tervenor (law)
intransigent (n., adj.)
iridescent
italic

J

jalopy
jalousie
jerry-(built)
ju ry-(rigged)
jeweled, -ing, -er
jewelry
judgeship
judgment
jujitsu
juxtaposition
K

karat
kerneled, -ing
kerosene
kidnapped, -ing
kidnapper
kilogram
knapsack
kopek
kumquat
loath (reluctant)  
loathe (detest)  
lodestar  
lodestone  
lodgment  
logistics (n.)  
logistic (adj.)  
louver  
luster  
lyonnaise

M
madam  
Mafia  
maim  
maize (corn)  
maize (labyrinth)  
maneuver  
manifold  
manikin (dwarf)  
mannequin (model)  
mantel (shelf)  
mantle (cloak)  
marbleize  
marijuana  
marshaled, -ing  
marshaler  
marveled, -ing  
marvelous  
material (goods)  
material (military)  
meager  
medaled, -ing  
medalist  
medieval  
metalized  
metallurgy  
meteorology  
(meteor)  
metrology  
meter

mil (1/1000 inch)  
mill (1/1000 dollar)  
mileage  
miliary  
thubercoliosis  
miilieu  
milk cow  
millenary (1,000)  
millinery (hats)  
millennium  
minable  
missilery  
misspell  
miter  
moccasin  
modeled, -ing  
modeler  
mold  
mollusk  
molt  
moneys  
omonogramed, -ing  
omologues  
mortise  
movable  
mucilage  
mucus (n.)  
mucous (adj.)  
Muslim  
mustache  
novocaine  
(aesthetic)  
umskull  
O
obligato  
obloquy  
ocher  
octet  
offal  
offense  
omelet  
opthalmology  
opossum  
orangutan  
orbited, -ing  
ordinate (law)  
ordnance (military)  
organdy  
overseas or oversea

P
pajamas  
paleontology  
paneled, -ing  
paraffin  
paralleled, -ing  
parallelepiped  
parted, -ing  
partisan  
pastime  
patrol, -led, -ling  
peccadillo  
pependant (n.)  
pependant (u.m.)  
peremptory  
(peremptory)  
perennial  
periled, -ing  
perquisite (privilege)  
pre requisite  
(requirement)  
personal (individual)  
personnel (staff)  
perspective (view)  
pr ospective  
(expected)  
petaled, -ling  
pharaoh  
pharmacopoeia  
phoenix  
phlegm  
phony  
phosphorus (n.)  
phosphorous (adj.)  
photostated  
pickax  
picnicking  
pipet  
plaque  
plastics (n.)  
plastic (adj.)  
pledger  
ple dgor (law)  
plenitude  
pliers  
plow  
poleax  
pollination  
pommeled, -ing  
pontoon  
porcelaneous  
practice (n., v.)  
precedence  
(precedent)  
precedents (usage)  
preventive  
pretense
principal (chief)
principal (proposition)
privilege
proffer
programmatic
programmed, -mer, -ming
prologue
promissory
pronunciation
propel, -led, -ling
propellant (n.)
propellant (adj.)
prophecy (n.)
prophesy (v.)
pseudo
pubic (anatomy)
pulmotor
pusillanimous
Q
quarreled, -ing
quartet
quaternary
questionnaire
queue
R
raccoon
racket (all meanings)
rapprochement
rarefy
ratable
rational (adj.)
rationale (n.)
rattan
raveled, -ing
reconnaissance
reconnoitre
recyclable
referred
refuse
registrar
reinforce
relate
relate (law)
remodeler
renaissance
reparable
repellant (n.)
repellent (adj.)
request
requester
requestor (law)
rescission
responder
(responsers)
revealed, -er, -ing
rhyme, rhythmic
RIFing, RIFed, RIFs
rivaled, -ing
roweled, -ing
ruble
S
saccharin (n.)
saccharine (adj.)
sacriligious
salable
sandaled, -ing
savable
savannah
savior
Sa viour (Christ)
scaled, -ing
schizophrenia
scion (horticulture)
scurrilous
seismology
selage (edging)
salvage (save)
sentineled, -ing
separate (v., adj.)
sepulcher
seriatim
settler
seat (tor (law)

sewage (waste)
sewerage (drain system)
sextet
Shakespearean
shellacking
shoved, -ing
shriveled, -ing
sideward
signaled, -ing
siphon
site (place)
cite (quote)
sizable
skeptic
skillful
skullduggery
slight (meager)
smolder
snivelled, -ing
snorkel
soliloquy
sometimes
(sometime)
some times (some time ago)
some times (at times)
southward
spacious (space)
specious
(skeptical)
specter
spirituous (liquor)
spirochete
spoliation
stationary (fixed)
stationery (paper)
statue (sculpture)
status (height)
status (law)
staunch
stenciled, -ing
stencil

stifling
stratagem
stubbornness
stultify
stupefy
subpoena, -ed
subtlely
sucor
sulfur (also derivatives)
sulfanilamide
sulfured, -ing
supererogation
surfeit
surrupitious
surveillance
swived, -ing
sylva
synonymous
syrup
T
taboo
tactician
tasseled, -ing
tattoo
taxied, -ing
technique
teetotaler
tercentenary
theater
therefor (for it)
therefore (for that reason)
thiamine
thralldom
thres (beating)
thresh (grain)
threshold
tie, tied, tying
timber (wood)
tine (tone)
tiner
tonsillitis
Anglicized and foreign words

5.3. Diacritical marks are not used with anglicized words.

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

B
blase
boutonniere
brassiere

C
cabana
cafe

tormenter
totaled, -ing
toward
toweled, -ing
toxemia
trafficking
trammeled, -ing
tranquilize(r)
transcendent
transferable
transferor
transferred
transonic
transponder
(tr e l e c t r o n i c s)
transhipment
traveled, -ing
traveler
travelogue

triptych
trolley
troop (soldiers)
tr ou pe (actors)
troweled, -ing
tryptophan
tularemia
tunneled, -ing
tunneler
turquoise
typify
tyrannical
tyro

U
unctuous
unwielding
upward
uremia
usable

V
vacillate
valance (drapery)
va lence
(chemistry)
veld
veranda
vermilion
vicissitude
victualing
villain
visa, -ed, -ing
vitamin
vitrify
volcanism
voluntarism
votable
vying

W
wainscoting
warranter
wa rrantor (law)
warranty
weeviled, -ing
welder
westward
whimsy
whiskey, -s
willful
withe
woeful
woolen
woolly
worshiped, -er, -ing
5.4. Foreign words carry the diacritical marks as an essential part of their spelling.

<table>
<thead>
<tr>
<th>Letter</th>
<th>Word</th>
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<th>Word</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>ingenue</td>
<td>moire</td>
<td>portiere</td>
</tr>
<tr>
<td>J</td>
<td>jardiniere</td>
<td>naive</td>
<td>pousser café</td>
</tr>
<tr>
<td>L</td>
<td>laissez faire</td>
<td>naivete</td>
<td>premiere</td>
</tr>
<tr>
<td>M</td>
<td>materiel</td>
<td>nee</td>
<td>protege (masc., fem.)</td>
</tr>
<tr>
<td></td>
<td>matinee</td>
<td></td>
<td>puree</td>
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<tr>
<td></td>
<td>melange</td>
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<td></td>
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<td></td>
<td>melee</td>
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<td></td>
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<td></td>
<td>menage</td>
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<td></td>
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<td></td>
<td>mesalliance</td>
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<td></td>
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<td></td>
<td>metier</td>
<td></td>
<td></td>
</tr>
<tr>
<td>N</td>
<td>opera bouffe</td>
<td>opera comique</td>
<td></td>
</tr>
<tr>
<td>O</td>
<td>orgue</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>opera</td>
<td></td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>papier mache</td>
<td>piece de resistance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>porte cochere</td>
<td>porte lumière</td>
<td></td>
</tr>
</tbody>
</table>

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

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

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

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

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

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

Significant word first:
adjutants general
ambassadors at large
attorneys at law
billiards-doux
bills of fare
brothers-in-law
charge d’affaires
chiefs of staff
commanders in chief

Significant word in middle:
assistant attorneys general
assistant chiefs of staff
assistant comptrollers general
assistant surgeons general

Significant word last:
asistants attorneys
assistant commissioners
assistant corporation counsels
assistant directors
assistant general counsels
brigadier generals
deputy judges
deputy sheriffs
deneral counsels
judge advocates
judge advocate generals
lieutenants colonels
major generals
provoost marshals
quartermaster generals
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.

<table>
<thead>
<tr>
<th>Singular</th>
<th>Plural</th>
</tr>
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<tbody>
<tr>
<td>trade unions</td>
<td>men employees</td>
</tr>
<tr>
<td>under secretaries</td>
<td>secretaries-treasurers</td>
</tr>
<tr>
<td>ice chairmen</td>
<td>women</td>
</tr>
</tbody>
</table>

Both words equally significant:

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

No word significant in itself:

- get-me-nots
- ha nd-me-downs
- k-in-the-pulpits
- n-of-the-earths
- k-me-ups
- -o’-the-wisps

- trade unions
- under secretaries
- vice chairmen

Both words equally significant:

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

- trade unions
- under secretaries
- vice chairmen

Both words equally significant:

- addenda
- adieu
- agenda
- alga
- alumnus
- antenna
- appendices
- aquariums
- automaton
- axes
- bandeaux
- bases
- bateau
- beaux
- cactus
- calices
- cargo
- chassis
- cherubs
- cicatrix
- Co.
- cocci
- consortium
- corrigenda
- crisis
- criterion
- curriculums
- datum (singular), data (plural, but singular in collective sense)
- desiderata
- dilettante
- dogmas
- ellipses
- equilibrium
- errata
- flambeaus
focus, focuses | phenomenon, phenomena
folium, folia | phylum, phyla
formula, formulas | plateau, plateaus
forum, forums | podium, podiums
fungus, fungi | procès-verbal, procès-verbaux
genius, geniuses | radix, radices
genus, genera | referendum, referendums
gladiolus (singular and plural) | sanatorium, sanitariums
helix, helices | hypothesis, hypotheses
hypothesis, hypotheses | index, indexes (indices, scientific)
insigne, insignia | insignia
italic (singular and plural) | italic (singular and plural)
Kansas Citys | laura, larvae
lacuna, lacunae | larynx, larynxes
larva, larvae | lens, lenses
larynx, larynxes | lira, lire
lens, lenses | locus, loci
lira, lire | madam, mesdames
lrom, lromae | Marys
laria, lariae | matrix, matrices
larynx, larynxes | maximum, maximums
lens, lenses | medium, mediums or media
lira, lire | memorandum, memorandums
locus, loci | minimum, minimums
madam, mesdames | minutia, minutiae
Marys | monsieur, messieurs
matrix, matrices | nucleus, nuclei
maximum, maximums | oasis, oases
medium, mediums or media | octopus, octopuses
memorandum, memorandums | opus, opera
minimum, minimums | parenthesis, parentheses
minutia, minutiae | phenomenon, phenomena
monsieur, messieurs | podium, podiums
nucleus, nuclei | procès-verbal, procès-verbaux
oasis, oases | radii, radices
opera | septum, septa
opus, opera | sequela, sequelae
parenthesis, parentheses | seraph, seraphs
phylum, phyla | sequela, sequelae
plateau, plateaus | seta, setae
podium, podiums | ski, skis
procès-verbal, procès-verbaux | stadium, stadiums
radii, radices | stimulus, stimuli
referendum, referendums | stratum, strata
sanatorium, sanitariums | stolus, styluses
sanatorium, sanitariums | syllabus, syllabuses
septum, septa | symposium, symposia
seta, setae | synopsis, synopses
ski, skis | tableau, tableaus
taxi, taxis | terminus, termini
testatrix, testatrices | thorax, thoraxes
thesaurus, thesauri | vertebra, vertebrae (vertebrae, zoology)
thesis, theses | virtuoso, virtuosos
thorax, thoraxes | vortex, vortexes
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*.

<p>| abhorrible | appetible | coctible | combustible |
| accendible | apprehensible | coercible | comestible |
| accessible | audible | cognoscible | commonsensible |
| addible | avertible | cohesible | compatible |
| adducible | bipartible | collapsible | compactible |
| admissible | circumscribable | collectible(s) | compatible |
| | | | |</p>
<table>
<thead>
<tr>
<th>Word</th>
<th>Word</th>
<th>Word</th>
<th>Word</th>
</tr>
</thead>
<tbody>
<tr>
<td>compossible</td>
<td>distractible</td>
<td>implausibility</td>
<td>inexpressible</td>
</tr>
<tr>
<td>comprehensible</td>
<td>divertible</td>
<td>impossible</td>
<td>infallible</td>
</tr>
<tr>
<td>compressible</td>
<td>divestible</td>
<td>impregnable</td>
<td>inflexible</td>
</tr>
<tr>
<td>conducible</td>
<td>divisible</td>
<td>inflammable</td>
<td>irrefrangible</td>
</tr>
<tr>
<td>conductible</td>
<td>docible</td>
<td>intractable</td>
<td>irrefrangible</td>
</tr>
<tr>
<td>confluxible</td>
<td>edible</td>
<td>inaccessible</td>
<td>insoluble</td>
</tr>
<tr>
<td>congestible</td>
<td>educible</td>
<td>infusible</td>
<td>intransible</td>
</tr>
<tr>
<td>contemptible</td>
<td>effectible</td>
<td>inconvertible</td>
<td>intangible</td>
</tr>
<tr>
<td>controvertible</td>
<td>eradicable</td>
<td>inconvertible</td>
<td>interconvertible</td>
</tr>
<tr>
<td>conversable (oral)</td>
<td>effervescible</td>
<td>inconvertible</td>
<td>interconvertible</td>
</tr>
<tr>
<td>conversible</td>
<td>eligible</td>
<td>inconvertible</td>
<td>interruptible</td>
</tr>
<tr>
<td>(convertible)</td>
<td>eludible</td>
<td>inconvertible</td>
<td>intervisible</td>
</tr>
<tr>
<td>convertible</td>
<td>erodible</td>
<td>inconvertible</td>
<td>invadible</td>
</tr>
<tr>
<td>convincible</td>
<td>evasible</td>
<td>inconvertible</td>
<td>invincible</td>
</tr>
<tr>
<td>corrovable</td>
<td>every possible</td>
<td>inconvertible</td>
<td>invulnerable</td>
</tr>
<tr>
<td>corrosible</td>
<td>everlasting</td>
<td>inconvertible</td>
<td>invulnerable</td>
</tr>
<tr>
<td>corruptible</td>
<td>exhaustible</td>
<td>incapacitated</td>
<td>irreconcilable</td>
</tr>
<tr>
<td>credible</td>
<td>exigible</td>
<td>incapacitated</td>
<td>irreconcilable</td>
</tr>
<tr>
<td>crucible</td>
<td>expansible</td>
<td>incapacitated</td>
<td>irreconcilable</td>
</tr>
<tr>
<td>cullible</td>
<td>explosive</td>
<td>incapacitated</td>
<td>irreconcilable</td>
</tr>
<tr>
<td>decoctible</td>
<td>expressible</td>
<td>incapacitated</td>
<td>irreconcilable</td>
</tr>
<tr>
<td>deducible</td>
<td>extensible</td>
<td>incapacitated</td>
<td>irreconcilable</td>
</tr>
<tr>
<td>deductible</td>
<td>fallible</td>
<td>incapacitated</td>
<td>irreconcilable</td>
</tr>
<tr>
<td>defeasible</td>
<td>feasible</td>
<td>incapacitated</td>
<td>irreconcilable</td>
</tr>
<tr>
<td>defectible</td>
<td>fencible</td>
<td>incapacitated</td>
<td>irreconcilable</td>
</tr>
<tr>
<td>defensible</td>
<td>flexible</td>
<td>incapacitated</td>
<td>irreconcilable</td>
</tr>
<tr>
<td>delible</td>
<td>fluxible</td>
<td>incapacitated</td>
<td>irreconcilable</td>
</tr>
<tr>
<td>deprehensible</td>
<td>forcible</td>
<td>incapacitated</td>
<td>irreconcilable</td>
</tr>
<tr>
<td>depressive</td>
<td>frangible</td>
<td>incapacitated</td>
<td>irreconcilable</td>
</tr>
<tr>
<td>descendible</td>
<td>fungible</td>
<td>incapacitated</td>
<td>irreconcilable</td>
</tr>
<tr>
<td>destructible</td>
<td>fusible</td>
<td>incapacitated</td>
<td>irreconcilable</td>
</tr>
<tr>
<td>diffrangible</td>
<td>gullible</td>
<td>incapacitated</td>
<td>irreconcilable</td>
</tr>
<tr>
<td>diffusible</td>
<td>horrible</td>
<td>incapacitated</td>
<td>irreconcilable</td>
</tr>
<tr>
<td>digestible</td>
<td>ignitable</td>
<td>incapacitated</td>
<td>irreconcilable</td>
</tr>
<tr>
<td>dimensible</td>
<td>illegible</td>
<td>incapacitated</td>
<td>irreconcilable</td>
</tr>
<tr>
<td>discernible</td>
<td>immiscible</td>
<td>incapacitated</td>
<td>irreconcilable</td>
</tr>
<tr>
<td>discerptible</td>
<td>impalpable</td>
<td>incapacitated</td>
<td>irreconcilable</td>
</tr>
<tr>
<td>discierptible</td>
<td>impalpable</td>
<td>incapacitated</td>
<td>irreconcilable</td>
</tr>
<tr>
<td>discussible</td>
<td>impedeable</td>
<td>incapacitated</td>
<td>irreconcilable</td>
</tr>
<tr>
<td>dispersible</td>
<td>imperceptible</td>
<td>incapacitated</td>
<td>irreconcilable</td>
</tr>
<tr>
<td>dissectible</td>
<td>impermissible</td>
<td>incapacitated</td>
<td>irreconcilable</td>
</tr>
<tr>
<td>distensible</td>
<td>imperscriptible</td>
<td>incapacitated</td>
<td>irreconcilable</td>
</tr>
</tbody>
</table>
| }
Endings “ise,” “ize,” and “yze”

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

- advertise
- advise
- affranchise
- apprise (to inform)
- apprise (to apprize)
- arise
- chastise
- circumcision
- comprise
- compromising
- enterprise
- excise
- exercise
- exorcise
- franchise
- improvise
- incise
- merchandise
- misadvice
- mortise
- premise
- prizing
- prize (to force)
- prize (to value)
- reprise
- revise
- rise
- supervise
- surmise
- surprise
- televise

Endings “cede,” “ceed,” and “sede”

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

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

- bag, bagging
- format, formatting
- input, inputting
- red, reddish
- rob, robbing
- transfer, transferred
- total, totaled, totalizing
- travel, traveled, traveling

5.15. If the accent in a derivative falls upon an earlier syllable than it does in the root word, the consonant is not doubled.

- refer, reference
- prefer, preference
- infer, inference

Indefinite articles

5.16. The indefinite article a is used before a consonant and an aspirated h; an is used before a silent h and all vowels except u pronounced as in visual and o pronounced as in one.

- a historic occasion
- a hotel
- a human being
- a humble man
- a union
- an herdseller
- an hour
- an honor
- an onion
- an herb seller
- an hour
- a H-U-D directive
- a HUD directive
- an oyster

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

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

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

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

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

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

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

5.21. If the decisions or the rules of the BGN permit the use of either the local official form or the conventional English form, it is the prerogative of the originating office to select the form 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. GPO's preference is for the conventional English form. Copy will be followed as to accents, but these should be consistent throughout the entire job.

Nationalities, etc.

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

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

<table>
<thead>
<tr>
<th>State</th>
<th>Form</th>
<th>State</th>
<th>Form</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alabamian</td>
<td>Louisianian</td>
<td>Ohioan</td>
<td></td>
</tr>
<tr>
<td>Alaskan</td>
<td>Mainer</td>
<td>Oklahoman</td>
<td></td>
</tr>
<tr>
<td>Arizonan</td>
<td>Marylander</td>
<td>Oregonian</td>
<td></td>
</tr>
<tr>
<td>Arkansan</td>
<td>Massachusettian</td>
<td>Pennsylvanian</td>
<td></td>
</tr>
<tr>
<td>Californian</td>
<td>Michiganian</td>
<td>Rhode Islander</td>
<td></td>
</tr>
<tr>
<td>Coloradan</td>
<td>Minnesotan</td>
<td>South Carolinian</td>
<td></td>
</tr>
<tr>
<td>Connecticuter</td>
<td>Mississippian</td>
<td>South Dakotan</td>
<td></td>
</tr>
<tr>
<td>Delawarean</td>
<td>Missourian</td>
<td>Tennessean</td>
<td></td>
</tr>
<tr>
<td>Floridian</td>
<td>Montanan</td>
<td>Texan</td>
<td></td>
</tr>
<tr>
<td>Georgian</td>
<td>Nebraskan</td>
<td>Utahn</td>
<td></td>
</tr>
<tr>
<td>Hawaiian</td>
<td>Nevadan</td>
<td>Vermonter</td>
<td></td>
</tr>
<tr>
<td>Idahoan</td>
<td>New Hampshirite</td>
<td>Virginian</td>
<td></td>
</tr>
<tr>
<td>Illinoisan</td>
<td>New Jerseyan</td>
<td>Washingtonian</td>
<td></td>
</tr>
<tr>
<td>Indianian</td>
<td>New Mexican</td>
<td>West Virginian</td>
<td></td>
</tr>
<tr>
<td>Iowan</td>
<td>New Yorker</td>
<td>Wisconsinite</td>
<td></td>
</tr>
<tr>
<td>Kansan</td>
<td>North Carolinian</td>
<td>Wyomingite</td>
<td></td>
</tr>
<tr>
<td>Kentuckian</td>
<td>North Dakotan</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 Chapter 7 “Compounding Examples”)

6.1. A compound word is a union of two or more words, either with or without a hyphen. It conveys a unit idea that is not as clearly or quickly conveyed by the component words in unconnected succession. The hyphen is a mark of punctuation that not only unites but 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 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
- blood pressure
- book value
- census taker
- day laborer
- eye opener
- fellow citizen
- living costs
- palm oil
- patent right
- real estate
- rock candy
- training ship
- violin teacher
6.5. Words are usually combined to express a literal or nonliteral (figurative) unit idea that would not be as clearly expressed in unconnected succession.

afterglow  
bookkeeping  
cupboard

forget-me-not  
entleman  
ewsprint

right-of-way

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

coldbloodedness  
footnoting  
il-advisedly

utlawry  
aiseworthiness  
ailroader

Y-shaped

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

cooperation  
deemphasis  
preexisting

emi-independent  
rass-smith  
nverness-shire

shell-like  
hull-less  
but

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

airship  
bathroom  
business

upboard  
ressmaker  
fishmonger

footnote  
locksmith  
workman

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

blowout  
hangover  
holdup  
makeready  
makoff  
pickup

iltdown  
ooldown  
open  
owedown  
throwway  
radeoff

flareback  
giveaway  
cut-in  
phase-in  
run-in  
sit-in

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

book
eye
horse
house

ill
lay
chool
hop

snow
way
wood
work

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

berry
bird
blossom
board
boat
book
borne
bound
box
boy
brained
bug
bush
cam
craft
field
fish
flower
fly
girl
grower
headed
hearted
holder
hopper
house
keeper

keeping
land
light
like
line
load
maid
maker
making
man
master
mate
mill
mistress
monger
over
owner

room
shop
site
skin
smith
stone
store
tail
tight
ward
ware
water
way
wear
weed
wide

wise
woman
wood
work
worker
worm
worthy
writer
6.12. Print solid *any, every, no, and some* when combined with *body, thing, and where*. When *one* is the second element, print as two words if meaning a single or particular person or thing. To avoid mispronunciation, print *no one* as two words at all times.

<table>
<thead>
<tr>
<th>any body</th>
<th>e</th>
<th>v ery</th>
<th>w here</th>
<th>some body</th>
</tr>
</thead>
<tbody>
<tr>
<td>any thing</td>
<td>e</td>
<td>v ery</td>
<td>o dy</td>
<td>some thing</td>
</tr>
<tr>
<td>any where nob</td>
<td>o d y</td>
<td>some where</td>
<td></td>
<td></td>
</tr>
<tr>
<td>any one not</td>
<td>h ing</td>
<td>some one</td>
<td></td>
<td></td>
</tr>
<tr>
<td>every body n</td>
<td>o where</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>every thing n</td>
<td>o ne</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

6.13. Print compound personal pronouns as one word.

<table>
<thead>
<tr>
<th>h erself o</th>
<th>neself</th>
<th>y ourself</th>
</tr>
</thead>
<tbody>
<tr>
<td>h imself o</td>
<td>urselves</td>
<td>yourselv es</td>
</tr>
<tr>
<td>it self t</td>
<td>hemselves</td>
<td></td>
</tr>
<tr>
<td>my self t</td>
<td>hy self</td>
<td></td>
</tr>
</tbody>
</table>

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

| n ortheast nor | th-northeast |
| s outheast so | uth-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.

<table>
<thead>
<tr>
<th>ag reed-upon standards</th>
<th>F ederal-State-local cooperation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baltimore-Washington road</td>
<td>G erman-English descent</td>
</tr>
<tr>
<td>collective-bargaining talks</td>
<td>g uided-missile program</td>
</tr>
<tr>
<td>contested-election case</td>
<td>h earing-impaired class</td>
</tr>
<tr>
<td>contract-bar rule</td>
<td>h igh-speed line</td>
</tr>
<tr>
<td>cost-of-living increase</td>
<td>l arge-scale project</td>
</tr>
<tr>
<td>drought-stricken area</td>
<td>l aw-abiding citizen</td>
</tr>
<tr>
<td>English-speaking nation</td>
<td>l ong-term loan</td>
</tr>
<tr>
<td>fire-tested material</td>
<td>l ine-item veto</td>
</tr>
</tbody>
</table>
long-term-payment loan
low-cost housing
lump-sum payment
most-favored-nation clause
multiple-purpose uses
no-par-value stock
one-on-one situation
part-time personnel
rust-resistant covering
service-connected disability
state-of-the-art technology
supply-side economics
tool-and-die maker
up-or-down vote

U.S.-owned property; U.S.-flagship
1-inch diameter; 2-inch-diameter pip e
a 4-percent increase, the 10-percent ri se

6.16. Where meaning is clear and readability is not aided, it is not nece-
essary to use a hyphen to form a temporary or made compound. Restraint shoul-
d be ex er cised in for ming un necessary comb in a-
tions of words used in normal sequence.

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

national defense appropriation
natural gas company
per capita expenditure
Portland cement plant
production credit loan
public at large
public utility plant
real estate tax
small businessman
Social Security pension
soil conservation measures
special delivery mail
parcel post delivery
speech correction class

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

6.17. Print without a hyphen a compound predicate adjective or predi-
cate 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.

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

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

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.

<table>
<thead>
<tr>
<th>Modifier</th>
<th>Adjective</th>
</tr>
</thead>
<tbody>
<tr>
<td>eagerly awaited moment</td>
<td>but</td>
</tr>
<tr>
<td>wholly owned subsidiary</td>
<td>ever-normal granary</td>
</tr>
<tr>
<td>unusually well preserved specimen</td>
<td>ever-rising flood</td>
</tr>
<tr>
<td>very well defined usage</td>
<td>still-new car</td>
</tr>
<tr>
<td>longer than usual lunch period</td>
<td>still-lingering doubt</td>
</tr>
<tr>
<td>not too distant future</td>
<td>well-known lawyer</td>
</tr>
<tr>
<td>most often heard phrase</td>
<td>well-kept secret</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>Modifier</th>
<th>Adjective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Latin American countries</td>
<td>Seventh-day Adventists</td>
</tr>
<tr>
<td>North Carolina roads</td>
<td>but</td>
</tr>
<tr>
<td>a Mexican-American</td>
<td>Minneapolis-St. Paul region</td>
</tr>
<tr>
<td>South American trade</td>
<td>North American-South American</td>
</tr>
<tr>
<td>Spanish-American pride</td>
<td>sp</td>
</tr>
<tr>
<td>Winston-Salem festival</td>
<td>French-English descent</td>
</tr>
<tr>
<td>African-American program</td>
<td>Washington–Wilkes-Barre route</td>
</tr>
<tr>
<td>Anglo-Saxon period</td>
<td>or Washington/Wilkes-Barre</td>
</tr>
<tr>
<td>Franco-Prussian War</td>
<td>route</td>
</tr>
</tbody>
</table>
6.22. Do not confuse a modifier with the word it modifies.

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

6.23. Where two or more hyphenated compounds have a common basic element 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
intra-state and intracity, not intra-state and -city
American owned and managed companies
preoperative and postoperative examination

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

ante bellum days  ex officio member  per diem employee
bona fide transaction  per capita tax  prima facie evidence

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

abstract B pages  class II railroad  point 4 program
article 3 provisions  grade A milk  ward D beds
6.26. Do not use a hyphen in a unit modifier enclosed in quotation marks unless it is normally a hyphenated term, but quotation marks are not to be used in lieu of a hyphen.

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

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

bluish green bluish-green feathers
dark green iron-gray sink
orange red silver-gray body

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

big gray cat a fine old southern gentleman

Prefixes, suffixes, and combining forms

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

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

| portable       | geography       | procurement         |
| coverage       | manhood         | innermost           |
| operate        | selfish         | partnership         |
| plebiscite     | pumpkin         | lonesome            |
| twentyfold     | meatless        | homestead           |
| spoonful       | outlet           | northward           |
| kilogram       | wavelike        | 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
- girllike
- Scotland-like
- lilylike
- bell-like
- McArtor-like

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

- anti-hog-cholera serum
- 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
- 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

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

- but
- three-and-twenty
- two-sided question
- multimillion-dollar fund
- 10-dollar-per-car tax
- thirty- (30-) day period
- but
- one hundred twenty-one
- 100-odd
- foursome
- threescore
- foursquare
- $20 million airfield
- second grade children

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

- 1 month’s layoff
- 1 week’s pay
- 2 hours’ work

- 3 weeks’ vacation
- 1 minute’s delay
- but 1 minute’s 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 tw enty-three thirtieths
two-thirds tw enty-one thirty-seconds
two one-thousandth s 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, 1¾-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 secretar y-treasurer
assistant attorney general sergeant at arms
commander in chief treasurer-manager
comptroller general under secretary
Congressman at Large bu t under-secretaryship
major general vice president
notary public bu t vice-presidency
secretary general

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
- guinea pig raising
- hog cholera serum
- methyl bromide solution
- stem rust control
- equivalent uranium content
- whooping cough remedy
- but
- Russian-olive plantings
- Douglas-fir tree

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

- Freon-12
- polonium-210
- Sr$^{90}$
- U$_{235}^{235}$
- U$_{234}^{92}$

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

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

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

- candela-hour
- light-year
- work-year
- crop-year
- passenger-mile
- but
- kilowatthour
- horsepower-hour
- stuff-hour

Improvised compounds

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

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

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

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

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

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

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

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

- asses’-eyes
-ull’s-eye
crow’s-nest
- ass’s-foot
-t’s-paw

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

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

6.52. Print idiomatic phrases without hyphens.

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

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

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

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

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

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

7.6. A distinction exists between words used in a literal sense and a nonliteral sense. With few exceptions, one-word forms usually express a nonliteral interpretation, while two-word forms invariably convey a literal meaning. For example, a person may have an interesting sideline or hobby, but be forced to sit on the sideline 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, call-down, layout, make-up, and similar words should be printed solid. Their derivatives, (holder-up, caller-down, layer-out, and maker-up) require hyphens. Such compounds as run-in, run-on, and tie-in resist quick comprehension when solid. They are therefore hyphenated.

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

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

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

A
BC(s) (n.)
-B -C (u.m.)
-b omb
-d ay
-flat
-f rame
-p ole
-sha rp

a
bo rning, etc.
fo ot
wh ile (adv.)

abdomino (c.f.)
all one word

able
-b odied (u.m.)
-m inded (u.m.)
about-face

above
-ci ted (u.m.)
d eck
-f ound (u.m.)
-g iven (u.m.)
gr ound (u.m.)
-m entioned (u.m.)
-n amed (u.m.)
absentminded
ace-high (u.m.)

acid
fa st
-t eat (v.)
work s
ack-ack

acre
-f oot
-i nch

actino (c.f.)
all one word

addle
br ain
he ad
pa te
add-on (n., u.m.)

adoeno (c.f.)
all one word

aero (c.f.)
o titis
rest one word

afore
all one word

after (c.f.)
all one word

agar-agar
age
le ss
lon g
-o ld (u.m.)
-st ricken (u.m.)
-w eary (u.m.)
agribusiness

ague
-a ced (u.m.)
-pl agued (u.m.)
-s ore (u.m.)
aide-de-camp

air
ba g
ba se
bi ll
bl ast
-bl asted (u.m.)
blo wn
br ake
br ush
bu rst
ca rgo
-cl ear (u.m.)
co ach
- condition (all forms)
-coo led (u.m.)

-cke ned (u.m.)
-co rse
-co ols (v.)
-dr ived (u.m.)
-dr iven (u.m.)
-d ried (u.m.)
dr ome
dr op
-d ry (u.m., v.)
fa re
-f loated (u.m.)
flow
foi l
-f ormed (u.m.)
fr ame
fr eight
-gr ound (u.m.)

-ine (aviation)
lin er
lin k
l ocked
ma il
ma rk (v.)
ma rker
ma ss
min ded
pa rk
pa th
photo
pr ot (all meanings)
#line (line for air)

#time (radio and TV)

-a bs orbing (u.m.)
-a ged (u.m.)
-A merican
-al c (n., u.m.)
-ferred (u.m.)
-flotation

(1)
(#f ours
#i n

-all meanings

-aw

-almsgiver

along

-sh ip

sp ac e
speed
st ream
st rike
st rip

-w orthy

-alder-leaved (u.m.)
al

-cu p

-gl ass

-land

all

-almsgiver

-almsgiver

along

-sh ip
Compounding Examples

authorship

auto (c.f.)
- lo gon
ma tic#backup
-o bjective
-o bservation
-o mnibus
-o ptaloscope
 rest one word

awe
-b ound (u.m.)
-f iled (u.m.)
-i nspired (u.m.)
so me

ax
-ad z
-g rinding (u.m.)
ha mmer
he ad
-shap ed (u.m.)
axle tree

axo (c.f.)
 all one word

azo (c.f.)
-o range
-o rchil
-o rselline
 rest one word

B
B-flat
baby
# boomer
face (n.)
# f ood
si t (v.)
si tter
back
ach e
ba nd
bit e (v.)
bit er
bo ne
bre aker
ca p
cha in
cha rge
-c o untry (u.m.)
-cr oss
da te
dow n (n., u.m.)
dr op
face
fe ed
fill
fire
flap
flash
flow
-f ocus (v.)
fu rrow
gr ound
ha nd
ha ul
-in (n., u.m.)
la sh
li st (v.)
lo g
lot ter
pac ker (n.)
padd le (v.)
pa y
pa yment
ped al (v.)
pl ate
re st
ro ad
run
sa w
sc atter
set
sh ift
sl ide
sp ac e
sp in
sp read

st aff
st age
st airs
st amp
st ay
st itch
st op
st rap
-st reeter
st retch (n.)
st ring
st rip (book)
st roke
-s wath (v.)
sw ept
sw ing
ta ck
ta lk
ten der
ten ter
-t itrate (v.)
tr ack (v.)
tr ail
up (n., u.m.)
wa ll
wa sh
wa ter

backer
-d own
-o ff
-u p

bag
bo y
-cha rged (u.m.)
gir l
pip e
-shap ed (u.m.)

baggage
ma n
# ra ck
# r oom
# tr ain
bailout (n., u.m.)
bake oven pan shop bald faced head (n.) paste ball field #game-like park (nonliteral) #park (literal) player point (n., u.m.) stock ballot#box

band aid box cutter saw stand string -tailed (u.m.) wagon width bandy ball-legged (u.m.) bangup (n., u.m.) bank book note #paper side (stream) bantamweight bar #bit code keeper maid

bath mat robe #owl tu b battrwing (cloth) battercake battle ax -f allen (u.m.) fr ont gr ound -s ound -s carred (u.m.) sh ip stead wa gon baud#rate baybolt beach co mber he ad wa gon bead flush rol l beak he ad ir on -shap ed (u.m.) beam filling -m aking (u.m.) bean ba g cod -f ed (u.m.) po le po t set ter -shap ed (u.m.) st alk bear ba iting herd hi de hou nd off (n., u.m.) tr ap beater -o ut -u p beauty -bl ind (u.m.) -cla d (u.m.) #s hop beaverpelt bed boa rd cha ir cha mber clothes co rd co ver -f allen (u.m.) fa st fe llow fr ame la mp lin en pad pa n pl ate post qu ilt ra il #r est ri dden ro ck sh eet si ck si de sp ace spr ing stand sp ring st and

batch#file
Compounding Examples

stead
st raw
time
bee
bre ad
-ea ter
herd
hi ve
ke eper
lin e
wa y
beechnut
beef
ea ter
#e xtract
-f aced (u.m.)
he ad
stea k
to ngue
bees
wa x
wi ng
beet
field
#s ugar
beetle
-b rowed (u.m.)
he ad
st ock
before
-ci ted (u.m.)
ha nd
-m entioned (u.m.)
-n amed (u.m.)
behindhand
bell
-b ottomed (u.m.)
cra nk
-cr owned (u.m.)
ha nger
hop
mout hed
rin ger
we ther
belly
ach e
ba nd
bu ster
but ton
fe d (u.m.)
pi nch
belowstairs
belt
-d riven (u.m.)
sa w
bench
fe llow
-h ardened (u.m.)
made (u.m.)
ma rk (nonliteral)
#m ark (surveying)
wa rmer
bentwing (n., u.m.)
benzo (c.f.)
all one word
berry-brown (u.m.)
best
#m an
se ller (n.)
beta
-g lucose
tr on
between
d ecks
wh iles
bi (pref.)
-i lia
rest one word
big
-ea red (u.m.)
-ey ed (u.m.)
he ad (ego)
hor n (sheep)
-hor ned (u.m.)
-le aguer
mout hed
name (top rank)
 (n., u.m.)
bill
bac k
beet le
br oker
fold
he ad
ho ok
post er
st icker
billet
-d oux
he ad
billingsgate
bio (c.f.)
-aer ation
-o smosis
rest one word
birchbark
bird
ba th
ba nner
cag e
cal lar
#nest (literal) (n.)
#nest (n., u.m., v.)
biscuit-shaped
#d ate
da y
ma rk
pl ace
ri ght
#y ear
bitter
-e nder
he ad
sw eet
-t ongued (u.m.)
black
ba ll (nonliteral)
-b ordered (u.m.)
-ey ed (u.m.)
gu ard
jac k
le g
li st
ma il
#m arket (n.)
-market (u.m., v.)
-marketer
-out (n., u.m.)
pl ate (printing)
pr int
-o smosis
rest one word
sh irted
sna ke
st rap (n.)
-t ie (u.m.)
top
#wi dow
Compounding Examples

bolt
cu tter
he ad
hole
- -shap ed (u.m.)
st rake

bomb
dr op
fa ll
sh ell
sig ht
th rower
- t hrowing (u.m.)

bone
ach e
# a sh
bl ack
bre aker
- b red (u.m.)
- d ry (u.m.)
- ea ter
- h ard (u.m.)
he ad
lace
me al
set
sha ker
- w nite (u.m.)
boo y trap
boogie-woogie

book
bi nger
cas e
de aler
# e nd
fa ir
- f ed (u.m.)
fold
- le arned (u.m.)
- l ined (u.m.)
li st
lo re
love r

ma rk
mob ile
pl ate
ra ck
re st
sa le
se ller
sh elf
st ack
st all
st amp
st and
st itch
- st itch ing (u.m.)
- t aught (u.m.)
wr ight

boom
to wn
h ead (printing)
tr u ck

boondoggling

boot
bl ack
ho se
jac k
lace
la st
le g
li ck
st rap

bore
hole
sa fe
sig ht

bosom
- d eep (u.m.)
- f olded (u.m.)
- m aking (u.m.)

bottle
- f ed (u.m.)
n eck
- n osed (u.m.)
bottom#land
boughpot

bow
bac k
be nt
gr ace
he ad
kn ot
le gged
- necked (u.m.)
ap n
sh ot
sp rit
s tave
st ring
wo w

box
car
ha ul
h ead (printing)
tr u ck

boxer
- o ff
- u p

brachio (c.f.)
all one word

brachy (c.f.)
all one word

brain
cap
ch ild
- cra cked (u.m.)
pa n
si ck
- sp un (u.m.)
st orm
- t ir ed (u.m.)
wa sh

brake
drum
he ad
me ter
sh oe

brand new (u.m.)

brandy
- b urnt (u.m.)
wi ne

brass
- a rmed (u.m.)
- b old (u.m.)
- sm ith
work s

brave
he arted
- lo ok ing (u.m.)
- m ined (u.m.)

brazen
- b rowed (u.m.)
face

bread
ba sket
cr umb
ea rner
fr uit
#k nife
lin er
pl ate
se ller
st uff
- tr ay
wi nner

break
away (n., u.m.)
ax
back (n., u.m.)
bo ne (fever)
#c ircuit
down (n., u.m.)
- ev en (u.m.)
fa st
fa st#room
fr ont
- in (n., u.m.)
n eck
off (n., u.m.)
out (n., u.m.)
po int
bit e
-ey ed (u.m.)

build

down (n., u.m.)
up (n., u.m.)
built

-i n (u.m.)
-u p (u.m.)
bulb-tee (u.m.)

bulbo (c.f.)

all one word

bulk

he ad

-pi le (v.)

we igh (v.)
bull

ba iting
dog
doze
-f aced (u.m.)

fight

fr og

he ad

-m outhed (u.m.)
n ick

no se

pe n

rin g

# terrier
to ad

-v iced (u.m.)

whack

wh ip

bullet

he ad

ma ker

pr oof

bull's

-ey e (nonliteral)

-f oot

bumble

bee

fo ot

ki te

bung

hole

st art

burn

-in (n., u.m.)

-out (n., u.m.)

-up (n., u.m.)
burned-over (u.m.)
burner-off

burnt

-o ut (u.m.)

-u p (u.m.)

bus

bo y

#c onductor
dri ver

fa re

gir l

lin e

lo ad

bush

bea ter

buc k

-f ighter

-g rown (u.m.)

ha mmer

-le aguer

ra nger

whacke r

wi fe

bustup (n., u.m.)
butter

ba ll

-co lored (u.m.)

fa t

-fingers

he ad

mi lk

mout h

nu t

pr int

-r igged (u.m.)

sco tch

-sm ooth (u.m.)

wi fe

-y ellow (u.m.)

button

-ea red (u.m.)

-he aded (u.m.)

hold

hole

ho ok

mold

buzzerphone

by

-a nd-by

-t he-way (n., u.m.)

-your-leave (n., u.m.)

rest one word

C

C

-sha rp

-st ar

-t ube

cab

dri ver

fa re

#
o wner

st and

cabbagehead

cabinet

ma ker

ma king

cable-laid (u.m.)
caco (c.f.)

all one word

cage#bird
cake

ba ker

bre ad

-ea ter

mi xer

-m ixe xing (u.m.)

pa n

wa lk

calci (c.f.)

all one word

calk-weld (v.)
call

back (n., u.m.)

bo x

down (n., u.m.)

-in (n., u.m.)

not e

-o ff (n., u.m.)

out (n., u.m.)

-over (n., u.m.)

up (n., u.m.)
camshaft

camel

b a c k (rubber)

-bac ked (u.m.)
dri ver

-f aced (u.m.)
camel's-hair (u.m.)
camp

-fi re

gr ound

st ool

can

ca pper

not

#op ener
Compounding Examples

ya k
cauliflower
-ca red (u.m.)
#w are
causeway
cave
dw ell-
der (u.m.)
-in (n., u.m.)
cease-fire (n., u.m.)
cedar-colored (u.m.)
celi (c.f.)
-all one word
celio (c.f.)
-all one word
cell
cement
-co vered (u.m.)
-ma son-
t emper (v.)
census
#t aker
-t aking
center
#field (sports)
head (printing)
lin e
mo st
-pi ece
-st irp
-cephalo (c.f.)
-all one word
cerebro (c.f.)
-o cular
-rest one word
certificate holder
cervico (c.f.)
-o ccipital
-o rbicular
-rest one word
cess
-pip e
-pit
poo l
chaffcutter
chain
#b elt
-d riven (u.m.)
#g ang
-st itch
fa st
-mend er
pe rson
-shap ed (u.m.)
wa rmer
chalk
-cu tter
-lin e
-w hite (u.m.)
chamber
-ma id
-wom an
-changeover
-chapelgoing
char
-br oiler
-coa l
-pit
-wom an
charge
#-book
-off (n., u.m.)
-out (n., u.m.)
chartbook
chattermark
cheapskate
check
-bit e
-for ger
-ho ok
-in (n., u.m.)
-li st
-ma rk
-nu t
-off (n., u.m.)
-out (n., u.m.)
-pa sser (n.)
-po int
-ra ck
-re in
-rol l
-rop e
-row
-st eet
-st rap
-st ring
-up (n., u.m.)
-wa sher
-writer
-checker
-in
-
-off
-out
-up
-cheek
-bone
-st rap
-cheerleader
-cheese
-bur ger
-ca ke
-clot h
-curd
-cherry
-co lored (u.m.)
-s tone (nonliteral)
-s tone (literal)
chestnut
-co lored (u.m.)
-r ed (u.m.)
chicken
-bi ll
-billed (u.m.)
-b reast
-bre asted
-o o p
-f arm
-fe ed
-he art
-pox
-y ard
-chief
-j ustice
-j usticeship
-m ate
-child
-bea ring
-b ed
-bi rth
-ca re
-cr owing
-ho od
-ki nd
-lif e
-m inded (u.m.)
-ridden
-wif e
-cutter
-he ad
-li p
-pa rer
-pl ate
-chemico (c.f.)
-all one word
-chemo (c.f.)
-all one word
-cherry
-co lored (u.m.)
-s tone (nonliteral)
-s tone (literal)
-chestnut
-co lored (u.m.)
-red (u.m.)
-chicken
-bi ll
-billed (u.m.)
-bre asted
-o o p
-f arm
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-red (u.m.)
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-ho od
-ki nd
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-chemo (c.f.)
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-s tone (literal)
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-co lored (u.m.)
-red (u.m.)
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-billed (u.m.)
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-fe ed
-he art
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-child
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-b ed
-bi rth
-ca re
-cr owing
-ho od
-ki nd
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-s tone (literal)
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-red (u.m.)
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-o o p
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-fe ed
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-j usticeship
-m ate
-child
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-b ed
-bi rth
-ca re
-cr owing
-ho od
-ki nd
-lif e
-m inded (u.m.)
-ridden
-wif e
-cutter
-he ad
-li p
-pa rer
-pl ate
-chemico (c.f.)
-all one word
-chemo (c.f.)
-all one word
-cherry
-co lored (u.m.)
-s tone (nonliteral)
-s tone (literal)
-chestnut
-co lored (u.m.)
-red (u.m.)
-chicken
-bi ll
-billed (u.m.)
-bre asted
-o o p
-f arm
-fe ed
-he art
-pox
-y ard
-chief
-j ustice
-j usticeship
-m ate
-child
-bea ring
-b ed
-bi rth
-ca re
-cr ow
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<tr>
<th>Word</th>
<th>Meaning</th>
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<td>chin</td>
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<td>-b eared</td>
<td>(u.m.)</td>
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<td>-ch in</td>
<td>c loth</td>
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<td>co ugh</td>
<td>-h igh</td>
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<td>st rap</td>
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<td>-bl ue</td>
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<td>#s hop</td>
<td>wa re</td>
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<td>Chinatown</td>
<td>chipmunk</td>
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<td>chiro</td>
<td>(c.f.)</td>
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<td>-all one word</td>
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<td>chisel</td>
<td>-cu t</td>
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<td>-edg ed</td>
<td>(u.m.)</td>
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<td>#m aker</td>
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<td>chitter-chatter</td>
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<td>chloro</td>
<td>(c.f.)</td>
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<tr>
<td>-all one word</td>
<td></td>
</tr>
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<td>chole</td>
<td>(c.f.)</td>
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<tr>
<td>-all one word</td>
<td></td>
</tr>
<tr>
<td>chondro</td>
<td>(c.f.)</td>
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<tr>
<td>-o ssous</td>
<td>rest one word</td>
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<tr>
<td>chop</td>
<td>-ch op</td>
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<tr>
<td>st ick</td>
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</tr>
<tr>
<td>Christ</td>
<td>-g iven</td>
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<tr>
<td>-i nspired</td>
<td>(u.m.)</td>
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<tr>
<td>-li ke</td>
<td></td>
</tr>
<tr>
<td>chromo</td>
<td>(c.f.)</td>
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<td>-all one word</td>
<td></td>
</tr>
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<td>chronology</td>
<td>(c.f.)</td>
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<tr>
<td>-all one word</td>
<td></td>
</tr>
<tr>
<td>church</td>
<td>#c hoir</td>
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<td>go er</td>
<td></td>
</tr>
<tr>
<td>-li ke</td>
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<tr>
<td>work</td>
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<tr>
<td>ya rd</td>
<td></td>
</tr>
<tr>
<td>churn</td>
<td>-b utted</td>
</tr>
<tr>
<td>mi lk</td>
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<td>cigar</td>
<td>cas e</td>
</tr>
<tr>
<td>cu tter</td>
<td></td>
</tr>
<tr>
<td>-shap ed</td>
<td>(u.m.)</td>
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<tr>
<td>cigarette</td>
<td>#ho lder</td>
</tr>
<tr>
<td>#m aker</td>
<td></td>
</tr>
<tr>
<td>-m aking</td>
<td>(u.m.)</td>
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<tr>
<td>cine</td>
<td>(c.f.)</td>
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<td>-all one word</td>
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</tr>
<tr>
<td>circuitbreaker</td>
<td>pit</td>
</tr>
<tr>
<td>work s</td>
<td></td>
</tr>
<tr>
<td>clean</td>
<td>-cu t</td>
</tr>
<tr>
<td>ha nded</td>
<td></td>
</tr>
<tr>
<td>-out</td>
<td>(n., u.m.)</td>
</tr>
<tr>
<td>-shaved</td>
<td>(u.m.)</td>
</tr>
<tr>
<td>-sm ell</td>
<td>(u.m.)</td>
</tr>
<tr>
<td>up</td>
<td>(n., u.m.)</td>
</tr>
<tr>
<td>clear</td>
<td>co le</td>
</tr>
<tr>
<td>-cut</td>
<td>(u.m.)</td>
</tr>
<tr>
<td>-cut</td>
<td>(u.m.)</td>
</tr>
<tr>
<td>cut</td>
<td>(forestry)</td>
</tr>
<tr>
<td>-ey ed</td>
<td>(u.m.)</td>
</tr>
<tr>
<td>he aded</td>
<td></td>
</tr>
<tr>
<td>-sig heted</td>
<td>(u.m.)</td>
</tr>
<tr>
<td>up</td>
<td>(n., u.m.)</td>
</tr>
<tr>
<td>wi ng</td>
<td></td>
</tr>
<tr>
<td>clearinghouse</td>
<td>cleft</td>
</tr>
<tr>
<td>-fo owed</td>
<td>(u.m.)</td>
</tr>
<tr>
<td>-g raft</td>
<td>(v.)</td>
</tr>
<tr>
<td>client/server</td>
<td></td>
</tr>
<tr>
<td>cliff</td>
<td>dw eller</td>
</tr>
<tr>
<td>-d welling</td>
<td>(u.m.)</td>
</tr>
<tr>
<td>ha nger</td>
<td></td>
</tr>
<tr>
<td>si de</td>
<td></td>
</tr>
<tr>
<td>top</td>
<td></td>
</tr>
<tr>
<td>-w orn</td>
<td>(u.m.)</td>
</tr>
<tr>
<td>clinch-built</td>
<td>(u.m.)</td>
</tr>
<tr>
<td>clink-clank</td>
<td></td>
</tr>
<tr>
<td>clinker-built</td>
<td>(u.m.)</td>
</tr>
<tr>
<td>cleft</td>
<td>clip</td>
</tr>
<tr>
<td>-clap</td>
<td>(u.m.)</td>
</tr>
<tr>
<td>sh eet</td>
<td></td>
</tr>
<tr>
<td>clipper-built</td>
<td>(u.m.)</td>
</tr>
<tr>
<td>cloak</td>
<td>-a nd-dagger</td>
</tr>
<tr>
<td>ro om</td>
<td></td>
</tr>
</tbody>
</table>
Compounding Examples

Clock
- Case
- Indent (u.m.)
- Speed
- Watcher

Cloud
- He ad
- Hoppi ng
- Teacher

Closed
- Bre d
- Connected (u.m.)
- Do wn (n.)
- Fertilize (v.)

Clothed
- Hand
- Knit
- Min ded
- Mounded
- Out (n., u.m.)
- Up (n., u.m.)

Closed
- Circuit (u.m.)
- Hop (u.m.)

Clothes
- Bag
- Basket
- Brush
- Closet
- Horse
- Pin
- Line
- Press
- Rack

Cloud
- Base
- Burst
- Cap
- Hidden (u.m.)

Clover
- Bloom
- Seed
- Sick
- Club
- Car
- Foot
- Hand
- Ha ul

Coach
- A nd-Four
- Builder
- Whip

Coal
- Bag
- Bed
- Bl ack (u.m.)
- A ler
- G ger
- Ac ed (u.m.)
- Hole
- Aden (u.m.)
- Adler
- Ine

Coffee
- Break
- Ke
- Ed
- Ip
- Tr uck
- Road
- Om

Coffin-Headed
- Dam
- Cogwheel

Cold
- Blo oded
- Ch isel (v.)
- Ts
- Raw (v.)
- Finch
- Flow (v.)
- F orge (v.)
- Am e
- H ammered (u.m.)

Coastside
- Ad
- Shore

Code
- All One Word

Collar
- Bag
- Band
- Bone

Chapter 7
Compounding Examples

li ck
pa th
pe n
*p ony
po x
pu ncher
sh ed
suc ker

**crab**
ca ke
c a tcher
ea ter
faced
hole
me at
st ick

**crack**
down (n., u.m.)
hou se (slang)
ja w
po t
-t he-whip (n., u.m.)
-up (n., u.m.)

**cradle**
si de
#s natcher
so ng

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

**crank**
cas e
-d riven (u.m.)
p i
pit
sha ft

**crapeshanger**
crashdive (v.)
crawlup (n., u.m.)

**crazy**
bo ne
c a t

**cream**
ca ke

**-co lored (u.m.)**
creditworthiness

**creek**
bed
si de

**creep**
hole
mou se
crepe#de#chine

crestfallen

**crew**
cu t
memb er
cribstrap

**crime**
-f i ghter
so lver
w ave

**crisscross**
crook
*all one word*

**crooked**
-f oot (n.)
-le gged (u.m.)
-n osed (u.m.)

**crop**
-b ound (u.m.)
-h aired (u.m.)
he ad
ma rk
-y ear

**cross**
-app eal
ar m
ba nd
ba r
bea m
bea rer
bed ded
be lt
be nch
-b idding
bi ll (bird)

**-b ill (legal)**
bi nd
bo lt
bo nd
bo nes
bre d
bre ed
-b ridge (v.)
-b rush (v.)
-c arve (v.)
-ch eck
-cla im
-co mpound (v.)
-co nnect (v.)
- country (u.m.)
-cu ltivate (v.)
-cu rrent
-cu rrent (math.) (n.)

**-d ate (v.)**
-d rain (v.)
-d ye (v.)
-d yeing (n.)
-exa mine (v.)
-e y (n., u.m.)
-ey ed (u.m.)
fa ll
fe ed

**-fer tile (u.m.)**
-fertilize (v.)
-fiber (u.m.)
file
fire
flow
fo ot

**-g rained (u.m.)**
ha ir
ha nd
ha tch
ha ul
he ad

**-i ndex (u.m.)**
-i nterrogate (v.)
-i nterrogatory
-i nvite (v.)
le gged
le gs
-le vel (v.)
-l icense (v.)

**lo ck**
lot s
ma rk
memb er
pa tch
pa th

**plo w (v.)**
-p ollinate (v.)
-p u rpose (n.)
-q uestion
ra il

**-r eaction**
-r ef er (v.)
- reference
ro ad
ro w

**-s ervice**
-sha ft
-s l ide

**-st aff**
-st er ile
-st itch

**-sto ne**
-st rati fication
-su e (v.)
-su rge (v.)

**-t a lk**
-t i e
-t ow n

**-v ote**
-t r ack
-t r ail
-t r ee

**-under (n., u.m.)**
-t r ee

**-v e**
to wn

**-x fer (v.)**
tr ack
tr ail
tr ee

**-y ear (n., u.m.)**

**-z z**
der (n., u.m.)
Compounding Examples

tr ap
wa  tch
-w  eary (u.m.)
decisionmaking
dockhand
dee p
-a  f ected (u.m.)
-cu    t (u.m.)
-f   elt (u.m.)
-freeze (u.m., v.)
-f    ying (u.m.)
go    ng
-g  rown (u.m.)
-l   id (u.m.)
mo  st
mout    ed
-r oo ted (u.m.)
#s  ea
-s  eated (u.m.)
-s  et (u.m.)
-su  nk (u.m.)
-v  oiced (u.m.)
wa  ter (u.m.)
deer
driv  e (n.)
-e y ed (u.m.)
fo   od
herd
hor  n
hou  nd
me  at
st  alker
st    and
ti    ck
dehydr(o) (c.f.)
    all one word
demi (pref.)
-C  hristian, etc.
-i  ncognito
    rest one word
dermato (c.f.)
    all one word
desk
    #r  oom
d  top (n., u.m.)
dessert
#f   ork
#k  nife
spoo    n
deutero (c.f.)
    all one word
devil
-d   evil
dog (a marine)
-i    nspired (u.m.)
-r   idden (u.m.)
dew
bea    m
ca   p
-cla    d (u.m.)
cla  w
da  mp
-d    renched (u.m.)
dr  op
fa    ll
-f  ed (u.m.)
-l    aden (u.m.)
l  a
po   int
dextro (c.f.)
    all one word
di (pref.)
    all one word
dia (pref.)
    all one word
dialog#box
dial-up
diamond
bac    k
-bac  ked (u.m.)
-shap    ed (u.m.)
diaz o (c.f.)
-o    xide
    rest one word
dice
    cu    p
pl  ay
die
-a    way (u.m.)
bac  k
cas  e
-cast (u.m., v.)
cas   ter
-cut (u.m., v.)
cu    tter
hard (n., u.m.)
he   ad
#    proof (philately)
    (n.)
set  ter
si   nker
-s    quare (u.m.)
st  ock
diesel
-d    riven (u.m.)
-e    letric (u.m.)
dillydally
dim
-l    ighted (u.m.)
li    t
-out (n., u.m.)
diner-out
ding
ba    t
-do    ng
dining#room
dinitro (c.f.)
    #s    pray
    rest one word
dip
-d    ye (v.)
-g  raining (u.m.)
he  ad
st  ick
dipper-in
direct
-co    nnected (u.m.)
-i    ndirect
direction-finding
    (u.m.)
dirt
-ch  eap (u.m.)
fa    st
-i    ncrusted (u.m.)
pl    ate
dirty
-f    aced (u.m.)
-m    inded (u.m.)
#w  ork
dis (pref.)
    all one word
dish
c  loth
#c    over
pa    n
ra  ck
#t  owel
wa    sher
disk
#d    rive
jo  ckey
pac  k
plo    w
-shap    ed (u.m.)
ditch
    bank
di    gger
ri    der
si   de
dive
-b  omb (v.)
#b  omer
do
    -all (n., u.m.)
-g    ooder
-little (n., u.m.)
-n    othing (n.,
    u.m.)
dock
ha    nd
he  ad
si   de
work  er
dog
- b it e
- b itten (u.m.)
bre eder
car
tcher
#d ays
-d rawn (u.m.)
-ea red (u.m.)
face (soldier)
-f aced (u.m.)
fall
fight
fo od
-hed (u.m.)
hole
le g
#o wner
ra ce
s hore
sl ed
-t ired (u.m.)
to oth
tr oothed (u.m.)
tri ck
tr ot
wa tch
-w eary (u.m.)
doll
face
-f aced (u.m.)
dollyhead
donkey
bac k
-d rawn (u.m.)
-ea red (u.m.)
doomsday
door
bed
be ll
cas e
che ck
doll
face
-f aced (u.m.)
dollyhead
donkey
bac k
-d rawn (u.m.)
-ea red (u.m.)
doomsday
door
bed
be ll
cas e
che ck
Compounding Examples

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<th>bac k</th>
<th>world</th>
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<td>ba r</td>
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<td>bea m</td>
<td>dressup (n., u.m.)</td>
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<tr>
<td>tr odden</td>
<td>be nch</td>
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<td>po int</td>
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<td>#b reast</td>
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-f ooted (u.m.)
pi  n
po  nd
wa  lk
due
- in (n., u.m.)
   out (n., u.m.)
du  ffelbag
dug
out (n.)
- u  p (u.m.)
dull
- edg ed (u.m.)
he  ad
- lo  king (u.m.)
- w  itted (u.m.)
dum dum
dumb
be  ll
he  ad
wa  iter
dump
car
ca  rt
si  te
dunderhead
duo (c.f.)
   all one word
dust
ba  g
bi  n
br  ush
co  loth
- co  vered (u.m.)
fa  ll
- g  ray (u.m.)
- l  aden (u.m.)
pa  n
st  orm
duty
bo  und
- f  ree (u.m.)
dwelling#house
dye
mi  xer
st  uff
work s
dys (pref.)
   all one word
E
E- minor
e  file
Go  vernment
Li  brary
ma  il
eagle
#e  ye
- ey  ed (u.m.)
ear
ach e
cr  p
dr  op
drum
flap
gu  ard
hole
la  p
lob  e
ma  rk
#m  uff
phone
- pi  ercing (u.m.)
pl  ug
rin  g
scr  ew
sh  ot
so  re
sp  litting
ta  b
wa  x
wi  g
wi  nness
earth
ba  nk
bo  rn
dye
fa  ll
fa  st
-f  ed (u.m.)
fill
gru  bber
#hou  se
ki  n
li  t
move r
nu  t
qu  ake
- sha  king (u.m.)
sl  ide
- st  ained (u.m.)
wa  ll
east
bo  und
- ce  ntral (u.m.)
goi  ng
- n  ortheast
#s  ide
- si  der
- s  outheast
Eastertime
easy
goi  ng
ma  rk (n.)
- r  ising (u.m.)
- sp  oken (u.m.)
eavesdrop
ebbtide
edge
#p  lane
sh  ot
wa  ys
wi  se
eel
cr  ke
cr  cher
fa  re
po  t
po  ut
sk  in
spe  ar
egg
bea  ter (all
   meanings)
cu  p
ea  ter
frui  t
he  ad (nonliteral)
hot (n.)
no  g
pl  ant
- sha  ped (u.m.)
sh  ell
- w  heeler
elbowchair
e  elder
#b  rother
- le  aved (u.m.)
electro (c.f.)
- o  ptics
- o  smosis
- u  ltrafiltration
   rest one word
embryo (c.f.)
   all one word
empty
ha  nded
- lo  oking (u.m.)
en
#b  anc
#g  ros
#r  oute
encephalo (c.f.)
   all one word
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<th>Compounding Examples</th>
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<tr>
<td>br ain</td>
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<td>la p</td>
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<td>long</td>
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<td>-m atch (v.)</td>
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<td>-sh rink (v.)</td>
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<tr>
<td>-o n</td>
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<tr>
<td>-u p</td>
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<td><strong>endo</strong> (c.f.)</td>
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<td><em>all one word</em></td>
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<td>-si zed (u.m.)</td>
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<td><strong>entry</strong></td>
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-s p oken (u.m.)
-t o ngued (u.m.)
-up (n., u.m.)
fountainhead
four
-ba gger
-ey ed (u.m.)
- flusher
fold
-f ooted (u.m.)
-i n-hand (n., u.m.)
-m asted (u.m.)
-m aster
pe nny (nail)
-pl y (u.m.)
-sco re
so me
sq uare
-w heeler
fox
-f aced (u.m.)
hole
hou nd
#h unting
sk inned
ta iled
tr ot
fracto (c.f.)
   all one word
frameup (n., u.m.)
free
boo ter
bo rn
dr op
-for-all (n., u.m.)
-g rown (u.m.)
ha nd (drawing)

ha nded
hold
la nce
-lo ader
-m inded
ma sonry
#p ost
-sp oken (u.m.)
st anding (u.m.)
th inker
tr ader
wheel (u.m., v.)
wh eeler (n.)
-w heeler
freedom#fighter
freeze
down (n., u.m.)
out (n., u.m.)
-up (n., u.m.)
freight
#hou se
-m ile
#r oom
#tr ain
fresh
-lo oking (u.m.)
-p ainted (u.m.)
wa ter
frog
be lly
ea ter
-ey ed (u.m.)
face
mout h
no se
po nd
tounge
   (medicine)
front
-e nd (u.m.)
-run ner

st all
-w heel (u.m.)
fronto (c.f.)
-o ccipital
-o rbital
   rest one word
frost
bit e
bo w
-f ree (u.m.)
-h ardy (u.m.)
-he aving (u.m.)
-k illed (u.m.)
la mp
lin e
fruit
cake
#fl y
gr owing
#s hop
st alk
frying#pan
fuel
#l ine
#oi t
full
back
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-b lood
-b ound (u.m.)
-d uplex
face
-f ashioned (u.m.)
-fl owering (u.m.)
-g rown (u.m.)
-h anded (u.m.)
-he aded (u.m.)
-l ined (u.m.)

fundraising
funlover
funnel
for m
-shap ed (u.m.)
fur
-cla d (u.m.)
coat t
-l ined (u.m.)
sk in
-t rimmed (u.m.)
fuse
bo x
#g auge
pl ug
G
G
-m ajor
-m an
-m inor
-sha rp
 gabfest
gad
   about (n., u.m.)
-fly
gaff-topsail
gag
-ch eck (v.)
#ord er
ro ot
#r ule
gaugepin
gain
sa y
-sha ring (u.m.)
galact(o) (c.f.)
   all one word
gallbladder
galley#proof
   (printing)
galvano (c.f.)
   all one word
game
- co lored (u.m.)
#d og
-lo oking (u.m.)
gang
boss
pl ank
sa w
gapeseed
garnet-brown
(u.m.)
gas
ba g
bo mb
-d riven (u.m.)
field
-fired (u.m.)
fire
-fitter
-he ated (u.m.)
-l aden (u.m.)
la mp
li ghted
lin e (auto)
# line (queue)
lo ck
#m ain
#m ask
me ter
work s
gastro
-o mental
-writer (v.)
ghost
-haunted (u.m.)
wr ite (v.)
giddy
br ain
he ad
-p aced (u.m.)
gilt-edge (u.m.)
gin-run (u.m.)
ginger
#a le
bre ad
-co lored (u.m.)
-set
sh ift
wh eel
gelatin
-co ated (u.m.)
-m aking (u.m.)
gelatino (c.f.)
br omide
-om e (auto)
gem
-om er
-ch loride
-cutter
-ster (u.m.)
#s tone
genito (c.f.)
-all one word
gentle
fol k
-lo oking (u.m.)
ma n
-m annered (u.m.)
mout hed
-sp oken (u.m.)
wom an
geo (c.f.)
-all one word
germ-free (u.m.)
gerrymander
glade
-er (u.m.)
sw eet
-off (n., u.m.)
-get (u.m.)
#s etter
glade
-er (u.m.)
sw eet
-off (n., u.m.)
-get (u.m.)
gladero (c.f.)
-all one word
glass
blo wer
#c eiling
-cutter
-eye d (u.m.)
hou se
work s
glauco (c.f.)
-all one word
glider
-gopath
globetrotter
glosso (c.f.)
-all one word
glow
la mp
-me ter
gluco (c.f.)
-all one word
glue
po t
st ock
glycer o (c.f.)
-all one word
glyco (c.f.)
-all one word
go
-ahead (n., u.m.)
-around (n., u.m.)
-a s-you-please (u.m.)
-back (n., u.m.)
-b etween (n.)
by (n.)
ca rt
-d evil (n.)
g at
-getting (n., u.m.)
-o ff (n., u.m.)
goal
post
#s etter
goat
-b earded (u.m.)
-d runk (u.m.)
-e y ed (u.m.)
herd
goat’s
-h air
-hor n
God
-co nsious (u.m.)
-f earing (u.m.)
-f orsaken (u.m.)
-g iven (u.m.)
he ad
-m an
-o rdained (u.m.)
-s ent (u.m.)
-speed
-t aught (u.m.)
god
ch ild
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grip
sa ck
wh eel
gross
-m inded (u.m.)
#w eight
ground
bre aking
ho g
ma ss
nu t
pa th
plot
-sl uicer
speed
#w ater
w ave
work
group-connect (v.)
grownup (n., u.m.)
grubstake
guard
hou se
pl ate
ra il
guest
cha mber
hau se
ro om
guided-missile
(u.m.)
guidepost
guider-in
gum
bo il
ch ewer
dig ger
dr op
-g um
lac

#s aline (n.)
-sh oe
#b arrel
bea rer
bl ast
bu ilder
co tton
cr ew
d eck
fight
fire
flint
lo ck
pa per
pit
pl ay
po int
po wder
ra ck
-r ivet (v.)
run ner
sh op
sh ot
-sh y (u.m.)
sig ht
st ock
wa le
gut
le ss
st ring
gutter
blo od
-b red (u.m.)
sn ipe
spo ut
gymno (c.f.)
all one word
gyneco (c.f.)
all one word
gyro
#hor izon
#m echanism

#p elorus
pl ane, compass,
-etc.
H
H
-ba r
-b eam
-b omb
-hou r
hack
ba row
ha mmer
lo g
sa w
hailstorm
hair
ba nd
bre adth
br ush
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-c loth
-cu t (n.)
do
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-f ered (u.m.)
lo ck
pi n
-sh y (v.)
sp ac e (printing)
sp litting
sp ring
st reak
s troke (printing)
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half
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-u.m.)
-a fraid
-a live
-a ngry
b ack (football)
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-ba ked (u.m.)
-b ound (u.m.)
-cas te
-cl ear
cock (v.)
cocked
(nonliteral)
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#d ay
d eck
-d ecker
-f eed (v.)
he arted
-hou rly (u.m.)
-l ife
#lo ad
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-m iler
-m onthly (u.m.)
-on (n., u.m.)
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pe nny
-r ipe
-sh y
-s ole (v.)
st aff
st itch
-st rength (u.m.)
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-tr ue
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ham
shack le
st ring
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hatchet-faced (u.m.)
haul
  about (n., u.m.)
  away (n., u.m.)
bad k (n.)
have-not (n., u.m.)
haversack
hawk
 毕 l
 两 illed (u.m.)
 他 ad
 三 osed (u.m.)
hawse
 话
pipe e
hay
 金
 木
 木rt
cock
 伤害
 话ever
field
for k
 话
loft
market
mo w
rack
ra ke
ri ck
 一 scented (u.m.)
seed
st ack
wi re
hazardous
 话site
hazel
 伤 ed (u.m.)
nut
he-man
head
 话
ach e
ach y
ba nd
ba nder
blo ck
cap
chair
cheese
chute
cloth
count
dress
-ender
first
frame
gate
ge ar
hu nter
la mp
le dge
li ghting
lin er
lo ck
long
master
mi stress
mold
mo st
not e
-o n (u.m.)
phone
plate
post
qu arters
ra il
re ach
re st
rin g
rop e
set
sha ke
si ll
sp an
sp ring
st all
st and
st art
st ick
st ock
st ream
st rong
wa iter
wa ll
wi nd
header-up
heal-all (n., u.m.)
heart
ach e
ach ing
bea t
blo ck
blo od
bre ak
bu rn
dep
fe lt
fr ee (u.m.)
fr ee (u.m.)
fr ee (u.m.)
gri ef
he avy
le af
-le aved (u.m.)
nu t
qu ake
seed
si ck
so re
struck
th rob
th - throbbing (u.m.)
-th robbing (u.m.)
wa ter
weight (n., u.m.)
hecto (c.f.)
 话one word
hearth
bo rn
bre aker
ho g
hop
pi g
ro w
#water
weight (n., u.m.)
hedge
bo rn
bre ak
ho g
hop
pi g
ro w
#trimm er
heel
ba ll
ba nd
blo ck
cap
fa st
gri p
pad
pa th
pl ate
post
pr int
rin g
st ay
st rap
ta p
helio (c.f.)
   all one word

hepato (c.f.)
   all one word
hepta (c.f.)
   all one word
hence
   for th
   for ward
hell
be n der
be nt
bo rn
bo und
bre d
cat
di ver
dog
fire
hole
hou nd
-r ed (u.m.)
helpmeet
helter-skelter
hemstitch
hema (c.f.)
   all one word
hemato (c.f.)
   all one word
hemi (pref.)
   all one word
hemo (c.f.)
   all one word
hemp
seed
st ring
hen
bi ll
coo p
-t ie (v.)
hou se
pecked
ro ost
br ow (nonliteral)
-c aliber (u.m.)
-cla ss (u.m.)
-d ensity
flier (n.)
-f lying (u.m.)
-f oreheaded
(u.m.)
#f requency
ha nded
-h at (v.)
ji nks
la nder
#l ight (literal)
li ght (nonlit.)
-m ined (u.m.)
-o wer (u.m.)
-pressure (u.m., v.)
-pr iced (u.m.)
#p roof
-r eaching (u.m.)
-r igger (n.)
#s eas
-step per
-t ension (u.m.)
#ti de
-u p (u.m.)
#w ater
higher-up (n.)
hi-fi
hit
-a nd-miss (u.m.)
-a nd-run (u.m.)
-o r-miss (u.m.)
hitchhiker
hoarfrost
hoary-haired (u.m.)
hob
go blin
na il
no b
hobbyhorse
hockshop
hocus-pocus
hod#carrier
hodgepodge
hog
bac k
-f aced (u.m.)
fa t
fr ame
hi de
-nosed (u.m.)
pe n
st y
wa sh
-w ild (u.m.)
mo st
qu arter
sa ddle
sig ht
wi ng
hip
bo ne
mold
sh ot
hippo (c.f.)
   all one word
histo (c.f.)
   all one word
herringbone
hetero (c.f.)
-o usia, etc.
rest one word
hexa (c.f.)
   all one word
Compounding Examples

hog's-back (geol.)
hogshead
hoistaway (n.)

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

holder
-f orth
-o n
-u p

hole
#i n#one
-h igh (u.m.)
-i n-the-wall (n.)
th rough

hollow
bac k
(bookbinding)
-bac ked (u.m.)
-ey ed (u.m.)
faced
-g round (u.m.)

holo (c.f.)
-all one word

holy
-d ay
-st one

home
-ba ked (u.m.)
bod y
bo rn
bre d
bre w
bu ilder
#buyer
co mer
co ming

-f ed (u.m.)
fe lt
fol k
freeze (u., m., v.)
fr ont
f urnishings (n.)
goi ng
g r own
la nder
lif e
made
ma ker
ow ner
#o wnership
pl ate
#r ule
see ker
si ck
sp un
stead
st retch
to wn
wove n

homeo (c.f.)
all one word
home#page

homo
#le galis
#s apiens

homo (c.f.)
-o usia, etc.
rest one word

honey
-co lored (u.m.)
co mb
-cu red (u.m.)
de w
dr op
ea ter
-l aden (u.m.)
li pped
mo on
mout hed

po t
suc ker
sw eet

honor
bo und
#g uard
#m an

hood
ca p
mold
wi nk

hoof
bea t
ma rk
pr int
-p rinted (u.m.)

hook
ladde r
no se
-n osed (u.m.)
pi n
up (n., u.m.)

hooker
-o ff
-o n
-o ut
-o ver
-u p

hoopstick

hop
about (n., u.m.)
off (n., u.m.)

hopper
bu rn
doz er
horehound

hormono (c.f.)
all one word

horn
bi ll

blend e
blo wer
-ey ed (u.m.)

pip e
st ay
ti p

horneyhanded

horse
bac k
bre aker
c a r
c loth
de aler
fa ir
fight
flesh
ha ir
he ad
herd
hi de
ho of
-hou r
jo ckey
la ugh
me at
min t
pl ay
po nd
po wer-hour
po wer-year
po x

ra ce

#s ense (n.)
sh oe
th ief

-tr ade
wh ip

hot
bed
blo od

-blo oded (u.m.)

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ca ke
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<td>hydrostation</td>
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<tr>
<td>hygro (c.f.)</td>
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<tr>
<td>all one word</td>
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<tr>
<td>hyper (pref.)</td>
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<tr>
<td>-Dorian, etc.</td>
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<tr>
<td>line ked</td>
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<tr>
<td>ide (c.f.)</td>
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<tr>
<td>-unit</td>
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<tr>
<td>idle</td>
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<td>he aded</td>
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<tr>
<td>-loqing (u.m.)</td>
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<tr>
<td>-m inded (u.m.)</td>
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<tr>
<td>ilio (c.f.)</td>
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<tr>
<td>all one word</td>
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<tr>
<td>ill</td>
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<tr>
<td>-advised (u.m.)</td>
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<tr>
<td>-beaming (n.)</td>
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<tr>
<td>-born (u.m.)</td>
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<tr>
<td>-b red (u.m.)</td>
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<tr>
<td>#b reeding (n.)</td>
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<tr>
<td>-do (n., u.m.)</td>
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<tr>
<td>-f ated (u.m.)</td>
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<tr>
<td>-humored (u.m.)</td>
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<tr>
<td>-loqing (u.m.)</td>
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<tr>
<td>-reaching (n., u.m.)</td>
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<tr>
<td>-treat (v.)</td>
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<td>-use (v.)</td>
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<td>#will</td>
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<td>-w isher</td>
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<td>-washing (u.m.)</td>
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<td>in</td>
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<td>-and-in (u.m.)</td>
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<td>-and-out (u.m.)</td>
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<tr>
<td>-out (u.m.)</td>
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<tr>
<td>-flight (u.m.)</td>
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<tr>
<td>-hou se</td>
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<tr>
<td>-l aw (n.)</td>
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<tr>
<td>a smuch, sofar</td>
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<tr>
<td>#re, #rem, #situ, etc.</td>
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<tr>
<td>in (pref.)</td>
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<tr>
<td>active (u.m.)</td>
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<tr>
<td>-breeding (u.m.)</td>
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<tr>
<td>-depth (u.m.)</td>
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<tr>
<td>-hospital (u.m.)</td>
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<tr>
<td>-migration (u.m.)</td>
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<tr>
<td>-as much, so far</td>
<td></td>
</tr>
<tr>
<td>#re, #rem, #situ, etc.</td>
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</tr>
</tbody>
</table>
Compounding Examples

se rvice
  (u.m.), etc.
inch
  -d eep (u.m.)
  -lon g (u.m.)
  me al
  -p ound
  -t on
wor m
index-digest
indigo
  -bl ue (u.m.)
  -c armine (u.m.)
Indo (c.f.)
  ch inese
  -E uropean, etc.
intra (pref.)
  -a tomic, etc.
  rest one word
intro (pref.)
  all one word
Irish
  -A merican (u.m.)
  -b orn (u.m.)
iron
  #a ge
  bac k
  -b raced (u.m.)
clad
  fisted
  -f ree (u.m.)
ha nded
  ha rd
  -l ined (u.m.)
mold
  -r ed (u.m.)
sh od
  sh ot (mineral)
  (u.m.)
  #s hot (golf)
si de
  -w illed (u.m.)
work s
ironer-up
island
  -b orn (u.m.)
  -d otted (u.m.)
iso (c.f.)
  -o ctane
  -o leic
  -o smosis
  rest one word
ivory
  -t inted (u.m.)
ty pe (photog.)
  -w hite (u.m.)
ivy
  -cla d (u.m.)
  -co vered (u.m.)
J
J-bolt
jack
  as s
  ha mm er
  he ad
  -i n-the-box
kn ife
  -o f-all-trades
  -o 'lantern
  -pl ane (v.)
po t
  ra bbit
scr ew
jail
  bi rd
  hou se
jam
  nu t
  p acked
Java
  #a pple ts
Bea ns
Scr ipt
jaw
  #a pple ts
Bea ns
   #lot
see ker
  #s hop
si te
joggle
  #o cker
joint
  #l ot
see ker
  #s hop
si te
jump
  #a pple ts
Bea ns
   #lot
see ker
  #s hop
si te
jungle
  -cla d (u.m.)
  -co vered (u.m.)
la g
lin er
po rt
  -p owered (u.m.)
pr op
  -pr opelled (u.m.)
  #p ropulsion
st ream
wa sh
jewel
  -b right (u.m.)
  -st udded (u.m.)
jib
  he ad
  -o - jib
  st ay
jig
  -a -jig
  bac k
  -d rill (v.)
  sa w
job
  #l ot
see ker
  #s hop
si te
joggle
  #o cker
joint
  #l ot
see ker
  #s hop
si te
jump
  #a pple ts
Bea ns
   #lot
see ker
  #s hop
si te
jungle
  -cla d (u.m.)
  -co vered (u.m.)
  #g ym
  -s hop
si te
junkpile
juror
- # box
  - fixing (u.m.)
  - rigged (u.m.)
just # in # time
juxtapose (c.f.)
  - ampullar
  - a rticular
    rest one word
K
K
  # car
  - r a tion
  - t erm
keel
  block
  fat
  laying (u.m.)
  line
keepsake
kerato (c.f.)
  all one word
kettle
  drum
  st itch
key
  boa rd
  bo lt
  hole
  lo ck
  not e
  pu nch
  ring
  sea t
  st one
  st op
  word
  work er
kick
  about (n., u.m.)
  ba ck (n., u.m.)
  - in (n., u.m.)
  - off (n., u.m.)
  - out (n., u.m.)
  - up (n., u.m.)
  killjoy
kill
  - dry (u.m., v.)
  e ye
  hole
  ri b
  st ick
  tr ee
kilo (pref.)
  gr am-meter
  volt ampere
  watt hour
  rest one word
kindheart
king
  bo lt
  # car
  he ad
  ho od
  hu nter
  ma ker
  pi ece
  pi n
kins
  fol k
  p eople
  kiss-off (n., u.m.)
kite
  flier
  flying
  knapsack
knee
  - b raced (u.m.)
  - br ush
  - ca p
  - d eep (u.m.)
  - h igh (u.m.)
  - j erk (u.m.)
  hole
  - kn ick
  kn ack
  kn ight
  - e rrant
  he ad
  ho od
  kn it back
  kn ock
  - kn err (u.m.)
  - k need (u.m.)
  off (n., u.m.)
  - o ff (n., u.m.)
  - on (n., u.m.)
  - out (n., u.m.)
  - up (n., u.m.)
knot
  hole
  hor n
know
  - all (n., u.m.)
  - how (n., u.m.)
  - it-all (n., u.m.)
  - li t (n., u.m.)
  - nothing (n., u.m.)
  - kn uckle
  - kn oo k
  - kn ock
  about (n., u.m.)
  away (n., u.m.)
  down (n., u.m.)
  - k nee (n.)
  - k need (u.m.)
  - off (n., u.m.)
  - on (n., u.m.)
  - out (n., u.m.)
  - up (n., u.m.)
lamp
  bl ack
  - blo wn (u.m.)
  - f oot
  - h ou se
  - li ghter
  - li t
  - po st
  - shade
  - st and
  - wi ck
  - b eam
  - blo ck
  - shap ed
  - s quare
labio (c.f.)
  all one word
laborsaving
lace
  - edg ed (u.m.)
  - e dging
  wi ng (insect)
  - w ing (insect)
  work ed
  lackluster
  ladder-backed
(l.u.m.)
lady
  beet le
  finger
  ki ller
  sh ip
lake
  bed
  fr ont
  la nger
  sh ore
  si de
lameduck
  (nonliteral)
  (n., u.m.)
lamp
  bl ack
  - blo wn (u.m.)
  - f oot
  - h ou se
  - li ghter
  - li t
  - po st
  - shade
  - st and
  - wi ck
  - b eam
  - blo ck
  - shap ed
  - s quare
labio (c.f.)
  all one word
laborsaving
lace
  - edg ed (u.m.)
  - e dging
  wi ng (insect)
  - w ing (insect)
  work ed
  lackluster
  ladder-backed
(l.u.m.)
lady
  beet le
  finger
  ki ller
  sh ip
lake
  bed
  fr ont
  la nger
  sh ore
  si de
lameduck
  (nonliteral)
  (n., u.m.)
lamp
  bl ack
  - blo wn (u.m.)
  - f oot
  - h ou se
  - li ghter
  - li t
  - po st
  - shade
  - st and
  - wi ck
land
#base based (u.m.)
#bird borne fall fast flood for m
grabber#grant (u.m.)
holding lady
locked look lord
lubber mark mass mine
office owner#poor (u.m.)
right
scape sick side slide slip spout storm
wire
wrack

lantern-jawed (u.m.)
lap
be lt
-lap robe st reak top

we ld (v.)
-w elded (u.m.)
-w eldering (u.m.)
large
-ey ed
-h inded (u.m.)
m ined (u.m.)
mout hed
-s cale (u.m.)
lark
-co lored (u.m.)
sp ur
laryngo (c.f.)
all one word
last
-b orn (u.m.)
-ci ted (u.m.)
-d itcher
-n amed (u.m.)
latch
bo lt
ke y
st ring
late
-b orn (u.m.)
co mer
-l ated (u.m.)
-m aturing (u.m.)
latero (c.f.)
all one word
lath-backed (u.m.)
lathe-bore (v.)
latter
-d ay (u.m.)
mo st
lattice
-s titch
work
laughing
#g as
st ock
launch
#p ad

si te
laundry#room
law
-ab iding (u.m.)
boo k
bre ak er
-f ettered (u.m.)
gi ver
#o ffice
su it
lawnmower
lay
away (n., u.m.)
back (n., u.m.)
-b y (n.)
down (n., u.m.)
m inded (u.m.)
off (n., u.m.)
on (n., u.m.)
out (n., u.m.)
up (n., u.m.)
layer
-o n
-o ut
-o ver
-u p
lazy
bo nes
bo ot
#g uy
le gs
lead
-a lpha
-b urn (v.)
-filled (u.m.)
-g ray (u.m.)
-in (n., u.m.)
le e
-le

leech
ea ter
#r ope
lee-bow (v.)
leech

left
-ba nk (v.)
#field (sports)
-h and (u.m.)
-h an ded (u.m.)

lead
-b ed (u.m.)
pa ted
-s ouled (u.m.)
leader#line
lead
bud
-cla d (u.m.)
-eating (u.m.)
-to (n., u.m.)

leap
#y ear
lease
back (n., u.m.)
hold
leased-line
leather
bac k
-bac ked (u.m.)
-b own d (u.m.)
-b rown (u.m.)
-co vered (u.m.)
he ad
n eck
si de
wa re
leavetaking
lee-bow (v.)

leech
ea ter
#r ope

left
-ba nk (v.)
#field (sports)
-h and (u.m.)
-h an ded (u.m.)
log
book
in
jam
on
off
roll
sheet
loggerhead
logo (c.f.)
    all one word
long
    - awaited (u.m.)
    bearded (u.m.)
    -billed (u.m.)
    boar
    cloth
    -distance (u.m.)
    -drawn (u.m.)
    felt
    hair
    -hairy (u.m.)
    handed (u.m.)
    -handed (u.m.)
    head
    horn (cattle)
    -horned (u.m.)
    jockey
    -jumped (u.m.)
    -jogged (u.m.)
    legs
    -lived (u.m.)
    -muttoned (u.m.)
    nose
    -nosed (u.m.)
    -past (u.m.)
    play (records)
    playing (u.m.)
run (u.m.)
    s hureman
sp un
standing (u.m.)
stick
#t erm (n.)
-t erm (u.m.)
wave (radio)
wa y
wy ol (sheep)
look
    down (n., u.m.)
    -in (n., u.m.)
    out (n., u.m.)
    over (n., u.m.)
    #over r (v)
    through (n., u.m.)
looker-on
loop
    hole
    #k not
    stick
loose
    le af (u.m.)
    mout hed
    -t ongued (u.m.)
lop
    -ea red (u.m.)
    si ded
loud
    mout hed
    #speaker (orator)
love
    bri rd
    bo rn
    break (nonliteral)
    br owed
    -owed (nonliteral)
    -b uilt (u.m.)
    down (n., u.m.)
    -d owner
    -i nspired (u.m.)
made
    -m ade (u.m.)
    #sp inellite
magneto (c.f.)
    -o ptics
    #w ork
machine
    -finished (u.m.)
    gun
    -hour
    -made (u.m.)
macerate
    -m acer
    -m ade (u.m.)
    #p ouch
    -room
    room
    time
    lying-in (n., u.m.)
M
    M-day
    macebearer
maiden
    -ha rd
    -k not
    name
    maid
    mail
    bag
    clad
    clerk
    guard
    order (u.m.)
    pouch
mail
    bag
    cl erk
    goud
    -o rder (u.m.)
    #p ouch
    ro om
    so lot
    ruck
-shap ed (u.m.)
melt
down (n., u.m.)
water
men
colk
kind
meningo (c.f.)
all one word
menu-driven
merry
-g o-round
meeting
-minded (u.m.)
meshtat
meso (c.f.)
all one word
mess
hall
kit
room
tin
-up (n., u.m.)
meta (pref.)
all one word
metal
ammonium
-club (u.m.)
-coated (u.m.)
-lined (u.m.)
work s
meter
-a mperes
gram
-k ilogram
-k ilogram-second
-m illimeter
metro (c.f.)
all one word
mezzo
gr aph
re lievo
so prano
tint
micro (c.f.)
-organism
rest one word
mid (c.f.)
-american, etc.
-prim
al y
-e cade
dish
ce
vel
l
958
-acid, etc.
-V ictorian, etc.
rest one word
middle
-a ged (u.m.)
aker
ow (nonliteral)
burst (v.)
ster
ar
round
act
non (nonliteral)
lost
-t he-roader
-ized (u.m.)
litter
ight
idi (n.)
midi (pref.)
all one word
mighty-handed
(u.m.)
mil-foot
mild
-cru ed (u.m.)
-annered (u.m.)
-oken (u.m.)
mile
-lon g (u.m.)
ohm
post
-pound
-ton
-ide (u.m.)
milk
-f ed (u.m.)
he ad
r un
sha ke
ed
ck
p
-white (u.m.)
mill
ca ke
urse
dam
ed
post
ce
ring
ock
ream
ight
milli
am-hour
rest one word
mincemeat
mind
-healer
aling (u.m.)
ader
et (n.)
ht
mine
field
yer
ip
eeper
rower
work s
mini (n.)
mini (pref.)
all one word
minor
-ague
-aguer
minute
mirror
-f aced (u.m.)
pe
mis (pref.)
all one word
mischiefmaking
mist
bo w
-clad (u.m.)
-vered (u.m.)
all
mitter
-co ox (v.)
mix
blo od
up (n.)
mixing
mizzenmast
mock
-he roic (u.m.)
-tle
up (n., u.m.)
mocker-up
mocking
ock
-p (u.m.)
mold
made (u.m.)
-hop
mole
tcher
-ed (u.m.)
he ad
ill
money
ba g
cha nger
gge tter
gru bber
le nder
-m ad (u.m.)
ma ker
s aver
mon k
-m ad (u.m.)
mo ke y
-f aced (u.m.)
nu t
po t
sh ine
#wr ench
mo no (c.f.)
-i deistic
-i odo
-i odohydrin
-i on
-o usian
-rest one word
mon th
en d
lon g (u.m.)
moon
bea m
bl ind
#bl indness
bl ink
bo rn
-b right (u.m.)
ey e
face
gaz ing
gl ow
he ad
li ghter
li t
-m ad (u.m.)
pa th
ri se
sa il
set
shade
sh ine
sh ot
si ck
st ruck
ti de
wa lker
-w hite (u.m.)
moo secall
m op
he ad
st ick
up (n., u.m.)
mopper-up
mopping-up (u.m.)
mon ing
#s ickness
#s tar
ti de
mosquito
-f ree (u.m.)
#n et
moss
bac k
-cla d (u.m.)
-g reen (u.m.)
-g ro wn (u.m.)
he ad
-l ined (u.m.)
most-favored-nation
(u.m.)
mo th
ba ll
-ea ten (u.m.)
hole
pr oof
mo ther
boa rd
ho od
-i n-law
-o f-pearl
moto (c.f.)
-all one word
mo tor
bi ke
bu s
c a b
c a de
c a r
c oach
cy cle
-d riven (u.m.)
je t
-m inded (u.m.)
#s cooter
sh ip
tru ck
va n
moundbuilder
mountain
-h igh (u.m.)
si de
top
-w alle d (u.m.)
mouse
-b ro wn (u.m.)
-ea red (u.m.)
-ea ten (u.m.)
hole
tr ap
mouth
-f i lling (u.m.)
-m ade (u.m.)
pi ece
wa sh
muck
ra ke (v.)
ra ker
sw eat
muc o (c.f.)
-all one word
mud
ba nk
ba th
-co lo red (u.m.)
flat
flow
gu ard
he ad
hole
la rk
si ll
sl inger
-sp lashed (u.m.)
st ain
suc ker
tr ack
#tur tle
muddlehead
mule
bac k
#d eer
sk inner
multi (c.f.)
-all one word
multiple-purpose
(u.m.)
mus cle
bo und
po wer
mus ic
love r
-m ad (u.m.)
ma ker
ro om
mus i co (c.f.)
-all one word
musk
-d eer
me lon
#ox
ra t
mutton
-c hop (meat)
-c hop (shape)
fist
head
myria (c.f.)
   all one word
mytho (c.f.)
   all one word
myxo (c.f.)
   all one word

N
nail
   bi n
   br ush
   he ad
   -he aded (u.m.)
   #ho le
   pr int
   pu ller
   ro d
   -shap ed (u.m.)
   -st udded (u.m.)
nano (c.f.)
   all one word
naptime
narco (c.f.)
   all one word
name
   -c alling (u.m.)
   -d ropping (u.m.)
   pl ate
   sa ke
nano (c.f.)
   all one word
naptime
narco (c.f.)
   all one word
name
   -c alling (u.m.)
   -d ropping (u.m.)
   pl ate
   sa ke
name
   -c alling (u.m.)
   -d ropping (u.m.)
   pl ate
   sa ke
name
   -c alling (u.m.)
   -d ropping (u.m.)
   pl ate
   sa ke
name
   -c alling (u.m.)
   -d ropping (u.m.)
   pl ate
   sa ke
name
   -c alling (u.m.)
   -d ropping (u.m.)
   pl ate
   sa ke
name
   -c alling (u.m.)
   -d ropping (u.m.)
   pl ate
   sa ke
name
   -c alling (u.m.)
   -d ropping (u.m.)
   pl ate
   sa ke
name
   -c alling (u.m.)
   -d ropping (u.m.)
   pl ate
   sa ke
name
   -c alling (u.m.)
   -d ropping (u.m.)
   pl ate
   sa ke
name
   -c alling (u.m.)
   -d ropping (u.m.)
   pl ate
   sa ke
name
   -c alling (u.m.)
   -d ropping (u.m.)
   pl ate
   sa ke
name
   -c alling (u.m.)
   -d ropping (u.m.)
   pl ate
   sa ke
name
   -c alling (u.m.)
   -d ropping (u.m.)
   pl ate
   sa ke
name
   -c alling (u.m.)
   -d ropping (u.m.)
   pl ate
   sa ke
name
   -c alling (u.m.)
   -d ropping (u.m.)
   pl ate
   sa ke

Compounding Examples

old
- f ashioned (u.m.)
- f ogy (u.m.)
- g rowing (u.m.)
- lo oking (u.m.)
# m aid
# m aidish (u.m.)
# m an
-n ew
st yle (printing)
tim er
# w oman
-y oung

olive
-b rown (u.m.)
-cla d (u.m.)
-d rab (u.m.)
-g rowing (u.m.)
#oi l
#sk inned (u.m.)
wo od
#w ood (color)

omni
-i gnorant

rest one word

on
-a nd-off (n., u.m.)
boa rd (u.m.)
-g o (n.)
goi ng
line #service
si te

noun , adjective,

one word

once
-o ver (n.)
-r un (u.m.)

one
-a rm ed (u.m.)
-d ecker
-e y ed (u.m.)
fold
-h alf
-h anded (u.m.)
ne ss
-pi ece (u.m.)
se lf
-si ded (u.m.)
-si dedness
sig ned (u.m.)
-st riper
t ime (formerly)

(time (one action)
(u.m.)
-t wo-three
-w ay (u.m.)

orange
ade
col ored (u.m.)
pee l
-r ed (u.m.)
-st ick

orchard#house

time (formerly)
(u.m.)

osteo

(c.f.)

all one word

ornitho
(c.f.)

all one word

other
wi se

world ly

out
-a nd-out (u.m.)
-a nd-outer (n.)
-loud (u.m.)

-M achiavelli, etc.

m i grat ion
-o f-date (u.m.)
-o f-door(s) (u.m.)
-o f-State (u.m.)
-o f-the-way (u.m.)

orphalthalmo
(c.f.)

all one word

organo
(c.f.)

all one word

oryrisroot

ostevo

(c.f.)

all one word

orno

(c.f.)

all one word

out
-a nd-out (u.m.)
-a nd-outer (n.)
-loud (u.m.)

-M achiavelli, etc.

m i grat ion
-o f-date (u.m.)
-o f-door(s) (u.m.)
-o f-State (u.m.)
-o f-the-way (u.m.)
pl acement
- to-out (u.m.)
as prefix, one word
outer
-ci ty (u.m.)
#m an
mo st
we ar
outward
-b ound (u.m.)
-o blander
ovate
-ae uminate (u.m.)
-o blong (u.m.)
ovato (c.f.)
-o blong
-o rbicular
rest one word
oven
ba ked
dri ed
pee l
wa re
over
ag e (surplus)
age (older) (n., u.m.)
all (n., u.m.)
t he-counter (u.m.)
as combining form, one word
owl-eyed (u.m.)
ox
bit er
blo od (color)
bo w
br ake
ca rt
ch eek
ey e
-ey ed (u.m.)

ga ll
ha rrow
hi de
hor n
sh oe
ta il
#t eam
oxy (c.f.)
all one word
oyster
bed
#c rab
hou se
ro ot
seed
sh ell
-w hite (u.m.)
P
pace
ma ker
#s etter
-s etting (u.m.)
pachy (c.f.)
all one word
pack
bu ilder
c loth
hor se
-l aden (u.m.)
sa ck
sa ddle
st aff
th read
up (n., u.m.)
packing#box
padlock
paddlefoot
page
-f or-page (u.m.)
# proof (printing)
paint
bo x
br ush
mi xer
po t
sp ray
st ained (u.m.)
pale
be lly
-bl ue (u.m.)
buc k
-ch eeked (u.m.)
face (n.)
-f aced (u.m.)
-lo oking (u.m.)
-r eddish (u.m.)
paleo (c.f.)
-C hristian, etc.
rest one word
pallbearer
palm
-g reen (u.m.)
#le af
#oi l
-sh ade d (u.m.)
palmi (c.f.)
all one word
pan
-A merican, etc.
rest one word
Pan
#A merican Union
he llenic
panel-lined (u.m.)
panic-stricken (u .m.)
panto (c.f.)
all one word
paint
bac k (n.)
#b ox
#c arrier
cu tter
ha nger
sh ell (n., u.m.)
-sh elled (u.m.)
-t hin (u.m.)
we ight
-w hite (u.m.)
papier#mache
parcel
#c arrier
-#l adened (u.m.)
#p ost
parc hment
-co vered (u.m.)
-m aker
-m aking (u.m.)
pario ao (c.f.)
-o ccipital
rest one word
parimutuel
park
#f orest
la nd
wa y
part
-f inished (u.m.)
-o wner
-t ime (u.m.)
-t imer (n.)
-w ay
parti (c.f.)
all one word
par 
#t y#line
parvi (c.f.)
all one word
pass
   back (n., u.m.)
book
key
out (n., u.m.)
port
rough (n., u.m.)
way
word
passenger-mile
passer(s)-by

passion
   -d riven (u.m.)
   -f eeding (u.m.)
   -filled (u.m.)
   #p lay

paste
   down (n., u.m.)
   pot
   up (n., u.m.)
pastureland
patent-in-fee

path
   bre aker
   finder
   way
patho (c.f.)
   all one word

patri (c.f.)
   all one word

patrol
   man
   #w agon
pattycake

pawn
   br oker
   sh op
pay
   back (n., u.m.)
   check
   #c ut
   day

dirt
   load
   off (n., u.m.)
   out (n., u.m.)
   #ra ise
   rol l
   sh eet
   -T V

pea
   #c oal
   coa t
   cod
   -g reen (u.m.)
   hen
   j acket
   nu t
   pod
   sh ooter
   -si zed (u.m.)
   st ick

peace
   -ble sseed (u.m.)
   bre aker
   -lov ing (u.m.)
   ma ker
   #p ipe
time

peach
   blo om
   blo w (color)
   -co lored (u.m.)
   pear-shaped (u.m.)

pearl
   -ey ed (u.m.)
   #e shing
   -su bset (u.m.)
   -r ed (u.m.)

pebble
   -p aved (u.m.)
   -st rewn (u.m.)
   peel off (n., u.m.)

peep
   ey e
   hole
   sh ow
   sig ht
   peer-to-peer
   pegg leg
   pellmell
pen
   -c ancel (v.)
   he ad
   kn ife
   ma nship
   #n ame
   po int
   pu sher
   ra ck
   scr ipt
   -sh ap ed (u.m.)

pencil
   #b ox
   hold er
   -m ark (v.)
   penny
   -a -liner
   pi ncher
   we ight


pet

petcock

petit
gr ain
#j ury
#l arceny

petro (c.f.)
   -o ccipital
   rest one word

pharmaco (c.f.)
   -o ryctology
   rest one word

pharyngo (c.f.)
   -eso phageal
   -o ral
   rest one word

phase
   -in (n., u.m.)
   me ter
   out (n., u.m.)
   -w ound (u.m.)
fitter
la yer
li ne
-shap ed (u.m.)
ste m
wa lker
we lder
pisci (c.f.)
  all one word
pistol-whipped (v.)
piston
he ad
# p in
# r od
# v alve
pit
# b oss
# bu ll
-ey ed (u.m.)
fa ll
he ad
-he aded (u.m.)
hole
ma rk
-m arked (u.m.)
-o tted (u.m.)
sa w
si de
pitch
- bl ack (u.m.)
blend e
# b ox
-co lored (u.m.)
-d ark (u.m.)
# d arkness
for k
hole
-l ined (u.m.)
ma n
-m arked (u.m.)
-out (n., u.m.)
# p ipe
-up (n., u.m.)
place
c a rd
ki ck
- plag ued-infested
  (u.m.)
plain
bac k (fabric)
-b odied (u.m.)
c lothes (u.m.)
-c lothesman
-he aded (u.m.)
-lo oking (u.m.)
-sp oken (u.m.)
wove n (u.m.)
plane
#c urve
lo ad
-m ile
-p arallel (u.m.)
ta ble (surveying)
plani (c.f.)
  all one word
plano (c.f.)
  all one word
plant
# f ood
lif e
si te
plasterboard
plate
cu tter
# g lass
-la ced (u.m.)
la yer
ma rk
# proof (printing)
-r oll (v.)
-r oll (u.m.)
platy (c.f.)
  all one word
play
-ac t (v.)
back (n., u.m.)
bi ll
boo k
bo y
br oker
da y
- down (n., u.m.)
fe llow
go er
go ing
gr ound
ma te
off (n., u.m.)
pe n
re ader
ro om
scr ipt
su it
th ing
wr ight
#y ard
pleasure
-b ent (u.m.)
#b oat
- m arked (u.m.)
- s eeking (u.m.)
-t ired (u.m.)
-w eary (u.m.)
pleuro (c.f.)
  all one word
pocket
b ook (purse)
# b ook (book)
-ey ed (u.m.)
kn ife
-s i zed (u.m.)
# p oet (v.)
pole
ar m
- a rmed (u.m.)
# t ail
wr ight
plug
-a nd-play
hole
-in (n., u.m.)
tr ay
-ugly (n., u.m.)
plumbline
plume-crowned
(u.m.)
pluri (c.f.)
  all one word
pluto (c.f.)
  all one word
pneumato (c.f.)
-hy d ato-genetic
  (u.m.)
  rest one word
pneumo (c.f.)
  all one word
pock
ma rk
-m arked (u.m.)
-p it (v.)
pocket
b ook (purse)
# b ook (book)
-ey ed (u.m.)
kn ife
-s i zed (u.m.)
-po et (v.)
pole
ar m
- a rmed (u.m.)
| **ax** | **bu rn** | **ca t** | **-d ried (u.m.)** | **hor se** | **-pi le (v.)** | **set ter** | **-shap ed (u.m.)** | **si tter** | **st ar** | **tim ber** | **tr ap** | **#v aulter** | **politico (c.f.)** | **-o rthodox** |
| **port** | **cu llis** | **fi re** | **fol io** | **hole** | **ho ok** | **ma nteau** | **-m outhed (u.m.)** | **si de** | **#wi ne** | **post** | **#b ellum** | **#b oat** | **ca rd** | **-C hristian, etc.** | **#d iem** | **-f ree (u.m.)** | **-k eeper** | **-m ade (u.m.)** |
| **pound** | **ca ke** | **-f oolish (u.m.)** | **-f oot** | **wo rth** | **powder** | **-bl ue (u.m.)** | **-f oolish (u.m.)** | **-f oot** | **wo rth** | **power** | **boa t** | **-m ade (u.m.)** | **-o perated (u.m.)** | **-m ade (u.m.)** | **-m ade (u.m.)** | **-m ade (u.m.)** | **-m ade (u.m.)** |
| **preer (pref.)** | **president** | **-e lect** | **#p ro#tempore** | **press** | **#a gent** | **-a gentry** | **boa rd** | **fe eder** | **-f orge (v.)** | **-m ade (u.m.)** | **ma rk** | **pack (v.)** | **plate** | **#p roof (printing)** |
| **price** | **-c utter** | **-cu tting (u.m.)** | **#f ixer** | **-f ixing (u.m.)** | **#i ndex** | **li st** | **-su pport (u.m.)** | **tag** | **prick** | **-ea red (u.m.)** | **ma rk** | **sea m** | **priesthood** |
| **prime** | **#m inister** | **-m inisterial** | **(u.m.)** | **-m inistership** | **-m inistry** |
| **prince** | **ho od** | **-pr iest** | **print** | **c loth** | **out** | **scri ipt** |
Compounding Examples

printing
  -in (n., u.m.)
  #1 nk
  #0 ffice
  -out (n., u.m.)

prison
  bo und
  -f ree (u.m.)
  -m ade (u.m.)
  prisoner-of-war (u.m.)

prize
  fighter
  #r ing
  ta ker
  wi inner
  -w inning (u.m.)

proof
  -A lly, etc.
  -ch oice
  # football, etc.
  #f orma
  -l ife
  #ra ta
  #t em
  #t empore
  as pre fx, one word
  problem-solver

proto (c.f.)
  all one word
  -E gyptian, etc.
  rest one word

proud
  he ar ted
  -lo king (u.m.)
  -m inded (u.m.)
  psalmbook

pseudo (c.f.)
  -Me ssiah, etc.
  -o ccidental
  -o fficial
  -o rientalism
  - ortho hombic
  -o steomalacia
  -o wner
  rest one word

psycho (c.f.)
  -o rganic
  rest one word

pter o (c.f.)
  all one word

public
  he ar ted
  -m inded (u.m.)
  -sp irited (u.m.)
  #w orks

pug
  no se
  -pi le (v.)

pull
  back (n., u.m.)
  #b ox
  down (n., u.m.)
  -in (n., u.m.)
  -o ff (n., u.m.)
  -on (n., u.m.)

pulp
  boa rd
  wo od

punch
  boa rd
  wo od
  ca rd
  -d runk (u.m.)
  -m arked (u.m.)
  -o ut (n.)
  punctureproof
  pup#tent

pure
  blo od
  bre d
  #l ine (biological)

purple
  -bl ue (u.m.)
  -cl a d (u.m.)
  -co lored (u.m.)
  he art (wood)

purse
  ma king
  -pr oud (u.m.)
  # strings

push
  but ton
  ca rd
  ca rt
  off (n., u.m.)
  -pu ll (u.m.)
  up (n., u.m.)

pussy
  ca t
  fo ot
  #will ow

put
  -b ack (n., u.m.)
  -o ff (n., u.m.)
  -on (n., u.m.)
  -o ut (n., u.m.)
  -pu t (n.)
  -up (n., u.m.)

putter
  -f orth
  -i n
  -o ff
  -o ut
  -t hrough
  -u p

pyo (c.f.)
  all one word

pyro (c.f.)
  all one word

Q
  Q
  -b oat
  -f ever

quadri (c.f.)
  -i nvariant
  rest one word

quarrystone

quarter
  -a ngled (u.m.)
  -b oard
  -b oard
  -b reed (u.m.)
  -c ast (u.m.)
  -c ast (u.m.)
  -d eck
  -m iler
  -n ing (u.m.)

quarry
c h a p t e r 7

# n o t e

pa c e

- p h a s e (u.m.)

s a w (v.)

s t a f f

s t r e t c h

- y e a r l y (u.m.)

q u a r t e r m a s t e r

# g e n e r a l

- g e n e r a l s h i p

q u a s i

a l l h y p h e n e d

q u e e n # b e e

q u i c k

- c h a n g e (u.m., v.)

- d r a w n (u.m., v.)

f r e e z e (u.m., v.)

l i m e

s a n d

s e t

s i l e n c e

s t e p

# t i m e

q u i n (c.f.)

a l l o n e w o r d

q u i t

c l a i m

r e n t

R

r a b b i t

- b a c k e d (u.m.)

- e a r e d (u.m.)

# f e v e r

# f o o t

m o u t h

- m o u t h e d (u.m.)

s k i n

r a c e

a b o u t (n., u.m.)

c o u r s e

g o e r

s t o r m

w a t e r

r a d a r s c o p e

r a d i o

g e n e r a l l y t w o

w o r d s e x c e p t

t h e f o l l o w i n g

f o r m s

f r e q u e n c y

i s o t o p e

t e l e g r a p h

t e l e p h o n e

r a g

b o l t

# d o l l

- m a d e (u.m.)

s o r t e r

t i m e

r a i l

b i r d

c a r

g u a r d

h o u s e

R a n d o m - a c c e s s

f i n d e r

# l i g h t

r i d e r

r a p i d

# f i r e

# t r a n s i t

r a s h

- b r a i n e d (u.m.)

- h e a d e d (u.m.)

- h e a r t e d (u.m.)

- m i n d e d (u.m.)

r a t

b i t e

c a t c h e r

h o l e

- i n f e s t e d (u.m.)

r a c e

- t a i l e d (u.m.)

- t i g h t (u.m.)

- t r a p

r a t t l e

b r a i n

s n a k e

s p o t

s t o r m

t r a p

b o n e d

- e d g e d (u.m.)

h i d e

- l o o k i n g (u.m.)

r a z o r

b a c k

- b r a i n e d (u.m.)

# b l a d e

e d g e

- k e e n (u.m.)

r a z z l e - d a z z l e

r e

(pref.)

- c r o s s -

e x a m i n a t i o n

- i c e

- i n k

- r e d i r e c t

e v a l u a t e , p r o c e s s ,

e t c .

r e a d i n g

r e a d

o u t (n.)

t h r o u g h (n., u.m.)

R E A D M E

r e a d y

- b u i l t (u.m.)

- h a n d e d (u.m.)

m a d e (u.m.)

- m i x (u.m.)

# r e f e r e n c e

R e a d

# e n d

g u a r d

# f o r e s t

s t o r m

w a t e r

r a k e o f f

r a m

j e t

r o d

s h a c k l e

r a n c h

# h a n d e d

h o u s e

R a n d o m - a c c e s s

f i n d e r

# l i g h t

r i d e r

r a p i d

# f i r e

# t r a n s i t

r a s h

- b r a i n e d (u.m.)

- h e a d e d (u.m.)

- h e a r t e d (u.m.)

- m i n d e d (u.m.)

r a t

b i t e

c a t c h e r

h o l e

- i n f e s t e d (u.m.)

r a c e

- t a i l e d (u.m.)

- t i g h t (u.m.)

- t r a p

r a t t l e

b r a i n

s n a k e

s p o t

s t o r m

t r a p

b o n e d

- e d g e d (u.m.)

h i d e

- l o o k i n g (u.m.)

r a z o r

b a c k

- b r a i n e d (u.m.)

# b l a d e

e d g e

- k e e n (u.m.)

r a z z l e - d a z z l e

r e

(pref.)

- c r o s s -

e x a m i n a t i o n

- i c e

- i n k

- r e d i r e c t

e v a l u a t e , p r o c e s s ,

e t c .

r e a d i n g

r e a d

o u t (n.)

t h r o u g h (n., u.m.)

R E A D M E

r e a d y

- b u i l t (u.m.)

- h a n d e d (u.m.)

m a d e (u.m.)

- m i x (u.m.)

# r e f e r e n c e

R e a d
Compounding Examples

mo st
vi ew (u.m.)
wa rd
reception#room
recordbreaker
recti (c.f.)
   all one word
recto (c.f.)
   all one word
red
ba it (v.)
-b illed (u.m.)
-blo oded (u.m.)
bo ne
buc k
ca p (porter)
coa t (n.)
ey e (n.)
-ey ed (u.m.)
-f aced (u.m.)
-h aired (u.m.)
ha nded
he ad (n.)
-hot (u.m.)
-le gged (u.m.)
#l ine (literal)
#m an
out (n., u.m.)
-sk inned (u.m.)
ta pe (nonliteral)
#t ape (literal)
-t hroated (u.m.)
-y ellow (u.m.)
reformat
regionwide
religio (c.f.)
   all one word
remote-access
repair#shop
representative
#at #large
-e lect
research#worker
resino (c.f.)
   all one word
retro (c.f.)
-o cular
-o mental
-o perative
-o ral
rest one word
rheo (c.f.)
   all one word
rhino (c.f.)
   all one word
rhizo (c.f.)
   all one word
rhod(o) (c.f.)
   all one word
rhomb(o) (c.f.)
   all one word
rice
gr owing
#w ater
rich
-b ound (u.m.)
-cl a d (u.m.)
-lo oking (u.m.)
rickrack
ridge
ba nd
po le
top
riffraff
rifleshot
rig
out (n., u.m.)
-up (n., u.m.)
right
abo ut
abo ut-face
-angle (u.m., v.)
-a ngled (u.m.)
#a way
#field (sports)
-h anded (u.m.)
-h ander
-he aded (u.m.)
mo st
-o f-way
wi ng (political)
rim
-d eep (u.m.)
fire
lo ck
ro ck
ring
-ado rned (u.m.)
-b illed (u.m.)
bo lt
gi ver
he ad
-in (n., u.m.)
le ad (v.)
le ader
-necked (u.m.)
-off (n., u.m.)
pin
-p orous (u.m.)
-shap ed (u.m.)
si de
sig ht
st and
st ick
-st ailed (u.m.)
-st ead (v.)
-w eary (u.m.)
worm
river
ba nk
bed
-b ottom
flow
-fr ont
he ad
sc ape
si de
wa sh
-w orn (u.m.)
road
ba nk
bed
blo ck
bu ilder
he ad
ho g
ki ll
ma p
#r unner (bird)
#s how
si de
-t est (v.)
wag y
-w eary (u.m.)
rock
ab ye
bo ttom
(nonnlteral)
#c limber
-cl imbing (u.m.)
fa ll (n.)
-f allen (u.m.)
fill
firm
pi le
-ribbed (u.m.)
#s alt
sha ft
sl ide
rod-shaped (u.m.)
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timber
toothed (u.m.)
sax
cornet
horn
tuba
say
-nothing (n., u.m.)
-s o (n.)
scale
back down (n., u.m.)
pan
-reading (u.m.)
scapegoat
scapulo (c.f.)
all one word
scar
-clad (u.m.)
face
-faced (u.m.)
#tissue
scare
crow
head
scarfpin
scarlet
-breasted (u.m.)
#f ever
-red (u.m.)
scatter
brain
good
#rug
scene
shoe
wright
schisto (c.f.)
all one word
schizo (c.f.)
all one word
school
bag
#board
book
bus
children
day
-made (u.m.)
make
ship
teacher
-trained (u.m.)
#year
scientifico (c.f.)
all one word
scissors
bill
-winged (u.m.)
scissors
hold
-shaped (u.m.)
smith
sclero (c.f.)
oophoritis
-optic
rest one word
score
board
book
card
sheet
scot-free
Scotto (c.f.)
-Britannic, etc.
Scotsman
scout
badge
card
home
master
scrap
basket
book
paper
work
scratch
brush
-brusher
-coated (u.m.)
-pad
-test
screen
out (n., u.m.)
play
screw
ball
bolt
cap
down (u.m.)
drive (v.)
driven (u.m.)
driver
head
hook
jack
-lefted (u.m.)
nut
ship
-thread
-threaded (u.m.)
turned (u.m.)
scroll
-backheaded (u.m.)
-scroll
sea
ase
-sed (u.m.)
-sked (u.m.)
sea
#time (clock)
wa ll
we ed
wi ng
wor n
wor thiness
- wrecked (u.m.)
seam
bl asting
re nd (v.)
st itch
we ld (v.)
-w elded (u.m.)
search
#e ngine
li ght
pl ane
seat
be lt
#c over
-m ile
second
-cla ss (u.m.)
-d egree (u.m.)
-f oot
-g uess (v.)
hand (adv., u.m.)
#h and (n.)
#i nn#command
-r ate (u.m.)
#s ight
-sig hted (u.m.)
Secret Service
secretary
# general
-g eneracy
-g enerality
section#man
seed
bed
ca ke
cas e
coa t
ki n
st alk
seer
ba nd
ha nd
suc ker
seesaw
seismo (c.f.)
   all one word
self
dom
- extracting
ho od
le ss
ne ss
sa me
reflexive prefix,
use hyphen
sell
off (n., u.m.)
out (n., u.m.)
semi (pref.)
- a rmor-piercing
(u.m.)
-C hristian, etc.
- i dleness
- indirect, etc.
   annual, arid, etc.
   rest one word
send
off (n., u.m.)
out (n., u.m.)
senso (c.f.)
   all one word
septi (c.f.)
   all one word
septo (c.f.)
   all one word
semen
seer#at#arms
serio (c.f.)
   all one word
sero (c.f.)
   all one word
serrate
-ci liate (u.m.)
-seter
-f orth
-i n
-o n
-o ut
-t o
-sh elf
-u p
seven
-b ranched (u.m.)
fold
pe nny (nail)
sco re
-sh eet
-u p
severalfold
shade
-g iving (u.m.)
-g rown (u.m.)
shadow
bo xing
gr am
gr aph
#l ine
shag
ba rk
-h aired (u.m.)
#r uge
shake
down (n., u.m.)
out (n., u.m.)
up (n., u.m.)
shallow
-d raft (u.m.)
-he aded (u.m.)
shame
-cr ushed (u.m.)
faced
shank
bo ne
#m ill
shapeup (n., u.m.)
share
bo ne
br oker
cr opper
hold er
out (n., u.m.)
wa re
sharp
-a ngled (u.m.)
-cu t (u.m.)
-edg ed (u.m.)
-freeze (u.m., v.)
-f reezer
-lo oking (u.m.)
 n aysayer
-s et (u.m.)
sh od
sh ooter
-t ailed (u.m.)
-w itted (u.m.)
shavetail
shear
pi n
 wa ters
shedhand
sheep
bit er
cr ook
di p
#d og
faced
#f arm
fold
gate
herd er
ho ok
ki ll
-k need (u.m.)
no se (apple)
pe n
sha nk
sh ear (v.)
sh earer (n.)
sh ed
stea ler
wa lk
-w hite (u.m.)
sh redout (n., u.m.)
sh shot
pow er
#m ade (u.m.)
ma rk
ow ner
-s oiled (u.m.)
ta lk
wa lker
wi ndow
sh rill
off (n., u.m.)
up (n., u.m.)
wa ist
shock
#t herapy
#tr oops
# wave
shoe
bl ack
br ush
or n
lace
pac k
sc ra per
sh ine
st ore
st ring
t r ee
sh ootoff (n., u.m.)
shop
fol k
 li fer
-m ade (u.m.)
ma rk
ow ner
-s oiled (u.m.)
ta lk
wa lker
wi ndow
sh ore
#b ird
-#b oat
-h igh (u.m.)
#s trap
show
bo a t
c a rd
cas e
down (n., u.m.)
off (n., u.m.)
pi ece
pl ace
ro om
th rough
#s trap
(sh) (printing) (n., u.m.)
up (n., u.m.)
sh redout (n., u.m.)
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Slavo (c.f.)
-H ungarian, etc.
sledge
#h ammer
-h ammered (u.m.)
me ter
sleep
-la lker
wa lker
sleepy
-ey ed (u.m.)
he ad
-lo oking (u.m.)
slletrstorm
sleeveband
sleuthhound
slide
-f ilm
kn ot
#r ule
sling
ba ll
sh ot
slip
al ong (u.m.)
ba nd
cas e
co ver
kn ot
#l aw
-on (n., u.m.)
# proof (printing)
pr oof
rin g
sh eet
sh od
so le
step
st itch
st ream
-up (n., u.m.)
wa sher
slof
-m olded (u.m.)
se ller
slopeways
slow
be lly
-down (n., u.m.)
-f ooted (u.m.)
goi ng
-m otion (u.m.)
mout hed
po ke
#tim e
-up (n., u.m.)
-w itted (u.m.)
sluice
bo x
#g ate
slum
dw ells
gull ion
gu m
lord
slumber-bound
-u m
small
#a rms
#bu sinessman
po x
-s cale (u.m.)
sw ord
ta lk
-t ime (u.m.)
-to wn (u.m.)
smart
#a leck
-alecky (u.m.)
-aleck (u.m.)
-st itching (u.m.)
#s et
-smashup (n., u.m.)
smearcase
smoke
-b l inked (u.m.)
bo mb
cha ser
-d ried (u.m.)
-d ry (v.)
-d yed (u.m.)
-filled (u.m.)
hou se
jac k
ju mper
-l aden (u.m.)
po t
scr een
st ack
smoking#room
smooth
bo re
-b rowed (u.m.)
-c ast (u.m.)
-m outhed (u.m.)
-t ongued (u.m.)
-w orking (u.m.)
nackbar
snail
-p ace
sl ow (u.m.)
nail's pace
snake
bit e
-b itten (u.m.)
-ea ter
-smashup (n., u.m.)
-dr ogan
ho ok
-on (n., u.m.)
out (n.)
ring
roll
shooter
shot
-up (u.m.)
snapper
-back
-up
snipe
bill
eel
osed (u.m.)
sniperscope
snooperscope
snow
ball
bank
berg
blind
-blindness
blink
block
-blocked (u.m.)
blower
break
capped
-choked (u.m.)
clad (u.m.)
-covered (u.m.)
drift
faill
field
flake
line
meat
-melting (u.m.)
mobile
pickle
pit
plow
sc ape
shade
shed
shine
shell
sl ide
sl ip
st orm
su it
-w opped (u.m.)
-w hite (u.m.)
snuffbox
so
and-so
beit (n., conj.)
alled (u.m.)
em ing (u.m.)
o
soap
bo x
bu bble
di sh
flakes
op era
rock
st ock
sound
sob
ister
tory
sober
-m inded (u.m.)
-s weet
social
-w ork
orker
socio (c.f.)
oficial
onom cemic, etc.
sod
buster
ulture
hou se
soda
jerk
p op
w ater
sofa
bed
aker
aking (u.m.)
idden (u.m.)
soft
ball
-oiled (u.m.)
oal
opy
r ink
eds
ad
-p edal (v.)
elled (u.m.)
soap (nonliteral)
(s)
oaper
(nonliteral) (n.)
-p oken (u.m.)
ta ck
re
od
sole
tter
ate
sumato (c.f.)
all one word
some
-da
-how
one
(an)one
-distributive
ace (adv.)
time (adv., u.m.)
time (some time)
ago
wha t
son-in-law
song
lrd
fe st
iter
sonobuoy
sooth
fa st
ayer
sore
-ed (u.m.)
-ot (n.)
oted (u.m.)
head (n., u.m.)
sorry-looking (u.m.)
soul
-deep (u.m.)
ake
-s earching (u.m.)
ck
sound
-abs orbing (u.m.)
field
-film
-inded (u.m.)
ff
(, u.m.)
ack
-wave
soup
bo ne
b owl
itchen
p late
spoon
sour
be lly
bre ad
ugh (n.)
faced
-ntured (u.m.)
-s weet
Compounding Examples

-w elding (u.m.)
spray-washed (u.m.)

spread
  -eagle (u.m., v.)
  he ad
  out (n., u.m.)
  over (n., u.m.)
  -s et (v.)

spring
  bac k
  (bookbinding)
  bo k
  -b orn (u.m.)
  buc k
  -cl ean (v.)
  #f ever
  finger
  -g rown (u.m.)
  ha lt
  he ad
  -pl ow (v.)
  -pl owed (u.m.)
  ti de (season)
  tim e
  tr ap
  spritsail

spur
  -cla d (u.m.)
  -d riven (u.m.)
  ga ll
  -ga lled (u.m.)
  -he aded (u.m.)

spy
  gl ass
  hole
  to wer

square
  -b ottomed (u.m.)
  -b uilt (u.m.)
  -f aced (u.m.)
  flipper
  he ad
  -he aded

#m ile
#r oot
#s et (u.m.)
sh ooter

squeez
  -in (n., u.m.)
  out (n., u.m.)
  up (n., u.m.)
squirrel-headed
  (u.m.)
stackup (n., u.m.)

staff
  -he rd (v.)
  -hou r
  tim e

stag
  -h andled (u.m.)
  he ad
  -he aded (u.m.)
  hor n
  -hor ned (u.m.)
  hou nd
  hu nter
  stage
  cas e
  he ad
  step
  #w ell

stake
  he ad
  out (n.)
stale-worn (u.m.)

stand
  by (n., u.m.)
down (n., u.m.)
  fast (n., u.m.)
  -in (n., u.m.)
  off (n., u.m.)
  o ffish
  out (n., u.m.)
  pa t
  pip e
  po int
  post
  still (n., u.m.)
  up (n., u.m.)

standard
  #b earer
  bre d
  #g auge
  #tim e

staphylo (c.f.)
  all one word

star
  bl ind
  br ight
  du st
  ga zer
  -le d (u.m.)
  li ght
  li t
  li te (gem)
  no se (mole)
  sha ke
  sh ine
  sh oot
  -spa ngled (u.m.)
  #w ell

starchworks

stark
  #f ever
  -r aving (u.m.)

start-stop

startup (n., u.m.)

stat (pref.)
  all one word
State
  -a ided (u.m.)
  #l ine
  -o wned (u.m.)

state
  ho od
  -o f-the-art (u.m.)
  qu ak
  ro om
  si de
  station#house
stato (c.f.)
  all one word

statute
  -ba rred (u.m.)
  #b ook

stay
  -at-home (n., u.m.)
  ba r
  bo lt
  boo m
  lace
  lo g
  pi n
  plo w
  sa il
  wi re

steam
  boa ting
  ca r
  -coo ked (u.m.)
  -d riven (u.m.)
  fitter
  pip e
  pl ant
  -p ocket (v.)
  po wer (n.)
  #p owerplant
  -pr opelled (u.m.)
rol l (v.)
  roller (u.m., v.)
sh ip
ta ble
ti ghtness
steamer
line
steel
  -bl ue (u.m.)
  -b right (u.m.)
  - cased (u.m.)
  - clad
  - f ramed (u.m.)
  - h ard (u.m.)
he ad
pl ate
work s
steep
  -r ising (u.m.)
  -t o (u.m.)
  -u p (u.m.)
  - w alle d (u.m.)
steeple
  cha se
  -h igh (u.m.)
jac k
  top
stem
  he ad
  post
  si ckness
  wi nner
stencil-cutting (u.m.)
steno (c.f.)
  all one word
stereo (c.f.)
  all one word
stern
  cas tle
  -f aced (u.m.)
  - he avy (u.m.)
  - lo oking (u.m.)
  mo st
  post
  #w heel
  -w heeler
sterno (c.f.)
  all one word
stetho (c.f.)
  all one word
stew
  pa n
  po t
stick
  -at-it (n., u.m.)
  fa st (n.)
  -i n-the-mud (n., u.m.)
  out (n., u.m.)
  pi n
  -t o-it-iveness (n.)
  up (n., u.m.)
sticker
  - i n
  - o n
  -u p
stiff
  -bac ked (u.m.)
  n eck
  - necked (u.m.)
still
  -ad mired (u.m.)
  bi rth
  bo rn
  -b urn (v.)
  -fish (v.)
  -h unt (v.)
  #l ife
  -r ecurring (u.m.)
  st and
stink
  ba ll
  bo mb
  bu g
  da mp
  po t
  #w heeler
stir
  about (n., u.m.)
  fr y
  -up (n., u.m.)
stitch
  down (n., u.m.)
  up (n., u.m.)
stock
  bre eder
  br oker
  #c ar
  #f eeder
  ho ld
  jo bbing
  ju dging
  li st
  pi le
  po t
  ra ck
  ra iser
  -st ill (u.m.)
taker
  tru ck
  wr ight
stone
  bi t er
  bl ind
  br eaker
  br oke
  #r ab
  cr usher
  cu tter
  -d ead (u.m.)
  -d ef (u.m.)
  -e y ed (u.m.)
  he ad
  la yer
  lifter
  ma son
  sh ot
  #w all (n.)
  #wr iting
stony
  -e y ed (u.m.)
  #l and
stop
  bac k (n.)
  blo ck
  cl ock
  cock
  gap
  hou nd
  li st
  lo g
  -lo ss (u.m.)
  -ad mired (u.m.)
  -filling (u.m.)
Compounding Examples

off (n., u.m.)
watch
storage
store
front
house
storm -b eaten (u.m.)
cock
flow
laid (u.m.)
straw
beet
shaped (u.m.)
wa tch
strato (c.f.)
all one word

#ine
-l ined (u.m.)
-out (n., u.m.)
-spoken (u.m.)
#time
-u p (u.m.)
-u p-and-down (u.m.)
strainslip
straight
-ch ested (u.m.)
jacket
laced
stranglehold
strap
-bolt (v.)
na nger
he ad
-shap ed (u.m.)
wa tch
strato (c.f.)
all one word

straw
be rry
field
ha t
-o ut
striker
-i n
-out
-over (n., u.m.)

strong
-arm (u.m., v.)
bac k (nautical)
-bac ked (u.m.)
bo x
hold
秉持 (literal)
ma n (nonliteral)
-po int (n.)
stub
run ner
-hole
flow
he ad

wi ng
stubble
#field
-stubbornminded
stucco-fronted (u.m.)

stuck
-up (n., u.m.)
-ppish (u.m.)

stud
bo l
hor se
ma re
stuntman

stupid
he ad
-he aded (u.m.)
-lo oking (u.m.)

straddle
bac k
-f ace (v.)
-le gged (u.m.)

straight
aw ay
-f ace (v.)
-le gged (u.m.)

sub (pref.)
-H imalayan, etc.
mach ine

subject
-o bject

subter (pref.)

such-and-such

suck
-hole

stylebook

stylo (c.f.)
all one word

strip
-egg (n., u.m.)

stylebook

sub (pref.)

such-and-such

subject
-o bjectivity

such-and-such
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<td>#time e (measure)</td>
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<td>etc.</td>
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<td>frequency</td>
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<td>-su</td>
<td>(u.m.)</td>
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<tr>
<td>h ighighway</td>
<td>market, etc.</td>
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<td>etc.</td>
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<td>-b race</td>
<td>(v.)</td>
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<tr>
<td>sweat</td>
<td>ba nd</td>
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<td># gland</td>
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<td>#s hirt</td>
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<tr>
<td>(n., u.m.)</td>
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<td>(n.)</td>
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<td>(n., u.m.)</td>
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<td>ba nd #c oat -cr opped (u.m.) #e nd -e nder first fore most gate he ad -he avy (u.m.) ho ok la mp pi n pip e ra ce sp in st ock -t ied (u.m.) twi ster -up (n., u.m.) wh eel wi nd</td>
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<tr>
<td>T</td>
<td>-ba ll -ba ndage -b eam -b oat -b one -cloth -i ron -m an -r ail -s cale (score) -shap e -shap ed -sh irt -s quare</td>
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<td>Syro</td>
<td>(c.f.) -A rabian, etc. phe nician</td>
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<td>back (n., u.m.)</td>
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<td>bac k bl ade bo x ge ar pl ate pl ug ra il ter ten der</td>
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<td>#c hair ey e -ey ed (u.m.) -ho oked (u.m.)</td>
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<td>bo mb</td>
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<td>#firma</td>
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Compounding Examples

fore
from
in
in after
in before
in to
on
over
through
to from
under
until
up on
with

thermo (c.f.)
all one word

thick
-blo oded (u.m.)
he ad
-lo oking (u.m.)
pa ted
set (n., u.m.)

sk inned
sk ull (n.)

-thongued (u.m.)
wi t
-w itted (u.m.)
-w ooded (u.m.)
-w oven (u.m.)

thin
-cla d (u.m.)
down (n., u.m.)
set (u.m.)
-v oiced (u.m.)

thio (c.f.)
all one word

third
-cla ss (u.m.)
degree (u.m.)
hand (adv., u.m.)

#hou se

four
from
in
in after
in before
in to
on
over
through
to from
under
until
up on
with

Compounding Examples

fold
-i n-hand
-m aster
-pe nny (nail)
-p the (u.m.)
-s co re
-so me
-s p ort
-s quare
-st riper

thorough
-b ind (v.)
bre d
-d ried (u.m.)
fa re
go ng
-m ade (u.m.)
-pac ed
pi n

thought
-f ree (u.m.)
-o ut (u.m.)
-pr ovoking (u.m.)

thousand
fold
-he aded (u.m.)
-le gged (u.m.)

le gs (worm)
thrall
bo rn
dom
-le ss

thread
ba re
-le aved (u.m.)
wor n

three
-ba gger
-co rnered (u.m.)

-d imensional
(u.m.)

st ring
suc ker
ta ck
wor n

thunder
bea rer
bl ast
bo lt
cla p
clo ude
he ad
pea l
sh ower
st orm
st ruck

thymo (c.f.)
all one word

thryo (c.f.)
all one word

tibio (c.f.)
all one word

tick
#f eed
seed
ta cktoe
ti ck
to ck

ticket
#s eller
#wr iter
tidal#wave
tiddlywink

tide
flat
he ad
ma rk
-m arked (u.m.)
ra ce

#o le
-m ade (u.m.)

-na il
pr int

scr ew
st all

-st ring
-suck er
ta ck
wor n

thunder
bea rer
bl ast
bo lt
cla p
clo ude
he ad
pea l
sh ower
st orm
st ruck

thymo (c.f.)
all one word

thryo (c.f.)
all one word

tibio (c.f.)
all one word

tick
#f eed
seed
ta cktoe
ti ck
to ck

ticket
#s eller
#wr iter
tidal#wave
tiddlywink

tide
flat
he ad
ma rk
-m arked (u.m.)
ra ce

#o le
-m ade (u.m.)

-na il
pr int

scr ew
st all

-thrust-pound

thrust-pound

thumb

thrust-pound
Compounding Examples

so me
-st ained (u.m.)
-w eary (u.m.)
wor n
toilet#room
toll
ba r
#b ridge
#c all
gate
gatherer
hou se
#l ine
pa yer
ro ad
taker
tom
do y
cat
fol e ry
-t om
tommy
gu n
rot
ton
-hou r
-k ilometer
-m ile
-m ileage
-m ile-day
tone
-d eaf (u.m.)
  down (n., u.m.)
-pr oducing (u.m.)
  up (n., u.m.)
tongue
-ba ited (u.m.)
-b ound (u.m.)
-f ree (u.m.)
-l ash (v.)
#l ashing
pl ay
-s hap ed (u.m.)
  sh ot
  so re
ta ck
ti ed
ti p
#t wister
-t wisting (u.m.)
tool
ba g
#b elt
bo x
bu ilder
#c hest
cr ib
dr esser
fi tter
#g rinder
-g rinding (u.m.)
  head
  holding
ki t
ma rk
pl ate
post
ra ck
set ter
sh ed
sl ide
st ock
tooth
ach e
#a nd#nail
-b illed (u.m.)
br ush
dr awer
ma rk
ma st
mi lk
mo st
not ch (nonliteral)
ra il
sa il
-s ecret (u.m.)
-s hap ed (u.m.)
torque meter
-t oad
#r oom
torpedo
-t oad
#r oom
touch
-a nd#go
  back (n., u.m.)
  down (n., u.m.)
hole
-me-not (n., u.m.)
pa n
re ader
st one
  up (n., u.m.)
tough
-h e aded (u.m.)
-lo oking (u.m.)
-sk inned (u.m.)
tow
aw ay
boa t
he ad
lin e
ma st
#n et
-n etter
pa th
rop e
#tru ck
tower
-h igh (u.m.)
-s hap ed (u.m.)
town
-b red (u.m.)
#c ler k
#c rier
-d otted (u.m.)
fol k
gate
goi ng
** Compounding Examples **

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<td>-r amjet (u.m.)</td>
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<td>#bzzard</td>
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<td>around (n., u.m.)</td>
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<td>-shap ed</td>
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<td>-t ube</td>
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ultra (pref.)
- a mbitious, atomic, etc.
- E nglish, etc.
hi gh-frequency
# v alorem, etc.
rest one word

un (pref.)
- A merican, etc.
called-for (u.m.)
heard-of (u.m.)
onized (u.m.)
self-conscious
sent-for (u.m.)
thought-of (u.m.)
rest one word

under
ag e (deficit)
ag e (younger)
(n., u.m.)
cultivation
(tillage)

cultivation
(unsufficient)
secretary
(secretaryship)
wa y
as prefix, one word

uni (c.f.)
- u nivalent
rest one word

union
- m ade (u.m.)
- s hop
unit-set (u.m.)

up
-anchor (u.m., v.)
- a nd-coming
(u.m.)
# a nd#up

user
#d efault
- d efined
- f riendly
- g roup
interface
uterio (c.f.)
all one word

V
- connection
- cu rve
- e ngine
- neck
- shap ed
type

vacant
- ed (u.m.)
- oking (u.m.)
- inded (u.m.)

vagino (c.f.)
all one word
vainglorious

valve
- ed (u.m.)
- oking (u.m.)

van
dri ver
guard

vapor
- filled (u.m.)
- ating (u.m.)
ck

vesico (c.f.)
all one word

vice
- admiral
- miralty
- onsul
- nsulate

# gove

venery
- onorship

#m inister

#nponent

#pr esidency

#s eident-elect

# presidial

#t rector

#pr esidency

- r ectorship

re gal

#r egency

#r egent

#s quad

# urden

videotape

Vietcong
Compounding Examples

view
finder
vile-natured (u.m.)

vine
-cloved (u.m.)
-covered (u.m.)
dr esser
growing
vinegar
-flavored (u.m.)
-hearted (u.m.)
-making (u.m.)
-tart (u.m.)
violet
-blue (u.m.)
-red (u.m.)
-rayed (u.m.)
-water

volta (c.f.)
all one word

vote
- casting (u.m.)
ge tter
-getting (u.m.)

vow
-bounded (u.m.)
b re aker
-pledged (u.m.)

vulvo (c.f.)
all one word

W
W
-e ngine
-shap ed
-su rface
-t ype

wage
-earner
-r ning (u.m.)
s cale

waist
ba nd
be lt
c oat
d eep (u.m.)
-high (u.m.)
lin e

waiting
-l ist
-m an
-r oom
-w oman

walk
around (n., u.m.)
away (n., u.m.)

war
-on (n., u.m.)
-out (n., u.m.)
-over (n., u.m.)
-up (n., u.m.)
wa y
walkie-talkie

wall
boa rd
ey ed
flower
-ike
-painting (u.m.)
per
-pl ate
-si ded (u.m.)

walled
-i n (u.m.)
-u p (u.m.)

war
-d ance
-disabled (u.m.)
-f amed (u.m.)
fa re

watch
ba nd
ro b e
sh ip
-tim e (clock)
tim e (duration)

ward
he e ler
rob e
sh ip

warm
blo ded
-cla d (u.m.)
-up (n., u.m.)
warmed-over (u.m.)

warpsetter

wash
ba sin
ba sket
boa rd
bo w

vessel
-co lored (u.m.)
d ay

down (n., u.m.)
-off (n., u.m.)
out (n., u.m.)

po t

rag

s ale
st and

tr ay

tr ough

tu b

up (n., u.m.)

washed
-o ut (u.m.)
-u p (u.m.)

waste
ba sket
la nd
le af

(pa knashing)

pa per

waste
ba nd
ca se

ch a i

c ry

d og

-f ree (u.m.)

gl ass

tow er

water
ba g
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<td>-hou r</td>
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<td>for m</td>
<td>weather</td>
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<td>le ngth</td>
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<td>bre ak</td>
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<td>-d eserving (u.m.)</td>
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<td>ho ok</td>
<td>-d oer</td>
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<td>ki ller</td>
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<td>-d eserving (u.m.)</td>
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<td>br idge</td>
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<td>out (n., u.m.)</td>
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<td>-d eserving (u.m.)</td>
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<td>web</td>
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Compounding Examples

- he aded (u.m.)
  - bac k
  - bac ked (u.m.)
  - bo ne
  - b uilt (u.m.)
  - he aded (u.m.)
  - m outhed (u.m.)
  - sh ip
  - sh aped (u.m.)

whale
  - bac k
  - bac ked (u.m.)
  - bo ne
  - b uilt (u.m.)
  - he aded (u.m.)
  - m outhed (u.m.)
  - sh ip

what
  - abo uts (n.)
  - ev er
  - i s-it (n.)
  - not (n.)
  - soe ver
  - y ou-may-call-it
  - (n.)

- wharf
  - #b oat
  - ha nd
  - he ad
  - si de

- wheat
  - ca ke
  - -co lored (u.m.)
  - ea r
  - -f ed (u.m.)
  - field
  - gr ower
  - -r ich (u.m.)
  - st alk

wheel
  - ba nd
  - ba rrow
  - ba se
  - cha ir
  - -cu t (u.m.)
  - goi ng
  - hor se (nonliteral)
  - #lo ad
  - -m arked (u.m.)

whip
  - co rd
  - cra ck
  - -g raft (v.)
  - #h and
  - la sh
  - -m arked (u.m.)

which
  - ev er
  - soe ver
  - whiffetree

white
  - bac k
  - bea rd (n.)
  - #b ook
  - (diplomatic)
  - ca p (n.)
  - co a t (n.)
  - -co llar (u.m.)
  - co mb (n.)

whisk
  - br oom
  - #t ail

- whirl
  - #h and

- white
  - bac k
  - bea rd (n.)
  - #b ook
  - (diplomatic)
  - ca p (n.)
  - co a t (n.)

whip
  - co rd
  - cra ck
  - -g raft (v.)
  - #h and

- white
  - bac k
  - bea rd (n.)
  - #b ook
  - (diplomatic)
  - ca p (n.)
  - co a t (n.)

whip
  - co rd
  - cra ck
  - -g raft (v.)
  - #h and

- white
  - bac k
  - bea rd (n.)
  - #b ook
  - (diplomatic)
  - ca p (n.)
  - co a t (n.)

whip
  - co rd
  - cra ck
  - -g raft (v.)
  - #h and
  - la sh
  - -m arked (u.m.)

- white
  - bac k
  - bea rd (n.)
  - #b ook
  - (diplomatic)
  - ca p (n.)
  - co a t (n.)

whip
  - co rd
  - cra ck
  - -g raft (v.)
  - #h and

- white
  - bac k
  - bea rd (n.)
  - #b ook
  - (diplomatic)
  - ca p (n.)
  - co a t (n.)

whip
  - co rd
  - cra ck
  - -g raft (v.)

- white
  - bac k
  - bea rd (n.)
  - #b ook
  - (diplomatic)
  - ca p (n.)
  - co a t (n.)

whip
  - co rd
  - cra ck
wire
    bar
    -c aged (u.m.)
    -cut (u.m.)
    cutter
    draw (v.)
    -edged (u.m.)
    #gauge
    hair (dog)
    -haired (u.m.)
    less
    #line
    photo
    puller
    #rope
    spun
    stitch
    -stitched (u.m.)
    -tailed (u.m.)
    tap
    walker
    works
    -wound (u.m.)
    wise
    ac re
    cra ck
    gu y
    he ad (n.)
    -he added (u.m.)
    -sp oken (u.m.)
    wishbone
    witch
    cra ft
    #h azel
    #h unt
    -h unting (u.m.)
    within
    -b ound (u.m.)
    -n amed (u.m.)
    woe
    beg one
    wor n
    wolf
    -ey ed (u.m.)
    #fish
    hou nd
    pac k
    woman
    fol k
    ho od
    ki nd
    womenfolk
    wonder
    la nd
    st rong
    -st ruck (u.m.)
    wood
    ba rk (color)
    bi n
    bi ned
    blo ck
    -b uilt (u.m.)
    -c ase d (u.m.)
    ch opper
    ch uck
    cra ft
    cu t
    gru b
    horse
    hor se
    -h ardened (u.m.)
    -l ined (u.m.)
    woody
    -c or st (u.m.)
    -he added (u.m.)
    -lo oking (u.m.)
    wool
    -e y ed (u.m.)
    -r ulled (u.m.)
    wooden
    he ad (n.)
    -h ulled (u.m.)
    wooll y
    -co ated (u.m.)
    -he aded (u.m.)
    -lo oking (u.m.)
    -w hite (u.m.)
    word
    -bl ind (u.m.)
    -d eaf (u.m.)
    -fl low
    jobber
    li st
    -p erfect (u.m.)
    pl ay
    se ller
    school
    sm ith
    work
    -aday (n., u.m.)
    -a nd-turn (u.m.)
    -away (n., u.m.)
    bag
    ba sket
    be nch
    boo k
    ca ndle
    da y
    -d riven (u.m.)
    fa re
    -fl ow
    fol k
    for ce
    gr oup
    ha nd
    -h ardened (u.m.)
    hor se
    -hou r (u.m.)
    hous ed
    lif e
    lo ad
    ma nship
    out (n., u.m.)
    pac k
    pe ople
    pl ace
    room
    sa ving
    sh eet
shoe
shop
-shy (n., u.m.)
-shyness
site
slip
-space (u.m.)
-stained (u.m.)
stand
station
stream
study
table
time
up (n., u.m.)
ways
-weary (u.m.)
week
worn
-working
#capital
#load
#room
world
better
-conscious (u.m.)
#consciousness
#line
#power
-shaking (u.m.)
-weary (u.m.)
worm
-earthen (u.m.)
-earting (u.m.)
-hole
-riddled (u.m.)
-ripe (u.m.)
seed
shoat
wood
worn
-away
down (u.m.)
out (u.m.)
outness
worrywart
worth
less
while (n., u.m.)
whileness (n.)
wrap
around (n., u.m.)
-up (n., u.m.)
wreath-crowned (u.m.)
wreck-free (u.m.)
ring
bolt
staff
wrist
band
bone
drop
fall
lock
-pin
plate
watch
write
back (n., u.m.)
-in (n., u.m.)
off (n., u.m.)
-pr otect
up (n., u.m.)
writing #room
wrong
-deer
-ended (u.m.)
-m ended (u.m.)
-t hinking (u.m.)
wrought
-i ron
-writing #room
yellow
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-bellied (u.m.)
brush
-fever
-he aded (u.m.)
-t hroated (u.m.)
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-fe llow
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- toed (u.m.)
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-looking (u.m.)
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8. **Punctuation**

8.1. Punctuation is used to clarify the meaning of written or printed language. Well-planned word order requires a minimum of punctuation. The trend toward less punctuation calls for skillful phrasing to avoid ambiguity and to ensure exact interpretation. The GPO Style Manual can 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. The possessive case of a singular or plural noun not ending in *s* is formed by adding an apostrophe and *s*. The possessive case of a singular or plural noun ending in *s* or with an *s* sound is formed by adding an apostrophe only. Some irregular plurals require both an apostrophe and an *s*. (For possessives of italicized nouns, see rule 11.6.)

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

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

- comptroller general’s decision
- attorneys general’s appointments
- Mr. Brown of New York’s motion
- attorney at law’s fee
- John White, Jr.’s (no comma) account

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8.5. Joint possession is indicated by placing an apostrophe on the last element of a series, while individual or alternative possession requires the use of an apostrophe on each element of a series.

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

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

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

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

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

8.8. Possessive pronouns do not take an apostrophe.

- its you
- ours his
- theirs her
- *rs* their
- *ers* their
8.9. Possessive indefinite or impersonal pronouns require an apostrophe.

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

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

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

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

- 49ers
- TVers
- OKs
- MCing
- RIFing
- RIFs
- RIFed
- YWCAs
- ABCs
- 1920s
- IOUs
- 10s (thread)
- 4½s (bonds)
- 3s (golf)
- 2 by 4s
- IQs
- don’t (do not)
- I’ve (I have)
- it’s (it is/it has)
- ne’er (never)

- e’er (ever)
- class of ’08 (2008)
- spirit of ’76 (1776)
- not in her ’70s (age)
- better: in her seventies
- not during the ’90s
- better: during the 1990s or during the twenties
- but
- he never crosses his t’s
- she fails to dot her i’s
- a’s, &’s, 7’s
- watch your p’s and q’s
- are they l’s or 1’s
- the Oakland A’s
- a number of s’s
- his resume had too many I’s
When the plural form of an acronym appears in parentheses, a
lower case $s$ is included within the parentheses.

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

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

Danl., not Dan’l
Halloween, not Hallowe’en
phone, not ’phone
copter, not ’copter
coon, not ’coon
possum, not ’possum
but ma’am

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

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

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

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

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

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

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

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

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

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

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

**Brackets**

Brackets, in pairs, are used—

8.19. In transcripts, congressional hearings, the Congressional Record, testimony in courtwork, etc., to enclose interpolations that are not specifically a part of the original quotation, 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].
- 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 Chair man [to Mr. Smith].
The Chairman [reading]:
Mr. Kelley [to the chairman]. From 15 to 25 percent.
[Objected to.]
[Mr. Smith nods.]
[Mr. Smith aside.]
[Mr. Smith makes further statement off the record.]
Mr. Jones [for Mr. Smith].
A Voice From Audience. Speak up.
Several Voices. Quiet!

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

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

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

Colon
The colon is used—

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

     Give up conveniences; do not demand special privileges; do not stop work:
     these are necessary while we are at war.
     Railroading is not a variety of outdoor sport: it is service.

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

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

8.25. After a salutation.

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

8.26. In expressing clock time.

2:40 p.m.

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

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

8.28. In Biblical and other citations.


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


8.30. To separate book titles and subtitles.

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

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

U.S. Government Printing Office
Washington: 2008

8.32. In proportions.

Concrete mixed 5:3:1
*but 5–2–1 or 5-2-1 (when so in copy)*
8.33. In double colon as ratio sign.
\[1:2::3:6\]

**Comma**
The comma is used—

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

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

*but* He suggested that that committee be appointed.

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

He said, “Now or never.”

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

Then we had much; now, nothing.

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

- short, swift streams; *but* short tributary streams

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

- Beset by the enemy, they retreated.


- Henry Smith, Jr., chairman
- Peter Johns, F.R.S., London
- Washington, DC, schools
- Motorola, Inc., factory
- Brown, A.H., Jr. (*not* Brown, Jr., A.H.)
- John Smith 2d (*or II*); Smith, John, II
- Mr. Smith, Junior, also spoke
- (where only last name is used)
- Alexandria, VA’s waterfront
8.40. To set off 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. Jean’s sister, Joyce, was the eldest. (Jean had one sister.) 

but Jonathan’s brother Moses Taylor was appointed. (Jonathan had more than one brother.)

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

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

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

Fish, mollusks, and crustaceans were plentiful in the lakes, and turtles frequented the shores.
The boy went home alone, and his sister remained with the crowd.
8.44. After a noun or phrase in direct address.

Senator, will the measure be defeated?
Mr. Chairman, I will reply to the gentleman later.

*but* Yes, sir; he did see it.
No, ma’am; I do not recall.

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

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

8.46. Between the title of a person and the name of an organization in the absence of the words *of or of the*.

Chief, Division of Finance
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, 1993, to June 12, 1994, were erroneous.
This was reflected in the June 13, 2007, report.

*but* Production for June 2008 was normal.

The 10 February 2008 deadline passed.

The comma is omitted—

8.50. Between superior figures or letters in footnote references.

Numerous instances may be cited.\(^1\)\(^2\)

Data are based on October production.\(^a\)\(^b\)

East Rochester, OH 44625–9701

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

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

8.53. Between the name and number of an organization.

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

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

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

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

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

8.56. Before an ampersand (&).

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

8.57. Before abbreviations of compass directions.

6430 Princeton Dr. SW.

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

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

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

Dash
A 1-em dash is used—

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

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

8.61. To indicate an interruption or an unfinished word or sentence. A 2-em dash is used when the interruption is by a person other than the speaker, and a 1-em dash will show self-interruption. Note that extracts must begin with a true paragraph. Following extracts, colloquy must start as a paragraph.

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

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

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

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

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

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

8.66. To precede a credit line or a run-in credit or signature.
    Lay the proud usurpers low!
    Tyrants fall in every foe!
    Liberty’s in every blow!
    Let us do or die!
    —Robert Burns.
    Every man’s work shall be made manifest.—I Corinthians 3:13.
    This statement is open to question.—Gerald H. Forsey.

8.67. After a run-in sidehead.

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

A 1-em dash is not used—

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

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

A 3-em dash is used—

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

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

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

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

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

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

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

2005–2008 January–June Monday–Friday

An en dash is not used—

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

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

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

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

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

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

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

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

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

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

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

8.77. Ellipses are not 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, a p p e a l, or other strong emotion which may be expressed even in a declarative or interrogative sentence.

Who shouted, “All aboard!” [Note omission of question mark.]

“Great!” he shouted. [Note omission of comma.]

He acknowledged the fatal error!

How breathtakingly beautiful!

Timber!

Mayday! Mayday!

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

O my friend, let us consider this subject impartially.

O Lord, save Thy people!

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

Oh, but the gentleman is mistaken.

Oh dear; the time is so short.

**Hyphen**

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

8.86. To connect the elements of certain compound words. (See Chapter 6 “Compounding Rules.”)
8.87. To indicate continuation of a word divided at the end of a line. (See Word Division, supplement to the Style Manual.)

8.88. Between the letters of a spelled word.

The Style Board changed New Jerseyite to New J-e-r-s-e-y-a-n.
A native of Halifax is a H-a-l-i-g-o-n-i-a-n.
The Chinese repressive action took place in T-i-a-n-a-n-m-e-n Square.

8.89. To separate elements of chemical formulas.

The hyphen, as an element, may be used—

8.90. To represent letters deleted or illegible words in copy.

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

Parentheses

Parentheses are used—

8.91. To set off 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 parenthetic reference, the one at the end is placed before the period.

This sandstone (see pl. 6) is in every county of the State (see pl. 1).

8.98. When a figure is followed by a letter in parentheses, no space is used between the figure and the opening parenthesis; but if the letter is not in parentheses and the figure is repeated with each letter, the letter is closed up with the figure.

15(a). Classes, grades, and sizes.
15a. Classes, grades, and sizes.

8.99. If both a figure and a letter in parentheses are used before each paragraph, a period and an en space are used after the closing parenthesis. If the figure is not repeated before each letter in parentheses but is used only before the first letter, the period is placed after the figure. However, if the figure is not repeated before each letter in parentheses and no period is used, space is inserted after the number if at least one other lettered subsection appears.

15(a). When the figure is used before the letter in each paragraph—
15(b). The period is placed after the closing parenthesis.
15. (a) When the figure is used before the letter in the first paragraph but not repeated with subsequent letters—
(b) The period is used after the figure only.
Sec. 12 (a) When no period is used and a letter in parentheses appears after a numbered item—
(b) Space must be used after the number if at least one other lettered subsection is shown.

8.100. Note position of the period relative to closing parenthesis:

The vending stand sells a variety of items (sandwiches, beverages, cakes, etc.).
The vending stand sells a variety of items (sandwiches, beverages, cakes, etc. (sometimes ice cream)).
The vending stand sells a variety of items. (These include sandwiches, beverages, cakes, etc. (6).)

8.101. To enclose bylines in congressional work.

(By Harvey Hagman, archeological correspondent)

8.102. When matter in parentheses makes more than one paragraph, start each paragraph with a parenthesis and place the closing parenthesis at the end of the last paragraph.

Period

The period is used—

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

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

8.104. After an indirect question or after a question intended as a suggestion and not requiring an answer.

Tell me how he did it.
May we hear from you.
May we ask prompt payment.

8.105. In place of a closing parenthesis after a letter or number denoting a series.

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.
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.

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

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

Note.—The source material was furnished.


8.108. Paragraphs and subparagraphs may be arranged according to the following scheme. The sequence is not fixed, and variations, in addition to the use of center and side heads or indented paragraphs, may be adopted, depending on the number of parts.

I. Outlines can begin with a capital Roman numeral.
   A. The number of levels and the width of the column determine alignment and indentation.
      1. A set space (en space) following the identifier aids alignment.
         a. Usually, typefaces and sizes are chosen to agree with the hierarchy of the head breakdowns.
            (1) Aligning runover lines with the first word which follows the number or letter aids readability.
               (a) It is important to vary (alternate) the use of letters and numbers in any outline.
               (i) The lowercase Roman numerals (i), (ii), etc. may be used as parts of the outline or to identify subparts of any previous parts.
               (aa) When absolutely necessary, double (or triple) lowercase letters may be used.
      II. Where not needed, the capital Roman numerals may be discarded and the outline can begin with the letter A. As in any composition, consistency in indents and order is essential.

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

13.75 percent 1.25 meters
$3.50 0 .08 mile

8.110. In continental European languages, to indicate thousands.

1.317 7 2.190.175
8.111. After abbreviations, unless otherwise specified. (See Chapter 9, "Abbreviations and Letter Symbols.")

- Apr. R
- fig.
- Ph.D. m
- NE. (Northeast)
- SSE. (South-Southeast)
- R.
- but
- (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.)

- $a \times b$

The period is omitted—

8.115. After—

- Lines in title pages
- Center, side, and running heads; but is not omitted after run-in sideheads
- Continued lines
- Boxheads of tables
- Scientific, chemical, or other symbols

This rule does not apply to abbreviation periods.

8.116. After a quotation mark that is preceded by a period.

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

8.117. After letters used as names without specific designation.

- Officer B, Subject A, Brand X, etc.
- A said to B that all is well.
- Mr. A told Mr. B that the case was closed.
- Mr. X (for unknown or censored name).
but Mr. A. [for Mr. Andrews]. I do not want to go.
Mr. K. [for Mr. King]. The meeting is adjourned.

8.118. After a middle initial which is merely a letter and not an abbrevia-
tion of a name.

Daniel D Tompkins
Ross T McIntire

*but* Harry S. Truman (President Truman’s preference)

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

Alex M  ac
Ed S  am

8.120. After Roman numerals used as ordinals.

King George V  Super Bowl XLII
Apollo XII insigne

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

8.122. Explanatory matter should be set in 6 point type under leaders or
rules.

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<tr>
<th>(Name)</th>
<th>(Address)</th>
<th>(Position)</th>
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</table>

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 Dorotheia? 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, et c., 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. 2”; 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 indentation.

Why seek to scale Mount Everest,
Queen of the air?
Why strive to crown that cruel crest
And deathward dare?
Said Mallory of dauntless quest:
“Because it’s there.”

8.135. To enclose titles of works of art: paintings, statuary, etc.

8.136. To enclose names of newspapers or magazines.

8.137. To enclose complete letters having date and signature.

8.138. To enclose extracts that are indented or set in smaller type, or solid extracts in leaded matter; but indented matter in text that is already quoted carries quotation marks.

8.139. In indirect quotations.

Tell her yes. He could not say no.

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

8.141. The comma and the final period will be placed inside the quotation marks. Other punctuation marks should be placed inside the quotation marks only if they are a part of the matter quoted.

Ruth said, “I think so.”
“The President,” he said, “will veto the bill.”
The trainman shouted, “All aboard!”
Who asked, “Why?”
The President suggests that “an early occasion be sought * * *.”
Why call it a “gentlemen’s agreement”? 

8.142. In congressional and certain other classes of work showing amendments, and in courtwork with quoted language, punctuation marks are printed after the quotation marks when not a part of the quoted matter.

Insert the words “growth”, “production”, and “manufacture”.
To be inserted after the words “cadets, U.S. Coast Guard;”.
Change “February 1, 1983”, to “June 30, 2008”.
“Insert in lieu thereof ‘July 1, 1983’,.”

8.143. When occurring together, quotation marks should precede footnote reference numbers.

The commissioner claimed that the award was “unjustified.”
Kelly’s exact words were: “The facts in the case prove otherwise.”
8.144. Quotation marks should be limited, if possible, to three sets (double, single, double).

“The question in the report is, ‘Can a person who obtains his certificate of naturalization by fraud be considered a “bona fide” citizen of the United States?’”

Semicolon

The semicolon is used—

8.145. To separate clauses containing commas.

Donald A. Peters, Jr., president of the First National Bank, was also a director of New York Central; Harvey D. Jones was a director of Oregon Steel Co. and New 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 side-head followed by lightface matter. Lightface brackets, parentheses, or quotation marks shall be used when both boldface and lightface matter are enclosed.

Charts: C&GS 5101 (N.O. 18320), page 282 (see above); N.O. 93491 (Plan); page 271.
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 omitted to conform with practice adopted by scientific, technical, and industrial groups. Where omission of terminal punctuation causes confusion; e.g., the symbol \(\text{in (inch)}\) mistaken for the preposition \(\text{in}\), the symbol should be spelled out.

9.4. Standard and easily understood forms are preferable, and they should be uniform throughout a job. Abbreviations not generally known should be followed in the text by the spelled-out forms in parentheses the first time they occur; in tables and leaderwork such explanatory matter should be supplied in a footnote. As the printer cannot rewrite the copy, the author should supply these explanatory forms.

9.5. In technical matter, symbols for units of measure should be used only with figures; similarly, many other abbreviations and symbols should not appear in isolation. For example, energy is measured in foot-pounds, not energy is measured in \(\text{ft-lb}\).

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.
Abbreviations and initials of a personal name with points are set without spaces. Abbreviations composed of contractions and initials or numbers, will retain space.

- H.S.T. B.S., LL.D., Ph.D., B.Sc.
- J.F.K. H.R . 116 (but S. 116, S. Con.
- L.B.J. Res. 116)
- U.N. A.B . Secrest, D.D.S.
- U.S.C. (but Rev. Stat.)
- A.F. of L.-CIO (AFL–CIO
  but referred)
- A.D., B.C. T&T
- e.s.t. T exas A&M
- i.e., e.g. (but op. cit.) R&D

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), GM AC (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 T VA ARC
NLRB AF L–CIO ASTM

Geographic terms

United States must be spelled out when appearing in a sentence containing the name of a 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
- U.S. farm-support program
- U.S. attorney
- U.S. citizen
- United States Code (official title)

*not* Temperatures vary in the U.S.

**9.11.** The names of foreign countries are not abbreviated, with the exception of the former U.S.S.R., which is abbreviated due to its length.

**9.12.** In other than formal usage as defined in rule 9.9, all States of the United States, Puerto Rico, 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
- Mount Rainier National Forest, WA
- Stone Mountain, GA
- National Naval Medical Center, Bethesda, MD
- Mark Twain National Wildlife Refuge, IL-IA-MO (note use of hyphens here)
- Richmond, VA

*but*

- Arlington National Cemetery, VA
- Aberdeen Proving Ground, MD
- Baltimore-Washington International Airport, MD
- Redstone Arsenal, AL

*not* but

- Leavenworth freight yards, Kansas
- 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]

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# Canada

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<td>Nova Scotia</td>
<td>NS</td>
</tr>
<tr>
<td>Nunavut</td>
<td>NU</td>
</tr>
<tr>
<td>Ontario</td>
<td>ON</td>
</tr>
<tr>
<td>Prince Edward Island</td>
<td>PE</td>
</tr>
<tr>
<td>Quebec</td>
<td>QC</td>
</tr>
<tr>
<td>Saskatchewan</td>
<td>SK</td>
</tr>
<tr>
<td>Yukon</td>
<td>YT</td>
</tr>
</tbody>
</table>

9.14. The names of other insular possessions, trust territories, and *Long Island, Staten Island*, etc., are not abbreviated.

9.15. The names of Canadian Provinces and other foreign political subdivisions are not abbreviated except as noted in rule 9.13.

## Addresses

9.16. Words such as *Street, Avenue, Place, Road, Square, Boulevard, Terrace, Drive, Court, and Building*, following a name or number, are abbreviated in footnotes, side notes, tables, leaderwork, and lists.

9.17. In addresses, a single period is used with the abbreviations *NW, SW, NE, SE* (indicating sectional divisions of cities) following name or number. *North, South, East, and West* are spelled out at all times.
9.18. The word Street or Avenue as part of a name is not abbreviated even in parentheses, footnotes, sidenotes, tables, lists, 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 Ben Fred Walt
Alex Ed Sam Will

9.24. In signatures, an effort should be made to retain the exact form used by the signer.

George Wythe Geo. Taylor

9.25. In company and other formal names, if it is not necessary to preserve the full legal title, such forms as Bro., Bros., Co., Corp., Inc., Ltd., and & are used. Association and Manufacturing are not abbreviated.

- Commodity Credit Corporation
- Federal Savings and Loan Insurance Corporation
- Pension Benefit Guaranty Corporation

9.27. In parentheses, footnotes, sidenotes, tables, and leaderwork, abbreviate the words *railroad* and *railway* (RR. and Ry.), except in such names as “Washington Railway & Electric Co.” and “Florida Railroad & Navigation Corp.” SS for steamship, MS for motorship, etc., preceding name are used at all times.

9.28. In the names of informal companionships the word *and* is spelled out.

- Gilbert and Sullivan
- Currier and Ives

9.29. In other than formal usage, a civil, military, or naval title preceding a name is abbreviated if followed by first or given name or initial; but *Mr.*, *Mrs.*, *Miss*, *Ms.*, *M.*, *MM.*, *Messrs.*, *Mlle.*, *Mme.*, and *Dr.* are abbreviated with or without first or given name or initial.

**United States military titles and abbreviations**

**Officer rank**

Officer ranks in the United States military consist of commissioned officers and warrant officers. The commissioned ranks are the highest in the military. These officers hold presidential commissions and are confirmed at their ranks by the Senate. Army, Air Force, and Marine Corps officers are called company grade officers in the pay grades of O–1 to O–3, field grade
officers in pay grades O–4 to O–6, and general officers in pay grades O–7 and higher. The equivalent officer groupings in the Navy are called junior grade, mid-grade, and flag.

Warrant officers hold warrants from their service secretary and are specialists and experts in certain military technologies or capabilities. The lowest ranking warrant officers serve under a warrant, but they receive commissions from the President upon promotion to chief warrant officer 2. These commissioned warrant officers are direct representatives of the President of the United States. They derive their authority from the same source as commissioned officers but remain specialists, in contrast to commissioned officers, who are generalists. There are no warrant officers in the Air Force.

<table>
<thead>
<tr>
<th>Army</th>
<th>Navy Coast Guard</th>
<th>Marines</th>
<th>Air Force</th>
</tr>
</thead>
<tbody>
<tr>
<td>General of the Army (Reserved for wartime only)</td>
<td>Fleet Admiral (Reserved for wartime only)</td>
<td>General of the Air Force ( Reserved for wartime only)</td>
<td>General of the Air Force (Reserved for wartime only)</td>
</tr>
<tr>
<td>O1 0</td>
<td>General GEN Army Chief of Staff</td>
<td>Admiral ADM Chief of Naval Operations and Commandant of the Coast Guard</td>
<td>General Gen. Commandant of the Marine Corps</td>
</tr>
<tr>
<td></td>
<td>Lieutenant General LTG</td>
<td>Vice Admiral VADM</td>
<td>Lieutenant General Lt. Gen.</td>
</tr>
<tr>
<td>O8</td>
<td>Brigadier General BG</td>
<td>Rear Admiral Lower Half RADM</td>
<td>Brigadier General Brig. Gen.</td>
</tr>
<tr>
<td>O7</td>
<td>Colonel COL</td>
<td>Captain CPT</td>
<td>Colonel Col.</td>
</tr>
<tr>
<td>O6</td>
<td>Lieutenant Colonel LTC</td>
<td>Commander CDR</td>
<td>Lieutenant Colonel Lt. Col.</td>
</tr>
<tr>
<td>O5</td>
<td>Major MAJ</td>
<td>Lieutenant Commander LCDR</td>
<td>Major Maj.</td>
</tr>
<tr>
<td>O4</td>
<td>Captain CPT</td>
<td>Lieutenant LT</td>
<td>Captain Capt.</td>
</tr>
<tr>
<td>O3</td>
<td>Lieutenant LT</td>
<td>Captain Capt.</td>
<td>Captain Capt.</td>
</tr>
<tr>
<td>Army</td>
<td>Navy Coast Guard</td>
<td>Marines</td>
<td>Air Force</td>
</tr>
<tr>
<td>------------------</td>
<td>-----------------</td>
<td>--------------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>O2 First Lieutenant 1LT</td>
<td>Lieutenant Junior Grade LTJG</td>
<td>First Lieutenant 1st Lt.</td>
<td>First Lieutenant 1st Lt.</td>
</tr>
<tr>
<td>O1 Second Lieutenant 2LT</td>
<td>Ensign ENS</td>
<td>Second Lieutenant 2nd Lt.</td>
<td>Second Lieutenant 2nd Lt.</td>
</tr>
<tr>
<td>W5 Chief Warrant Officer CW5</td>
<td>Chief Warrant Officer CWO5</td>
<td>Chief Warrant Officer 5 CWO5</td>
<td>NO WARRANT</td>
</tr>
<tr>
<td>W4 Chief Warrant Officer 4 CW4</td>
<td>Chief Warrant Officer 4 CWO4</td>
<td>Chief Warrant Officer 4 CWO4</td>
<td>NO WARRANT</td>
</tr>
<tr>
<td>W3 Chief Warrant Officer 3 CW3</td>
<td>Chief Warrant Officer 3 CWO3</td>
<td>Chief Warrant Officer 3 CWO3</td>
<td>NO WARRANT</td>
</tr>
<tr>
<td>W2 Chief Warrant Officer 2 CW2</td>
<td>Chief Warrant Officer 2 CWO2</td>
<td>Chief Warrant Officer 2 CWO2</td>
<td>NO WARRANT</td>
</tr>
<tr>
<td>W1 Warrant Officer 1 WO1</td>
<td>Warrant Officer 1 WO1</td>
<td>Warrant Officer 1 WO</td>
<td>NO WARRANT</td>
</tr>
</tbody>
</table>


**Enlisted rank**

Service members in pay grades E–1 through E–3 are usually either in some kind of training status or on their initial assignment. The training includes the basic training phase where recruits are immersed in military culture and values and are taught the core skills required by their service component.

Basic training is followed by a specialized or advanced training phase that provides recruits with a specific area of expertise or concentration. In the Army and Marines, this area is called a military occupational specialty; in the Navy it is known as a rate; and in the Air Force it is simply called an Air Force specialty.

Leadership responsibility significantly increases in the mid-level enlisted ranks. This responsibility is given formal recognition by use of the terms noncommissioned officer and petty officer. An Army sergeant, an Air Force staff sergeant, and a Marine corporal are considered NCO ranks. The Navy NCO equivalent, petty officer, is achieved at the rank of petty officer third class.
At the E–8 level, the Army, Marines, and Air Force have two positions at the same pay grade. Whether one is, for example, a senior master sergeant or a first sergeant in the Air Force depends on the person’s job. The same is true for the positions at the E–9 level. Marine Corps master gunnery sergeants and sergeants major receive the same pay but have different responsibilities. All told, E–8s and E–9s have 15 to 30 years on the job, and are commanders’ senior advisers for enlisted matters.

A third E–9 element is the senior enlisted person of each service. The sergeant major of the Army, the sergeant major of the Marine Corps, the master chief petty officer of the Navy, and the chief master sergeant of the Air Force are the spokespersons of the enlisted force at the highest levels of their services.

<table>
<thead>
<tr>
<th></th>
<th>Army</th>
<th>Navy Coast Guard</th>
<th>Marines</th>
<th>Air Force</th>
</tr>
</thead>
<tbody>
<tr>
<td>E9</td>
<td>Sergeant Major of the Army (SMA)</td>
<td>Master Chief Petty Officer of the Navy (MCPON) and Master Chief Petty Officer of the Coast Guard (MCPOCG)</td>
<td>Sergeant Major of the Marine Corps (SgtMajMC)</td>
<td>Chief Master Sergeant of the Air Force (CMSAF)</td>
</tr>
<tr>
<td>E9</td>
<td>Sergeant Major (SGM)</td>
<td>Command Sergeant Major (CSM)</td>
<td>Master Chief Petty Officer (MCPO)</td>
<td>Fleet/Command Master Chief Petty Officer (SgtMaj)</td>
</tr>
<tr>
<td></td>
<td>Command Sergeant (CSM)</td>
<td>Master Chief Petty Officer (MCPO)</td>
<td>Master Sergeant (MSgt)</td>
<td>Master Gunnery Sergeant (MGySgt)</td>
</tr>
<tr>
<td></td>
<td>First Sergeant (ISG)</td>
<td>Senior Chief Petty Officer (SCPO)</td>
<td>First Sergeant</td>
<td>Senior Master Sergeant (SMSGt)</td>
</tr>
<tr>
<td>E8</td>
<td>Sergeant First Class (SFC)</td>
<td>First Sergeant</td>
<td>First Sergeant</td>
<td>Senior Chief Petty Officer (CPO)</td>
</tr>
<tr>
<td></td>
<td>Chief Petty Officer (CPO)</td>
<td>First Sergeant</td>
<td>Master Sergeant (MSgt)</td>
<td>First Sergeant</td>
</tr>
<tr>
<td>E7</td>
<td>Sergeant First Class (SFC)</td>
<td>First Sergeant</td>
<td>First Sergeant</td>
<td>Staff Sergeant (SSgt)</td>
</tr>
<tr>
<td></td>
<td>Staff Sergeant (SSG)</td>
<td>First Sergeant</td>
<td>Staff Sergeant (SSgt)</td>
<td>Technical Sergeant (TSgt)</td>
</tr>
<tr>
<td>E6</td>
<td>Staff Sergeant (SSG)</td>
<td>Petty Officer First Class (PO1)</td>
<td>Staff Sergeant (SSgt)</td>
<td>Petty Officer (PO1)</td>
</tr>
<tr>
<td>E5</td>
<td>Sergeant (SGT)</td>
<td>Petty Officer Second Class (PO2)</td>
<td>Sergeant (Sgt)</td>
<td>Petty Officer (PO2)</td>
</tr>
<tr>
<td></td>
<td>Sergeant (SGT)</td>
<td>Petty Officer (PO2)</td>
<td>Sergeant Major of the Marine Corps (SgtMajMC)</td>
<td></td>
</tr>
<tr>
<td>E4</td>
<td>Corporal (CPL)</td>
<td>Petty Officer (PO3)</td>
<td>Corporal (Cpl)</td>
<td>Senior Airman (SrA)</td>
</tr>
</tbody>
</table>
9.30. Spell out Senator, Representative, and commandant.

9.31. Unless preceded by the, abbreviate Honorable, Reverend, and Monsignor when followed by the first name, initials, or title.

Hon. Elihu Root; the Honorable Elihu Root; the Honorable Mr. Root
the Honorables John Roberts, John Paul Stevens, and Ruth Bader Ginsberg
Rev. Martin Luther King, Jr.; the Reverend Dr. King; Rev. Dr. King; Reverend King (not Rev. King, nor the Reverend King)
Rt. Rev. James E. Freeman; the Right Reverend James E. Freeman; Very Rev. Henry Boyd; the Very Reverend Henry Boyd
Rt. Rev. Msgr. John Bird; the Right Reverend Monsignor John Bird

9.32. The following and similar forms are used after a name:

Esq., Jr., Sr.
2d, 3d (or II, III) (not preceded by comma)
Degrees: LL.D., M.A., Ph.D., etc.
Fellowships, orders, etc.: FSA Scot, F.R.S., K.C.B., C.P.A., etc.

9.33. The abbreviation Esq. and other titles such as Mr., Mrs., and Dr., should not appear with any other title or with abbreviations indicating scholastic degrees.

John L. Smith, Esq., not Mr. John L. Smith, Esq., nor John L. Smith, Esq., A.M.;
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.

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)
at., arts. (article, articles)
bull., bulls. (bulletin, bulletins)
ch., chs. (chapter, chapters)
col., cols. (column, columns)
ed., eds. (edition, editions)
fig., figs. (figure, figures)
No., Nos. (number, numbers)
p., pp. (page, pages)
par., pars. (paragraph, paragraphs)
pl., pls. (plate, plates)
pt., pts. (part, parts)
sec., secs. (section, sections)
subch., subchs. (subchapter, sub chapters)
subpar., subpars. (subparagraph, sub paragraphs)
subpt., subpts. (subpart, subparts)
subsec., subsecs. (subsection, subs ections)
supp., supps. (supplement, su pplements)
vol., vols. (volume, volumes)
9.39. The word *article* and the word *section* are abbreviated when appearing at the beginning of a paragraph and set in caps and small caps followed by a period and an en space, except that the first of a series is spelled out.

Art. 2; Sec. 2; etc.; but *Article* I; *Section* I
Art. II; Sec. II; etc.; but *Article* I; *Section* I

9.40. At the beginning of a legend, the word *figure* preceding the legend number is not abbreviated.

Figure 4.—Landscape.

**Terms relating to Congress**

9.41. The words *Congress* and *session*, when accompanied by a numerical reference, are abbreviated in parentheses, brackets, and text footnotes. In sidenotes, lists of references, tables, leaderwork, and footnotes to tables and leaderwork, the following abbreviations are used:

106th Cong., 1st sess.  Public Law 84, 102d Cong.
1st sess., 106th Cong.  Private Law 68, 102d Cong.

9.42. In references to bills, resolutions, documents and reports in parentheses, brackets, footnotes, sidenotes, tables, and leaderwork, the following abbreviations are used:

- H.R. 416 (House bill)
- S. 116 (Senate bill)
- The examples above may be abbreviated or spelled out in text.
- H. Res. 5 (House resolution)
- H. Con. Res. 10 (House concurrent resolution)
- H.J. Res. 21 (House joint resolution)
- S. Res. 50 (Senate resolution)
- S. Con. Res. 17 (Senate concurrent resolution)
- S.J. Res. 45 (Senate joint resolution)
- H. Conf. Rept. 10 (House conference report)
- H. Doc. 35 (House document)
- S. Doc. 62 (Senate document)
- H. Rept. 214 (House report)
- S. Rept. 410 (Senate report)
- Ex. Doc. B (Executive document)
- Ex. F (92d Cong., 2d sess.)
- Ex. Rept. 9 (92d Cong., 1st sess.)
- Misc. Doc. 16 (miscellaneous document)
- Public Res. 47
9.43. References to statutes in parentheses, footnotes, sidenotes, tables, leaderwork, and congressional work are abbreviated.

Stat. L. (Statutes at Large)
but Public Law 85–1; Private Law 68

**Calendar divisions**

9.44. Names of months followed by the day, or day and year, are abbreviated in footnotes, tables, leaderwork, sidenotes, and in bibliographies. (See examples, rule 9.45.) May, June, and July are always spelled out. In narrow columns in tables, however, the names of months may be abbreviated even if standing alone. Preferred forms follow:

|------|------|------|

9.45. In text only, dates as part of a citation or reference within parentheses or brackets are also abbreviated.

(Att'y Gen., Dec. 4, 2005)
(Congressional Record, Sept. 25, 2007)
[From the New York Times, Mar. 4, 2008]
[From the Mar. 4 issue]
On Jan. 25 (we had commenced on Dec. 26, 2005) the work was finished. (In footnotes, tables, leaderwork, and sidenotes)
On January 25, a decision was reached (Op. Att'y Gen., Dec. 4, 2006). (Text, but with citation in parentheses)
but On January 25 (we had commenced on December 26, 2008) the work was finished. (Not a citation or reference in text)

9.46. Weekdays are not abbreviated, but the following forms are used, if necessary, in lists or in narrow columns in tables:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon.</td>
<td>Thur s.</td>
<td>Sat.</td>
</tr>
<tr>
<td>Tues.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Time zones

9.47. The following forms are to be used when abbreviating names of time zones:

- AKDT—Alaska daylight time
- AKST—Alaska standard time
- AKT—Alaska time (implies standard or daylight time)
- AST—Atlantic standard time
- AT—Atlantic time
- CDT—central daylight time
- CST—central standard time
- CT—central time
- DST—daylight saving (no “s”) time
- EDT—eastern daylight time
- EST—eastern standard time
- ET—eastern time
- GCT—Greenwich civil time
- GMAT—Greenwich mean astronomical time
- GMT—Greenwich mean time
- HDT—Hawaii-Aleutian daylight time (not observed in HI)
- HST—Hawaii-Aleutian standard time
- LST—local standard time
- MDT—mountain daylight time
- MST—mountain standard time
- MT—mountain time
- PDT—Pacific daylight time
- PST—Pacific standard time
- PT—Pacific time
- UTC—coordinated universal time

Acronyms and coined words

9.48. To obtain uniform treatment in the formation of acronyms and coined words, apply the formulas that follow:

Use all capital letters when only the first letter of each word or selected words is used to make up the symbol:

- APPR (Army package power reactor)
- EPCOT (Experimental Prototype Community of Tomorrow)
- MAG (Military Advisory Group)
- MIRV (multiple independently targetable reentry vehicle)
- SALT (strategic arms limitation talks); (avoid SALT talks)
- STEP (supplemental training and employment program)

Use all capital letters where first letters of prefixes and/or suffixes are utilized as part of established expressions:

- CPR (cardiopulmonary resuscitation)
- ESP (extrasensory perception)
- FLIR (forward-looking infrared)

Copy must be followed where an acronym or abbreviated form is copyrighted or established by law:

- ACTION (agency of Government; not an acronym)
- MarAd (Maritime Administration)
- NACo (National Association of Counties)
- MEDLARS (Medical Literature Analysis and Retrieval System)

Use caps and lowercase when proper names are used in shortened form, any word
of which uses more than the first letter of each word:
Conrail (Consolidated Rail Corporation)
Pepco (Potomac Electric Power Co.)
Inco (International Nickel Co.)
Aramco (Arabian-American Oil Co.)
Unprofor (United Nations Protection Force)

Use lowercase in common-noun combinations made up of more than the first letter of lowercased words:
loran (long-range navigation)
sonar (sound navigation ranging)
secant (separation control of aircraft by nonsynchronous techniques)

9.49. The words *infra* and *supra* are not abbreviated.

**Terms of measure**

9.50. Compass directions are abbreviated as follows:

<table>
<thead>
<tr>
<th>N.</th>
<th>S.</th>
<th>W.</th>
<th>E.</th>
<th>NE.</th>
<th>NW.</th>
<th>SW.</th>
<th>ESE.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>10° N.</td>
<td>25° W.</td>
<td>¼ W.</td>
<td></td>
</tr>
<tr>
<td>lat.</td>
<td>52°33'05&quot; N.</td>
<td>long.</td>
<td>13°21'10&quot; E.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9.51. The words *latitude* and *longitude*, followed by figures, are abbreviated in parentheses, brackets, footnotes, sidenotes, tables, and leaderwork, and the figures are always closed up.

9.52. Avoid breaking latitude and longitude figures at end of line; space out line instead. In case of an unavoidable break at end of line, use hyphen.

9.53. Temperature and gravity are expressed in figures. When the degree mark is used, it must appear closed up to the capital letter, not against the figures. Note the following related abbreviations and letter symbols and their usages:

<table>
<thead>
<tr>
<th>abs, absolute</th>
<th>API, American Petroleum</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bé, Baumé</td>
<td>Institute</td>
</tr>
<tr>
<td>°C,¹ degree Celsius ²</td>
<td>Twad, Twaddell</td>
</tr>
<tr>
<td>°F, degree Fahrenheit</td>
<td>100 °C</td>
</tr>
<tr>
<td>°R, degree Rankine</td>
<td>212 °F¹</td>
</tr>
<tr>
<td>K, kelvin</td>
<td>671.67 °R</td>
</tr>
<tr>
<td>273.15 K</td>
<td>18 °API</td>
</tr>
<tr>
<td>°API</td>
<td></td>
</tr>
</tbody>
</table>

¹ Without figures preceding it, °C or °F should be used only in boxhead and over figure columns in tables.
² Preferred form (superseding Centigrade).
9.54. References to meridian in statements of time are abbreviated as follows:

- 10 a.m. (not 10:00 a.m.)
- 12 p.m. (12 noon)
- 2:30 p.m.
- 12 a.m. (12 midnight)

9.55. The word o’clock is not used with abbreviations of time.

9.56. Metric unit letter symbols are set lowercase roman unless the unit name has been derived from a proper name, in which case the first letter of the symbol is capitalized (for example Pa for pascal and W for watt). The exception is the letter L for liter. The same form is used for singular and plural. The preferred symbol for cubic centimeter is cm$^3$; use cc only when requested.

A space is used between a figure and a unit symbol except in the case of the symbols for degree, minute, and second of plane angle.

<table>
<thead>
<tr>
<th>Prefixes for multiples and submultiples</th>
<th>Metric units</th>
</tr>
</thead>
<tbody>
<tr>
<td>E e xa (10$^{18}$) d</td>
<td>deci (10$^{-1}$) m</td>
</tr>
<tr>
<td>P p eta (10$^{15}$) c</td>
<td>centi (10$^{-2}$)</td>
</tr>
<tr>
<td>T t era (10$^{12}$) m</td>
<td>milli (10$^{-3}$)</td>
</tr>
<tr>
<td>G g iga (10$^{9}$) µ</td>
<td>micro (10$^{-6}$)</td>
</tr>
<tr>
<td>M me ga (10$^{6}$) n</td>
<td>nano (10$^{-9}$)</td>
</tr>
<tr>
<td>k k ilo (10$^{3}$) p</td>
<td>pico (10$^{-12}$)</td>
</tr>
<tr>
<td>h he cto (10$^{2}$) f</td>
<td>femto (10$^{-15}$)</td>
</tr>
<tr>
<td>da deka (10)</td>
<td>a atto (10$^{-18}$)</td>
</tr>
</tbody>
</table>

Prefixes for multiples and submultiples

<table>
<thead>
<tr>
<th>Length</th>
<th>Area</th>
<th>Volume</th>
</tr>
</thead>
<tbody>
<tr>
<td>km kiometer</td>
<td>km² sq uare kilometer</td>
<td>km$^3$ cu bic kilometer</td>
</tr>
<tr>
<td>hm hectometer</td>
<td>hm² sq uare hectometer</td>
<td>hm$^3$ cu bic hectometer</td>
</tr>
<tr>
<td>dam d decameter</td>
<td>dam² sq uare decameter</td>
<td>dam$^3$ cubic dekameter</td>
</tr>
<tr>
<td>m metre</td>
<td>m² sq uare meter</td>
<td>m$^3$ cu bic meter</td>
</tr>
<tr>
<td>dm d decimeter</td>
<td>dm² sq uare decimeter</td>
<td>dm$^3$ cu bic decimeter</td>
</tr>
<tr>
<td>cm ce centimeter</td>
<td>cm² sq uare centimeter</td>
<td>cm$^3$ cu bic centimeter</td>
</tr>
<tr>
<td>mm mi millimeter</td>
<td>mm² sq uare millimeter</td>
<td>mm$^3$ cubic millimeter</td>
</tr>
</tbody>
</table>
Abbreviations and Letter Symbols

<table>
<thead>
<tr>
<th>Weight</th>
<th>Land area</th>
<th>Capacity of containers</th>
</tr>
</thead>
<tbody>
<tr>
<td>kg ki logram</td>
<td>ha hectare</td>
<td>kL kiloliter</td>
</tr>
<tr>
<td>hg he ctogram</td>
<td>a acre</td>
<td>hL hectoliter</td>
</tr>
<tr>
<td>dag dek agram</td>
<td></td>
<td>daL dekaliter</td>
</tr>
<tr>
<td>g g ram</td>
<td></td>
<td>L liter</td>
</tr>
<tr>
<td>dg de cigram</td>
<td></td>
<td>dL deciliter</td>
</tr>
<tr>
<td>cg ce ntigram</td>
<td></td>
<td>cL centiliter</td>
</tr>
<tr>
<td>mg mi lligram</td>
<td></td>
<td>mL milliliter</td>
</tr>
<tr>
<td>µg mi crogram</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>A</th>
<th>amper</th>
<th>V</th>
<th>volt</th>
<th>mF</th>
<th>millifarad</th>
</tr>
</thead>
<tbody>
<tr>
<td>VA</td>
<td>voltampere</td>
<td>W</td>
<td>watt</td>
<td>mH</td>
<td>millihenry</td>
</tr>
<tr>
<td>F</td>
<td>farad</td>
<td>kV</td>
<td>kilovolt</td>
<td>µF</td>
<td>microfarad (one-</td>
</tr>
<tr>
<td>H</td>
<td>Henry</td>
<td></td>
<td></td>
<td></td>
<td>millionth of a farad)</td>
</tr>
<tr>
<td>Hz</td>
<td>hertz</td>
<td>kVA</td>
<td>kilovoltampere</td>
<td></td>
<td></td>
</tr>
<tr>
<td>J</td>
<td>joule</td>
<td>kW</td>
<td>kilowatt</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9.58. The following forms are used when units of English weight and measure and units of time are abbreviated, the same form of abbreviation being used for both singular and plural:

<table>
<thead>
<tr>
<th>Length A rea and volume</th>
</tr>
</thead>
<tbody>
<tr>
<td>in in2 sq uare inch</td>
</tr>
<tr>
<td>ft foot in3 cubic inch</td>
</tr>
<tr>
<td>yd y ard mi2 square mile</td>
</tr>
<tr>
<td>mi mi le (statute) ft3 cubic foot</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Time Weight Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>yr y ear gr grain gill (not abbreviated)</td>
</tr>
<tr>
<td>mo mon th dr dram pt pint</td>
</tr>
<tr>
<td>d d ay oz ounce qt quart</td>
</tr>
<tr>
<td>h hou r lb pound gal gallon</td>
</tr>
<tr>
<td>min m inute cwt hundredweight pk peck</td>
</tr>
<tr>
<td>s s econd dwt pennyweight bu bushel</td>
</tr>
<tr>
<td>but t metric ton (tonne) bbl barrel</td>
</tr>
</tbody>
</table>

9.59. In astrophysical and similar scientific matter, magnitudes and units of time may be expressed as follows, if so written in copy.

$5^h3^m9^s\ 4.5^h$
Money

9.60. The following are some of the abbreviations and symbols used for indicating money:

(For the abbreviations of other terms indicating currency, see the table “Currency” in Chapter 17 “Useful Tables.”)

- $, dol (dollar)
- c, ct, ¢ (cent, cents)
- TRL (Turkish)
- USD (United States dollar)
- € (euro)
- Mex $ (Mexican peso)
- P (peso)
- £ (pound)
- d (pence)

Use “USD” if omission would result in confusion.

Standard word abbreviations

9.61. If abbreviations are required, use these forms:

- 2,4D (insecticide)
- 3d—third
- 4˚—quarto
- 8˚—octavo
- A1 (rating)
- A.A.—Alcoholics Anonymous
- AARP—American Association of Retired Persons
- abbr.—abbreviation
- abs.—abstract
- acct.—account
- ACDA—Arms Control and Disarmament Agency
- ACTH—adrenocorticotropic hormone
- A.D.—(anno Domini) in the year of our Lord (A.D. 937)
- ADDH—attention deficit disorder with hyperactivity
- ADHD—attention deficit hyperactivity disorder
- AEF—American Expeditionary Forces
- AF—audiofrequency
- AFB—Air Force Base
- AFL–CIO—American Federation of Labor and Congress of Industrial Organizations
- AID—Agency for International Development
- AIDS—acquired immunodeficiency syndrome
- a.k.a.—also known as
- A.L.R.—American Law Reports
- AM—amplitude modulation (no periods)
- A.M.—(anno mundi) in the year of the world
- A.M. or M.A.—master of arts
- a.m.—(ante meridiem) before noon
- Am. Repts.—American Reports
- Amtrak—National Railroad Passenger Corporation
- AMVETS—American Veterans of World War II; Amvet(s)
- antilog—antilogarithm (no period)
- AOA—Administration on Aging
- API—American Petroleum Institute
Abbreviations and Letter Symbols

APO—Army post office (no periods)
App. D.C.—District of Columbia Appeal Cases
App. Div.—Appellate Division
APP—Army package power reactor
approx.—approximately
ARC—American Red Cross
ARS—Agricultural Research Service
ASCS—Agricultural Stabilization and Conservation Service
ASME—American Society of Mechanical Engineers
A.S.N.—Army service number
ASTM—American Society for Testing and Materials
ATM—automatic teller machine
Atl.—Atlantic Reporter; A.2d, Atlantic Reporter, second series
AUS—Army of the United States
Ave.—avenue
AWACS—airborne warning and control system
AWOL—absent without leave
B.A. or A.B.—bachelor of arts
BBB—Better Business Bureau
B.C.—before Christ (1200 B.C.)
B.C.E.—Before Common Era
BCG—(bacillus Calmette-Guerin) antituberculosis vaccine
bf.—boldface
BGN—Board on (not of) Geographic Names
BIA—Bureau of Indian Affairs
BIS—Bank for International Settlements
Blatch. Pr. Cas.—Blatchford’s Prize Cases
Bldg.—building
B. Lit(t). or Lit(t).B.—bachelor of literature
BLM—Bureau of Land Management
BLS—Bureau of Labor Statistics
Blvd.—boulevard
b.o.—buyer’s option
B.S. or B.Sc.—bachelor of science
ca.—(circa) about
ca—centiare
CACM—Central American Common Market
CAD—computer-aided design
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
C.E.—Common Era
CEA—Council of Economic Advisers
cf.—(confer) compare or see
CFR—Code of Federal Regulations
CFR Supp.—Code of Federal Regulations Supplement
CHAMPUS—Civilian Health and Medical Program of the Uniformed Services
CIA—Central Intelligence Agency
CIC—Counterintelligence Corps
C.J.—(corpus juris) body of law; Chief Justice
Abbreviations and Letter Symbols

et al.—(et alii) and others
et seq.—(et sequentia) and the following
etc.—(et cetera) and so forth
EU—European Union
Euratom—European Atomic Energy Community
Euro—currency (common)
Eurodollars—U.S. dollars used to finance foreign trade
Ex. Doc. (with letter)—executive document
Ex-Im Bank—Export-Import Bank of the United States
f., ff.—and following page (pages)
FAA—Federal Aviation Administration
FACS—Faculty of the American College of Surgeons
FAO—Food and Agriculture Organization
f.a.s.—free alongside ship
FAS—Foreign Agricultural Service
FBI—Federal Bureau of Investigation
FCA—Farm Credit Administration
FCC—Federal Communications Commission
FCIC—Federal Crop Insurance Corporation
FCSC—Foreign Claims Settlement Commission
FDA—Food and Drug Administration
FDIC—Federal Deposit Insurance Corporation
FDLP—Federal Depository Library Program
Fed.—Federal Reporter; F.3d, Federal Reporter, third series
FEOF—Foreign Exchange Operations Fund
FHA—Federal Housing Administration
FmHA—Farmers Home Administration
FHLCB—Federal Home Loan Bank
FHWA—Federal Highway Administration
FICA—Federal Insurance Contributions Act
FLSA—Fair Labor Standards Act
FM—frequency modulation
FMC—Federal Maritime Commission
FMCS—Federal Mediation and Conciliation Service
FNMA—Federal National Mortgage Association (Fannie Mae)
FNS—Food and Nutrition Service
f°—folio
f.o.b.—free on board
FPC—Federal Power Commission
FPO—fleet post office (no periods)
FR—Federal Register (publication)
FRG—Federal Republic of Germany
FSA—Federal Savings and Loan Insurance Corporation
FSS—Federal Supply Service
FTC—Federal Trade Commission
FWS—Fish and Wildlife Service
GAO—Government Accountability Office
GATT—General Agreement on Tariffs and Trade
GDR—German Democratic Republic
GI—general issue; Government Issuance
Abbreviations and Letter Symbols

jato—jet-assisted takeoff
J.D.—(jurum or juris doctor)
doctor of laws
JOBS—Job Opportunities in the Business Sector
JIT—just in time
Jpn.—Japan or Japanese where necessary to abbreviate
Jr.—junior
Judge Adv. Gen.—Judge Advocate General
LAFTA—Latin American Free Trade Association
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
MAC—Military Airlift Command
MAG—Military Advisory Group
MarAd—Maritime Administration
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;
MFN—most favored nation
MIA—missing in action (plural MIA’s)
MIRV—multiple independently targetable reentry vehicle
Misc. Doc. (with number)—miscellaneous document
Mlle.—mademoiselle
Mme.—madam
Mmes.—mesdames
mo.—month
MOS—military occupational specialty
M.P.—Member of Parliament
MP—military police
Mr.—mister (plural Messrs.)
MRI—magnetic resonance imaging
Mrs.—mistress
Ms.—feminine title (plural Mses.)
M.S.—master of science
MS.—MSS., manuscript, manuscripts
MSC—Military Sealift Command
Msgr.—monsignor
m.s.l.—mean sea level
MSNBC—Microsoft National Broadcasting Co.
MTN—multilateral trade negotiations
N.—north
NA—not available; not applicable
NACo.—National Association of Counties
NAFTA—North American Free Trade Agreement
NAS—National Academy of Sciences
NASA—National Aeronautics and Space Administration
NATO—North Atlantic Treaty Organization
NCUA—National Credit Union Administration
NE.—northeast
n.e.c.—not elsewhere classified
n.e.s.—not elsewhere specified
net wt.—net weight
N.F.—National Formulary
NFAH—National Foundation on the Arts and the Humanities
NIH—National Institutes of Health
NIST—National Institute of Standards and Technology
n.l.—natural log or logarithm
NLRB—National Labor Relations Board
NNTP—Network News Transfer Protocol
No.—Nos., number, numbers
NOAA—National Oceanic and Atmospheric Administration
n.o.i.b.n.—not otherwise indexed by name
n.o.p.—not otherwise provided (for)
n.o.s.—not otherwise specified
NOVS—National Office of Vital Statistics
NPS—National Park Service
NRC—Nuclear Regulatory Commission
NS—nuclear ship
NSA—National Shipping Authority
NSC—National Security Council
NSF—National Science Foundation
n.s.p.f.—not specifically provided for
NW.—northwest
OAPEC—Organization of Arab Petroleum Exporting Countries
OAS—Organization of American States—Old-Age, Survivors, Disability, and Health Insurance Program
OASI—Old-Age and Survivors Insurance
OCD—Office of Civil Defense
OD—officer of the day
OD—overdose; Odd, overdosed
O.D.—doctor of optometry
OECD—Organization for Economic Cooperation and Development
OK—Oked, Oking, Oks
OMB—Office of Management and Budget
op. cit.—(opere citato) in the work cited
OPEC—Organization of Petroleum Exporting Countries
OSD—Office of the Secretary of Defense
OTC—Organization for Trade Cooperation
PA—public address system
Pac.—-Pacific Reporter; P.2d, Pacific Reporter, second series
PAC—political action committee (plural PAC’s)
Passed Asst. Surg.—passed as assistant surgeon
PBS—Public Building Service
PCV—Peace Corps Volunteer
Abbreviations and Letter Symbols

Pet.—Peters (U.S. Supreme Court Reports)
Ph.—phenyl
Phar.D.—doctor of pharmacy
Ph.B. or B.Ph.—bachelor of philosophy
Ph.D. or D.Ph.—doctor of philosophy
Ph.G.—graduate in pharmacy
PHS—Public Health Service
PIN—personal identification number
Pl.—place
p.m.—(post meridiem) after noon
P.O. Box (with number)—but post office box (in general sense)
POP—Point of Presence; Post Office Protocol
POW—prisoner of war (plural POWs)
PTSD—post-traumatic-stress disorder
Private Res. (with number)—private resolution
Prof.—professor
pro tem—(pro tempore) temporarily
P.S.—(post scriptum) postscript;
public school (with number)
PTA—parent-teachers’ association
Public Res. (with number)—public resolution
PX—post exchange
QT—on the quiet
racon—radar beacon
radar—radio detection and ranging
R&D—research and development
rato—rocket-assisted takeoff
Rd.—road
RDT&E—research, development, testing, and evaluation
REA—Rural Electrification Administration
Rev.—reverend
Rev. Stat.—Revised Statutes
RF—radiofrequency
R.F.D.—rural free delivery
Rh—Rhesus (blood factor)
RIF—reduction(s) in force; RIFed, RIFing, RIFs
R.N.—registered nurse
ROTC—Reserve Officers’ Training Corps
RR.—railroad
RRB—Railroad Retirement Board
Rt. Rev.—right reverend
Ry.—railway
S.—south; Senate bill (with number)
SAC—Strategic Air Command
SAE—Society of Automotive Engineers
S&L(s)—savings and loan(s)
SALT—strategic arms limitation talks
SAR—Sons of the American Revolution
SBA—Small Business Administration
sc.—(scilicet) namely (see also ss)
s.c.—small caps
S. Con. Res. (with number)—Senate concurrent resolution
s.d.—(sine die) without date
SDI—Strategic Defense Initiative
S. Doc. (with number)—Senate document
SE.—southeast
SEATO—Southeast Asia Treaty Organization
SEC—Securities and Exchange Commission
sec—secant
sech—hyperbolic secant
2d—second
SHF—superhigh frequency
shoran—short range (radio)
USNR—U.S. Naval Reserve
U.S.P.—United States Pharmacopeia
USPS—U.S. Postal Service
U.S.S.—U.S. Senate
v. or vs.—(versus) against
VA—Department of Veterans Affairs
VAT—value added tax
VCR—video cassette recorder
VHF—very high frequency
VIP—very important person
viz—(videlicet) namely
VLF—very low frequency
VTR—video tape recording
W.—west
w.a.e.—when actually employed
Wall.—Wallace (U.S. Supreme Court Reports)
wf—wrong font
Wheat.—Wheaton (U.S. Supreme Court Reports)
WHO—World Health Organization
WIPO—World Intellectual Property Organization
WMAL—WRC, etc., radio stations
w.o.p.—without pay
Yale L.J.—Yale Law Journal
ZIP Code—Zone Improvement Plan Code (Postal Service)
ZIP+4—9-digit ZIP Code

**Standard letter symbols for units of measure**

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

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>ampere</td>
</tr>
<tr>
<td>Å</td>
<td>ångstrom</td>
</tr>
<tr>
<td>a</td>
<td>are</td>
</tr>
<tr>
<td>a</td>
<td>atto (prefix, one-quintillion)</td>
</tr>
<tr>
<td>aA</td>
<td>attoampere</td>
</tr>
<tr>
<td>abs</td>
<td>absolute (temperature and gravity)</td>
</tr>
<tr>
<td>ac</td>
<td>alternating current</td>
</tr>
<tr>
<td>AF</td>
<td>audiofrequency</td>
</tr>
<tr>
<td>Ah</td>
<td>ampere-hour</td>
</tr>
<tr>
<td>A/m</td>
<td>ampere per meter</td>
</tr>
<tr>
<td>AM</td>
<td>amplitude modulation</td>
</tr>
<tr>
<td>asb</td>
<td>apostilb</td>
</tr>
<tr>
<td>At</td>
<td>ampere-turn</td>
</tr>
<tr>
<td>at</td>
<td>atmosphere, technical</td>
</tr>
<tr>
<td>atm</td>
<td>atmosphere</td>
</tr>
<tr>
<td>at wt</td>
<td>atomic weight</td>
</tr>
<tr>
<td>au</td>
<td>astronomical units</td>
</tr>
<tr>
<td>avdp</td>
<td>avoirdupois</td>
</tr>
<tr>
<td>b</td>
<td>barn</td>
</tr>
<tr>
<td>B</td>
<td>bel</td>
</tr>
<tr>
<td>b</td>
<td>bit</td>
</tr>
<tr>
<td>bbl</td>
<td>barrel</td>
</tr>
<tr>
<td>bbl/d</td>
<td>barrel per day</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bd</td>
<td>baud</td>
</tr>
<tr>
<td>bd.</td>
<td>board foot (obsolete); use fbm</td>
</tr>
<tr>
<td>Bé</td>
<td>Baumé</td>
</tr>
<tr>
<td>Bev</td>
<td>Bev (obsolete); see GeV</td>
</tr>
<tr>
<td>Bhn</td>
<td>Brinell hardness number</td>
</tr>
<tr>
<td>bhp</td>
<td>brake horsepower</td>
</tr>
<tr>
<td>bm</td>
<td>board measure</td>
</tr>
<tr>
<td>bp</td>
<td>boiling point</td>
</tr>
<tr>
<td>Btu</td>
<td>British thermal unit</td>
</tr>
<tr>
<td>bu</td>
<td>bushel</td>
</tr>
<tr>
<td>c</td>
<td>cent, ct, cent(s)</td>
</tr>
<tr>
<td>c</td>
<td>centi (prefix, one-hundredth)</td>
</tr>
<tr>
<td>C</td>
<td>coulomb</td>
</tr>
<tr>
<td>°C</td>
<td>degree Celsius</td>
</tr>
<tr>
<td>cal</td>
<td>calorie (also: cal, International Table; calth, thermochemical)</td>
</tr>
<tr>
<td>cd/in2</td>
<td>candela per square inch</td>
</tr>
<tr>
<td>cd/m2</td>
<td>candela per square meter</td>
</tr>
<tr>
<td>cg</td>
<td>centigram</td>
</tr>
<tr>
<td>cd•h</td>
<td>candela-hour</td>
</tr>
<tr>
<td>Ci</td>
<td>curie</td>
</tr>
<tr>
<td>cL</td>
<td>centiliter</td>
</tr>
<tr>
<td>cm</td>
<td>centimeter</td>
</tr>
<tr>
<td>c/m</td>
<td>cycles per minute</td>
</tr>
</tbody>
</table>
cm²—square centimeter

cm³—cubic centimeter

cmil—circular mil

cp—candlepower
cP—centipoise
cSt—centistokes

cwt—hundredweight

D—darcy
d—day
d—deci (prefix, one-tenth)
d—pence
da—deka (prefix, 10)
dag—dekagram
daL—dekaliter
dam—dekameter
dam²—square dekameter
dam³—cubic dekameter
dB—decibel
dBu—decibel unit
dc—direct current
dg—deciagram
dl—deciliter
dm—decimeter
dm²—square decimeter
dm³—cubic decimeter
dol—dollar
doz—dozen
dr—dram
dwt—deadweight tons
dwt—pennyweight
dyn—dyne

EHF—extremely high frequency
dmf—electromotive force
emu—electromagnetic unit
erg—erg
esu—electrostatic unit
eV—electron volt
°F—degree Fahrenheit
F—farad
f—femto (prefix, one-quadrillionth)
fbm—board foot; board foot measure
fc—footcandle
fL—footlambert
fm—femtometer

FM—frequency modulation

ft—foot
ft²—square foot
ft³—cubic foot
fH₂O—conventional foot of water
f•lb—foot-pound
f•lbf—foot-pound force
ft/min—foot per minute
ft²/min—square foot per minute
ft³/min—cubic foot per minute
ft-pdl—foot poundal
ft/s—foot per second
ft²/s—square foot per second
ft³/s—cubic foot per second
ft/s²—foot per second squared
ft/s³—foot per second cubed

G—gauss

G—giga (prefix, 1 billion)
g—gram; acceleration of gravity
Gal—gal cm/s²
gal—gallon
gal/min—gallons per minute
gal/s—gallons per second
GB—gigabyte
Gb—gilbert
g/cm³—gram per cubic centimeter
GeV—gigaelectronvolt
GHz—gigahertz (gigacycle per second)
grain; gross
h—hecto (prefix, 100)
H—henry
h—hour
ha—hectare
HF—high frequency
hg—hectogram
hL—hectoliter
hm—hectometer
hm²—square hectometer
hm³—cubic hectometer
hp—horsepower
hph—horsepower-hour
Hz—hertz (cycles per second)
id—inside diameter
ihp—indicated horsepower
Abbreviations and Letter Symbols

in—inch
in2—square inch
in3—cubic inch
in/h—inch per hour
inH2O—conventional inch of water
inHg—conventional inch of mercury
in-lb—inch-pound
in/s—inch per second
J—joule
J/K—joule per kelvin
K—kayser
K—kelvin (use without degree symbol)
k—kilo (prefix, 1,000)
k—thousand (7k=7,000)
kc—kilocycle; see also kHz (kilohertz), kilocycles per second
kcal—kilocalory
keV—kiloelectronvolt
kG—kilogauss
kg—kilogram
kgf—kilogram-force
kHz—kilohertz (kilocycles per second)
kJ—kilojoule
kL—kiloliter
klbf—kilopound-force
km—kilometer
km2—square kilometer
km3—cubic kilometer
km/h—kilometer per hour
kn—knot (speed)
kΩ—kilohm
kt—kiloton; carat
kV—kilovolt
kVA—kilovoltampere
kvar—kilovar
kW—kilowatt
kWh—kilowatthour
L—lambert
L—liter
lb—pound
lb ap—apothecary pound
lb—avoirdupois pound
lbf—pound-force
lbf/ft—pound-force foot
lbf/ft2—pound-force per square foot
lbf/ft3—pound-force per cubic foot
lbf/in2—pound-force per square inch
(see psi)
lb/ft—pound per foot
lb/ft2—pound per square foot
lb/ft3—pound per cubic foot
lct—long calcined ton
ldt—long dry ton
LF—low frequency
lin ft—linear foot
l/m—lines per minute
lm—lumen
lm/ft2—lumen per square foot
lm/m2—lumen per square meter
lm/s—lumen second
lm/W—lumen per watt
l/s—lines per second
L/s—liter per second
lx—lux
M—mega (prefix, 1 million)
M—million (3 M=3 million)
m—meter
m—milli (prefix, one-thousandth)
M1—monetary aggregate
m2—square meter
m3—cubic meter
µ—micro (prefix, one-millionth)
µm—micrometer
mA—milliampere
µA—microampere
MB—megabyte
mbar—millibar
µbar—microbar
Mc—megacycle; see also MHz (megahertz), megacycles per second
mc—millicycle; see also mHz (millihertz), millicycles per second
mD—millidarcy
meq—milliequivalent
MeV—megaelectronvolts
mF—millifarad
µF—microfarad
mG—milligauss
mg—milligram
µg—microgram
Mgal/d—million gallons per day
mH—millihenry
MHz—megahertz
mHz—millihertz
mi—mile (statute)
mi²—square mile
mi/gal—mile(s) per gallon
mi/h—mile(s) per hour
mil—mil
min—minute (time)
µin—microinch
mL—milliliter
mm—millimeter
mm²—square millimeter
mm³—cubic millimeter
µm²—square micrometer
µm³—cubic micrometer
µµ—micromicron (use of compound
prefixes obsolete; use pm,
picometer)
µµf—micromicrofarad (use of
compound prefixes obsolete; use
pF)
mmHg—conventional millimeter of
mercury
mΩ—megohm
mo—month
mol—mole (unit of substance)
mol wt—molecular weight
mp—melting point
ms—millisecond
µs—microsecond
Mt—megaton
mV—millivolt
µV—microvolt
MW—megawatt
mW—milliwatt
µW—microwatt
MWd/t—megawatt-days per ton
Mx—maxwell
n—nano (prefix, one-billionth)
N—newton
nA—nanoampere
nF—nanofarad
N•m—newton meter
N/m²—newton per square meter
nmi—nautical mile
Np—neper
ns—nanosecond
N•s/m²—newton second per square meter
nt—nit
od—outside diameter
Oe—oersted (use of A/m, amperes per
term, preferred)
oz—ounce (avoirdupois)
p—pico (prefix, one-trillionth)
P—poise
Pa—pascal
pA—picoampere
pct—percent
pdl—poundal
pF—picofarad (micromicrofarad,
obsolete)
pF—water-holding energy
pH—hydrogen-ion concentration
ph—phot; phase
pk—peck,
p/m—parts per million
ps—picosecond
psi—pounds per square inch
pt—pint
pW—picowatt
qt—quart
quad—quadrillion (10¹⁵)
°R—rankine
°R—roentgen
R—degree rankine
R—degree reaumur
rd—rad
rem—roentgen equivalent man
r/min—revolutions per minute
rms—root mean square
Abbreviations and Letter Symbols

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

<table>
<thead>
<tr>
<th>Latin Abbreviation</th>
<th>English Translation</th>
</tr>
</thead>
<tbody>
<tr>
<td>r/s</td>
<td>revolutions per second</td>
</tr>
<tr>
<td>s</td>
<td>second (time)</td>
</tr>
<tr>
<td>s</td>
<td>shilling</td>
</tr>
<tr>
<td>S</td>
<td>siemens</td>
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<tr>
<td>sb</td>
<td>stilb</td>
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<tr>
<td>scp</td>
<td>spherical candlepower</td>
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<tr>
<td>s*ft</td>
<td>second-foot</td>
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<tr>
<td>shp</td>
<td>shaft horsepower</td>
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<td>slug</td>
<td>slug</td>
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<tr>
<td>sr</td>
<td>steradian</td>
</tr>
<tr>
<td>sSf</td>
<td>standard saybolt fural</td>
</tr>
<tr>
<td>sSu</td>
<td>standard saybolt universal</td>
</tr>
<tr>
<td>stdft3</td>
<td>standard cubic foot (feet)</td>
</tr>
<tr>
<td>Sus</td>
<td>saybolt universal second(s)</td>
</tr>
<tr>
<td>T</td>
<td>tera (prefix, 1 trillion)</td>
</tr>
<tr>
<td>Tft3</td>
<td>trillion cubic feet</td>
</tr>
<tr>
<td>T</td>
<td>tesla</td>
</tr>
<tr>
<td>t</td>
<td>tonne (metric ton)</td>
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<tr>
<td>tbsp</td>
<td>tablespoonful</td>
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<td>thm</td>
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<td>ton</td>
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</tr>
<tr>
<td>tsp</td>
<td>teaspoonful</td>
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<tr>
<td>Twad</td>
<td>twaddell</td>
</tr>
<tr>
<td>u</td>
<td>(unified) atomic mass unit</td>
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<tr>
<td>UHF</td>
<td>ultrahigh frequency</td>
</tr>
<tr>
<td>V</td>
<td>volt</td>
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<tr>
<td>VA</td>
<td>voltampere</td>
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<tr>
<td>var</td>
<td>var</td>
</tr>
<tr>
<td>VHF</td>
<td>very high frequency</td>
</tr>
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<td>V/m</td>
<td>volt per meter</td>
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<tr>
<td>W</td>
<td>watt</td>
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<tr>
<td>Wb</td>
<td>weber</td>
</tr>
<tr>
<td>Wh</td>
<td>watthour</td>
</tr>
<tr>
<td>W/(m*K)</td>
<td>watt per meter kelvin</td>
</tr>
<tr>
<td>W/sr</td>
<td>watt per steradian</td>
</tr>
<tr>
<td>W/(sr*m2)</td>
<td>watt per steradian square meter</td>
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<tr>
<td>x</td>
<td>unknown quantity (italic)</td>
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<tr>
<td>yd</td>
<td>yard</td>
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<tr>
<td>yd2</td>
<td>square yard</td>
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<tr>
<td>yd3</td>
<td>cubic yard</td>
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<tr>
<td>yr</td>
<td>year</td>
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<tr>
<td>a.–</td>
<td>annus, year; ante, before</td>
</tr>
<tr>
<td>A.A.C.–</td>
<td>anno ante Christum in the year before Christ</td>
</tr>
<tr>
<td>A.A.S.–</td>
<td>Academiae Americanae Socius, Fellow of the American Academy [Academy of Arts and Sciences]</td>
</tr>
<tr>
<td>A.B.–</td>
<td>artium baccalaureus, bachelor of arts</td>
</tr>
<tr>
<td>ab init.–</td>
<td>ab initio, from the beginning</td>
</tr>
<tr>
<td>abs. re.–</td>
<td>absent reo, the defendant being absent</td>
</tr>
<tr>
<td>A.C.–</td>
<td>ante Christum, before Christ</td>
</tr>
<tr>
<td>A.D.–</td>
<td>anno Domini, in the year of our Lord</td>
</tr>
<tr>
<td>a.d.–</td>
<td>ante diem, before the day</td>
</tr>
<tr>
<td>ad fin.–</td>
<td>ad finem, at the end, to one end</td>
</tr>
<tr>
<td>ad h.l.–</td>
<td>ad hunc locum, to this place, on this passage</td>
</tr>
<tr>
<td>al.–</td>
<td>alia, alii, other things, other persons</td>
</tr>
<tr>
<td>A.M.–</td>
<td>anno mundi, in the year of the world; Annus mirabilis, the wonderful year [1666]; a.m., ante meridiem, before noon</td>
</tr>
<tr>
<td>an.–</td>
<td>anno, in the year; ante, before</td>
</tr>
<tr>
<td>ann.–</td>
<td>annales, annals; ann, years</td>
</tr>
<tr>
<td>A.R.S.S.–</td>
<td>Antiquariorum Regiae Societatis Socius, Fellow of the Royal Society of Antiquaries</td>
</tr>
</tbody>
</table>
A.U.C.—anno urbis conditae, ab urbe condita, in [the year from the building of the City [Rome], 753 B.C.
B.A.—baccalaureus artium, bachelor of arts
B. Sc.—baccalaureus scientiae, bachelor of science
C.—centum, a hundred; condemno, I condemn, find guilty
c.—circa, about
cent.—centum, a hundred
cf.—confer, compare
C.M.—chirurgiae magister, master of surgery
coch.—cochlear, a spoon, spoonful
coch. amp.—cochlear amplum, a tablespoonful
coch. mag.—cochlear magnum, a large spoonful
coch. med.—cochlear medium, a dessert spoonful
coch. parv.—cochlear parvum, a teaspoonful
con.—contra, against; conjunx, wife
C.P.S.—custos privati sigilli, keeper of the privy seal
C.S.—custos sigilli, keeper of the seal
cwt.—c. for centum, wt. for weight, hundredweight
D.—Deus, God; Dominus, Lord; d., decretum, a decree; denarius, a penny; da, give
D.D.—divinitatis doctor, doctor of divinity
D.G.—Dei gratia, by the grace of God; Deo gratias, thanks to God
D.N.—Dominus noster, our Lord
D. Sc.—doctor scientiae, doctor of science
d.s.p.—decessit sine prole, died without issue
D.V.—Deo volente, God willing
dwt.—d. for denarius, wt. for weight pennyweight
e.g.—exempli gratia, for example
et al.—et alibi, and elsewhere; et alii, or aliae, and others
etc.—et cetera, and those that follow
et seq.—et sequentes, and those that follow
et ux.—et uxor, and wife
F.—filius, son
f.—fiat, let it be made; forte, strong
fac.—factum similis, facsimile, an exact copy
fasc.—fasciculus, a bundle
fl.—flores, flowers; floriuit, flourished; fluidus, fluid
f.r.—folio recto, right-hand page
F.R.S.—Fraternitatis Regiae Socius, Fellow of the Royal Society
f.v.—folio verso, on the back of the leaf
guttat.—guttatim, by drops
H.—hora, hour
h.a.—hoc anno, in this year; hujus anni, this year’s
hab. corp.—habeas corpus, have the body—a writ
h.e.—hic est, this is; hoc est, that is
h.m.—hoc mense, in this month; huius mensis, this month’s
h.q.—hoc quaere, look for this
H.R.I.P.—hic requiescat in pace, here rests in peace
H.S.—hic sepultus, here is buried; hic situs, here lies; h.s., hoc sensu, in this sense
H.S.S.—Historiae Societatis Socius, Fellow of the Historical Society
h.t.—hoc tempore, at this time; hoc titulo, in or under this title
I.—Idus, the Ides; i., id, that; immortalis, immortal
ib. or ibid.—ibidem, in the same place
i.d.—idem, the same
i.e.—id est, that is
imp.—imprimatur, sanction, let it be printed
I.N.D.—in nomine Dei, in the name of God
in f.—in fine, at the end
inf.—infra, below
init.—initio, in the beginning
in lim.—in limine, on the threshold, at the outset
in loc.—in loco, in its place
in loc. cit.—in loco citato, in the place cited
in pr.—in principio, in the beginning
in trans.—in transitu, on the way
i.q.—idem quod, the same as
i.q.e.d.—id quod erat demonstrandum, what was to be proved
J.—judex, judge
J.C.D.—juris civilis doctor, doctor of civil law
J.D.—jurum or juris doctor, doctor of laws
J.U.D.—juris utriusque doctor, doctor of both civil and canon law
L.—liber, a book; locus, a place
£—libra, pound; placed before figures thus £10; if l., to be placed after, as 401.
L.A.M.—liberalium artium magister, master of the liberal arts
L.B.—baccalaureus literarum, bachelor of letters
lb.—libra, pound (singular and plural)
L.H.D.—literarum humaniorum doctor, doctor of the more humane letters
Litt. D.—literarum doctor, doctor of letters
L.L.B.—legum baccalaureus, bachelor of laws
L.L.D.—legum doctor, doctor of laws
L.L.M.—legum magister, master of laws
loc. cit.—loco citato, in the place cited
loq.—loquitur, he, or she, speaks
L.S.—locus sigilli, the place of the seal
l.s.c.—loco supra citato, in the place above cited
£ s. d.—librae, solidi, denarii, pounds, shillings, pence
M.—magister, master; manipulus, handful; medicinae, of medicine;
m., meridies, noon
M.A.—magister artium, master of arts
M.B.—medicinae baccalaureus, bachelor of medicine
M. Ch.—magister chirurgiae, master of surgery
M.D.—medicinae doctor, doctor of medicine
m.m.—mutatis mutandis, with the necessary changes
m.n.—mutato nomine, the name being changed
MS.—manuscriptum, manuscript; MSS., manuscripta, manuscripts
Mus. B.—musicae baccalaureus, bachelor of music
Mus. D.—musicae doctor, doctor of music
Mus. M.—musicae magister, master of music
N.—Nepos, grandson; nomen, name; nomina, names; noster, our; n., natus, born; nocte, at night
N.B.—nota bene, mark well
ni. pri.—nisi prius, unless before
nob.—nobis, for (or on) our part
nol. pros.—nolle prosequi, will not prosecute
non cul.—non culpabilis, not guilty
n.l.—non licet, it is not permitted; non liquet, it is not clear; non longe, not far
non obs.—non obstacle, 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, after noon
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
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
s.c.—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
Abbreviations and Letter Symbols

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  
ult.—ultimo, last month (may be abbreviated in writing but should be spelled out in printing)  
ung.—unguentum, ointment  
ub.s.—ubi supra, in the place above mentioned  
ut dict.—ut dictum, as directed  
ut sup.—ut supra, as above  
ux.—uxor, wife  
v.—versus, against; vide, see; voce, voice, word  
v. —— a., vixit —— annos—lived [so many] years  
verb. sap.—verbum [satis] sapienti, a word to the wise suffices  
v.g.—verbi gratia, for example  
viz—videlicet, namely  
v.s.—vide supra, see above

Information technology acronyms and initialisms

9.64. If abbreviations are required, use these forms:

AARP—Apple Address Resolution Protocol  
ABLS—Automated Bid List System  
ABM—asynchronous balanced mode  
ACES—access certificates for electronic services  
ACP—Access Content Package  
ACS—Access Content Storage  
ACSIS—Acquisition, Classification, and Shipment Information System  
AES—advanced encryption standard  
AIFF—audio interchange file format  
AIP—Archival Information Package  
AIS—Archival Information Storage System  
ANSI—American National Standards Institute  
AP—access processor  
ARK—archival resource key  
ARP—address resolution protocol  
ASCII—American Standard Code for Information Interchange
IEEE—Institute of Electronics and Electrical Engineers
IETF—Internet Engineering Task Force
ILS—Integrated Library System
IP—internet protocol
IPR—internal progress review
IPSEC—internet protocol security
ISO—International Organization for Standardization
ISP—internet service provider
ISSN—International Standard Serial Number
IT—information technology
ITU—International Telecommunications Union
JDF—Job Definition Format
JPEG—Joint Photographic Experts Group
LAN—local area network
LDAP—lightweight directory access protocol
LPI—lines per inch
MAC—message authentication code
MARC—Machine Readable Catalog
METS—Metadata Encoding and Transmission Standard
MHz—megahertz
MIME—multipurpose internet mail extensions
MIPS—millions of instructions per second
MMAR—Materials Management Procurement Regulation
MODS—Metadata Object Descriptive Standard
MPCF—marginally punched continuous forms
NAT—network address translation
NDIIPP—National Digital Information Infrastructure and Preservation Program
NFC—National Finance Center
NIST—National Institute of Standards and Technology
NNTP—network news transfer protocol
OAI—Open Archives Initiative
OAI–PMH—Open Archives Initiative Protocol for Metadata Harvesting
OAIS—Open Archival Information Systems
OCLC—Online Computer Library
OCR—optical character recognition
OLTP—online transaction processing
PRONOM—Practical Online Compendium of File Formats
PTR—program tracking report
PURL—persistent uniform resource locator
RAID—redundant array of inexpensive disks
RAM—random access memory
RFC—request for comments
RGB—red, green, blue
RI—representation information
RMA—reliability, maintainability, availability
RPC—remote procedure call
RSA—Rivest, Shamir, Adleman (public key decryption algorithm)
RTF—rich text format
RVTM—requirements verification traceability matrix
SAML—security assertion markup language
SDLC—software/system development life cycle
SDR—system design review
Section 508—Section 508 of the Rehabilitation Act
SGML—standard generalized markup language
SHA—secure hash algorithm
<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
</tr>
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<tbody>
<tr>
<td>SIP</td>
<td>Submission Information Package</td>
</tr>
<tr>
<td>SLIP</td>
<td>serial line internet protocol</td>
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<tr>
<td>SMP</td>
<td>storage management processor</td>
</tr>
<tr>
<td>SMS</td>
<td>storage management system</td>
</tr>
<tr>
<td>SMTP</td>
<td>simple mail transfer protocol</td>
</tr>
<tr>
<td>SNMP</td>
<td>simple network management protocol</td>
</tr>
<tr>
<td>SPA</td>
<td>simplified purchase agreement</td>
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<tr>
<td>SSL</td>
<td>secure sockets layer</td>
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<tr>
<td>SSP</td>
<td>system security plan</td>
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<tr>
<td>SSR</td>
<td>software specification review</td>
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<tr>
<td>TDES</td>
<td>Triple Data Encryption Standard</td>
</tr>
<tr>
<td>TIFF</td>
<td>tagged image file format</td>
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<tr>
<td>TLS</td>
<td>transport layer security</td>
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<td>UDP</td>
<td>user datagram protocol</td>
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<tr>
<td>URL</td>
<td>uniform resource locator</td>
</tr>
<tr>
<td>URN</td>
<td>uniform resource name/number</td>
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<tr>
<td>VLAN</td>
<td>virtual local area network</td>
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<tr>
<td>VPN</td>
<td>virtual private network</td>
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<tr>
<td>VRML</td>
<td>virtual reality modeling language</td>
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<tr>
<td>W3C</td>
<td>World Wide Web Consortium</td>
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<td>WAIS</td>
<td>wide area information service</td>
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<td>WAN</td>
<td>wide area network</td>
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<tr>
<td>WAP</td>
<td>wireless application protocol</td>
</tr>
<tr>
<td>WAV</td>
<td>waveform audio format</td>
</tr>
<tr>
<td>WIP</td>
<td>work in process</td>
</tr>
<tr>
<td>WML</td>
<td>wireless markup language</td>
</tr>
<tr>
<td>WMS</td>
<td>workflow management system</td>
</tr>
<tr>
<td>WWW</td>
<td>World Wide Web</td>
</tr>
<tr>
<td>WYSIWYG</td>
<td>what you see is what you get</td>
</tr>
<tr>
<td>XML</td>
<td>extensible markup language</td>
</tr>
<tr>
<td>XMLDsig</td>
<td>XML signature</td>
</tr>
<tr>
<td>XMLENC</td>
<td>XML encryption</td>
</tr>
</tbody>
</table>
10. Signs and Symbols

10.1. The increased use of signs and symbols and their importance in technical and scientific work have emphasized the necessity of standardization on a national basis and of the consistent use of the standard forms.

10.2. Certain symbols are standardized—number symbols (the digits, 0, 1, 2, 3, 4, 5, 6, 7, 8, 9); letter symbols (the letters of the alphabet, a, b, c, d, etc.); and graphic symbols (the mathematical signs +, −, ±, ×, ÷).

10.3. The signs +, −, ±, ×, and ÷, etc., are closed against accompanying figures and symbols. When the × is used to indicate “crossed with” (in plant or animal breeding) or magnification, it will be separated from the accompanying words by a space.

<table>
<thead>
<tr>
<th>i–vii + 1–288 pages</th>
<th>Early June × Bright (crossed with)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The equation A+B</td>
<td>× 4 (magnification)</td>
</tr>
<tr>
<td>The result is 4×4</td>
<td>miles ÷ gallons</td>
</tr>
<tr>
<td>20,000±5,000</td>
<td></td>
</tr>
</tbody>
</table>

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, number mark, dollar mark, or cent mark, is used before or after each figure in a group or series.

<table>
<thead>
<tr>
<th>$5 to $8 price range</th>
<th>but</th>
</tr>
</thead>
<tbody>
<tr>
<td>5’–7’ long, <em>not</em> 5–7’ long</td>
<td>§ 12 (thin space)</td>
</tr>
<tr>
<td>$4 to $6 (no spaces)</td>
<td>¶ 1951 (thin space)</td>
</tr>
<tr>
<td>±2 to ±7; 2°±1°</td>
<td>from 15 to 25 percent</td>
</tr>
<tr>
<td>#61 to #64</td>
<td>45 to 65 °F <em>not</em> 45° to 65° F</td>
</tr>
</tbody>
</table>
**Letter symbols**

10.7. Letter symbols are set in italic (see rule 10.8) or in roman (see rule 9.56) without periods and are capitalized only if so shown in copy, since the capitalized form may have an entirely different meaning.

**Equations**

10.8. In mathematical equations, use italic for all letter symbols—capitals, lowercase, small capitals, and superiors and inferiors (exponents and subscripts); use roman for figures, including superiors and inferiors.

10.9. If an equation or a mathematical expression needs to be divided, break before $+, -, =$, etc. However, the equal sign is to clear on the left of other beginning mathematical signs.

10.10. A short equation in text should not be broken at the end of a line. Space out the line so that the equation will begin on the next line; or better, center the equation on a line by itself.

10.11. An equation too long for one line is set flush left, the second half of the equation is set flush right, and the two parts are balanced as nearly as possible.

10.12. Two or more equations in a series are aligned on the equal signs and centered on the longest equation in the group.

10.13. Connecting words of explanation, such as *hence, therefore,* and *similarly,* are set flush left either on the same line with the equation or on a separate line.

10.14. Parentheses, braces, brackets, integral signs, and summation signs should be of the same height as the mathematical expressions they include.

10.15. Inferiors precede superiors if they appear together; but if either inferior or superior is too long, the two are aligned on the left.
Chemical symbols

10.16. The names and symbols listed below are approved by the International Union of Pure and Applied Chemistry. They are set in roman without periods.

<table>
<thead>
<tr>
<th>Element</th>
<th>Symbol</th>
<th>Atomic No.</th>
<th>Element</th>
<th>Symbol</th>
<th>Atomic No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actinium</td>
<td>Ac</td>
<td>89</td>
<td>Mendelevium</td>
<td>Md</td>
<td>101</td>
</tr>
<tr>
<td>Aluminum</td>
<td>Al</td>
<td>13</td>
<td>Mercury</td>
<td>Hg</td>
<td>80</td>
</tr>
<tr>
<td>Americium</td>
<td>Am</td>
<td>95</td>
<td>Molybdenum</td>
<td>Mo</td>
<td>42</td>
</tr>
<tr>
<td>Antimony</td>
<td>Sb</td>
<td>51</td>
<td>Neodymium</td>
<td>Nd</td>
<td>60</td>
</tr>
<tr>
<td>Argon</td>
<td>Ar</td>
<td>18</td>
<td>Neon</td>
<td>Ne</td>
<td>10</td>
</tr>
<tr>
<td>Arsenic</td>
<td>As</td>
<td>33</td>
<td>Neptunium</td>
<td>Np</td>
<td>93</td>
</tr>
<tr>
<td>Astatine</td>
<td>At</td>
<td>85</td>
<td>Nickel</td>
<td>Ni</td>
<td>28</td>
</tr>
<tr>
<td>Barium</td>
<td>Ba</td>
<td>56</td>
<td>Niobium</td>
<td>Nb</td>
<td>41</td>
</tr>
<tr>
<td>Berkelium</td>
<td>Bk</td>
<td>97</td>
<td>Nitrogen</td>
<td>N</td>
<td>7</td>
</tr>
<tr>
<td>Beryllium</td>
<td>Be</td>
<td>4</td>
<td>Nobelium</td>
<td>No</td>
<td>102</td>
</tr>
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<td>Bismuth</td>
<td>Bi</td>
<td>83</td>
<td>Osmium</td>
<td>Os</td>
<td>76</td>
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<td>Bohrium</td>
<td>Bh</td>
<td>107</td>
<td>Oxygen</td>
<td>O</td>
<td>8</td>
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<td>Boron</td>
<td>B</td>
<td>5</td>
<td>Palladium</td>
<td>Pd</td>
<td>46</td>
</tr>
<tr>
<td>Bromine</td>
<td>Br</td>
<td>35</td>
<td>Phosphorus</td>
<td>P</td>
<td>15</td>
</tr>
<tr>
<td>Cadmium</td>
<td>Cd</td>
<td>48</td>
<td>Platinum</td>
<td>Pt</td>
<td>78</td>
</tr>
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<td>Calcium</td>
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<td>Plutonium</td>
<td>Pu</td>
<td>94</td>
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<td>98</td>
<td>Polonium</td>
<td>Po</td>
<td>84</td>
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<td>58</td>
<td>Praseodymium</td>
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<td>Radium</td>
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<td>Co</td>
<td>27</td>
<td>Radon</td>
<td>Rn</td>
<td>86</td>
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<td>Cu</td>
<td>29</td>
<td>Rhenium</td>
<td>Re</td>
<td>75</td>
</tr>
<tr>
<td>Curium</td>
<td>Cm</td>
<td>96</td>
<td>Rhodium</td>
<td>Rh</td>
<td>45</td>
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<tr>
<td>Darmstadtium</td>
<td>Ds</td>
<td>110</td>
<td>Roentgenium</td>
<td>Rg</td>
<td>111</td>
</tr>
<tr>
<td>Dubnium</td>
<td>Db</td>
<td>105</td>
<td>Rubidium</td>
<td>Rb</td>
<td>37</td>
</tr>
<tr>
<td>Dysprosium</td>
<td>Dy</td>
<td>66</td>
<td>Ruthenium</td>
<td>Ru</td>
<td>44</td>
</tr>
<tr>
<td>Einsteinium</td>
<td>Es</td>
<td>99</td>
<td>Ruthfordium</td>
<td>Rf</td>
<td>104</td>
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<tr>
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<td>Er</td>
<td>68</td>
<td>Samarium</td>
<td>Sm</td>
<td>62</td>
</tr>
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<td>Europium</td>
<td>Eu</td>
<td>63</td>
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<td>Fm</td>
<td>100</td>
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<td>9</td>
<td>Selenium</td>
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<td>Fr</td>
<td>87</td>
<td>Silicon</td>
<td>Si</td>
<td>14</td>
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<tr>
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<td>Gd</td>
<td>64</td>
<td>Silver</td>
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<td>Ge</td>
<td>32</td>
<td>Strontium</td>
<td>Sr</td>
<td>38</td>
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<td>Au</td>
<td>79</td>
<td>Sulfur</td>
<td>S</td>
<td>16</td>
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<td>Hf</td>
<td>72</td>
<td>Tantalum</td>
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<td>73</td>
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<td>Technetium</td>
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<td>52</td>
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<td>67</td>
<td>Thoriium</td>
<td>Tb</td>
<td>65</td>
</tr>
<tr>
<td>Hydrogen</td>
<td>H</td>
<td>1</td>
<td>Thallium</td>
<td>Th</td>
<td>81</td>
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<td>Indium</td>
<td>In</td>
<td>49</td>
<td>Thorium</td>
<td>Th</td>
<td>90</td>
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<td>53</td>
<td>Thallium</td>
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<td>Fe</td>
<td>26</td>
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<td>36</td>
<td>Tungsten</td>
<td>W</td>
<td>74</td>
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<tr>
<td>Lanthanum</td>
<td>La</td>
<td>57</td>
<td>Uranium</td>
<td>U</td>
<td>92</td>
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<td>Lawrencium</td>
<td>Lr</td>
<td>103</td>
<td>Vanadium</td>
<td>V</td>
<td>23</td>
</tr>
<tr>
<td>Lead</td>
<td>Pb</td>
<td>82</td>
<td>Xenon</td>
<td>Xe</td>
<td>54</td>
</tr>
<tr>
<td>Lithium</td>
<td>Li</td>
<td>3</td>
<td>Ytterbium</td>
<td>Yb</td>
<td>70</td>
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<tr>
<td>Lutetium</td>
<td>Lu</td>
<td>71</td>
<td>Yttrium</td>
<td>Y</td>
<td>39</td>
</tr>
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<td>Magnesium</td>
<td>Mg</td>
<td>12</td>
<td>Zinc</td>
<td>Zn</td>
<td>30</td>
</tr>
<tr>
<td>Manganese</td>
<td>Mn</td>
<td>25</td>
<td>Zirconium</td>
<td>Zr</td>
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</tr>
<tr>
<td>Meitnerium</td>
<td>Mt</td>
<td>109</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Standardized symbols

10.17. Symbols duly standardized by any national scientific, professional, or technical group are accepted as preferred forms within the field of the group. The issuing office desiring or requiring the use of such standardized symbols should see that copy is prepared accordingly.

Signs and symbols

10.18. The following list contains some signs and symbols frequently used in printing. The forms and style of many symbols vary with the method of reproduction employed. It is important that editors and writers clearly identify signs and symbols when they appear within a manuscript.

**ACCENTS**
- acute
- breve
- cedilla
- circumflex
- dieresis
- grave
- macron
- tilde

**ARROWS**
- direction
- direction
- direction
- direction
- bold arrow
- open arrow
- reversible reaction

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

**CHEMICAL**
- salinity
- minim
- exchange
- gas

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

**CODE**
- dot in triangle in circle
- cross in circle
- copyright
- Ceres
- Pallas
- Juno
- Vesta

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

**DECORATIVE**
- bold cross
- cross patte
- cross patte
- cross patte
ELECTRICAL—Con.

ρ resistivity; rho
∧ equivalent conductivity
HP horsepower

MATHEMATICAL

vinculum (above letters)
⊗ geometrical proportion
→ difference, excess
∥ parallel
∥∥ parallles
≠ not parallel
| absolute value
· multiplied by
∴ is to; ratio
÷ divided by
:. therefore; hence
:: proportion; as
≤ is dominated by
> greater than
≥ greater than
> or equal to
> greater than or equal to
< less than
 separator
< less than
< less than
| less than
≥ less than
≠ is not less than
< smaller than
< less than or equal to
≤ less than or equal to
≥ greater than or equal to
equal to or less than
equal to or less than
equal to or less than
equal to or greater than
≤ is not less than or greater than
equal to or greater than
⊥ equilateral
⊥ perpendicular to
⊥ assertion sign
≈ approaches

MATHEMATICAL—Con.

≡ approaches a limit
√ equal angles
≠ not equal to
≡ identical with
≠ not identical with
√ score
≈ or ≃ nearly equal to
equal to
≅ or ≃ approximately equal
difference
difference between
greater than or equal to
less than or equal to
greater than or less than
is not greater than
less than
greater than
less than
is not less than
smaller than
less than or equal to
or greater than or equal to
equal to or less than
equal to or less than
equal to or equal to
equal to or greater than
equal to or greater than
equal to or equal to
⊥ equilateral
⊥ perpendicular to
⊥ assertion sign
≈ approaches

MATHEMATICAL—Con.

∥ double bond
\ parallel bond
\ double bond
\ benzene ring
δ or δ differential; variation
∂ Italian differential
→ approaches limit of
cycle sine
\ horizontal integral
\ contour integral
α variation; varies as
Π product
Σ summation of; sum; sigma
! or ⌣ factorial product

MEASURE

lb pound
\ dram
f\ fluid dram
\ ounce
f\ fluid ounce
0 pint

MISCELLANEOUS

\ section
\ dagger
\ double dagger
% account of
% care of
\ score
\ paragraph
\ Anglo-Saxon
\ center line
\ conjunction
\ perpendicular to
\ or "ditto
α variation
\ recipe
\ move right
\ move left
\ or \ or \ annual
\ or \ or \ biennial
\ element of
\ scruple
f function
! exclamation mark
\ plus in square
\ perennial
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MICROSCOPIC SPECIMENS—Con.
有趣怪的 
(mean value of c)
math symbol
• dot
• dot in square
• dot in triangle
• station mark
• at

MONEY
€ cent
¥ yen
£ pound sterling
$mills

MUSIC
natural
flat
sharp

PLANETS—Con.
\(\oplus\) eclipse of Moon
\(\odot\) lunar halo
\(\odot\) lunar corona
\(\oplus\) Ceres
\(\oplus\) Juno

PUNCTUATION
[] braces
[ ] brackets
( ) parentheses
( ) square parentheses;
angle brackets
\(\text{Spanish open quote}
\(\text{Spanish open quote}

SEX
♂ or ♄ male
♀ male, in charts
♀ female
♀ female, in charts
♀ hermaphrodite

SHAPES
\(\text{solidsymbol}
\(\text{open symbol}
\(\text{circle}
\(\text{triangle}
\(\text{square}
\(\text{parallelogram}
\(\text{rectangle}
\(\text{double rectangle}
\(\text{solid star}
\(\text{open star}
\(\text{right angle}
\(\text{angle}
\(\text{check}
\(\text{check}
\(\Gamma\) German ss
\(\text{italic German ss}
\(\text{solid index}
\(\text{solid index}
\(\text{index}
\(\text{index}

GEOLoGIC SYSTEMS

\(\text{Quaternary}
\(\text{Tertiary}
\(\text{Cretaceous}

VERTICAL
| 5 unit vertical
| 8 point vertical
| 9 unit vertical

WEATHER
\(\text{thunder}
\(\text{thunderstorm;}
\(\text{sheet lightning}
\(\text{sheet lightning}
\(\text{precipitate}
\(\text{rain}
\(\text{floating ice crystals}
\(\text{ice needles}
\(\text{hail}
\(\text{sleet}
\(\text{glazed frost}
\(\text{hoarfrost}
\(\text{frostwork}
\(\text{snow or sextile}
\(\text{snow on ground}
\(\text{drifting snow (low)}
\(\text{fog}
\(\text{haze}
\(\text{Aurora}

ZODIAC
\(\text{Taurus; Bull}
\(\text{Gemini; Twins}
\(\text{Cancer; Crab}
\(\text{Leo; Lion}
\(\text{Virgo; Virgin}
\(\text{Libra; Balance}
\(\text{Scorpio; Scorpion}
\(\text{Sagittarius; Archer}
\(\text{Capricornus; Goat}
\(\text{Aquarius; Water bearer}
\(\text{Pisces; Fishes}

\(\text{Standard letter symbols used by the Geological Survey on geologic maps. Capital letter indicates the system and one or more lowercased letters designate the formation and member where used.}
11. Italic
(See also Chapter 9 “Abbreviations and Letter Symbols” and Chapter 16 “Datelines, Addresses, and Signatures”)

11.1. Italic is sometimes used to differentiate or to give greater prominence to words, phrases, etc. However, an excessive amount of italic defeats this purpose and should be restricted.

**Emphasis, foreign words, and titles of publications**

11.2. Italic is not used for mere emphasis, foreign words, or the titles of publications.

11.3. In nonlegal work, *ante, post, infra,* and *supra* are italicized only when part of a legal citation. Otherwise these terms, as well as the abbreviations *id., ibid., op. cit., et seq.*, and other foreign words, phrases, and their abbreviations, are printed in roman.

11.4. When “emphasis in original,” “emphasis supplied,” “emphasis added,” or “emphasis ours” appears in copy, it should not be changed; but “underscore supplied” should be changed to “italic supplied.” Therefore, when emphasis in quoted or extracted text is referred to by the foregoing terms, such emphasized text must be reflected and set in italic.

11.5. When copy is submitted with instructions to set “all roman (no italic),” these instructions will not apply to *Ordered, Resolved, Be it enacted,* etc.; titles following signatures or addresses; or the parts of datelines which are always set in italic.

**Names of aircraft, vessels, and spacecraft**

11.6. The names of aircraft, vessels, and manned spacecraft are italicized unless otherwise indicated. In lists set in columns and in stubs and reading columns of tables consisting entirely of such names they will be set in roman. Missiles and rockets will be set in caps and lowercase and will not be italicized.
11.7. Names of vessels are quoted in matter printed in other than lowercase roman, even if there is italic type available in the series.

- SS America; the liner America
- the Bermuda Clipper
- USS Los Angeles (submarine)
- USS Wisconsin
- ex-USS Savannah
- USCGS (U.S. Coast and Geodetic Survey) ship Pathfinder
- C.S.N. Virginia
- CG cutter Tetu s
- 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

MV (motor vessel) Havtroll
Apollo 13, Atlantis (U.S. spaceships)
West Virginia class or type
the Missouri’s (roman “s”) turret
the U–7’s (roman “s”) deck
but
Air Force One (President’s plane)
B–50 (type of plane)
DD–882
LST–1155
MiG; MiG–35
PT–109
F–22 Raptor
F–117 Nighthawk (Stealth fighter)
A–10 Thunderbolt

11.8. The names of legal cases are italicized, except for the v., which is always set in lowercase. When requested, the names of such cases may be set in roman with an italic v. In matter set in italic, legal cases are set in roman with the v. being set roman.

- “The Hornet” and “The Hood,” 124 F.2d 45
- Smith v. Brown et al.
- Smith Bros. case (172 App. Div. 149)
- Smith Bros. case, supra
- Smith Bros. case
- As cited in Smith Bros.

SMITH v. BROWN ET AL.
(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.

\[ A.s. \text{ perpallidus} \]
\[ Dorothia? \text{ sp. (roman “?”)} \]
\[ Ts \text{ uga canadensis} \]
\[ Cy \text{ pripedium parviflorum var. pubescens} \]
\[ th \text{ e genera Quercus and Liriodendron} \]

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.

\[ n \text{th degree; } x \text{ dollars} \]
\[ D=0.025V_m^{2.7}=0.042/G-1V_m^{2.7} \]
\[ 5Cu_2S.2(Cu,Fe,Zn)S_2Sb_2S_3O_4 \]
11.13. Letter designations in mathematical and scientific matter, except chemical symbols, are italicized.

11.14. Letter symbols used in legends to illustrations, drawings, etc., or in text as references to such material, are set in italic without periods and are capitalized if so shown in copy.

11.15. Letters \((a), (b), (c),\) etc., and \(a, b, c,\) etc., used to indicate sections or paragraphs, are italicized in general work but not in laws and other legal documents.

11.16. Internet Web sites and email addresses should be set in roman.
12. Numerals
(See also Chapter 13 “Tabular Work” and Chapter 14 “Leaderwork”)

12.1. Most rules for the use of numerals are based on the general principle that the reader comprehends numerals more readily than numerical word expressions, particularly in technical, scientific, or statistical matter. However, for special reasons, numbers are spelled out in certain instances, except in FIC & punc. and Fol. Lit. matter.

12.2. The following rules cover the most common conditions that require a choice between the use of numerals and words. Some of them, however, are based on typographic appearance rather than on the general principle stated above.

12.3. Arabic numerals are preferable to Roman numerals.

Numbers expressed in figures
12.4. A figure is used for a single number of 10 or more with the exception of the first word of the sentence. (See also rules 12.9 and 12.23.)

50 ballots 24 horses nearly 13 buckets
10 guns about 40 men 10 times as large

Numbers and numbers in series
12.5. When 2 or more numbers appear in a sentence and 1 of them is 10 or larger, figures are used for each number. (See supporting rule 12.6.)

Each of 15 major commodities (9 metal and 6 nonmetal) was in supply. but Each of nine major commodities (five metal and four nonmetal) was in supply.

Petroleum came from 16 fields, of which 8 were discovered in 1956. but Petroleum came from nine fields, of which eight were discovered in 1956.

That man has 3 suits, 2 pairs of shoes, and 12 pairs of socks. but That man has three suits, two pairs of shoes, and four hats.

Of the 13 engine producers, 6 were farm equipment manufacturers, 6 were principally engaged in the production of other types of machinery, and 1 was not classified in the machinery industry.

but Only nine of these were among the large manufacturing companies, and only three were among the largest concerns.

There were three 6-room houses, five 4-room houses, and three 2-room cottages, and they were built by 20 carpenters. (See rule 12.21.)
There were three six-room houses, five four-room houses, and three two-room cottages, and they were built by nine carpenters.

*but* If two columns of sums of money add or subtract one into the other and one carries points and ciphers, the other should also carry points and ciphers.

At the hearing, only one Senator and one Congressman testified.

There are four or five things 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.

<table>
<thead>
<tr>
<th>Bulletin 725</th>
<th>290 U.S. 325</th>
</tr>
</thead>
<tbody>
<tr>
<td>Document 71</td>
<td>Genesis 39:20</td>
</tr>
<tr>
<td>pages 352–357</td>
<td>20 2–512–0724 (telephone number)</td>
</tr>
<tr>
<td>lines 5 and 6</td>
<td>the year 2001</td>
</tr>
<tr>
<td>paragraph 1</td>
<td>1721–1727 St. Clair Avenue</td>
</tr>
<tr>
<td>chapter 2</td>
<td><em>but</em> Letters Patent No. 2,189,463</td>
</tr>
</tbody>
</table>

### 12.8.

A colon preceding figures does not affect their use.

The result was as follows: 12 voted yea, 4 dissented.
The result was as follows: nine voted yea, seven dissented.

### Measurement and time

#### 12.9.

Units of measurement and time, actual or implied, are expressed in figures.

a. Age:

- 6 years old
- 52 years 10 months 6 days
- 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 p.m. (12 noon)
12 a.m. (12 midnight)
4\textsuperscript{30}h or 4.5h, in scientific work, if so written in copy
0025, 2359 (astronomical and military time)
08:31:04 (stopwatch reading)

c. Dates:

9/11 (referring to the attack on the United States that occurred on September 11, 2001)
June 1985 (not June, 1985); June 29, 1985 (not June 29th, 1985)
March 6 to April 15, 1990 (not March 6, 1990, to April 15, 1990)
May, June, and July 1965 (but June and July 1965)
15 April 1951; 15–17 April 1951 (military)
4th of July (but Fourth of July, meaning the holiday)
the 1st [day] of the month (but the last of April or the first [part] of May, not referring to specific days)
in the year 2000 (not 2,000)

In referring to a fiscal year, consecutive years, or a continuous period of 2 years or more, when contracted, the forms 1900–11, 1906–38, 1931–32, 1801–2, 1875–79 are used (but upon change of century, 1895–1914 and to avoid multiple ciphers together, 2000–2001). For two or more separate years not representing a continuous period, a comma is used instead of a dash (1875, 1879); if the word from precedes the year or the word inclusive follows it, the second year is not shortened and the word to is used in lieu of the dash (from 1933 to 1936; 1935 to 1936, inclusive).

In dates, A.D. precedes the year (A.D. 937); B.C. follows the year (254 B.C.); C.E. and B.C.E. follow the year.

d. Decimals: In text a cipher should be supplied before a decimal point if there is no whole unit, and ciphers should be omitted after a decimal point unless they indicate exact measurement.

0.25 inch; 1.25 inches
silver 0.900 fine
specific gravity 0.9547
gauge height 10.0 feet

but .30 caliber (meaning 0.30 inch, bore of small arms); 30 calibers (length)
e. Use spaces to separate groups of three digits in a decimal fraction. (See rule 12.27.)

0.123 456 789; but 0.123

f. Degrees, etc. (spaces omitted):

longitude 77°04'06" E. but
two degrees of justice; 12
35°30'; 35°30' N. degrees of freedom
a polariscopic test of 85°
an angle of 57°
strike N. 16° E. 32d degree Mason
dip 47° W. or 47° N. 31° W. 150 million degrees Fahrenheit
25.5' (preferred) also 25.5
30 Fahrenheit degrees

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; not 0.03
Dow Jones average of 10500.76

i. Mathematical expressions:

multiplied by 3 a factor of 2
divided by 6 square root of 4

j. Measurements:

7 meters 3 ems
about 10 yards 20/20 (vision)
8 by 12 inches 30/30 (rifle)
8- by 12-inch page 12-gauge shotgun
2 feet by 1 foot 8 inches by 1 foot 3 inches 2,500 horsepower
2 by 4 (lumber) (not 2 x 4 or 2×4) 15 cubic yards
1½ miles 6-pounder
6 acres 80 foot-pounds
9 bushels 10s (for yarns and threads)
1 gallon f/2.5 (lens aperture)
Numerals 2

k. Money:

- $3.65; $0.75; 75 cents; 0.5 cent
- $3 (not $3.00) per 200 pounds
- 75 cents apiece
- Rs32,25,644 (Indian rupees)
- 2.5 francs or fr2.5
- 65 yen
- P265

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)
- five votes

m. Proportion:

- 1 to 4
- 1:3–5

n. Time (see also Clock time):

- 6 hours 8 minutes 20 seconds
- 10 years 3 months 29 days
- 7 minutes
- 8 days
- 4 weeks
- 1 month
- 3 fiscal years; third fiscal year
- 1 calendar year
- millennium

- six bales
- two dozen
- one gross
- zero miles
- seven-story building

- but
- two pennies
- three quarters
- one half
- six bits, etc.

- a 1,100-percent increase, or an
  100-percent increase

- statistics of any one year
- in a year or two
- four afternoons
- one-half hour
- the eleventh hour
o. Unit modifiers:

5-day week
8-year-old wine
8-hour day
10-foot pole
½-inch pipe
5-foot-wide entrance
10-million-peso loan

a 5-percent increase
20th-century progress
but
two-story house
five-member board
$20 million airfield

p. Vitamins:

$B_{12}$, $B_{17}$, $A_{1}$, 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.)

<table>
<thead>
<tr>
<th>Ordinal</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>29th</td>
<td>29th of May, but May 29</td>
</tr>
<tr>
<td>102d</td>
<td>First Congress; 102d Congress</td>
</tr>
<tr>
<td>21st</td>
<td>ninth century; 21st century</td>
</tr>
<tr>
<td>20th</td>
<td>Second Congressional District; 20th Congressional District</td>
</tr>
<tr>
<td>17th</td>
<td>seventh region; 17th region</td>
</tr>
<tr>
<td>323d</td>
<td>323d Fighter Wing</td>
</tr>
<tr>
<td>12th</td>
<td>12th Regiment</td>
</tr>
<tr>
<td>9th</td>
<td>9th Naval District</td>
</tr>
<tr>
<td>7th</td>
<td>7th Fleet</td>
</tr>
<tr>
<td>7th</td>
<td>7th Air Force</td>
</tr>
<tr>
<td>7th</td>
<td>7th Task Force</td>
</tr>
<tr>
<td></td>
<td>eighth parallel; 38th parallel</td>
</tr>
<tr>
<td></td>
<td>fifth ward; 12th ward</td>
</tr>
<tr>
<td></td>
<td>ninth birthday; 66th birthday</td>
</tr>
<tr>
<td></td>
<td>first grade; 11th grade</td>
</tr>
<tr>
<td></td>
<td>1st Army</td>
</tr>
<tr>
<td></td>
<td>1st Cavalry Division</td>
</tr>
<tr>
<td></td>
<td>but</td>
</tr>
<tr>
<td></td>
<td>XII Corps (Army usage)</td>
</tr>
<tr>
<td></td>
<td>Court of Appeals for the Tenth</td>
</tr>
<tr>
<td></td>
<td>Circuit</td>
</tr>
<tr>
<td></td>
<td>Seventeenth Decennial Census (title)</td>
</tr>
</tbody>
</table>

12.11. When ordinals appear in juxtaposition and one of them is 10th or more, figures are used for such ordinal numbers.

This legislation was passed in the 1st session of the 102d Congress.
He served in the 9th and 10th Congresses.
From the 1st to the 92d Congress.
Their children were in 1st, 2d, 3d, and 10th grades.
We read the 8th and 12th chapters.
but The district comprised the first and second precincts.
He represented the first, third, and fourth regions.
The report was the sixth in a series of 14.

12.12. Ordinals and numerals appearing in a sentence 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 all times and street, avenue, etc. are abbreviated in sidenotes, tables, leaderwork, and footnotes to tables and leaderwork.

First Street NW; also in parentheses: (Fifth Street) (13th Street); 810 West 12th Street; North First Street; 1021 121st Street; 2031 18th Street North; 711 Fifth Avenue; 518 10th Avenue; 51–35 61st Avenue

Punctuation
12.14. The comma is used in a number containing four or more digits, except in serial numbers, common and decimal fractions, astronomical and military time, and kilocycles and meters of not more than four figures pertaining to radio.

Chemical formulas
12.15. In chemical formulas full-sized figures are used before the symbol or group of symbols to which they relate, and inferior figures are used after the symbol.

\[6\text{PbS} \cdot (\text{Ag}_{2}\text{Cu})_{2} \cdot \text{S}_{2}\text{As}_{2}\text{S}_{3} \cdot \text{O}_{4}\]
Numbers spelled out

12.16. Spell out numbers at the beginning of a sentence or head. Rephrase a sentence or head to avoid beginning with figures. (See rule 12.25 for related numbers.)

- Five years ago; not 5 years ago
- Five hundred fifty men hired; not 550 men hired
- “Five-Year Plan Announced”; not “5-Year Plan Announced” (head)
- The year 2065 seems far off; not 2065 seems far off
- Workers numbering 207,843; not 207,843 workers
- Benefits of $69,603,566; not $69,603,566 worth of benefits

- 1958 report change to the 1958 report
- $3,000 budgeted change to the sum of $3,000 budgeted
- 4 million jobless change to jobless number 4 million

12.17. In verbatim testimony, hearings, transcripts, and question and answer matter, figures are used immediately following Q. and A. or name of interrogator or witness for years (e.g., 2008), sums of money, decimals, street numbers, and numerical expressions beginning with 101.

- Mr. Birch, Junior. 2008 was a good year.
- Mr. Bell. $1 per share was the return. Two dollars in 1956 was the all-time high. Two thousand ten may be another story.
- Colonel Davis. 92 cents.
- Mr. Smith. 12.8 people.
- Mr. Jones. 1240 Pennsylvania Avenue NW., Washington, DC 20004.
- Mr. Smith. Ninety-eight persons.
- Q. 101 years? But Q. One hundred years?
- A. 200 years.
- Mr. Smith. Ten-year average would be how much?

12.18. A spelled-out number should not be repeated in figures, except in legal documents. In such instances use these forms:

- five (5) dollars, not five dollars (5)
- ten dollars ($10), not ten ($10) dollars
12.19. Numbers appearing as part of proper names, used in a hypothetical or inexact sense, or mentioned in connection with serious and dignified subjects such as Executive orders, legal proclamations, and in formal writing are spelled out.

Three Rivers, PA, Fifteenmile Creek, etc. the Thirteen Original States in the year two thousand eight the One Hundred Tenth Congress millions for defense but not one cent for tribute

12.20. If spelled out, whole numbers should be set in the following form:

two thousand twenty
one thousand eight hundred fifty
one hundred fifty-two thousand three hundred five
eighteen hundred fifty (serial number)

When spelled out, any number containing a fraction or piece of a whole should use the word “and” when stating the fraction or piece:

sixty-two dollars and four cents
ninety-nine and three-tenths degrees
thirty-three and seventy-five one-hundredths shares

12.21. Numbers of less than 100 preceding a compound modifier containing a figure are spelled out.

two ¾-inch boards
十二 6-inch guns
two 5-percent discounts

12.22. Indefinite expressions are spelled out.

the seventies; the early seventies; but the early 1870s or 1970s in his eighties, not his ’80’s nor 80’s between two and three hundred horses (better between 200 and 300 horses) twelvefold; thirteentifold; fortyfold; hundredfold; twentyfold to thirtyfold

midthirties (age, years, money)
a thousand and one reasons
but 1 to 3 million
mid-1971; mid-1970s
40-odd people; nine-odd people
40-plus people
100-odd people
3½-fold; 250-fold; 2.5-fold; 41-fold
Words such as *nearly, about, around, approximately*, et c., 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
- five wells
- eight times as large

**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
- 750,000,000 dollars, change to $2,750 million
- 2.7 million dollars, change to $2.7 million
- 2⅜ million dollars, change to $2⅜ million
- two and one-half million dollars, change to $2½ million
- a hundred cows, change to 100 cows
- a thousand dollars, change to $1,000
- a million and a half, change to 1½ million
- two thousand million dollars, change to $2,000 million
- less than a million dollars, change to less than $1 million

**but** $2,700,000, do not convert to $2.7 million

**also** $10 to $20 million; 10 or 20 million; between 10 and 20 million

- 4 million of assets
- amounting to 4 million

- $1,270,000
- $1,270,200,000
- $2 ¾ billion; $2.75 billion; $2,750 million
- $500,000 to $1 million
3 00,000; not 300 thousand
$\frac{3}{2}$ billion to $1\frac{1}{4}$ billion (note full figure with second fraction); $1\frac{1}{4}$ to $1\frac{1}{2}$ billion
three-quarters of a billion dollars
5 or 10 billion dollars’ worth

12.25. Related numbers appearing at the beginning of a sentence, separated by no more than three words, are treated alike.

Fifty or sixty more miles away is snowclad Mount Everest.
Sixty and, quite often, seventy listeners responded.

but Fifty or, in some instances, almost 60 applications were filed.

Fractions

12.26. Mixed fractions are always expressed in figures. Fractions standing alone, however, or if followed by of a or of an, are generally spelled out. (See also rule 12.28.)

three-fourths of an inch; not $\frac{3}{4}$ inch nor $\frac{3}{4}$ of an inch
one-half inch
one-half of a farm; not $\frac{1}{2}$ of a farm
one-fourth inch
seven-tenths of 1 percent
three-quarters of an inch
half an inch
a quarter of an inch
one-tenth portion
one-hundredth
two one-hundredths
one-thousandth
five one-thousandths
thirty-five one-thousandths
but
$\frac{1}{2}$ to 1$\frac{1}{4}$ pages
$\frac{1}{2}$-inch pipe
$\frac{1}{2}$-inch-diameter pipe
3$\frac{1}{2}$ cans
2$\frac{1}{2}$ times

12.27. Fractions ($\frac{1}{4}, \frac{1}{2}, \frac{3}{4}, \frac{5}{8}, \frac{7}{8}, \frac{2954}{1}$) 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.

$\frac{1}{2}$-inch pipe; not one-half-inch pipe
$\frac{1}{4}$-mile run
$\frac{3}{8}$-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.

<table>
<thead>
<tr>
<th>Roman Numerals</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td>1</td>
</tr>
<tr>
<td>II</td>
<td>2</td>
</tr>
<tr>
<td>III</td>
<td>3</td>
</tr>
<tr>
<td>IV</td>
<td>4</td>
</tr>
<tr>
<td>V</td>
<td>5</td>
</tr>
<tr>
<td>VI</td>
<td>6</td>
</tr>
<tr>
<td>VII</td>
<td>7</td>
</tr>
<tr>
<td>VIII</td>
<td>8</td>
</tr>
<tr>
<td>IX</td>
<td>9</td>
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<td>X</td>
<td>10</td>
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<td>XI</td>
<td>11</td>
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<td>XII</td>
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<td>37</td>
</tr>
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<tr>
<td>XL</td>
<td>40</td>
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<tr>
<td>XLI</td>
<td>41</td>
</tr>
<tr>
<td>XLII</td>
<td>42</td>
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<tr>
<td>XLIII</td>
<td>43</td>
</tr>
<tr>
<td>XLIV</td>
<td>44</td>
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<tr>
<td>XLV</td>
<td>45</td>
</tr>
<tr>
<td>XLVI</td>
<td>46</td>
</tr>
<tr>
<td>XLVII</td>
<td>47</td>
</tr>
<tr>
<td>XLVIII</td>
<td>48</td>
</tr>
<tr>
<td>XLIX</td>
<td>49</td>
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<tr>
<td>L</td>
<td>50</td>
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<tr>
<td>LX</td>
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<tr>
<td>LXI</td>
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<tr>
<td>LXII</td>
<td>62</td>
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<tr>
<td>LXIII</td>
<td>63</td>
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<tr>
<td>LXIV</td>
<td>64</td>
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<tr>
<td>LXV</td>
<td>65</td>
</tr>
<tr>
<td>LXVI</td>
<td>66</td>
</tr>
<tr>
<td>LXVII</td>
<td>67</td>
</tr>
<tr>
<td>LXVIII</td>
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<tr>
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<td>69</td>
</tr>
<tr>
<td>LXX</td>
<td>70</td>
</tr>
<tr>
<td>LXXI</td>
<td>71</td>
</tr>
<tr>
<td>LXXII</td>
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<td>LXXIII</td>
<td>73</td>
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<tr>
<td>LXXIV</td>
<td>74</td>
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<td>75</td>
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<tr>
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</tr>
<tr>
<td>XCI</td>
<td>101</td>
</tr>
<tr>
<td>XCV</td>
<td>105</td>
</tr>
<tr>
<td>IC</td>
<td>107</td>
</tr>
<tr>
<td>CM</td>
<td>1000</td>
</tr>
<tr>
<td>D</td>
<td>500</td>
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<tr>
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<td>DCC</td>
<td>700</td>
</tr>
<tr>
<td>DCCC</td>
<td>800</td>
</tr>
<tr>
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<td>900</td>
</tr>
<tr>
<td>M</td>
<td>1000</td>
</tr>
<tr>
<td>MM</td>
<td>2000</td>
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<tr>
<td>MMM</td>
<td>3000</td>
</tr>
<tr>
<td>MMMM</td>
<td>4000</td>
</tr>
<tr>
<td>MV</td>
<td>5000</td>
</tr>
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<tr>
<td>LXXXXX</td>
<td>8000</td>
</tr>
<tr>
<td>LXXXXXI</td>
<td>80000</td>
</tr>
</tbody>
</table>

Dates

<table>
<thead>
<tr>
<th>Roman Numerals</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>MDC</td>
<td>1600</td>
</tr>
<tr>
<td>MDC</td>
<td>1700</td>
</tr>
<tr>
<td>MDCCCC</td>
<td>1800</td>
</tr>
<tr>
<td>MCM or MDCCCC</td>
<td>1900</td>
</tr>
<tr>
<td>MCMX</td>
<td>1910</td>
</tr>
<tr>
<td>MCMXX</td>
<td>1920</td>
</tr>
<tr>
<td>MCMXXX</td>
<td>1930</td>
</tr>
<tr>
<td>MCMXLI</td>
<td>1940</td>
</tr>
<tr>
<td>MCMXL</td>
<td>1950</td>
</tr>
<tr>
<td>MCML</td>
<td>1960</td>
</tr>
<tr>
<td>MCMLX</td>
<td>1970</td>
</tr>
<tr>
<td>MCMXX</td>
<td>1980</td>
</tr>
<tr>
<td>MCMX</td>
<td>1990</td>
</tr>
<tr>
<td>MM</td>
<td>2000</td>
</tr>
<tr>
<td>MMX</td>
<td>2010</td>
</tr>
<tr>
<td>MMM</td>
<td>3000</td>
</tr>
<tr>
<td>MMMM</td>
<td>4000</td>
</tr>
<tr>
<td>MMMM</td>
<td>5000</td>
</tr>
<tr>
<td>MMMM</td>
<td>6000</td>
</tr>
<tr>
<td>MMMM</td>
<td>7000</td>
</tr>
<tr>
<td>MMMM</td>
<td>8000</td>
</tr>
<tr>
<td>MMMM</td>
<td>9000</td>
</tr>
<tr>
<td>MMMM</td>
<td>10000</td>
</tr>
</tbody>
</table>
13. Tabular Work
(See also Chapter 9 “Abbreviations and Letter Symbols” and Chapter 14 “Leaderwork”)

13.1. The object of a table is to present in a concise and orderly manner information that cannot be presented as clearly in any other way.

13.2. Tabular material should be kept as simple as possible, so that the meaning of the data can be easily grasped by the user.

13.3. Tables shall be set without down (vertical) rules when there is at least an em space between columns, except where: (1) In GPO’s judgment down rules are required for clarity; or (2) the agency has indicated on the copy they are to be used. The mere presence of down rules in copy or enclosed sample is not considered a request that down rules be used. The publication dictates the type size used in setting tables. Tabular work in the Congressional Record is set 6 on 7. The balance of congressional tabular work sets 7 on 8.

Abbreviations

13.4. To avoid burdening tabular text, commonly known abbreviations are used in tables. Metric and unit-of-measurement abbreviations are used with figures.

13.5. The names of months (except May, June, and July) when followed by the day are abbreviated.

13.6. The words street, avenue, place, road, square, boulevard, terrace, drive, court, and building, following name or number, are abbreviated. For numbered streets, avenues, etc., figures are used.

13.7. Abbreviate the words United States if preceding the word Government, the name of any government organization, or as an adjective generally.

13.8. Use the abbreviations RR. and Ry. following a name, and SS, MS, etc., preceding a name.

13.9. Use lat. and long. with figures.

13.10. Abbreviate, when followed by figures, the various parts of publications, as article, part, section, etc.

13.12. In columns containing names of persons, copy is followed as to abbreviations of given names.

13.13. Periods are not used after abbreviations followed by leaders.

**Bearoff**

13.14. An en space is used for all bearoffs.

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

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

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

**Boxheads**

13.18. Periods are omitted after all boxheads, but a dash is used after any boxhead which reads into the matter following.


13.20. Boxheads are set solid, even in leaded tables.

13.21. Boxheads are centered horizontally and vertically.

**Down-rule style (see Rule 13.3)**

<table>
<thead>
<tr>
<th>Sex and age</th>
<th>Employed boys and girls whose work records were obtained</th>
<th>Time of year at beginning work [depth of this box does influence the depth of box on left]</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total</td>
<td>June to August</td>
</tr>
<tr>
<td></td>
<td>Number</td>
<td>Distribution N (percent)</td>
</tr>
<tr>
<td>Boys (12 to 14)</td>
<td>3,869</td>
<td>45.5</td>
</tr>
</tbody>
</table>
# No-down-rule style (preferred)

## Table 9.—Mine production of gold, silver, copper, lead, and zinc in 2008

<table>
<thead>
<tr>
<th>Class of material</th>
<th>Short tons</th>
<th>Gold (fine ounces)</th>
<th>Silver (fine ounces)</th>
<th>Copper (pounds)</th>
<th>Lead (pounds)</th>
<th>Zinc (pounds)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Concentrate shipped to smelters and recoverable metals</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copper</td>
<td>................................................</td>
<td>220,346</td>
<td>763</td>
<td>70,357</td>
<td>14,242,346</td>
<td>9,950</td>
</tr>
<tr>
<td>Lead</td>
<td>.....................................................</td>
<td>3,931</td>
<td>392</td>
<td>48,326</td>
<td>72,500</td>
<td>5,044,750</td>
</tr>
<tr>
<td>Zinc</td>
<td>.....................................................</td>
<td>25,159</td>
<td>269</td>
<td>41,078</td>
<td>263,400</td>
<td>581,590</td>
</tr>
<tr>
<td>Total:</td>
<td>2008</td>
<td>008 .................</td>
<td>249,436</td>
<td>1,424</td>
<td>159,756</td>
<td>14,578,246</td>
</tr>
<tr>
<td>2007</td>
<td>007 .................</td>
<td>367,430</td>
<td>1,789</td>
<td>432,122</td>
<td>10,622,155</td>
<td>13,544,875</td>
</tr>
</tbody>
</table>

## Crude material shipped to smelters

<table>
<thead>
<tr>
<th>Class of material</th>
<th>Short tons</th>
<th>Gold (fine ounces)</th>
<th>Silver (fine ounces)</th>
<th>Copper (pounds)</th>
<th>Lead (pounds)</th>
<th>Zinc (pounds)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dry gold, dry gold-silver ore</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Copper:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Crude ore</td>
<td>..................</td>
<td>107,270</td>
<td>844</td>
<td>39,861</td>
<td>2,442,882</td>
<td>124,100</td>
</tr>
<tr>
<td>Lag</td>
<td>..................</td>
<td>421</td>
<td>10</td>
<td>165</td>
<td>285,421</td>
<td></td>
</tr>
<tr>
<td>Lead</td>
<td>..................</td>
<td>5</td>
<td>12</td>
<td>1,693</td>
<td>5,950</td>
<td>110,870</td>
</tr>
<tr>
<td>Mill cleanings (lead-zinc)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td>2008</td>
<td>008 .................</td>
<td>125,749</td>
<td>919</td>
<td>45,444</td>
<td>30,375,754</td>
</tr>
<tr>
<td>2007</td>
<td>007 .................</td>
<td>166,184</td>
<td>1,042</td>
<td>47,176</td>
<td>41,601,845</td>
<td>497,125</td>
</tr>
</tbody>
</table>

### 13.22.
In referring to quantity of things, the word *Number* in boxheads is spelled if possible.

### 13.23.
Column numbers or letters in parentheses may be set under boxheads, and are separated by one line space below the deepest head. (If alignment of parentheses is required within the table, use brackets in boxhead.) These column references align across the table. Units of quantity are set in parentheses within boxheads.

<table>
<thead>
<tr>
<th>States</th>
<th>Department of Agriculture</th>
<th>Department of Commerce</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Commodity Credit Corporation, value of commodities donated</td>
<td>Special school milk program</td>
</tr>
<tr>
<td></td>
<td>( )</td>
<td>(1)</td>
</tr>
<tr>
<td>Alabama</td>
<td>$4,730,154</td>
<td>$1,520,362</td>
</tr>
<tr>
<td>Alaska</td>
<td>393,484</td>
<td>269,274</td>
</tr>
<tr>
<td>Arizona</td>
<td>4,545,983</td>
<td>82</td>
</tr>
</tbody>
</table>

### 13.24.
Leaders may be supplied in a column consisting entirely of symbols or years or dates or any combination of these.
Chapter 13

Centerheads, flush entries, and subentries

13.25. Heads follow the style of the tables as to the use of figures and abbreviations.

13.26. Punctuation is omitted after centerheads. Flush entries and subentries over subordinate items are followed by a colon (single subentry to run in, preserving the colon), but a dash is used instead of a colon when the entry reads into the matter below.

<table>
<thead>
<tr>
<th>25</th>
<th>Miscellaneous: Powerplant equipment</th>
<th>........................................................ ......................... $ 245,040.37</th>
</tr>
</thead>
<tbody>
<tr>
<td>26</td>
<td>Roads, railroads, and bridges</td>
<td>........................................................................................................ 275,900.34</td>
</tr>
<tr>
<td>T</td>
<td>otal</td>
<td>........................................................................................................ 5 20,940.71</td>
</tr>
<tr>
<td>42</td>
<td>Structures and improvements</td>
<td>........................................................................................................ 2 6,253.53</td>
</tr>
<tr>
<td>43</td>
<td>Station equipment</td>
<td>........................................................................................................ 9 66,164.41</td>
</tr>
<tr>
<td>T</td>
<td>otal</td>
<td>........................................................................................................ 9 92,417.94</td>
</tr>
</tbody>
</table>

General plant:

<table>
<thead>
<tr>
<th>No</th>
<th>Norris</th>
<th>........................................................................................................ 75 3,248.97</th>
</tr>
</thead>
<tbody>
<tr>
<td>O</td>
<td>ther</td>
<td>........................................................................................................ 1 5,335.81</td>
</tr>
<tr>
<td>T</td>
<td>otal</td>
<td>........................................................................................................ 7 68,584.78</td>
</tr>
<tr>
<td>G</td>
<td>grand total</td>
<td>........................................................................................................ 2 281,943.43</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>20</th>
<th>07</th>
<th>20</th>
<th>08</th>
</tr>
</thead>
<tbody>
<tr>
<td>Oct. 1</td>
<td>35.6</td>
<td>Jan. 16</td>
<td>45.2</td>
</tr>
<tr>
<td>Oct. 31</td>
<td>45.0</td>
<td>Feb. 4</td>
<td>50.2</td>
</tr>
<tr>
<td>Nov. 14</td>
<td>40.9</td>
<td>Feb. 17</td>
<td>43.4</td>
</tr>
<tr>
<td>Dec. 24</td>
<td>41.7</td>
<td>Mar. 4</td>
<td>45.6</td>
</tr>
<tr>
<td>Mar. 19</td>
<td>42.7</td>
<td>Apr. 2</td>
<td>40.9</td>
</tr>
<tr>
<td>Apr. 28</td>
<td>47.7</td>
<td>May 8</td>
<td>46.5</td>
</tr>
<tr>
<td>May 22</td>
<td>45.1</td>
<td>June 9</td>
<td>47.1</td>
</tr>
<tr>
<td>June 24</td>
<td>48.2</td>
<td>July 9</td>
<td>46.6</td>
</tr>
<tr>
<td>July 24</td>
<td>45.9</td>
<td>Aug. 6</td>
<td>46.5</td>
</tr>
</tbody>
</table>
### Down-rule style (see Rule 13.3)

<table>
<thead>
<tr>
<th>Oct. 1</th>
<th>Jan. 16</th>
<th>May 8</th>
<th>Oct. 31</th>
<th>Jan. 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>35.6</td>
<td>45.2</td>
<td>46.5</td>
<td>45.0</td>
<td>43.9</td>
</tr>
<tr>
<td>2007</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>Oct. 31</td>
<td>Feb. 4</td>
<td>May 22</td>
<td>Feb. 17</td>
<td>Apr. 2</td>
</tr>
<tr>
<td>45.0</td>
<td>50.2</td>
<td>45.1</td>
<td>43.4</td>
<td>40.9</td>
</tr>
<tr>
<td>15</td>
<td>15</td>
<td>14</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>Nov. 14</td>
<td>Feb. 17</td>
<td>June 9</td>
<td>Mar. 4</td>
<td>Apr. 2</td>
</tr>
<tr>
<td>40.9</td>
<td>43.4</td>
<td>47.1</td>
<td>45.6</td>
<td>47.7</td>
</tr>
<tr>
<td>18</td>
<td>15</td>
<td>15</td>
<td>15</td>
<td>15</td>
</tr>
<tr>
<td>Dec. 24</td>
<td>Mar. 19</td>
<td>June 24</td>
<td>May 22</td>
<td>Aug. 6</td>
</tr>
<tr>
<td>41.7</td>
<td>42.7</td>
<td>48.2</td>
<td>45.1</td>
<td>46.5</td>
</tr>
<tr>
<td>15</td>
<td>15</td>
<td>16</td>
<td>15</td>
<td>16</td>
</tr>
<tr>
<td>2008</td>
<td>15</td>
<td>13</td>
<td>16</td>
<td>13</td>
</tr>
<tr>
<td>Apr. 2</td>
<td>May 22</td>
<td>Aug. 6</td>
<td>Apr. 28</td>
<td>Aug. 6</td>
</tr>
<tr>
<td>40.9</td>
<td>45.9</td>
<td>46.5</td>
<td>47.7</td>
<td>46.5</td>
</tr>
<tr>
<td>15</td>
<td>15</td>
<td>16</td>
<td>13</td>
<td>16</td>
</tr>
</tbody>
</table>

### Ciphers

13.29. Where the first number in a column or under a cross rule is wholly a decimal, a cipher is added at the left of its decimal point. A cipher used alone in a money or other decimal column is placed in the unit row and is not followed by a period. In mixed units the cipher repeats before decimals unless the group totals.

<table>
<thead>
<tr>
<th>January</th>
<th>January</th>
<th>January</th>
<th>January</th>
<th>January</th>
</tr>
</thead>
<tbody>
<tr>
<td>+26.4</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>+1+0.7</td>
</tr>
<tr>
<td>+66.7</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>−.9</td>
</tr>
<tr>
<td>+143.1</td>
<td>+2.6</td>
<td>−7.5</td>
<td>0</td>
<td>+12.4</td>
</tr>
<tr>
<td>0.6</td>
<td>0.6</td>
<td>0.6</td>
<td>0.6</td>
<td>0.6</td>
</tr>
<tr>
<td>3.0</td>
<td>3.0</td>
<td>3.0</td>
<td>3.0</td>
<td>3.0</td>
</tr>
<tr>
<td>4.2</td>
<td>4.2</td>
<td>4.2</td>
<td>4.2</td>
<td>4.2</td>
</tr>
<tr>
<td>5.0</td>
<td>5.0</td>
<td>5.0</td>
<td>5.0</td>
<td>5.0</td>
</tr>
</tbody>
</table>

13.30. In columns containing both dollars and cents, ciphers will be supplied on right of decimal point in the absence of figures.

13.31. Where column consists of single decimal, supply a cipher on the right, unless the decimal is a cipher.

| 0.6    | 0.6    | 0.6    | 0.6    | 0.6    |
| 3.0    | 3.0    | 3.0    | 3.0    | 3.0    |
| 4.2    | 4.2    | 4.2    | 4.2    | 4.2    |
| 5.0    | 5.0    | 5.0    | 5.0    | 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 | 2.60 | 3.4567 | 78    |
| 10      | 2.14423 |

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.

<table>
<thead>
<tr>
<th></th>
<th>1958 19</th>
<th>67</th>
</tr>
</thead>
<tbody>
<tr>
<td>Water supply available (gallons)</td>
<td>4,000,000 3</td>
<td>,000,000</td>
</tr>
<tr>
<td>Wheat production (bushels)</td>
<td>9,000,000 8</td>
<td>,000,000</td>
</tr>
<tr>
<td>Operations:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Water-dispatching operations</td>
<td>$442,496</td>
<td>$396,800</td>
</tr>
<tr>
<td>Malaria control</td>
<td>571</td>
<td>.040</td>
</tr>
<tr>
<td>Plant protection</td>
<td>34,971</td>
<td>58,320</td>
</tr>
<tr>
<td>Total</td>
<td>1</td>
<td>1,148,507</td>
</tr>
<tr>
<td>Number of plants</td>
<td>6</td>
<td>42</td>
</tr>
<tr>
<td>Percent of budget</td>
<td>9</td>
<td>6.8</td>
</tr>
</tbody>
</table>

Note.—Preliminary figures.

13.54. In a double money column, dollar marks are used in the first group of figures only; en dashes are aligned.

$7  $9
10  $12
314 $316
1, 014–1,016

13.55. The dollar mark is omitted from a first item consisting of a cipher.

<table>
<thead>
<tr>
<th></th>
<th>but $0.12</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3 00</td>
<td>13.43</td>
</tr>
<tr>
<td>50</td>
<td>15.07</td>
</tr>
<tr>
<td>70</td>
<td>23.18</td>
</tr>
</tbody>
</table>

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 a non-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 9–4–08, the dashes or signs can be aligned.

13.61. Plus or minus signs at the left of figures are placed against the figures regardless of alignment; plus and minus signs at the right of figures are cleared.

13.62. Words and Roman numerals in figure columns are aligned on the right with the figures, without periods.

<table>
<thead>
<tr>
<th></th>
<th>Median value of livestock</th>
<th>Median value of machinery</th>
<th>Median value of furniture</th>
<th>Possessing automobiles (percent)</th>
<th>Median age (years)</th>
<th>Median value</th>
<th>Fraternal membership:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$224</td>
<td>$62</td>
<td>$5</td>
<td>4 Small</td>
<td>2 5</td>
<td>$211</td>
<td>Men</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5 17</td>
<td></td>
<td>$100</td>
<td>Women</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>5.5</td>
<td></td>
<td>$144</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>I V 486</td>
<td></td>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

13.63. Figures (including decimal and common fractions) expressing mixed units of quantity (feet, dollars, etc.) and figures in parentheses are aligned on the right.

13.64. Decimal points are aligned except in columns containing numbers that refer to mixed units (such as pounds, dollars, and percentage) and have irregular decimals.

13.65. It is preferred that all columns in a table consisting entirely of figure columns be centered.

Footnotes and references

13.66. Footnotes to tables are numbered independently from footnotes to text unless requested by committee or department.
13.67. Superior figures are used for footnote references, beginning with 1 in each table.

13.68. If figures might lead to ambiguity (for example, in connection with a chemical formula), asterisks, daggers, or italic superior letters, etc., may be used.

13.69. When items carry several reference marks, the superior-figure reference precedes an asterisk, dagger, or similar character used for reference. These, in the same sequence, precede mathematical signs. A thin space is used to bear off an asterisk, dagger, or similar character.

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

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

13.72. Footnote references are placed at the right in reading columns and symbol columns, and at the left in figure columns (also at the left of such words as *None* in figure columns), and are separated by a thin space.

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

13.74. In a figure column, a footnote reference standing alone is set in parentheses and flushed right. In a reading column, it is set at the left in parentheses and is followed by leaders, but in the last column it is followed by a period, as if it were a word. In a symbol column it is set at the left and cleared.

13.75. Numbered footnotes are placed immediately beneath the table. If a sign or letter reference in the heading of a table is to be followed, it is not changed to become the first numbered reference mark. The footnote to it precedes all other footnotes. The remaining footnotes in a table will follow this sequence: footnotes (numbers, letters, or symbols); Note. —; then Source.:.

13.76. For better makeup or appearance, footnotes may be placed at the end of a lengthy table. A line reading “Footnotes at end of table.” is supplied.
13.77. If the footnotes to both table and text fall together at the bottom of a page, the footnotes to the table are placed above the footnotes to the text, and the two groups are separated by a 50-point rule flush left; but if there are footnotes to the text and none to the table, the 50-point rule is retained.

13.78. Footnotes to cut-in and indented tables and tables in rules are set full measure, except when footnotes are short, they can be set in 1 em under indented table.

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

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

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

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

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

13.84. If a footnote consists entirely or partly of a table or leaderwork, it should always be preceded by introductory matter carrying the reference number; if necessary, the copy preparer should add an introductory line, such as “1 See the following table:”.

13.85. An explanatory paragraph without specific reference but belonging to the table rather than to the text follows the footnotes, if any, and is separated from them or from the table by space.

**Fractions**

13.86. All fractions are set flush right to the bearoff.

<table>
<thead>
<tr>
<th></th>
<th>40%</th>
<th>41</th>
<th>0.42</th>
<th>43</th>
<th>44</th>
<th>0.455</th>
<th>46</th>
<th>47</th>
<th>48</th>
<th>½ in.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total length</td>
<td>4%</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>11</td>
<td>11</td>
<td>11</td>
<td>11</td>
<td>11</td>
<td>1 in.</td>
</tr>
<tr>
<td>Sleeve length</td>
<td>10%</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>11</td>
<td>11</td>
<td>11</td>
<td>11</td>
<td>11</td>
<td>1 in.</td>
</tr>
<tr>
<td>Armhole length</td>
<td>8%</td>
<td>8½</td>
<td>9</td>
<td>9½</td>
<td>9½</td>
<td>10</td>
<td>10</td>
<td>10½</td>
<td>10½</td>
<td>11</td>
</tr>
<tr>
<td>Armhole length (if cuff is used)</td>
<td>5½</td>
<td>5½</td>
<td>5½</td>
<td>5 ½</td>
<td>5 ½</td>
<td>5 ½</td>
<td>5 ½</td>
<td>5 ½</td>
<td>5 ½</td>
<td>Maximum.</td>
</tr>
<tr>
<td>Neck opening</td>
<td>26½</td>
<td>26</td>
<td>271⁄2</td>
<td>28</td>
<td>28</td>
<td>291⁄2</td>
<td>30</td>
<td>30</td>
<td>31</td>
<td>2 in.</td>
</tr>
<tr>
<td>Waist:</td>
<td>7, 8, 9, 10 cut</td>
<td>23½</td>
<td>24</td>
<td>25½</td>
<td>271⁄2</td>
<td>28</td>
<td>29½</td>
<td>31</td>
<td>32</td>
<td>33 ½</td>
</tr>
<tr>
<td>11, 12, 14 cut</td>
<td>22½</td>
<td>23½</td>
<td>25</td>
<td>26½</td>
<td>27½</td>
<td>29</td>
<td>30½</td>
<td>31½</td>
<td>33</td>
<td>6 pct.</td>
</tr>
</tbody>
</table>
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 points, 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 indentation 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.
<table>
<thead>
<tr>
<th>Loans and discounts:</th>
<th>Total, all banks</th>
<th>National banks</th>
<th>Non-national banks</th>
<th>Building associations</th>
</tr>
</thead>
<tbody>
<tr>
<td>Loans to banks ..............................................</td>
<td>$74,518</td>
<td>$1,267,493</td>
<td>$947,289</td>
<td>$135,619</td>
</tr>
<tr>
<td>Commercial and industrial loans ..................................</td>
<td>2,753,456</td>
<td>450,916</td>
<td>211,597</td>
<td>18,949</td>
</tr>
<tr>
<td>Total (total lines generally indent 3 ems) ..........</td>
<td>2,827,974</td>
<td>718,409</td>
<td>1,158,886</td>
<td>154,568</td>
</tr>
</tbody>
</table>

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

| Securities:                                           |                  |                |                    |                       |
| U.S. Government obligations:                          |                  |                |                    |                       |
| Direct obligations: ......................................... |                  |                |                    |                       |
| U.S. savings bonds .......................................... | 1,149,764        | 3,285,721      | 2,361,796          | 23,506                |
| Non-marketable 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 versus), and certain scientific terms are set in italic. The word “Total” and headings in the column do not affect the application of this rule. In gothic typefaces without italic, quotes are allowed.

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

**Leaders**

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

13.98. The style of leading 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 indentation for three or more lines when combined measure exceeds 30 picas in width. Two-line heads are set across the pair of pages. A single-line head or headnote is divided evenly, each part set flush right and left, respectively. Words are not divided between pages.


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

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

13.108. In divide tables that are made up parallel, with stub column repeated, the head and headnote repeat on each succeeding page, with *Continued* added to the head only.

13.109. Tables with tracing figures or stub, or both, repeating on the left of odd pages, are divide tables and not parallel tables. Over such tables the heads are repeated, with *Continued* added.
Reading columns

13.110. Figures or combinations of figures and letters used to form a reading column align on left and are followed by leaders. Do. is not used under such items.

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

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

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

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

Symbol columns

13.115. A column consisting entirely of letters, letters and figures, symbols, or signs, or any combination of these, is called a symbol column. It should be set flush left and cleared, except when it takes the place of the stub, it should then be leadered. No closing period is used when such column is the last column. Blank lines in a last column are cleared. Do. is not used in a symbol column.

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Typical commercial designation</th>
<th>Army product symbol</th>
<th>Filing order symbol</th>
<th>General description</th>
<th>Specification symbol</th>
</tr>
</thead>
<tbody>
<tr>
<td>GM(2)</td>
<td>Gasoline and diesel engine oil, SAE10 and SAE10W grades.</td>
<td>OR10</td>
<td>A</td>
<td>Fuel, grease, chassis, or soap base.</td>
<td>G.&amp;D.</td>
</tr>
<tr>
<td>CG</td>
<td>Ball and roller bearing grease.</td>
<td>4l-X-59 N</td>
<td>Extreme pressure</td>
<td>BR</td>
<td></td>
</tr>
<tr>
<td>CW¹</td>
<td>Wheel-bearing grease. Grease not typified.</td>
<td>OE20⁷ X</td>
<td>Further tests being conducted.</td>
<td>WBG⁷</td>
<td></td>
</tr>
<tr>
<td>G090</td>
<td>Universal gear lubricant.</td>
<td>S.&amp;T.</td>
<td>B</td>
<td>Water-pump grease</td>
<td>80D</td>
</tr>
</tbody>
</table>

13.116. Columns composed of both symbols and figures are treated as figure columns and are set flush right. In case of blank lines in a last column, leaders will be used as in figure columns.

<table>
<thead>
<tr>
<th>Symbol or catalog number</th>
<th>Typical commercial designation</th>
<th>Symbol or product number</th>
<th>Symbol or filling order symbol</th>
<th>General description</th>
<th>Symbol or specification number</th>
</tr>
</thead>
<tbody>
<tr>
<td>WBD</td>
<td>Chassis grease, cup grease, under pressure.</td>
<td>961</td>
<td>A</td>
<td>Especially adapted to very cold climates.</td>
<td>1359</td>
</tr>
<tr>
<td>14L88</td>
<td>Water-pump bearing grease</td>
<td>SWA</td>
<td>352</td>
<td>Under moderate pressure</td>
<td>..........</td>
</tr>
<tr>
<td>5190</td>
<td>Exposed gear chain lubricant</td>
<td>12L</td>
<td>N</td>
<td>High-speed use</td>
<td>AE10</td>
</tr>
<tr>
<td>E.P. hypoid lubricant</td>
<td>863</td>
<td>X</td>
<td>For experimental use only</td>
<td>NXL</td>
<td></td>
</tr>
<tr>
<td>376</td>
<td>Special grade for marine use</td>
<td>468</td>
<td>Free flowing in any weather</td>
<td>749</td>
<td></td>
</tr>
</tbody>
</table>
Tables without rules

13.117. It is preferable to set all tables alike; that is, without either down rules or cross rules and with roman boxheads. When so indicated on copy, by ordering agency, tabular matter may be set without rules, with italic boxheads.

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

13.119. Horizontal rules (spanner) used between a spread or upper level column heading carried over two or more lower level column headings are set continuous and without break, from left to right, between the two levels of such headings.

Table 9.—Changes in fixed assets and related allowances

<table>
<thead>
<tr>
<th>Fixed assets</th>
<th>Current additions</th>
<th>Vestment</th>
<th>Adjustments</th>
<th>Transfers</th>
<th>Retirements</th>
<th>Balance June 30, 2008</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Supporting and general facilities:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Transportation and utilities:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Panama Railroad</td>
<td>$12,123,197</td>
<td>$306</td>
<td>(539)</td>
<td>(284,358)</td>
<td>$11,838,606</td>
<td></td>
</tr>
<tr>
<td>Motor Transportation Division</td>
<td>2,242,999</td>
<td>122,597</td>
<td>143</td>
<td>147,561</td>
<td>2,220,178</td>
<td></td>
</tr>
<tr>
<td>Steamship Line</td>
<td>13,653,989</td>
<td>10,247</td>
<td></td>
<td></td>
<td>13,664,236</td>
<td></td>
</tr>
<tr>
<td>Power System</td>
<td>19,364,373</td>
<td>366,311</td>
<td>(342)</td>
<td>(290,174)</td>
<td>19,440,168</td>
<td></td>
</tr>
<tr>
<td>Communication</td>
<td>2,739,012</td>
<td>151,819</td>
<td>(113,261)</td>
<td></td>
<td>2,751,470</td>
<td></td>
</tr>
<tr>
<td>Total, transportation and utilities</td>
<td>10,590,820</td>
<td>104,039</td>
<td>(130,891)</td>
<td>(463,241)</td>
<td>(1,204,610)</td>
<td>10,476,600</td>
</tr>
<tr>
<td><strong>Employee service and facilities:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commissary Division</td>
<td>7,012,701</td>
<td>105,952</td>
<td>(130,891)</td>
<td>21,777</td>
<td>36,418</td>
<td>6,973,121</td>
</tr>
<tr>
<td>Service Centers</td>
<td>3,684,670</td>
<td>208</td>
<td>530</td>
<td>230,276</td>
<td>3,484,010</td>
<td></td>
</tr>
<tr>
<td>Housing Division</td>
<td>35,729,465</td>
<td>10,336</td>
<td>(485,548)</td>
<td>937,916</td>
<td>34,295,665</td>
<td></td>
</tr>
<tr>
<td>Total employee service and facilities</td>
<td>46,426,836</td>
<td>124,702</td>
<td>(130,891)</td>
<td>(463,241)</td>
<td>(1,204,610)</td>
<td>44,752,796</td>
</tr>
<tr>
<td><strong>Grand total:</strong></td>
<td>107,141,236</td>
<td>880,021</td>
<td>(244,152)</td>
<td>(466,164)</td>
<td>(2,001,723)</td>
<td>105,315,054</td>
</tr>
</tbody>
</table>
13.120. More than one figure column, also illustrating use of dollar mark, rule, bearoff, etc.

For property purchased from—

Central Pipeline Distributing Co.:
- Capital stock issued recorded amount: $75,000
- Undetermined consideration recorded: 341

Pan American Bonded Pipeline Co.: Recorded money outlay: 3,476

M.J. Mitchell: Recorded money outlay: 730

R. Lacy, Inc., and Lynch Refining Co.:
- Recorded money outlay: $157,000
- Note issued: 100,000

Subtotal: 257,000

Less value of oil in lines and salvaged construction material: 26,555

230,445

$309,992

For construction, improvements, and replacements, recorded money outlay: 522

For construction work in progress, recorded money outlay: 933,605

Total: 1,244,119

<table>
<thead>
<tr>
<th>Use:</th>
<th>Quantity (million cubic feet)</th>
<th>Value at point of consumption</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential</td>
<td>34,842</td>
<td>$21,218,778</td>
</tr>
<tr>
<td>Commercial</td>
<td>14,404</td>
<td>5,257,468</td>
</tr>
<tr>
<td>Industrial:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Field (drilling, pumping, etc.)</td>
<td>144,052</td>
<td>10,419,000</td>
</tr>
<tr>
<td>All other industrial:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fuel for petroleum refineries</td>
<td>96,702</td>
<td></td>
</tr>
<tr>
<td>Other, including electric utility plants</td>
<td>346,704</td>
<td>61,440,000</td>
</tr>
<tr>
<td>Total</td>
<td>636,704</td>
<td>98,335,246</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Estimated</th>
<th>04</th>
<th>2008</th>
<th>Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>General account:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Receipts</td>
<td>$64,800</td>
<td>$69,800</td>
<td>+ $5,000</td>
</tr>
<tr>
<td>Expenditures</td>
<td>(70,300)</td>
<td>(67,100)</td>
<td>$3,200</td>
</tr>
<tr>
<td>Net improvement, 2008 over 2004</td>
<td>1</td>
<td>800</td>
<td></td>
</tr>
<tr>
<td>Deduct 2004 deficit</td>
<td>1</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td>Net surplus, estimated for 2008</td>
<td>3</td>
<td>00</td>
<td></td>
</tr>
</tbody>
</table>
Balance with the Treasury Department July 1, 2008............................................................................. $165,367,704.85
Receipts:
Collections ..................................................................................................  $564,944,502.99
Return from agency accounts of currencies advanced for liquidation of obligations incurred prior to July 1, 2007.............................................................................  4,450,577.07
Total receipts ............................................................................................................................... 5 69,395,080.06
Total available ............................................................................................................................. 73 4,762,784.91

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

<table>
<thead>
<tr>
<th>Units of quantity</th>
<th>1st Year</th>
<th>2nd Year</th>
<th>3rd Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coke (short tons)</td>
<td>4,468,437</td>
<td>25,526,646</td>
<td>5,080,403</td>
</tr>
<tr>
<td>Diatomite</td>
<td>(123)</td>
<td>(1)</td>
<td>(1)</td>
</tr>
<tr>
<td>Emery (pounds)</td>
<td>765</td>
<td>6,828</td>
<td>1,046</td>
</tr>
<tr>
<td>Feldspar (crude) (long tons)</td>
<td>(1)</td>
<td>(1)</td>
<td>(1)</td>
</tr>
<tr>
<td>Ferroalloys (short tons)</td>
<td>183,465</td>
<td>18,388,766</td>
<td>259,303</td>
</tr>
</tbody>
</table>

13.122. Units of quantity and other words as headings over figure columns are used at the beginning of a table or at the head of a continued page or continued column in a double-up table.

13.123. Over figure columns, units of quantity and other words used as headings, and the abbreviations a.m. and p.m., if not included in the boxheads, are set in italic and are placed immediately above the figures, without periods other than abbreviating periods. In congressional work (gothic), or at any time when italic is not available, these units should be placed in the boxheads in parentheses. Any well-known abbreviation will be used to save an overrun, but if one unit of quantity is abbreviated, all in the same table will be abbreviated. If units change in a column, the new units are set in italic with space above and no space below. The space is placed both above and below only when there is no italic available.

Quoted tabular work
13.124. When a table is part of quoted matter, quotation marks will open on each centerhead and each footnote paragraph, and if table is end of quoted matter, quotation marks close at end of footnotes. If there are no footnotes and the table is the end of the quotation, quotation marks close at end of last item.
14. Leaderwork
(See also Chapter 9 “Abbreviations and Letter Symbols” and Chapter 13 “Tabular Work”)

14.1. Leaderwork is a simple form of tabular work without boxheads or rules and is separated from text by 4 points of space above and below in solid matter 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.

| Pounds |
|------------------|------------------|
| Year: 2000 | 655,939 |
| Fiscal year: |
| 2009 | 368,233 |
| 2010 | 100,000 |
| Total | 1,124,172 |

14.4. Where both columns are reading columns, they are separated by an em space.
<table>
<thead>
<tr>
<th>Particulars</th>
<th>Artist</th>
</tr>
</thead>
<tbody>
<tr>
<td>To the French Government:</td>
<td>Degas.</td>
</tr>
<tr>
<td>The entire collection of French paintings on</td>
<td>Do.</td>
</tr>
<tr>
<td>loan, with the exception of Mlle. DuBourg (Mme.</td>
<td></td>
</tr>
<tr>
<td>Fantin-Latour).</td>
<td></td>
</tr>
<tr>
<td>Avant la Course</td>
<td></td>
</tr>
<tr>
<td>To Col. Axel H. Oxholm, Washington, DC:</td>
<td></td>
</tr>
<tr>
<td>Martha Washington, George Washington, and Tom</td>
<td>Attributed to</td>
</tr>
<tr>
<td>as Jefferson.</td>
<td>Jonathan E. Earl,</td>
</tr>
<tr>
<td></td>
<td>Los Angeles, CA.</td>
</tr>
<tr>
<td>Roses</td>
<td>Renoir.</td>
</tr>
<tr>
<td>Do</td>
<td>Forain.</td>
</tr>
<tr>
<td>Roses in a Chinese Vase and Sculpture by Maillol</td>
<td>Vuillard.</td>
</tr>
<tr>
<td>Maternity</td>
<td>Gauguin.</td>
</tr>
</tbody>
</table>

**Continued heads**

14.5. The use of continued heads in leaderwork is not necessary.

**Ditto (do.)**

14.6. The abbreviation *do.* is indented and capitalized in the stub. It is capitalized and cleared 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 by 4 points of space. Separate notes from matter following by not less than 6 points of space.

14.13. If the leaderwork runs over from one page to another, the footnotes will be placed at the bottom of the leadered material.¹

Units of quantity

14.14. Units of quantity or other words over a stub or figure column are set italic.

14.15. The following example shows the style to be observed where there is a short colon line at left. In case of only one subentry, run in with colon line and preserve the colon.

Baltimore & Ohio RR.: Freight carried:

M  ay.......................................................... 5  0,000
J  une.......................................................... 5  2,000

Coal carried .......................................................... 90,000

Dixie RR.: Freight carried Jan. 1, 1999, including freight carried by all its subsidiaries .......................................................... ¹ 2,000

¹Livestock not included.

14.16. If there is no colon line, the style is as follows:

Freight carried by the Dixie RR. and the Baltimore & Ohio RR. in M  ay.......................................................... 7  1,500

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

..................................................  ..................................  ..................................

¹ If footnotes to leaderwork and text fall at bottom of page, leaderwork footnotes are placed above text footnotes. The two groups are separated by a 50-point rule.
14.18. In blank forms, leaders used in place of complete words to be supplied are preceded and followed by a space.

On this .................................................... d ay of  .................................................. 2 0 ..........

14.19. In half measure doubled up, units of quantity are aligned across the page.

<table>
<thead>
<tr>
<th>Seedlings:</th>
<th>Inches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black locust</td>
<td>27</td>
</tr>
<tr>
<td>Honey locust</td>
<td>16</td>
</tr>
<tr>
<td>Green ash</td>
<td>7</td>
</tr>
<tr>
<td>Black walnut</td>
<td>10</td>
</tr>
<tr>
<td>Sage-orange</td>
<td>20</td>
</tr>
<tr>
<td>Catalpa</td>
<td>16</td>
</tr>
</tbody>
</table>

14.20. Mixed units of quantity and amounts and words in a figure column are set as follows:

- Capital invested ................................................................. $8,000
- Value of implements and stock ........................................... $3,000
- Land under cultivation (acres) .......................................... 128.6
- Orchard (acres) ................................................................. 21.4
- Forest land (square miles) .................................................. 50

Livestock:

Horses:
- Number ................................................................. 8
- Value ................................................................. $1,500

Cows:
- Number ................................................................. 18
  - Estimated weekly production of butter per milk cow
    - (pounds) ................................................................. 7½

Hogs:
- Number ................................................................. 46
- Loss from cholera ........................................................ None
15. Footnotes, Indexes, Contents, and Outlines

Footnotes and reference marks

15.1. Text footnotes follow the style of the text with the exception of those things noted in Chapter 9 “Abbreviations and Letter Symbols.” Footnotes appearing in tabular material follow the guidelines set forth in Chapter 13 “Tabular Work.”

15.2. In a publication divided into chapters, sections, or articles, each beginning a new page, text footnotes begin with 1 in each such division. In a publication without such divisional grouping, footnotes are numbered consecutively from 1 to 99, and then begin with 1 again. However, in supplemental sections, such as appendixes and bibliographies, which are not parts of the publication proper, footnotes begin with 1.

15.3. Copy preparers must see that references and footnotes are plainly marked.

15.4. If a reference is repeated on another page, it should carry the original footnote; but to avoid repetition of a long note, the copy preparer may use the words “See footnote 3 (6, 10, etc.) on p.—.” instead of repeating the entire footnote.

15.5. Unless the copy is otherwise marked: (1) Footnotes to 12-point text are set in 8 point; (2) footnotes to 11-point text are set in 8 point, except in Supreme Court reports, in which they are set in 9 point; (3) footnotes to 10- and 8-point text are set in 7 point.

15.6. Footnotes are set as paragraphs at the bottom of the page and are separated from the text by a 50-point rule, set flush left, with no less than 2 points of space above and below the rule.

15.7. Footnotes to indented matter (other than excerpt footnotes) are set full measure.

15.8. To achieve faithful reproduction of indented excerpt material (particularly legal work) containing original footnotes, these footnotes are also indented and placed at the bottom of the excerpt, separated
by 6 points of space. No side dash is used. Reference numbers are not changed to fit the numbering sequence of text footnotes.

15.9. Footnotes must always begin on the page where they are referenced. If the entire footnote will not fit on the page where it is cited, it will be continued at the bottom of the next page.¹

15.10. Footnotes to charts, graphs, and other illustrations should be placed immediately beneath such illustrative material.

15.11. A cutoff rule is not required between a chart or graph and its footnotes.

15.12. For reference marks use: (1) Roman superior figures, (2) italic superior letters, and (3) symbols. Superior figures (preferred), letters, and symbols are separated from the words to which they apply by thin spaces, unless immediately preceded by periods or commas.

15.13. Where reference figures might lead to ambiguity (for example, in matter containing exponents), asterisks, daggers, etc., or italic superior letters may be used.

15.14. When symbols or signs are used for footnote reference marks, their sequence should be (* ) asterisk, († ) dagger, (‡ ) double dagger, and (§ ) section mark. Should more symbols be needed, these may be doubled or tripled, but for simplicity and greater readability, it is preferable to extend the assortment by adding other single-character symbols.

15.15. Symbols with established meanings, such as the percent sign (%) and the number mark (#), are likely to cause confusion and should not be used for reference marks.

15.16. To avoid possible confusion with numerals and letters frequently occurring in charts and graphs, it is preferable in such instances to use symbols as reference marks.

¹When a footnote breaks from an odd (right-hand) page to an even (left-hand) page, the word (Continued) is set inside parentheses in italic below the last line of the footnote where the break occurs.

A 50-point rule is used above each part of the footnote.

When a footnote break occurs on facing pages, i.e., from an even page to an odd page, the (Continued) line is not set, but the 50-point rule is duplicated.
15.17. When items carry several reference marks, the superior-figure reference precedes a 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.

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.

| Page |
| Explanatory diagram | Frontispiece |
| General instructions | viii |
| Capitalization (see also Abbreviations) | 16 |
| Correct imposition (diagram) | Facing 34 |
| Legends. (See 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 ................................................................. 2 20, 224, 227, 230, 240

(For examples of item indentions in a reading column of indexes set with leaders, see index in this Manual.)

15.24. Overrun page numbers are indented 3½ ems in measures not over 20 picas and 7 ems in wider measures, more than one line being used if necessary. These indentions are increased as necessary to not less than 2 ems more than the line immediately above or below.

15.25. When copy specifies that all overs are to be a certain number of ems, the runovers of the figure column shall be held in 2 ems more than the specified indentation.

15.26. Examples of block-type indexes:

<table>
<thead>
<tr>
<th>Example 1</th>
<th>Example 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical officer, radiological defense, 3</td>
<td>Brazil—Continued</td>
</tr>
<tr>
<td>Medicolegal dosage, 44</td>
<td>Exchange restrictions—Continued</td>
</tr>
<tr>
<td>Military Liaison Committee, 4</td>
<td>Williams mission (see also</td>
</tr>
<tr>
<td>Monitoring, 58</td>
<td>Williams, John H., special</td>
</tr>
<tr>
<td>Air, 62</td>
<td>mission), exchange control</td>
</tr>
<tr>
<td>Personnel, 59</td>
<td>situation, 586–588</td>
</tr>
<tr>
<td>Civilian, 60</td>
<td>Trade agreement with United States, proposed:</td>
</tr>
<tr>
<td>Military, 59</td>
<td>Draft text, 558–567</td>
</tr>
<tr>
<td>Sea, 61</td>
<td></td>
</tr>
<tr>
<td>Ship, 61</td>
<td></td>
</tr>
<tr>
<td>Monitors, radiological defense, 3</td>
<td>P roposals for:</td>
</tr>
<tr>
<td></td>
<td>Inclusion of all clauses, 531</td>
</tr>
</tbody>
</table>

15.27. In index entries the following forms are used:

Brown, A.H., Jr. (not Brown, Jr., A.H.)
Brown, A.H., & Sons (not Brown & Sons, A.H.)
Brown, A.H., Co. (not Brown Co., A.H.)
Brown, A.H., & Sons Co. (not Brown & Sons Co., A.H.)

15.28. In a table of contents, where chapter, plate, or figure is followed by a number and period, an en space is used after the period. The periods are aligned on the right.

<table>
<thead>
<tr>
<th>Chapter</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>I</td>
<td></td>
</tr>
<tr>
<td>I. Introduction .................................................................</td>
<td>i</td>
</tr>
<tr>
<td>I</td>
<td></td>
</tr>
<tr>
<td>I. Summary .................................................................</td>
<td>1</td>
</tr>
<tr>
<td>V</td>
<td></td>
</tr>
<tr>
<td>I. Conclusions ...............................................................</td>
<td>7</td>
</tr>
</tbody>
</table>
15.29. Subheads in indexes and tables of contents are centered in the full measure.

15.30. In contents using two sizes of lightface type, or a combination of boldface and lightface type, all leaders and page numbers will be set in lightface roman type. Contents set entirely in boldface will use boldface page numbers. All page numbers will be set in the pre-dominant size.

| Part I. Maintenance of Peace and Security | 5 |
| Disarmament | 6 |
| Peaceful Uses of Atomic Energy | 7 |

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.


Treasury Department, Office of the Treasurer,


Treasury Department, July 30, 2008.

Department of Commerce,

July 30, 2008.

Fairfax County, VA.

Office of John Smith & Co.,


Washington, May 20, 2008—10 a.m.

Thursday, May 8, 2008—2 p.m.

January 24, 2008.


[Received December 5, 2008].

On Board USS “Connecticut,”

January 22, 2008.

16.6. Congressional hearings:

TUESDAY, JULY 29, 2008

House of Representatives,

Committee on the Judiciary,

Subcommittee on Immigration, Citizenship, Refugees,

Border Security, and Internal Law,

Washington, DC.

U.S. Senate,

Committee on Armed Services,

Washington, DC.

Congress of the United States,

Joint Committee on Printing,

Washington, DC.

1 Normally, dates in House hearings on appropriation bills are set on the right in 10-point caps and small caps.
16.7. Datelines at the end of a letter or paper, either above or below signatures, are set on left in caps and small caps for the address and italic for the date. When the word *dated* is used, dateline is set in roman caps and lowercase.

- May 7, 2008.
- Roanoke, VA.
- Roanoke, VA, July 1, 2008.
- Dated July 1, 2008.

16.8. Datelines in newspaper extracts are set at the beginning of the paragraph, the address in caps and small caps and the date in roman caps and lowercase, followed by a period and a 1-em dash.

- Aboard USS Ronald Reagan April 3, 2008.—
- New York, NY, August 21, 2008.—A message received here from * * *.

Addresses

16.9. Addresses are set flush left at the beginning of a letter or paper in congressional work (or at end in formal usage).

16.10. At beginning or at end:

To Smith & Jones and
- Brown & Green, Esqs.,
  *Attorneys for Claimant.*
  (Attention of Mr. Green.)

Hon. Diane Feinstein,
*U.S. Senate.*

Hon. Nancy Pelosi,
*U.S. House of Representatives.* (Collective address.)

The President,
*The White House.*

16.11. A long title following an address is set in italic caps and lowercase, the first line flush left and right, overruns indented 2 ems to clear a following 1-em paragraph indentation.

Hon. Daniel K. Akaka,
*Chairman, Subcommittee on Oversight of Government Management,*
- the Federal Workforce and the District of Columbia, *U.S. Senate,*
- Washington, *DC.*
16.12. The name or title forming the first line of the address is set in caps and small caps, but *Mr.*, *Mrs.*, or other title preceding a name, and *Esq.*, *Jr.*, *Sr.*, or *2d* following a name, are set in roman caps and lowercase; the matter following is set in italic. The words *U.S. Army* or *U.S. Navy* immediately following a name are set in roman caps and lowercase in the same line as the name.


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


Hon. **LORRAINE C. MILLER,** *Clerk of the House of Representatives.*

Hon. **ROBERT C. BYRD,** *U.S. Senator, Washington, DC.*

Hon. **JIM WEBB,** *Russell Senate Office Building, Washington, DC.*

*The Committee on Appropriations, House of Representatives.*

16.13. General (or collective) addresses are set in italic caps and lowercase, flush left, with overruns indented 2 ems and ending with a colon, except when followed by a salutation, in which case a period is used.

16.14. Examples of general addresses when not followed by salutation (note the use of colon at end of italic line):

*To the Officers and Members of the Daughters of the American Revolution, Washington, DC:*

*To the American Diplomatic and Consular Officers:*

*To Whom It May Concern:*

*Collectors of Customs:*

*To the Congress of the United States:*

16.15. Example of general address when followed by salutation (note the use of period at end of italic line):

*Senate and House of Representatives.*

*GENTLEMEN: You are hereby * * *.*
16.16. Examples illustrating other types of addresses:

To the Editor:

To John L. Nelson, Greeting:

To John L. Nelson, Birmingham, AL, Greeting:

To the Clerk of the House of Representatives:

Chief of Engineers
(Through the Division Engineer).

My Dear Sir: I have the honor * * *.

Mr. Reed: I have the honor * * *.

Dear Mr. Reed: I have the honor * * *.

Lt. (jg.) John Smith,

Navy Department:

The care shown by you * * *.

State of New York,

County of New York, ss:

Before me this day appeared * * *.

District of Columbia, ss:

Before me this day appeared * * *.

Envelope addresses

U.S. House of Representatives
Committee on Education and Labor
2181 Rayburn House Office Building
Washington, DC 20515

Signatures

16.17. Signatures, preceded by an em dash, are sometimes run in with last line of text.

16.18. Signatures are set at the right side of the page. They are indented 1 em for a single line; 3 ems and 1 em, successively, for two lines; and 5 ems, 3 ems, and 1 em, successively, for three lines. In measures 30 picas or wider, these indentions are increased by 1 em.

16.19. The name or names are set in caps and small caps; Mr., Mrs., and all other titles preceding a name, and Esq., Jr., Sr., and 2d following a name, are set in roman caps and lowercase; the title following name is set in italic. Signatures as they appear in copy must be followed in regard to abbreviations.
16.20. If name and title make more than half a line, they are set as two lines.

16.21. Two to eight independent signatures, with or without titles, are aligned on the left, at approximately the center of the measure.

ROBERT E. SCHWENK.
QUEEN E. HUGHES.
ERICA N. PROPHET.
ANDRE RODGERS, 
   Commander, U.S. Navy (Retired).
WILLIAM H. COUGHLIN, Chairman.

16.22. More than eight signatures, with or without titles, are set full measure, roman caps and lowercase, run in, indented 5 and 7 ems in measures of 26½ picas or wider; in measures less than 26½ picas, indent 2 and 3 ems.


16.23. The punctuation of closing phrases is governed by the sense. A detached complimentary close is made a new paragraph.

16.24. Examples of various kinds of signatures:

UNITED STATES IMPROVEMENT CO.,
   (By) JOHN SMITH, Secretary.
TEXARKANA TEXTILE MERCHANTS & MANUFACTURERS’ ASSOCIATION,
   JOHN L. JONES, Secretary.
TEXARKANA TEXTILE MERCHANTS & MANUFACTURERS’ ASSOCIATION,
   JOANNE WILDER,
   Board Member and Secretary.

JOHN W. SMITH (And 25 others).

JOHN SMITH, Lieutenant Governor
   (For the Governor of Maine).
NORTH AMERICAN ICE Co.,
SYLVIA ROONEY, Secretary.

JOHN [his thumbmark] SMITH.

NITA M. LOWEY,
FRANK WOLF,
Managers on the Part of the House.

JOSEPH R. BIDEN, Jr.,
RICHARD LUGAR,
Managers on the Part of the Senate.

I am, very respectfully, yours,
(Signed) FRED C. KLEINSCHMIDT,
Assistant Clerk, Court of Claims.

On behalf of the Philadelphia Chamber of Commerce:
GEO. W. PHILIPS.
SAML. CAMPBELL.

I have the honor to be,
Very respectfully, your obedient servant,
(Signed) John R. King
(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.

By the President:
CONDOLEEZZA RICE, 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,

“Todd S. Gilbert.
“Paul Hartman.
“Dolores Hicks.
“Albert H. Jones.
“Joan C. Nugent.
“Brandon Proctor.”

16.26. Examples of various kinds of datelines, addresses, and signatures:

Re weather reports submitted by the International Advisory Committee of the Weather Council.

Mr. John D. Dingell,
Chairman, House Committee on Energy and Commerce,
Washington, DC.

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

John L. “Jack” Hayes,
Executive Director,
National Weather Service.


Hon. Russell D. Feingold,
Chairman, Subcommittee on the Constitution,
Committee on the Judiciary, Washington, DC.

Dear Mr. Feingold: You have for some time * * *.

Sincerely yours,

Edward Pultorak,
Architectural Designer.
Hon. Zoe Lofgren,
Chairman, Subcommittee on Immigration, Citizenship, Refugees, Border Security and International Law of the Committee on the Judiciary, House of Representatives, Washington, DC.

Dear Ms. Lofgren: You have some time * * *.

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

Hon. Gene Green,
House of Representatives,
Washington, DC.

Dear Mr. Green: We will be glad to give you any further information.

Sincerely yours,

F.W. Reichelderfer,
Chief of Service.

New York, NY, February 8, 2008.

To: All supervisory employees of production plants, northern and eastern divisions, New York State.
From: Production manager.
Subject: Regulations concerning vacations, health and welfare plans, and wage contract negotiations.

It has come to our attention that the time * * *.


The Honorable the Secretary of the Navy.
Dear Mr. Secretary: This is in response to your letter * * *.

Very sincerely yours,

To Whom It May Concern:

I have known Kyu Yawp Lee for 7 years and am glad to testify as to his fine character. He has been employed * * *

Wishing you success in your difficult and highly important job, we are,

Sincerely yours,

AGOSTINO J. GONINO.

LOUISE M. GONINO.

U.S. DEPARTMENT OF VETERANS AFFAIRS,
OFFICE OF THE SECRETARY OF VETERANS AFFAIRS,
Washington, DC.

Hon. PATRICK J. LEAHY,
Chairman, Committee on the Judiciary,
U.S. Senate, Washington, DC.

DEAR SENATOR LEAHY: Further reference is made to your reply * * *.

Sincerely yours,

GORDON M. MANSFIELD,
Deputy Secretary (For and in the absence of James B. Peake, Secretary).

WASHINGTON, DC, September 16, 2008.

Mr. WILLIAM E. JONES, Jr.,
Special Assistant to the Attorney General, Attorney for Howard Sutherland, Director, Office of Alien Property.

DEAR MR. JONES: In reply to your letter * * *.

Yours truly,

(Signed) THOMAS E. RHODES,
Special Assistant to the Attorney General.

P.S.—A special word of thanks to you from J.R. Brown for your fine help.

T.E.R.
TOKYO, JAPAN, November 13, 2008.

U.S. DEPARTMENT OF HOMELAND SECURITY,
U.S. CITIZENSHIP AND NATURALIZATION SERVICES,
Detroit, MI.

GENTLEMEN: This letter will testify to the personal character * * *.

Very truly yours,

Mrs. GRACE C. LOHR,
Inspector General Section, HQ, AFFE,
APO 343, San Francisco, CA.

16.27. The word seal appearing with the signature of a notary or of an organized body, such as a company, is spaced 1 em from the signature. The word seal is to be set in small caps and bracketed.

[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, GEORGE W. BUSH, President of the United States of America, by virtue of the authority vested in me by the Constitution and laws of the United States, do hereby proclaim September 27, 2008, as National Hunting and Fishing Day. I call upon the people of the United States to join me in recognizing the contributions of America's hunters and anglers, and all those who work to conserve our Nation's fish and wildlife resources.

*     *     *     *     *     *     *     *

IN WITNESS WHEREOF, I have hereunto set my hand this twenty-sixth day of September, in the year of our Lord two thousand eight, and of the Independence of the United States of America the two hundred and thirty-third.

GEORGE W. BUSH.
17. Useful Tables

This chapter contains useful tables presented in GPO style. The tables display various design features most frequently used in Government publications and can be considered examples of GPO style.

**U.S. Presidents and Vice Presidents**

<table>
<thead>
<tr>
<th>President Years</th>
<th>Vice President Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>George Washington (1789–1797)</td>
<td>John Adams (1789–1797)</td>
</tr>
<tr>
<td>John Adams (1797–1801)</td>
<td>Thomas Jefferson (1797–1801)</td>
</tr>
<tr>
<td>James Madison (1809–1817)</td>
<td>James Madison (1809–1817)</td>
</tr>
<tr>
<td>James Madison (1817–1825)</td>
<td>Daniel D. Tompkins (1817–1825)</td>
</tr>
<tr>
<td>James Monroe (1825–1829)</td>
<td>John C. Calhoun (1825–1829)</td>
</tr>
<tr>
<td>Andrew Jackson (1829–1837)</td>
<td>Martin Van Buren (1833–1837)</td>
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<tr>
<td>Martin Van Buren (1837–1841)</td>
<td>Richard M. Johnson (1837–1841)</td>
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<tr>
<td>William Henry Harrison (1841)</td>
<td>John Tyler (1841)</td>
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<tr>
<td>John Tyler (1841–1845)</td>
<td>Vacant (1841–1845)</td>
</tr>
<tr>
<td>Zachary Taylor (1849–1850)</td>
<td>Millard Fillmore (1849–1850)</td>
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<tr>
<td>Millard Fillmore (1850–1853)</td>
<td>Vacant (1850–1853)</td>
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<td>Franklin Pierce (1853–1857)</td>
<td>William R. King (1853)</td>
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<td>James Buchanan (1857–1861)</td>
<td>John C. Breckinridge (1857–1861)</td>
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<tr>
<td>Abraham Lincoln (1861–1865)</td>
<td>Hannibal Hamlin (1861–1865)</td>
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<tr>
<td>Andrew Johnson (1865–1869)</td>
<td>Andrew Johnson (1865)</td>
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<tr>
<td>Ulysses S. Grant (1869–1877)</td>
<td>Schuyler Colfax (1869–1873)</td>
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<td>Rutherford B. Hayes (1877–1881)</td>
<td>Henry Wilson (1873–1877)</td>
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<td>Chester A. Arthur (1881–1885)</td>
<td>Vacant (1875–1877)</td>
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<td>Grover Cleveland (1893–1897)</td>
<td>Adlai E. Stevenson (1893–1897)</td>
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<td>William McKinley (1897–1901)</td>
<td>Garret A. Hobart (1897–1901)</td>
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<td>Theodore Roosevelt (1901–1909)</td>
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<td>Warren G. Harding (1921–1923)</td>
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<td>John Nance Garner (1933–1941)</td>
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<td>Harry S. Truman (1945–1953)</td>
<td>Harry S. Truman (1945)</td>
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U.S. Presidents and Vice Presidents—Continued

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<thead>
<tr>
<th>President</th>
<th>Years</th>
<th>Vice President</th>
<th>Years</th>
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<tr>
<td></td>
<td>)</td>
<td>Richard B. Cheney</td>
<td>(2001–</td>
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Most Populous U.S. Cities by State

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<thead>
<tr>
<th>State</th>
<th>City</th>
<th>Population</th>
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<tr>
<td>Alabama</td>
<td>Birmingham</td>
<td>229,424</td>
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<td>Montgomery</td>
<td>201,998</td>
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<td></td>
<td>Mobile</td>
<td>192,830</td>
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<td></td>
<td>Huntsville</td>
<td>168,132</td>
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<td>Tuscaloosa</td>
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<td>Alaska</td>
<td>Anchorage</td>
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<td>Fairbanks</td>
<td>31,142</td>
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<td></td>
<td>Juneau</td>
<td>30,737</td>
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<td></td>
<td>Fairbanks</td>
<td>31,142</td>
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<td>Phoenix</td>
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<td>Sacramento</td>
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<td>Waimanalo</td>
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<td>Missoula</td>
<td>59,832</td>
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<td>Idaho Falls</td>
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<td>Illinois</td>
<td>Chicago</td>
<td>2,833,321</td>
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<td></td>
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<td></td>
<td>SpRINGFIELD</td>
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<td>Indiana</td>
<td>Indianapolis</td>
<td>785,597</td>
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<tr>
<td></td>
<td>Fort Wayne</td>
<td>248,637</td>
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<td></td>
<td>Evansville</td>
<td>115,738</td>
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1 [2006 Census estimates]
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<thead>
<tr>
<th>Most Populous U.S. Cities by State</th>
<th>—Continued</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Indiana—Continued</strong></td>
<td></td>
</tr>
<tr>
<td>S outh Bend</td>
<td>104,905</td>
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<td>G ary</td>
<td>97,715</td>
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<tr>
<td>Iowa:</td>
<td></td>
</tr>
<tr>
<td>D es Moines*</td>
<td>193,886</td>
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<tr>
<td>C edar Rapids</td>
<td>124,417</td>
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<td>Davenport</td>
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### Most Populous U.S. Cities by State ¹—Continued

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¹The five most populous cities of each state are listed except where the capital city did not fall into the top five, in which case the fifth most populous city was replaced by the capital city.

* State capital.

Source: Information courtesy of the U.S. Census Bureau.
### Principal Foreign Countries as of June 2008

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<tr>
<td>Bahrain</td>
<td>do</td>
<td>Manama</td>
<td>King</td>
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<td>Bangladesh</td>
<td>do</td>
<td>Dhaka</td>
<td>President</td>
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<tr>
<td>Barbados</td>
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<td>Bridgetown</td>
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<td>Parliament (bicameral)</td>
<td>Do.</td>
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<td>Republic in name, although in fact a dictatorship.</td>
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<td>do</td>
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<td>do</td>
<td>Thimphu</td>
<td>K ing</td>
<td>Parliament (bicameral)</td>
<td>In transition to Constitutional Monarchy; special treaty relationship with India.</td>
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<td>La Paz</td>
<td>President</td>
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<td>Bosnia and Herzegovina</td>
<td>do</td>
<td>Sarajevo</td>
<td>Chairman of the Presidency</td>
<td>Parliamentary Assembly (bicameral)</td>
<td>Emerging Federal Democratic Republic.</td>
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<td>Brasilia</td>
<td>do</td>
<td>National Congress (bicameral)</td>
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<td>do</td>
<td>Bandar Seri</td>
<td>Sultan and Prime Minister</td>
<td>Legislative Council</td>
<td>Constitutional Sultanate.</td>
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<td>do</td>
<td>Ouagadougou</td>
<td>Chairman of the State Peace and</td>
<td>People's Assembly (unicameral)</td>
<td>Military Junta.</td>
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<td>Mustafa Ao</td>
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<td>Phnom Penh</td>
<td>King</td>
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<td>Republic; Multiparty Presidential Regime.</td>
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<td>Constitutional Monarchy that is also a Parliamentary Democracy and a Federation.</td>
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<td>do</td>
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<td>Lebanon</td>
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<td>Switzerland</td>
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</table>

Note: The table lists countries along with their respective capitals and presidential titles. The constitution type is also indicated, such as Republic, Constitutional Republic, Parliamentary Democracy, etc.
<table>
<thead>
<tr>
<th>Country</th>
<th>UN member</th>
<th>Capital</th>
<th>Chief of state</th>
<th>Legislative body</th>
<th>Government type</th>
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<tbody>
<tr>
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<td>Kingston</td>
<td>Queen (represented by Governor)</td>
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<td>Parliament (bicameral)</td>
<td>Republic, Authoritarian Presidential rule, with little power outside the Executive Branch.</td>
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<td>Tarawa</td>
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<td>Communist State one-man dictatorship.</td>
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<td>do</td>
<td>V entiane</td>
<td>do</td>
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<td>General People’s Congress</td>
<td>Jammahiriya, 5</td>
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<tr>
<td>Monaco</td>
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<td>Niger</td>
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<td>...do...</td>
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<td>Muscat</td>
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<td>Legislative body</td>
<td>Government type</td>
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<td>Grand and General Council (unicameral)</td>
<td>Republican.</td>
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<td>do</td>
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<td>President</td>
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<td>Do.</td>
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<td>Riyadh</td>
<td>King and Prime Minister</td>
<td>Consultative Council</td>
<td>Monarchy.</td>
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<td>do</td>
<td>Dakar</td>
<td>President</td>
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<td>Do.</td>
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<td>do</td>
<td>Victoria</td>
<td>do</td>
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<td>Freetown</td>
<td>do</td>
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<td>Do.</td>
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<td>Singapour</td>
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<td>do</td>
<td>Bratislava</td>
<td>do</td>
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<td>Honiara</td>
<td>Queen</td>
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<td>Do.</td>
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<td>Pretoria</td>
<td>President</td>
<td>Parliament (bicameral)</td>
<td>Republic.</td>
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<td>do</td>
<td>Madrid</td>
<td>King</td>
<td>General Courts or National Assembly (bicameral)</td>
<td>Parliamentary Monarchy.</td>
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<td>Sri Lanka</td>
<td>do</td>
<td>Colombo</td>
<td>President</td>
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<td>Republic.</td>
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<td>Sudan</td>
<td>do</td>
<td>Khartoum</td>
<td>do</td>
<td>National Assembly (unicameral)</td>
<td>Government of National Unity (GNU).</td>
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<td>do</td>
<td>Mbabane</td>
<td>King</td>
<td>People's Council (unicameral)</td>
<td>Republic under an authoritarian military-dominated regime.</td>
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<tr>
<td>Sweden</td>
<td>do</td>
<td>Stockholm</td>
<td>do</td>
<td>People's Council (unicameral)</td>
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<tr>
<td>Switzerland</td>
<td>do</td>
<td>Bern</td>
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<td>Federal Assembly (bicameral)</td>
<td>Formally a Confederation but similar in structure to a Federal Republic.</td>
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<td>do</td>
<td>Damascus</td>
<td>do</td>
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<td>Tajikistan</td>
<td>do</td>
<td>Dushanbe</td>
<td>do</td>
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<td>Taiwan</td>
<td>No</td>
<td>Taipei</td>
<td>do</td>
<td>Legislative Yuan (unicameral)</td>
<td>Multiparty Democracy.</td>
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<td>Republic.</td>
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<tr>
<td>Thailand</td>
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<td>King</td>
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<td>Constitutional Monarchy.</td>
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<tr>
<td>Timor-Leste</td>
<td>do</td>
<td>Dili</td>
<td>President</td>
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<tr>
<td>Country</td>
<td>City</td>
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<td>Legislative Body</td>
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<td>Togo</td>
<td>Lome</td>
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<td>National Assembly (unicameral)</td>
<td>Republic under transition to multiparty democratic rule.</td>
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<td>King</td>
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<td>Constitutional Monarchy.</td>
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<td>Port-of-Spain</td>
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<td>President</td>
<td>Chamber of Deputies and the Grand National Assembly of Turkey (unicameral).</td>
<td>Republic.</td>
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<td>Ashgabat (Ashkhabad)</td>
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<td>Tuvalu</td>
<td>Funafuti</td>
<td>Queen</td>
<td>Parliament (also called House of Assembly, unicameral).</td>
<td>Constitutional Monarchy with a Parliamentary Democracy.</td>
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<td>Kampala</td>
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<td>Republic.</td>
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<td>Ukraine</td>
<td>Kyiv (Kiev)</td>
<td>President</td>
<td>Supreme Council (unicameral)</td>
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<tr>
<td>United Arab Emirates</td>
<td>Abu Dhabi</td>
<td></td>
<td>Federal National Council (FNC) (unicameral).</td>
<td>Federation with specified powers delegated to the UAE federal government and other powers reserved to member emirates.</td>
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<td>United Kingdom</td>
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<td>Uruguay</td>
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<td>Tashkent</td>
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<td>Republican presidential rule, with little power outside the executive branch.</td>
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<td>Do.</td>
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<td>Zimbabwe</td>
<td>Harare</td>
<td>Executive President</td>
<td>Parliament (bicameral)</td>
<td>Parliamentary Democracy.</td>
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</table>

1 Since 1989, the military authorities in Burma have promoted the name Myanmar as a conventional name for their state; this decision was not approved by any sitting legislature in Burma, and the U.S. Government did not adopt the name, which is a derivative of the Burmese short-form name Myanmar Naingngandaw.

2 Government currently under power sharing agreement mandated by international mediators.

3 In 1950, the Israel Parliament proclaimed Jerusalem as the capital. The United States does not recognize Jerusalem as the capital and the U.S. Embassy continues to be located in Tel Aviv.

4 Holds no official title, but is de facto Chief of State.

5 In theory, governed by the populace through local councils; in practice, an authoritarian state.

6 No accurate English equivalents.

7 The Law of Succession, July 27, 1947, declared that Spain was constituted a Kingdom.

Demonyms: Names of Nationalities

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

<table>
<thead>
<tr>
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<th>Country D</th>
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<td>Ivorian.</td>
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<td>Algerian.</td>
<td>Croatia.</td>
<td>Croat or Croatian.</td>
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<td>Anguilla</td>
<td>Anguillan.</td>
<td>Denmark.</td>
<td>Dane.</td>
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<td>Antigua and Barbuda</td>
<td>Antiguan Barbudan.</td>
<td>Djibouti.</td>
<td>Djiboutian.</td>
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<td>Finn.</td>
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<td>Israel.</td>
<td>Israeli.</td>
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## Demonyms: Names of Nationalities—Continued

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

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### Countries and Demonyms — Continued

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

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¹ Since 1989 the military authorities in Burma have promoted the name Myanmar as a conventional name for their state; this decision was not approved by any sitting legislature in Burma, and the U.S. Government did not adopt the name, which is a derivative of the Burmese short-form name Myanma Naingngandaw.

² Note. — Plural references add s unless otherwise indicated.


### Currency

[As of July 2008]

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## Currency—Continued

[As of July 2008]

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<td>Dobra</td>
<td>STD</td>
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<td>SKK</td>
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<td>EUR</td>
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<td>SOS</td>
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<td>Rand</td>
<td>ZAR</td>
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## Currency—Continued

[As of July 2008]

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<td>Svalbard</td>
<td>Norwegian krone</td>
<td>NOK</td>
</tr>
<tr>
<td>Swaziland</td>
<td>Shilling</td>
<td>SZ</td>
</tr>
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<td>Swedish krona</td>
<td>SE</td>
</tr>
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<td>Switzerland</td>
<td>Swiss franc</td>
<td>CH</td>
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<td>TH</td>
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<td>Togo</td>
<td>Communauté Financière Africaine franc</td>
<td>OF¹</td>
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<td>Tokelau</td>
<td>New Zealand dollar</td>
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<td>Pa'anga</td>
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<td>Tunisian dinar</td>
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<td>Turkmen manat</td>
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<td>Tuvalu</td>
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<td>Dong</td>
<td>VD</td>
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¹ Responsible authority is the Central Bank of the West African States.
² Responsible authority is the Bank of the Central African States.
³ Since 1989 the military authorities in Burma have promoted the name Myanmar as a conventional name for their state; this decision was not approved by any sitting legislature in Burma, and the U.S. Government did not adopt the name, which is a derivative of the Burmese short-form name Myanma Naingngandaw.

* ISO 4217 is the international standard of 3-letter codes used to define names of currencies; it is used in place of currency symbols or names. For more information see www.iso.org/iso/support/faqs/faqs_widely_used_standards/widely_used_standards_other/currency_codes/currency_codes_list-1.htm.

** There is no currency code for Island monies. Guernsey and Jersey are both British crown dependencies, but not part of the UK. However, the UK Government is constitutionally responsible for their international representation.

### Metric and U.S. Measures

#### Length

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<thead>
<tr>
<th>Metric unit</th>
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<tr>
<td>10 millimeters</td>
<td>1 centimeter</td>
</tr>
<tr>
<td>1 centimeters</td>
<td>1 decimeter</td>
</tr>
<tr>
<td>10 decimeters</td>
<td>1 meter</td>
</tr>
<tr>
<td>10 meters</td>
<td>1 dekameter</td>
</tr>
<tr>
<td>10 dekameters</td>
<td>1 hectometer</td>
</tr>
<tr>
<td>10 hectometers</td>
<td>1 kilometer</td>
</tr>
<tr>
<td>1 kilometer</td>
<td>1000 meters</td>
</tr>
<tr>
<td>12 inches</td>
<td>1 foot (ft)</td>
</tr>
<tr>
<td>3 feet</td>
<td>1 yard</td>
</tr>
<tr>
<td>22 yards</td>
<td>1 chain</td>
</tr>
<tr>
<td>8 furlongs</td>
<td>1 mile (5,280 ft)</td>
</tr>
<tr>
<td>1 nautical mile</td>
<td>1,1508 mile</td>
</tr>
<tr>
<td>1 league</td>
<td>3 nautical miles</td>
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#### Mass Weight

<table>
<thead>
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<tr>
<td>10 milligrams (mg)</td>
<td>1 centigram</td>
</tr>
<tr>
<td>10 centigrams</td>
<td>1 decigram (100 mg)</td>
</tr>
<tr>
<td>10 decigrams</td>
<td>1 gram (1,000 mg)</td>
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<tr>
<td>10 grams (g)</td>
<td>1 dekagram</td>
</tr>
<tr>
<td>10 dekagrams</td>
<td>1 hectogram (100 g)</td>
</tr>
<tr>
<td>10 hectograms</td>
<td>1 kilogram (1,000 g)</td>
</tr>
<tr>
<td>1,000 kilograms</td>
<td>1 metric ton</td>
</tr>
<tr>
<td>16 ounces</td>
<td>1 pound</td>
</tr>
<tr>
<td>100 pounds (lbs)</td>
<td>1 hundredweight</td>
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<tr>
<td>20 hundredweight</td>
<td>1 ton (2,000 lbs)</td>
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#### Volume

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<td>10 milliliters</td>
<td>1 centiliter</td>
</tr>
<tr>
<td>10 centiliters</td>
<td>1 deciliter</td>
</tr>
<tr>
<td>10 deciliters</td>
<td>1 liter</td>
</tr>
<tr>
<td>1,000 liters</td>
<td>1 cubic meter</td>
</tr>
<tr>
<td>3 teaspoons</td>
<td>1 tablespoon</td>
</tr>
<tr>
<td>2 tablespoons</td>
<td>1 fluid ounce (fl oz)</td>
</tr>
<tr>
<td>1 cup</td>
<td>8 fl oz</td>
</tr>
<tr>
<td>2 cups</td>
<td>1 pint</td>
</tr>
<tr>
<td>2 pints</td>
<td>1 quart</td>
</tr>
<tr>
<td>4 quarts</td>
<td>1 gallon</td>
</tr>
<tr>
<td>42 gallons</td>
<td>1 petroleum barrel</td>
</tr>
<tr>
<td>U.S. dry measure</td>
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</tr>
<tr>
<td>2 pints</td>
<td>1 peck</td>
</tr>
<tr>
<td>4 quarts</td>
<td>1 bushel</td>
</tr>
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<td>8 bushels</td>
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#### Temperature Conversion

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<td>100</td>
<td>212</td>
<td>373.1</td>
</tr>
<tr>
<td>50</td>
<td>122</td>
<td>323.1</td>
</tr>
<tr>
<td>40</td>
<td>104</td>
<td>313.1</td>
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<tr>
<td>30</td>
<td>86</td>
<td>303.1</td>
</tr>
<tr>
<td>20</td>
<td>68</td>
<td>293.1</td>
</tr>
<tr>
<td>10</td>
<td>50</td>
<td>283.1</td>
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</table>

<table>
<thead>
<tr>
<th>Celsius</th>
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<th>Kelvin</th>
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<tr>
<td>0</td>
<td>32</td>
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<tr>
<td>-10</td>
<td>14</td>
<td>263.1</td>
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<td>243.1</td>
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<tr>
<td>-40</td>
<td>-40</td>
<td>233.1</td>
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<tr>
<td>-50</td>
<td>-58</td>
<td>223.1</td>
</tr>
<tr>
<td>-273.1</td>
<td>-459.7</td>
<td>0</td>
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1 At this time, only three countries—Burma, Liberia, and the United States—have not adopted the International System of Units (SI, or metric system) as their official system of weights and measures.

2 Dry measurements are mainly used for measuring grain or fresh produce. Do not confuse dry measure for liquid measure as they are not the same.

3 The equation for converting temperatures is as follows: °C to °F: multiply by 9, then divide by 5, then add 32; °F to °C: subtract 32, then multiply by 5, then divide by 9.
# Chapter 17
## Common Measures and Their Metric Equivalents

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<thead>
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<th>U.S. to metric</th>
<th>Metric to U.S.</th>
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<td><strong>Inch</strong>.........</td>
<td><strong>2.54 centimeters.</strong></td>
</tr>
<tr>
<td><strong>Foot</strong>.........</td>
<td><strong>0.3048 meter.</strong></td>
</tr>
<tr>
<td><strong>Yard</strong>.........</td>
<td><strong>0.9144 meter.</strong></td>
</tr>
<tr>
<td><strong>Mile</strong>.........</td>
<td><strong>1.6093 kilometers.</strong></td>
</tr>
<tr>
<td>Nautical mile...</td>
<td><strong>1.852 kilometers.</strong></td>
</tr>
<tr>
<td>League...........</td>
<td><strong>5.556 kilometers.</strong></td>
</tr>
<tr>
<td><strong>Square inch</strong></td>
<td><strong>6.452 square centimeters.</strong></td>
</tr>
<tr>
<td><strong>Square foot</strong></td>
<td><strong>0.0929 square meter.</strong></td>
</tr>
<tr>
<td><strong>Square yard</strong></td>
<td><strong>0.836 square meter.</strong></td>
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<td><strong>Acre</strong>.........</td>
<td><strong>0.4047 hectare.</strong></td>
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<tr>
<td><strong>Ounce (liquid)</strong></td>
<td><strong>29.574 milliliters.</strong></td>
</tr>
<tr>
<td><strong>Pint (liquid)</strong></td>
<td><strong>473.176 milliliters.</strong></td>
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<tr>
<td><strong>Quart (liquid)</strong></td>
<td><strong>946.35 milliliters.</strong></td>
</tr>
<tr>
<td><strong>Gallon (liquid)</strong></td>
<td><strong>3.79 liters.</strong></td>
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<tr>
<td><strong>Pint (dry)</strong></td>
<td><strong>550.61 milliliters.</strong></td>
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<td><strong>Quart (dry)</strong></td>
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<tr>
<td><strong>Gallon (dry)</strong></td>
<td><strong>8.810 liters.</strong></td>
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<tr>
<td><strong>Cord</strong>.........</td>
<td><strong>128 cubic feet.</strong></td>
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<tr>
<td><strong>Grain</strong>¹</td>
<td><strong>64.799 milligrams.</strong></td>
</tr>
<tr>
<td><strong>Ounce</strong>²</td>
<td><strong>28.35 grams.</strong></td>
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<tr>
<td><strong>Pound</strong>²</td>
<td><strong>0.4536 kilogram.</strong></td>
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<tr>
<td><strong>Ton, short</strong></td>
<td><strong>907.185 kilograms.</strong></td>
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<tr>
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<td><strong>1,000 kilograms.</strong></td>
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<tr>
<td><strong>Ton, long</strong></td>
<td><strong>1,016.047 kilograms.</strong></td>
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<td><strong>Millimeter</strong></td>
<td><strong>0.0338 ounce (liquid).</strong></td>
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<td><strong>Liter</strong></td>
<td><strong>1.06 quarts (liquid).</strong></td>
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<td><strong>Gallon</strong></td>
<td><strong>0.26 gallon (liquid).</strong></td>
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<td><strong>Peck</strong></td>
<td><strong>9.092 liters.</strong></td>
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<td><strong>Bushel</strong></td>
<td><strong>35.24 liters.</strong></td>
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<tr>
<td><strong>Gram</strong></td>
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<tr>
<td><strong>Kilogram</strong></td>
<td><strong>2.20 pounds.</strong></td>
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¹The grain is used to measure in ballistics and archery; grains were originally used in medicine but have been replaced by milligrams.

²Avoirdupois; avoirdupois is the measure of mass of everyday items.

³The troy ounce is used in pricing silver, gold, platinum, and other precious metals and gemstones.
### Measurement Conversion

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<th>Picas</th>
<th>Points</th>
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### Geologic Terms and Geographic Divisions

#### Geologic terms

For capitalization, compounding, and use of quotations in geologic terms, copy is to be followed. Geologic terms quoted verbatim from published material should be left as the original author used them; however, it should be made clear that the usage is that of the original author.

Formal geologic terms are capitalized: Proterozoic Eon, Cambrian Period. Structural terms such as arch, anticline, or uplift are capitalized when preceded by a name: Cincinnati Arch, Cedar Creek Anticline, Ozark Uplift. See Chapter 4 geographic terms for more information.

#### Divisions of Geologic Time

[Most recent to oldest]

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<td>Eoarchean.</td>
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### Physiographic regions

Physiographic regions are based on terrain texture, rock type, and geologic structure and history. The classification system has three tiers: divisions, which are broken into provinces, and some provinces break further into sections. All names are capitalized, not the class; for graphic see http://tapestry.usgs.gov/physiogr/physio.html.

#### Physiographic Regions of the Lower 48 United States

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<th>Division</th>
<th>Province</th>
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Geographic divisions

The Public Land Survey System (PLSS) has a hierarchy of lines. Principal meridians and base lines and their related townships, sections, and subdivisions of sections are incorporated in the description of land conveyed by the Federal Government and others.

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<td>Willamette Meridian and Base Line. (Oregon-Washington)</td>
</tr>
<tr>
<td>Wind River Meridian and Base Line. (Wyoming)</td>
</tr>
</tbody>
</table>

¹ Information courtesy of the U.S. Department of the Interior, Bureau of Land Management.
Public Land Surveys Having No Initial Point as an Origin for Both Township and Range Numbers

<table>
<thead>
<tr>
<th>Survey Description</th>
<th>Principal Meridian or Base Line</th>
</tr>
</thead>
<tbody>
<tr>
<td>Between the Miamis, north of Symmes Purchase. (Ohio)</td>
<td>Scioto River Base. (Ohio)</td>
</tr>
<tr>
<td>Muskingum River Survey. (Ohio)</td>
<td>Twelve-Mile-Square Reserve. (Ohio)</td>
</tr>
<tr>
<td>Ohio River Base. (Indiana)</td>
<td>United States Military Survey. (Ohio)</td>
</tr>
<tr>
<td>Ohio River Survey. (Ohio)</td>
<td>West of the Great Miami. (Ohio)</td>
</tr>
</tbody>
</table>


Major Rivers of the World

<table>
<thead>
<tr>
<th>River (Country)</th>
<th>Length (in miles)</th>
<th>River (Country)</th>
<th>Length (in miles)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nile (Africa)</td>
<td>4,160</td>
<td>MacKenzie (Canada)</td>
<td>2,635</td>
</tr>
<tr>
<td>Amazon (S. America)</td>
<td>4,000</td>
<td>Mekong (Vietnam)</td>
<td>2,600</td>
</tr>
<tr>
<td>Yangtze (China)</td>
<td>3,964</td>
<td>Niger (Africa)</td>
<td>2,590</td>
</tr>
<tr>
<td>Yellow (China)</td>
<td>3,395</td>
<td>Yenisey (Russia)</td>
<td>2,543</td>
</tr>
<tr>
<td>Ob-Irtysh (Russia)</td>
<td>3,362</td>
<td>Missouri (U.S.)</td>
<td>2,540</td>
</tr>
<tr>
<td>Amur (Asia)</td>
<td>2,744</td>
<td>Parana (S. America)</td>
<td>2,485</td>
</tr>
<tr>
<td>Lena (Russia)</td>
<td>2,734</td>
<td>Mississippi (U.S.)</td>
<td>2,340</td>
</tr>
<tr>
<td>Congo (Africa)</td>
<td>2,718</td>
<td>Murray-Darling (Australia)</td>
<td>2,310</td>
</tr>
</tbody>
</table>

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

Major Rivers of the United States

<table>
<thead>
<tr>
<th>River</th>
<th>Length (in miles)</th>
<th>River</th>
<th>Length (in miles)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Missouri</td>
<td>2,540</td>
<td>Ohio</td>
<td>1,310</td>
</tr>
<tr>
<td>Mississippi</td>
<td>2,340</td>
<td>Red</td>
<td>1,290</td>
</tr>
<tr>
<td>Yukon</td>
<td>1,980</td>
<td>Brazos</td>
<td>1,280</td>
</tr>
<tr>
<td>Rio Grande</td>
<td>1,900</td>
<td>Columbia</td>
<td>1,240</td>
</tr>
<tr>
<td>St. Lawrence</td>
<td>1,900</td>
<td>Snake</td>
<td>1,040</td>
</tr>
<tr>
<td>Arkansas</td>
<td>1,460</td>
<td>Platte</td>
<td>990</td>
</tr>
<tr>
<td>Colorado</td>
<td>1,450</td>
<td>Pecos</td>
<td>926</td>
</tr>
<tr>
<td>Atchafalaya</td>
<td>1,420</td>
<td>Canadian</td>
<td>906</td>
</tr>
</tbody>
</table>

States, capitals, and counties
The following includes parishes, boroughs, census divisions, districts, islands, municipalities, and municipios of the 50 States, U.S. possessions, and territories. County totals include city counties as defined by the National Association of Counties. See www.naco.org for more information.

ALABAMA (AL) (67 counties)
Capital: Montgomery

<table>
<thead>
<tr>
<th>Autauga</th>
<th>Cleburne</th>
<th>Fayette</th>
<th>Lowndes</th>
<th>Russell</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baldwin</td>
<td>Coffee</td>
<td>Franklin</td>
<td>Macon</td>
<td>St. Clair</td>
</tr>
<tr>
<td>Barbour</td>
<td>Colbert</td>
<td>Geneva</td>
<td>Madison</td>
<td>Shelby</td>
</tr>
<tr>
<td>Bibb</td>
<td>Conecuh</td>
<td>Greene</td>
<td>Marengo</td>
<td>Sumter</td>
</tr>
<tr>
<td>Blount</td>
<td>Coosa</td>
<td>Hale</td>
<td>Marion</td>
<td>Talladega</td>
</tr>
<tr>
<td>Bullock</td>
<td>Covington</td>
<td>Henry</td>
<td>Marshall</td>
<td>Tallapoosa</td>
</tr>
<tr>
<td>Butler</td>
<td>Crenshaw</td>
<td>Houston</td>
<td>Mobile</td>
<td>Tuscaloosa</td>
</tr>
<tr>
<td>Calhoun</td>
<td>Cullman</td>
<td>Jackson</td>
<td>Monroe</td>
<td>Walker</td>
</tr>
<tr>
<td>Chambers</td>
<td>Dale</td>
<td>Jefferson</td>
<td>Montgomery</td>
<td>Washington</td>
</tr>
<tr>
<td>Cherokee</td>
<td>Dallas</td>
<td>Lamar</td>
<td>Morgan</td>
<td>Wilcox</td>
</tr>
<tr>
<td>Chilton</td>
<td>De Kalb</td>
<td>Lauderdale</td>
<td>Perry</td>
<td>Winston</td>
</tr>
<tr>
<td>Choctaw</td>
<td>Elmore</td>
<td>Lawrence</td>
<td>Pickens</td>
<td></td>
</tr>
<tr>
<td>Clarke</td>
<td>Escambia</td>
<td>Lee</td>
<td>Pike</td>
<td></td>
</tr>
<tr>
<td>Clay</td>
<td>Etowah</td>
<td>Limestone</td>
<td>Randolph</td>
<td></td>
</tr>
</tbody>
</table>

ALASKA (AK) (27 entities: 16 boroughs,* 11 census areas)
Capital: Juneau

<table>
<thead>
<tr>
<th>Aleutians East*</th>
<th>Juneau*</th>
<th>North Slope*</th>
<th>Wade Hampton</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aleutians West</td>
<td>Kenai Peninsula*</td>
<td>Northwest Arctic*</td>
<td>Wrangell-Petersburg</td>
</tr>
<tr>
<td>Anchorage*</td>
<td>Ketchikan</td>
<td>Prince of Wales-Prince Rupert</td>
<td>Yakutat*</td>
</tr>
<tr>
<td>Bethel</td>
<td>Gak teway*</td>
<td>Sitka*</td>
<td>Yukon-Koyukuk</td>
</tr>
<tr>
<td>Bristol Bay*</td>
<td>Kodiak Island*</td>
<td>Skagway-Hoonah-Anchorage</td>
<td></td>
</tr>
<tr>
<td>Denali*</td>
<td>Lake and Pe ninsula*</td>
<td>Southeast</td>
<td></td>
</tr>
<tr>
<td>Dillingham</td>
<td>Matanuska-Suitna*</td>
<td>Fairbanks</td>
<td></td>
</tr>
<tr>
<td>Fairbanks</td>
<td>Nome</td>
<td>Valdez-Cordova</td>
<td></td>
</tr>
<tr>
<td>North Star*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Haines*</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

AMERICAN SAMOA (AS) (5 entities: 2 islands,* 3 districts)
Capital: Pago Pago

<table>
<thead>
<tr>
<th>Eastern</th>
<th>Manu`a</th>
<th>Rose*</th>
<th>Swains*</th>
<th>Western</th>
</tr>
</thead>
</table>
### ARIZONA (AZ) (15 counties)
**Capital: Phoenix**

<table>
<thead>
<tr>
<th>Apache</th>
<th>Gila</th>
<th>La Paz</th>
<th>Navajo</th>
<th>Santa Cruz</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cochise</td>
<td>Graham</td>
<td>Maricopa</td>
<td>Pima</td>
<td>Yavapai</td>
</tr>
<tr>
<td>Coconino</td>
<td>Greenlee</td>
<td>Mohave</td>
<td>Pinal</td>
<td>Yuma</td>
</tr>
</tbody>
</table>

### ARKANSAS (AR) (75 counties)
**Capital: Little Rock**

<table>
<thead>
<tr>
<th>Arkansas</th>
<th>Craighead</th>
<th>Howard</th>
<th>Miller</th>
<th>Randolph</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ashley</td>
<td>Crawford</td>
<td>Independence</td>
<td>Mississippi</td>
<td>St. Francis</td>
</tr>
<tr>
<td>Baxter</td>
<td>Crittenden</td>
<td>Izard</td>
<td>Monroe</td>
<td>Saline</td>
</tr>
<tr>
<td>Benton</td>
<td>Cross</td>
<td>Jackson</td>
<td>Montgomery</td>
<td>Scott</td>
</tr>
<tr>
<td>Boone</td>
<td>Dallas</td>
<td>Jefferson</td>
<td>Nevada</td>
<td>Searcy</td>
</tr>
<tr>
<td>Bradley</td>
<td>Desha</td>
<td>Johnson</td>
<td>Newton</td>
<td>Sebastian</td>
</tr>
<tr>
<td>Calhoun</td>
<td>Drew</td>
<td>Lafayette</td>
<td>Ouachita</td>
<td>Sevier</td>
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<tr>
<td>Carroll</td>
<td>Faulkner</td>
<td>Lawrence</td>
<td>Perry</td>
<td>Sharp</td>
</tr>
<tr>
<td>Chicot</td>
<td>Franklin</td>
<td>Lee</td>
<td>Phillips</td>
<td>Stone</td>
</tr>
<tr>
<td>Clark</td>
<td>Fulton</td>
<td>Lincoln</td>
<td>Pike</td>
<td>Union</td>
</tr>
<tr>
<td>Clay</td>
<td>Garland</td>
<td>Little River</td>
<td>Poinsett</td>
<td>Van Buren</td>
</tr>
<tr>
<td>Cleburne</td>
<td>Grant</td>
<td>Logan</td>
<td>Polk</td>
<td>Washington</td>
</tr>
<tr>
<td>Cleveland</td>
<td>Greene</td>
<td>Lonoke</td>
<td>Pope</td>
<td>White</td>
</tr>
<tr>
<td>Columbia</td>
<td>Hempstead</td>
<td>Madison</td>
<td>Prairie</td>
<td>Woodruff</td>
</tr>
<tr>
<td>Conway</td>
<td>Hot Spring</td>
<td>Marion</td>
<td>Pulaski</td>
<td>Yell</td>
</tr>
</tbody>
</table>

### CALIFORNIA (CA) (58 counties)
**Capital: Sacramento**

<table>
<thead>
<tr>
<th>Alameda</th>
<th>Imperial</th>
<th>Modoc</th>
<th>San Diego</th>
<th>Solano</th>
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</thead>
<tbody>
<tr>
<td>Alpine</td>
<td>Inyo</td>
<td>Mono</td>
<td>San Francisco</td>
<td>Sonoma</td>
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<tr>
<td>Amador</td>
<td>Kern</td>
<td>Monterey</td>
<td>San Joaquin</td>
<td>Stanislaus</td>
</tr>
<tr>
<td>Butte</td>
<td>Kings</td>
<td>Napa</td>
<td>San Luis</td>
<td>Sutter</td>
</tr>
<tr>
<td>Calaveras</td>
<td>Lake</td>
<td>Nevada</td>
<td>Obispo</td>
<td>Tehama</td>
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<tr>
<td>Colusa</td>
<td>Lassen</td>
<td>Orange</td>
<td>San Mateo</td>
<td>Trinity</td>
</tr>
<tr>
<td>Contra Costa</td>
<td>Los Angeles</td>
<td>Placer</td>
<td>Santa Barbara</td>
<td>Tulare</td>
</tr>
<tr>
<td>Del Norte</td>
<td>Madera</td>
<td>Plumas</td>
<td>Santa Clara</td>
<td>Tuolumne</td>
</tr>
<tr>
<td>El Dorado</td>
<td>Marin</td>
<td>Riverside</td>
<td>Santa Cruz</td>
<td>Ventura</td>
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<tr>
<td>Fresno</td>
<td>Mariposa</td>
<td>Sacramento</td>
<td>Shasta</td>
<td>Yolo</td>
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<tr>
<td>Glenn</td>
<td>Mendocino</td>
<td>San Benito</td>
<td>Sierra</td>
<td>Yuba</td>
</tr>
<tr>
<td>Humboldt</td>
<td>Merced</td>
<td>San Bernardino</td>
<td>Siskiyou</td>
<td></td>
</tr>
</tbody>
</table>
**COLORADO (CO) (64 counties)**  
**Capital:** Denver

<table>
<thead>
<tr>
<th>County</th>
<th>County</th>
<th>County</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams</td>
<td>Crowley</td>
<td>Gunnison</td>
<td>Mesa</td>
</tr>
<tr>
<td>Alamosa</td>
<td>Custer</td>
<td>Hinsdale</td>
<td>Mineral</td>
</tr>
<tr>
<td>Arapahoe</td>
<td>Delta</td>
<td>Huerfano</td>
<td>Moffat</td>
</tr>
<tr>
<td>Archuleta</td>
<td>Denver</td>
<td>Jackson</td>
<td>Montezuma</td>
</tr>
<tr>
<td>Baca</td>
<td>Dolores</td>
<td>Jefferson</td>
<td>Montrose</td>
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<tr>
<td>Bent</td>
<td>Douglas</td>
<td>Kiowa</td>
<td>Morgan</td>
</tr>
<tr>
<td>Boulder</td>
<td>Eagle</td>
<td>Kit Carson</td>
<td>Otero</td>
</tr>
<tr>
<td>Broomfield</td>
<td>El Paso</td>
<td>La Plata</td>
<td>Ouray</td>
</tr>
<tr>
<td>Chaffee</td>
<td>Elbert</td>
<td>Lake</td>
<td>Park</td>
</tr>
<tr>
<td>Cheyenne</td>
<td>Fremont</td>
<td>Larimer</td>
<td>Phillips</td>
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<tr>
<td>Clear Creek</td>
<td>Garfield</td>
<td>Las Animas</td>
<td>Pitkin</td>
</tr>
<tr>
<td>Conejos</td>
<td>Gilpin</td>
<td>Lincoln</td>
<td>Prowers</td>
</tr>
<tr>
<td>Costilla</td>
<td>Grand</td>
<td>Logan</td>
<td>Pueblo</td>
</tr>
</tbody>
</table>

**CONNECTICUT (CT) (8 counties)**  
**Capital:** Hartford

<table>
<thead>
<tr>
<th>County</th>
<th>County</th>
<th>County</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fairfield</td>
<td>Litchfield</td>
<td>New Haven</td>
<td>Tolland</td>
</tr>
<tr>
<td>Hartford</td>
<td>Middlesex</td>
<td>New London</td>
<td>Windham</td>
</tr>
</tbody>
</table>

**DELWARE (DE) (3 counties)**  
**Capital:** Dover

<table>
<thead>
<tr>
<th>County</th>
<th>County</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kent</td>
<td>New Castle</td>
<td>Sussex</td>
</tr>
</tbody>
</table>

**DISTRICT OF COLUMBIA (DC) (single entity)**

**FEDERATED STATES OF MICRONESIA (FM) (4 States)**  
**Capital:** Palikir

<table>
<thead>
<tr>
<th>State</th>
<th>State</th>
<th>State</th>
<th>State</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chuuk</td>
<td>Kosrae</td>
<td>Pohnpei</td>
<td>Yap</td>
</tr>
</tbody>
</table>

**FLORIDA (FL) (67 counties)**  
**Capital:** Tallahassee

<table>
<thead>
<tr>
<th>County</th>
<th>County</th>
<th>County</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alachua</td>
<td>Calhoun</td>
<td>De Sota</td>
<td>Gadsden</td>
</tr>
<tr>
<td>Baker</td>
<td>Charlotte</td>
<td>Dixie</td>
<td>Gilchrist</td>
</tr>
<tr>
<td>Bay</td>
<td>Citrus</td>
<td>Duval</td>
<td>Glades</td>
</tr>
<tr>
<td>Bradford</td>
<td>Clay</td>
<td>Escambia</td>
<td>Gulf</td>
</tr>
<tr>
<td>Brevard</td>
<td>Collier</td>
<td>Flagler</td>
<td>Hamilton</td>
</tr>
<tr>
<td>Broward</td>
<td>Columbia</td>
<td>Franklin</td>
<td>Hardee</td>
</tr>
</tbody>
</table>
GEORGIA (GA) (159 counties)
Capital: Atlanta

Appling  Cobb  Grady  McDuffie  Sumter
Atkinson  Coffee  Greene  McIntosh  Talbot
Bacon  Colquitt  Gwinnett  Meriwether  Taliaferro
Baker  Columbia  Habersham  Miller  Tattnall
Baldwin  Cook  Hall  Mitchell  Taylor
Banks  Coweta  Hancock  Monroe  Telfair
Barrow  Crawford  Haralson  Montgomery  Terrell
Bartow  Crisp  Harris  Morgan  Thlem as
Ben Hill  Dade  Hart  Murray  Tift
Berrien  Dawson  Heard  Muscogee  Toombs
Bibb  Decatur  Henry  Newton  Towns
Bleckley  De Kalb  Houston  Oconee  Treutlen
Brantley  Dodge  Irwin  Oglethorpe  Troup
Brooks  Dooly  Jackson  Paulding  Turner
Bryan  Dougherty  Jasper  Peach  Twiggs
Bulloch  Douglas  Jeff Davis  Pickens  Union
Burke  Early  Jefferson  Pierce  Upson
Butts  Echols  Jenkins  Pike  Walker
Calhoun  Effingham  Johnson  Polk  Walton
Camden  Elbert  Jones  Pulaski  Ware
Candler  Emanuel  Lamar  Putnam  Warren
Carroll  Evans  Lanier  Quitman  Washington
Catoosa  Fannin  Laurens  Rabun  Wayne
Chatham  Fayette  Lee  Randolph  Webster
Chattooga  Franklin  Liberty  Richmond  Wheeler
Chattahoochee  Forsyth  Lincoln  Rockdale  White
Cherokee  Fulton  Lowndes  Schley  Whitfield
Clarke  Gilmer  Lumpkin  Screven  Wilcox
Clay  Glascock  Macon  Seminole  Wilkes
Clayton  Glynn  Madison  Stephens  Wilkinson
Clinch  Gordon  Marion  Stewart  Worth
GUAM (GU) (single entity)
Capital: Agana

HAWAII (HI) (4 counties)
Capital: Honolulu

<table>
<thead>
<tr>
<th>Hawaii</th>
<th>Honolulu</th>
<th>Kauai</th>
<th>Maui</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hawaii</td>
<td>Honolulu</td>
<td>Kauai</td>
<td>Maui</td>
</tr>
</tbody>
</table>

IDAHO (ID) (44 counties)
Capital: Boise

<table>
<thead>
<tr>
<th>Ada</th>
<th>Bonneville</th>
<th>Custer</th>
<th>Kootenai</th>
<th>Owyhee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adams</td>
<td>Boundary</td>
<td>Elmore</td>
<td>Latah</td>
<td>Payette</td>
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<tr>
<td>Bannock</td>
<td>Butte</td>
<td>Franklin</td>
<td>Lemhi</td>
<td>Power</td>
</tr>
<tr>
<td>Bear Lake</td>
<td>Camas</td>
<td>Fremont</td>
<td>Lewis</td>
<td>Shoshone</td>
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<tr>
<td>Benewah</td>
<td>Canyon</td>
<td>Gem</td>
<td>Lincoln</td>
<td>Teton</td>
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<tr>
<td>Bingham</td>
<td>Caribou</td>
<td>Gooding</td>
<td>Madison</td>
<td>Twin Falls</td>
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<tr>
<td>Blaine</td>
<td>Cassia</td>
<td>Idaho</td>
<td>Minidoka</td>
<td>Valley</td>
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<td>Washington</td>
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<tr>
<td>Bonner</td>
<td>Clearwater</td>
<td>Jerome</td>
<td>Oneida</td>
<td></td>
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ILLINOIS (IL) (102 counties)
Capital: Springfield

<table>
<thead>
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INDIANA (IN) (92 counties)
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IOWA (IA) (99 counties)
Capital: Des Moines

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**KANSAS (KS) (105 counties)**
**Capital: Topeka**

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**KENTUCKY (KY) (120 counties)**
**Capital: Frankfort**

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### LOUISIANA (LA) (64 parishes)
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### MAINE (ME) (16 counties)
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**MARSHALL ISLANDS (MH) (33 municipalities)**  
**Capital: Majuro**

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**MARYLAND (MD) (24 counties)**  
**Capital: Annapolis**

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**MASSACHUSETTS (MA) (14 counties)**  
**Capital: Boston**

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**MICHIGAN (MI) (83 counties)**  
**Capital: Lansing**

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MINNESOTA (MN) (87 counties)
Capital: St. Paul

Aitkin  Dakota  Lac qui Parle  Norman
Anoka   Dodge    Lake      Olmsted
Becker   Douglas  Lake of the Woods  Otter Tail
Beltrami  Faribault  Le Sueur  Pennington
Benton  Fillmore  Lincoln  Pine
Big Stone  Freeborn  Lyon  Pipestone
Blue Earth  Goodhue  Mahnomen  Polk
Brown  Grant   Marshall  Pope
 Carlton  Hennepin  Martin  Ramsey
 Carver  Houston  McLeod  Red Lake
 Cass  Hubbard  Meeker  Redwood
Chippewa  Isanti   Mille Lacs  Renville
Chisago  Itasca  Morrison  Rice
Clay  Jackson   Mower  Rock
Clearwater  Kanabec  Murray  Roseau
Cook  Kittson  Nicollet  St. Louis
Cottonwood  Koochiching  Nobles  Scott
Crow Wing

MISSISSIPPI (MS) (82 counties)
Capital: Jackson

Adams  Clay  Hinds  Lamar
Alcorn  Coahoma  Holmes  Lauderdale
Amite  Copiah  Humphreys  Lawrence
Attala  Covington  Issaquena  Leake
Benton  DeSoto  Itawamba  Lee
Bolivar  Forrest  Jackson  Leflore
Calhoun  Franklin  Jasper  Lincoln
Carroll  George  Jefferson  Lowndes
Chickasaw  Greene  Jefferson Davis  Madison
Choctaw  Grenada  Jones  Marion
Claiborne  Hancock  Kemper  Marshall
Clarke  Harrison  Lafayette  Monroe

Sibley  Stearns
Stevens  Swift
Todd  Traverse
Wabasha  Wadena
Washington  Watonwan
Wilkin  Winona
Wright  Yellow
Meudicine

Sibley  Stearns
Stevens  Swift
Todd  Traverse
Wabasha  Wadena
Washington  Watonwan
Wilkin  Winona
Wright  Yellow
Meudicine

Sibley  Stearns
Stevens  Swift
Todd  Traverse
Wabasha  Wadena
Washington  Watonwan
Wilkin  Winona
Wright  Yellow
Meudicine
### MISSOURI (MO) (115 counties)
**Capital: Jefferson City**

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### MONTANA (MT) (56 counties)
**Capital: Helena**

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### NEBRASKA (NE) (93 counties)
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### NEVADA (NV) (17 counties)
**Capital:** Carson City

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### NEW HAMPSHIRE (NH) (10 counties)
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### NEW JERSEY (NJ) (21 counties)
**Capital: Trenton**

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### NEW MEXICO (NM) (33 counties)
**Capital: Santa Fe**

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<th>Rio Arriba</th>
<th>Sierra</th>
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### NEW YORK (NY) (62 counties)
**Capital: Albany**

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### NORTH CAROLINA (NC) (100 counties)
**Capital: Raleigh**

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### NORTH DAKOTA (ND) (53 counties)
**Capital: Bismarck**

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### NORTHERN MARIANA ISLANDS (MP) (4 municipalities)
**Capital: Saipan**

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### OKLAHOMA (OK) (77 counties)
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### OHIO (OH) (88 counties)
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OREGON (OR) (36 counties)
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PALAU (PW) (16 States)
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PENNSYLVANIA (PA) (67 counties)
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PUERTO RICO (PR) (78 municipios)
Capital: San Juan

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Aguada         Cayey        Hatillo      Mayagüez      San Juan
Aguadilla      Ceiba        Hormigueros Moca          San Lorenzo
Aguas Buenas   Ciales       Humacao      Morovis       San Sebastián
Aibonito        Cidra        Isabel       Naguabo       Santa Isabel
Añasco          Coamo        Jayuya      Naranjito      Toa Alta
Arecibo         Comerío      Juana Díaz  Orocovis      Toa Baja
Arroyo          Corozal       Juncos      Patillas      Trujillo Alto
Barceloneta     Culebra      Lajas        Peñuelas      Utuado
Barranquitas   Dorado       Lares        Ponce         Vega Alta
Bayamón         Fajardo      Las Marias   Quebradillas  Vega Baja
Cabo Rojo       Florida      Las Piedras  Rincón        Vique
Caguas          Guánica      Loiza        Rio Grande    Villalba
Camuy           Guayama      Luquillo     Sabana Grande Yabucoa
Canóvanas       Guayanilla   Manati       Salinas       Yauco
Carolina        Guaynabo     Maricao      

RHODE ISLAND (RI) (5 counties)
Capital: Providence

Bristol         Kent         Newport     Providence     Washington

SOUTH CAROLINA (SC) (46 counties)
Capital: Columbia

Abbeville       Cherokee     Fairfield    Lancaster     Orangeburg
Aiken           Chester      Florence     Laurens       Pickens
Allendale       Chesterfield Georgetown Lee          Richland
Anderson        Clarendon    Greenville   Lexington     Saluda
Bamberg         Colleton     Greenwood   Marion        Spartanburg
Barnwell        Darlington   Hampton     Marlboro      Sumter
Beaufort        Dillon       Horry       McCormick    Union
Berkeley        Dorchester   Jasper       Newberry   Williamsburg
Calhoun         Edgefield    Kershaw     Oconee       York
Charleston

SOUTH DAKOTA (SD) (66 counties)
Capital: Pierre

Aurora          Bennett      Brookings   Brule         Butte
Beadle          Bon Homme    Brown       Buffalo       Campbell
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**TENNESSEE (TN) (95 counties)**

Capital: Nashville

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**TEXAS (TX) (254 counties)**

Capital: Austin

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**UTAH (UT) (29 counties)**
**Capital: Salt Lake City**

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**VERMONT (VT) (14 counties)**
**Capital: Montpelier**

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**VIRGIN ISLANDS (VI) (3 islands)**
**Capital: Charlotte Amalie**

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**VIRGINIA (VA) (95 counties)**
**Capital: Richmond**

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### WEST VIRGINIA (WV) (55 counties)
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### WISCONSIN (WI) (72 counties)
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### WASHINGTON (WA) (39 counties)
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<td>Menominee</td>
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</table>
Milwaukee    Pierce    Rusk    Taylor    Washington
Monroe    Polk    St. Croix    Trempealeau    Waukesha
Oconto    Portage    Sauk    Vernon    Waupaca
Oneida    Price    Sawyer    Vilas    Waushara
Outagamie    Racine    Shawano    Walworth    Winnebago
Ozaukee    Richland    Sheboygan    Washburn    Wood
Pepin    Rock

WYOMING (WY) (23 counties)
Capital: Cheyenne

Albany    Crook    Laramie    Platte    Teton
Big Horn    Fremont    Lincoln    Sheridan    Uinta
Campbell    Goshen    Natrona    Sublette    Washakie
Carbon    Hot Springs    Niobrara    Sweetwater    Weston
Converse    Johnson    Park

Common misspellings
Geographers and cartographers omit the possessive apostrophe in place-names; however, apostrophes appearing in legally constituted names of counties should not be changed.

The names of the following counties are often misspelled and/or confused:

Allegany in Maryland and New York
Alleghany in North Carolina and Virginia
Allegheny in Pennsylvania
Andrew in Missouri
Andrews in Texas
Aransas in Texas
Arkansas in Arkansas
Barber in Kansas
Barbour in Alabama and West Virginia
Brevard in Florida
Broward in Florida
Brooke in West Virginia
Brooks in Georgia and Texas
Bulloch in Georgia
Bullock in Alabama
Burnet in Texas

Burnett in Wisconsin
Cheboygan in Michigan
Sheboygan in Wisconsin
Clarke in Alabama, Georgia, Iowa, Mississippi, and Virginia
Clark in all other States
Coffee in Alabama, Georgia, and Tennessee
Coffey in Kansas
Coal in Oklahoma
Cole in Missouri
Coles in Illinois
Cook in Illinois and Minnesota
Cooke in Texas
Davidson in North Carolina and Tennessee
Davie in North Carolina
Daviess in Indiana, Kentucky, and Missouri
Davis in Iowa and Utah
Davison in South Dakota
De Kalb in Alabama, Georgia, Illinois, and Indiana
DeKalb in Tennessee and Missouri
Dickenson in Virginia
Dickinson in Iowa, Kansas, and Michigan
Dickson in Tennessee
Forrest in Mississippi
Forest in all other States
Glascock in Georgia
Glasscock in Texas
Green in Kentucky and Wisconsin
Greene in all other States
Harford in Maryland
Hartford in Connecticut
Huntingdon in Pennsylvania
Huntington in Indiana
Johnston in North Carolina and Oklahoma
Johnson in all other States
Kanabec in Minnesota
Kennebec in Maine
Kearney in Nebraska
Kearny in Kansas
Kenedy in Texas
Linn in Iowa, Kansas, Missouri, and Oregon
Lynn in Texas
Loudon in Tennessee
Loudoun in Virginia
Manatee in Florida
Manistee in Michigan
Merced in California
Mercer in all other States
Morton in Kansas
Norton in Kansas
Muscogee in Georgia
Muskogee in Oklahoma
Park in Colorado and Montana
Parke in Indiana
Pottawatomie in Kansas and Oklahoma
Pottawattamie in Iowa
Prince George in Virginia
Prince George's in Maryland
Sanders in Montana
Saunders in Nebraska
Smyth in Virginia
Smith in all other States
Stafford in Virginia
Strafford in New Hampshire
Stanley in South Dakota
Stanly in North Carolina
Star in Illinois, North Dakota, and Ohio
Starke in Indiana
Stephens in Georgia, Oklahoma, and Texas
Stevens in Kansas, Minnesota, and Washington
Storey in Nevada
Story in Iowa
Terrell in Georgia and Texas
Tyrrell in North Carolina
Tooele in Utah
Toole in Montana
Vermillion in Indiana
Vermilion in all other States
Woods in Oklahoma
Wood in all other States
Wyandot in Ohio
Wyandotte in Kansas
**19. Congressional Record**

**Code of laws of the United States and rules for publication of the Congressional Record**

Title 44, Section 901. Congressional Record: Arrangement, style, contents, and indexes.—The Joint Committee on Printing shall control the arrangement and style of the Congressional Record, and while providing that it shall be substantially a verbatim report of proceedings, shall take all needed action for the reduction of unnecessary bulk. It shall provide for the publication of an index of the Congressional Record semimonthly during and at the close of sessions of Congress.

Title 44, Section 904. Congressional Record: Maps, diagrams, illustrations.—Maps, diagrams, or illustrations may not be inserted in the Record without the approval of the Joint Committee on Printing.

**General rules**

The rules governing document work (FIC & punc.) apply to the Congressional Record, except as may be noted herein. The same general style should be followed in the permanent (bound) Record as is used in the daily Record. It is important to be familiar with the exceptions and the forms peculiar to the Record.

Much of the data printed in the Congressional Record is forwarded to the GPO via fiber optic transmission using the captured keystrokes of the floor reporters. Element identifier codes are programmatically inserted, and galley output is accomplished without manual intervention. It is not cost effective to prepare the accompanying manuscript as per the GPO Style Manual and it is too time-consuming to update and change the data once it is already in type form. Therefore, the Record is to be FIC & punc. It is not necessary to stamp the manuscript 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 manuscript as printed in the bill will be followed.

Except where otherwise directed, profanity, obscene wording, or extreme vulgarisms are to be deleted and a 3-em dash substituted.

All manuscript submitted in a foreign language will not be printed. It will be returned for translation and resubmitted for printing in the next Record.

Extreme caution must be used in making corrections in manuscript, and no important change will be made without proper authorization.

Observe the lists of names of Senators, Representatives, and Delegates, committees of both Houses, and duplicate names. Changes caused by death, resignation, or otherwise must be noted. There is no excuse for error in the spelling of names of Senators, Representatives, or department officials. In case of doubt, the Congressional Directory will be the authority.

Datelines should be followed on Extensions of Remarks. If any question arises as to the proper date to be used, a supervisor must be consulted.

Indented matter in leaderwork will be 1 em only.

Queries must not be made on proofs.
**Capitalization**

(See also Chapter 3 “Capitalization Rules”)

If the name of the Congressional Record is mentioned, it must be set in caps and small caps and never abbreviated, even when appearing in citations, except in extract matter, then cap/lowercase.

The name of a Senator or a Representative preceding his or her direct remarks is set in caps and is followed by a period with equal spacing to be used.

The name of a Senator or a Representative used in connection with a bill or other paper—that is, in an adjectival sense—is lowercased, as the Hawkins bill, the Fish amendment, etc.; but Fish’s amendment, etc.

The names of Members and Members-elect of both Houses of the Congress, including those of the Vice President and Speaker, will be printed in caps and small caps if mention is made of them, except in extract matter.

Deceased Members’ names will be set in caps and small caps in eulogies only on the first day the House or Senate is in session following the death of a Member, in a speech carrying date when the Member was eulogized, or on memorial day in the Senate and House. Eulogy day in one House will be treated the same in the other.

Certificates of Senators-elect of a succeeding Congress are usually presented to the current Congress, and in such cases the names of the Senators-elect must be in caps and small caps.

Names of Members of Congress must be set in caps and lowercase in votes, in lists set in columns, in the list of standing and select committees, in contested-election cases, in lists of pairs, and in all parts of tabular matter (head, body, and footnotes).

Observe that the names of all persons not certified Members of Congress are to be set in caps and lowercase; that is, names of secretaries, clerks, messengers, and others.

Names of proposed Federal boards, commissions, services, etc., are capitalized.
Capitalize principal words and quote after each of the following terms: Address, article, book, caption, chapter heading, editorial, essay, heading, headline, motion picture or play (including TV or radio program), paper, poem, report, song, subheading, subject, theme, etc. Also, following the word entitled, except with reference to bill titles which are treated as follows: “A bill (or an act) transferring certain functions of the Price Administrator to the Petroleum Administrator for War,” etc.

**Figures**

Follow the manuscript as to the use of numerals. Dollar amounts in Record manuscript are to be followed.

Figures appearing in manuscript as “20 billion 428 million 125 thousand dollars” should be followed.

**Tabular matter and leaderwork**

Record tables may be set either one or three columns in width, as follows:

- One-column table: 14 picas (168 points).
- Three-column table: 43 ½ picas (522 points). Footnote(s) will be set 43 ½ 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 a pply to literally reproduced quotations from historical, legal, or official documents. If italic other than restricted herein is desired, the words should be underscored and “Fol. ital.” written on each folio. Do not construe this to apply to “Provided,” “Provided further,” “Ordered,” “Resolved,” “Be it enacted,” etc.

Names of vessels must be set in italic, except in headings, where they will be quoted.

The prayer delivered in either House must be set in 8-point roman. If prefaced or followed by a quotation from the Bible, such quotation must be set in 8-point italic. Extracts from the Bible or other literature contained in the body of the prayer will be set in 8-point roman and quoted.
When general or passing mention is made of a case in 8 point, the title is set in roman, as Smith Bros. case. When a specific citation is indicated and reference follows, use italic for title, as Smith Bros. case (172 App. Div. 149).

In 8 point manuscript, titles of cases are always set in italic if followed by references. In 7 point, manuscript is followed.

In 8-point matter, when only the title of a case is given, set in roman, as United States versus 12 Diamond Rings.

When versus is used in other than legal phrases and for the purposes of showing contrast, it is not abbreviated or set in italic, as “airplanes versus battleships.”

Miscellaneous

Do not quote any communication carrying date and signature. However, a letter (or other communication) bearing both date and signature that appears within a letter shall be quoted.

Do not put quotation marks on centerheads in 7-point extracts unless centerheads belong to original matter.

In newspaper extracts, insert place and date at beginning of paragraph. Use caps and small caps for name of place and roman lowercase for spelled-out date. Connect date and extract by a period and an em dash. If date and place are credited in a bracket line above extract, they need not be used again at the beginning of the paragraph.

Each Whereas in a preamble must begin in 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 manuscript. Note the following:

Whereas it has been deemed advisable to, etc.: Therefore be it

In the titles of legal cases manuscript is followed as to spelling, abbreviations, and use of figures.

Use single punctuation in citations of cases and statutes:

Indent asterisk lines 2 ems on each side. Use five asterisks.

If a title is used as part of the name of an organization, vessel, etc., spell; thus, General Ulysses S. Grant Post No. 76, Grand Army of the Republic.

The order of subdivision of the Constitution of the United States is as follows: article I, section 2, clause 3.

If an exhibit appears at the end of a speech, the head Exhibit is set in 7-point caps and small caps.

In extracts containing votes the names must be run in, as Mr. Smith of Texas, AuCoin, and Clay, etc.

In a Senator’s or a Representative’s remarks, when amendments, sections, etc., are referred to by number, follow the manuscript.

In text references to Senate and House reports and in executive and miscellaneous documents, follow the manuscript.

In headings and text references to resolutions and memorials, follow the manuscript.

**In gross or en gros**

When a bill comes to final action, in the presentment of amendments collectively for a vote, either the term “in gross” or the French equivalent “en gros” may be used.

**Examples of Congressional Record**

**USE OF CAPS AND SMALL CAPS**

[Note the use of parentheses and brackets in the following examples. Each will be used as submitted, as long as they are consistent throughout.]

Mr. WEBB. (Name all caps when a Member or visitor addresses Senate or House.)

On motion by [or of] Mr. WEBB, it was, etc.

The VICE PRESIDENT resumed the chair.

The PRESIDING OFFICER (Mr. LEVIN). Is there objection?

The SPEAKER called the House to order.

Mr. Etheridge’s amendment was adopted.

Mr. HARE. Madam Speaker, I yield to Mr. HOYER.

Mr. HOYER said: If not paired, I would vote “no” on this bill.

A MEMBER. And debate it afterward.

SEVERAL SENATORS. I object.

But: Several Senators addressed the Chair.

Mr. KENNEDY, Mr. WEBB (and others). Let it be read.

The Acting Secretary. In line 11, after the word “Provided”, it is proposed, etc.
Mr. REID. Mr. President, I call up my amendment which is identified as “unprinted amendment No. 1296,” and ask that it be stated.

The bill was reported to the Senate as amended, and the amendment was concurred in.

Mr. LINCOLN DIAZ-BALART of Florida and Mr. MARIO DIAZ-BALART of Florida rose to a point of order.

The CHAIRMAN appointed Mr. CAMPBELL of California and Mr. INSLEE as conferees.

Mrs. CAPPS was recognized, and yielded her time to Mr. CARDOZA.

[When two Members from the same State have the same surname, full name is used.]

On motion of Ms. LINDA T. SÁNCHEZ of California . . .

On motion of Ms. LORETTA SANCHEZ of California . . .

Mr. LINCOLN DIAZ-BALART of Florida and Mr. MARIO DIAZ-BALART of Florida rose to a point of order.

The CHAIRMAN appointed Mr. CAMPBELL of California and Mr. INSLEE as conferees.

[Extracts that consist of colloquies will use caps and small caps for names of persons speaking, as shown below:]

Mr. DeFAZIO. I think this bill is so well understood that no time will be required for its discussion.

Ms. NORTON. Does this bill come from the Committee on Armed Services?

The SPEAKER. It does.

SPECIAL ORDERS GRANTED

By unanimous consent, permission to address the House, following the legislative and any special orders heretofore entered, was granted to:

Mr. HOYER, for 1 hour, on Wednesday, February 2.

Mr. ENGEL (at the request of Mr. HOYER), for 1 hour, on February 2.

(The following Members (at the request of Mr. HALL of New York) and to revise and extend their remarks and include therein extraneous matter:)

Mrs. BACHMANN, for 5 minutes, today.

Mr. HOLDEN, for 5 minutes, today.

Mr. INSLEE, for 60 minutes, today.

[Note the following double action:]

(Mr. HOYER asked and was given permission to extend his remarks at this point in the Record and to include extraneous matter.)

(Mr. HOYER addressed the House. His remarks will appear hereafter in the Extensions of Remarks.)

The SPEAKER pro tempore. Under a previous order of the House, the gentleman from Nebraska (Mr. FORTENBERRY) is recognized for 5 minutes.

(Mr. FORTENBERRY addressed the House. His remarks will appear hereafter in the Extensions of Remarks.)
The amendment was agreed to, and the bill as amended was ordered to be engrossed and read a third time; and being engrossed, it was accordingly read the third time and passed.

There was no objection, and, by unanimous consent, the Senate proceeded...

The question was taken, and the motion was agreed to.

The question being taken, the motion was agreed to.

Ordered to lie on the table and to be printed.

Ms. EDWARDS of Maryland. Mr. Chairman, I move to strike the requisite number of words.

(Ms. EDWARDS of Maryland asked and was given permission to revise and extend her remarks.)

[Note use of interrogation mark in the following:]

Mr. KERRY. Mr. President, what does this mean?—

We have never received a dollar of this amount.

POM–376. A resolution adopted by the House of Representatives of the State of Rhode Island expressing its opposition to federal proposals to authorize increases in the size or weight of commercial motor vehicles; to the Committee on Commerce, Science, and Transportation.

HOUSE RESOLUTION NO. 8296

Whereas, The State of Rhode Island is committed to protecting the safety of motorists on its highways and to protecting taxpayers' investment in our highway infrastructure; and

Whereas, The General Assembly of the State of Rhode Island and Providence Plantations resolved jointly to urge the Congress of the United States to...

Resolved, That this House of Representatives of the State of Rhode Island and Providence Plantations hereby reaffirms its opposition to proposals, at all levels of government, that would authorize increases in the size and weight of commercial motor vehicles because of the impact that these increases would have on highway infrastructure, especially bridges; and be it further

Resolved, That the Secretary of State be and he hereby is authorized and directed to transmit duly certified copies of this resolution to the President and Vice President of the United States, the Speaker of the United States House of Representatives, the Majority Leader of the United States Senate and the Rhode Island Delegation to the Congress of the United States.

[Note use of italic in title of cases:]

. . . This is the occasion America did not have to consider what other options might guarantee maternal safety while protecting the unborn. This is our national opportunity to reconsider Roe v. Wade, 410 U.S. 113 (1973).

Roe against Wade and its companion case, Doe v. Bolton, 410 U.S. 179 (1973), granted abortion the elevated status of a fundamental constitutional right and invalidated almost all effective restrictions on abortion throughout the 9 months of pregnancy . . . .

PARENTHESES AND BRACKETS

[The use of parentheses and brackets will be followed as submitted for acronyms, symbols, or abbreviations.]

This legislation would exempt certain defined Central Intelligence Agency [CIA] operational files from the search and review process of the Freedom of Information Act [FOIA], thus permitting the Agency to respond much more quickly to those FOIA requests which are at all likely to result in the release of information.

Mr. BACA. Madam Speaker, I now yield 5 minutes to the gentleman from Indiana (Mr. HILL).

(Mr. BUTTERFIELD asked and was given permission to revise and extend his remarks in the Record.)

Ms. HARMAN. There is no “may not” about it. Here is the form in which they are printed.

Mr. DOYLE. I am in hopes we shall be able to secure a vote on the bill tonight.

["Vote! Vote!"]
Mr. YOUNG. The Chair rather gets me on that question. [Laughter.] I did not rise. [Cries of "Vote! Vote!"]

Mrs. CAPPS [one of the tellers]. I do not desire to press the point that no quorum has voted.

The CHAIRMAN [after a pause]. If no gentleman claims the floor, the Clerk will proceed with the reading of the bill.

Mr. HALL of Texas. Then he is endeavoring to restrict the liberty of the individual in the disbursement of his own money. [Applause on the Republican side.]

Mr. KENNEDY. Mr. Speaker, I desire to ask unanimous consent that the time of the gentleman——[Cries of "Regular Order!"]

[Laughter.]
The SPEAKER. Is there objection to the consideration of this bill at this time? [After a pause.] There is no objection.

The CHAIRMAN [rapping with his gavel]. Debate is exhausted.

Mr. MORAN of Virginia. Patrick Henry said Cæsar had his Brutus, Charles I his Cromwell, and George III——[here he was interrupted by cries of "Treason, Treason"]

and George III may profit by their example. If this be treason, let us make the most of it!

(Mr. MILLER of Florida addressed the Committee [or House]. His remarks will appear hereafter in the Extensions of Remarks.)

[Names of Senators or Representatives appearing in remarks of other Members of Congress should be enclosed in brackets, except in listing of tellers or when some title other than "Mr." is used, as in the following examples:]

Mr. LIEBERMAN. Mr. President, I thank my friend from Rhode Island [Senator WHITEHOUSE] for that magnificent exchange of correspondence between the Hebrew congregation of Newport, RI, and President Washington.

May I say that Senator WHITEHOUSE, in his own bearing and substance, lives out the promise of religious freedom that our first President gave to all Americans.

Perhaps I should say I say that as one of the descendants of the Stock of Abraham who is privileged to be a Member of the Senate today, I thank Senator WHITEHOUSE. I thank Senator COBURN.

I am going to take the liberty, if I may, to speak for a few minutes while we are waiting for either Senator MURKOWSKI, Senators WEBB or MARTINEZ, who are going to read documents before I conclude.

[In Senate manuscript a Senator is referred to as "the Senator from —— [Mr. ——]." Do not supply name and brackets if name does not appear in manuscript.]

[Note that brackets are used only when Mr., etc., appears in manuscript.]

[See also use of Mr., Mrs., Miss, Ms. in explanation of votes under "Pairs."]

So (no further count being called for) the amendment of Mr. MORAN of Virginia was not agreed to.

So (two-thirds having voted in favor thereof) the rules were suspended, and the bill was passed.

So (two-thirds not having voted in favor thereof) the motion was rejected.

The CHAIRMAN. The gentleman raises the point of no quorum. The Chair will count. [After counting.]
Two hundred and seventeen present, a quorum. The noes have it, and the amendment is rejected.

The question being taken on the motion of Mr. HOYER to suspend the rules and pass the bill, it was agreed to (two-thirds voting in favor thereof).

So (the affirmative not being one-fifth of the whole vote) the yeas and nays were not ordered.

The question was taken by a viva voice vote, and the Speaker announced that two-thirds appeared to have voted in the affirmative and [after a pause] that the bill was passed.

The yeas and nays were ordered, there being 43 in the affirmative, more than one-fifth of the last vote.

The question being taken on Mr. KENNEDY’s motion, there were—a yes, 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, clause 2, further proceedings under the call shall be considered vacated.

The Committee will resume its business.

The pending business is the demand of the gentleman from Minnesota [Mr. OBERSTAR] for a recorded vote.

A recorded vote was refused.

So the amendment to the amendment offered as a substitute for the amendment was rejected.

The CHAIRMAN. The question is on the amendment offered by the gentleman from Pennsylvania [Mr. ENGLISH] as a substitute for the amendment offered by the gentlewoman from South Dakota [Ms. HERSETH SANDLIN].

The question was taken; and the Chairman announced that the noes appeared to have it.

RECORDED VOTE

Mr. ENGLISH. Mr. Chairman, I demand a recorded vote.

A recorded vote was ordered.

The vote was taken by electronic device, and there were—ayes 228, noes 188, answered “present” 1, not voting 47, as follows

[Roll No. 509]

AYES—228

Abercrombie  Baird  Herman
Ackerman  Baldwin  Berry
Allen  Barrow  Bishop (GA)
Altmire  Bean  Bishop (NY)
Arcuri  Becerra  Blumenauer
Baca  Berkley  Boren

NOES—188

Aderholt  Bartlett (MD)  Blackburn
Akin  Barton (TX)  Blunt
Alexander  Biggert  Boehner
Bachmann  Bilbray  Bonner
Bachus  Bilirakis  Bono Mack
Barrett (SC)  Bishop (UT)  Boozman

ANSWERED “PRESENT”—1

Andrews

NOT VOTING—17

Boswell  Frank (MA)  Inslee
Cooper  Gilchrest  Lucas
Cubin  Hoeger  Miller, Gary
Doolittle  Hunter  Paul

QUORUM CALL VACATED

The CHAIRMAN. One hundred Members have appeared. A quorum of the Committee of the Whole is present.
Mr. RYAN of Wisconsin changed his vote from “aye” to “no.”
Ms. WASSERMAN SCHULTZ, Ms. HOOLEY, and Ms. ROS-LEHTINEN changed their vote from “no” to “aye.”

[The Speaker’s vote is recorded only in the “Ayes” or “Noes.” It is never recorded as “not voting.”]

So the amendment offered as a substitute for the amendment was agreed to.
The result of the vote was announced as above recorded.

VOTING BY YEAS AND NAYS

Senate

The clerk will call the roll.
The assistant legislative clerk proceeded to call the roll, and the following Senators entered the Chamber and answered to their names:

The PRESIDING OFFICER [Mr. WEBB]. A quorum is not present.

Mr. REID. Mr. President, I move that the Sergeant at Arms be instructed to require the attendance of absent Senators, and I ask for the yeas and nays on the motion.

The yeas and nays were ordered.

The question is on agreeing to the motion of the Senator from Nevada. On this question the yeas and nays have been ordered, and the clerk will call the roll.

The Assistant legislative clerk called the roll.

Mr. DURBIN. I announce that the Senator from Ohio (Mr. BROWN), the Senator from Massachusetts (Mr. KENNEDY), the Senator from Illinois (Mr. OBAMA), the Senator from Arkansas (Mr. PRYOR), and the Senator from Montana (Mr. TESER) are necessarily absent.

Mr. KYL. The following Senators are necessarily absent: the Senator from Minnesota (Mr. COLEMAN), the Senator from Nevada (Mr. ENSIGN), the Senator from South Carolina (Mr. GRAHAM), the Senator from New Hampshire (Mr. GREGG), the Senator from Arizona (Mr. MCCAIN), the Senator from Alaska (Ms. MURKOWSKI), the Senator from South Dakota (Mr. THUNE), the Senator from Louisiana (Mr. VITTER), and the Senator from Mississippi (Mr. WICKER).

Further, if present and voting, the Senator from Minnesota (Mr. COLEMAN) would have voted “yea.”

The result was announced—yeas 76, nays 10, as follows:

Yeas—76

Akaka
Alexander
Allard
Barrasso
Baucus
Bayh
Bennett
Biden
Bingaman
Bond
Boxer
Bayh
Brownback
Byrd
Bennett
Biden
Bingaman
Bond
Boxer
Brownback
Byrd
Cantwell
Cardin
Carper
Casey
Chambliss
Clinton
Cochran
Collins

Kohl
Landrieu
Lautenberg
Leahy
Levin
Lieberman
Lincoln
Lugar
Martinez
McCaskill
McConnell
Menendez
Mikulski
Murray
Nelson (FL)
Reed
Reid
Roberts
Rockefeller
So the motion was agreed to.

The result of the vote was announced as above recorded.

A motion to reconsider was laid on the table.

Mr. BACA. Mr. Speaker, I voted, but, being paired with the gentlelady from Minnesota, Mrs. BACHMANN, I withdraw my vote.

Mr. ARTUR DAVIS of Alabama. Mr. Speaker, I have a pair with the gentleman from Florida, Mr. LINCOLN DIAZ BALART of Florida, who, if present, would have voted “yea.” I voted “nay.” I withdraw my vote and vote “present.”

[In House pairs do not use brackets when members are referred to by name. In Senate pairs observe the following use of brackets:]

Mr. DOMENICI (when his name was called). I am paired on this question with the senior Senator from Massachusetts [Mr. KENNEDY]. If he were here, I should vote “yea.”

CALL OF THE HOUSE

Mr. MURTHA. Ms. Speaker, I move a call of the House.

A call of the House was ordered.

The call was taken by electronic device and the following Members responded to their names:

[Roll No. 41]

Abercrombie Baird Herman
Ackerman Baldwin Berry
Allen Barrow Bishop (GA)
Altmire Bean Bishop (NY)
Arcuri Becerra Blumenauer
Baca Berkley Boren

[No reference will be made of the names of those not voting.]

FORMS OF TITLES

[Always in roman lowercase, flush and hang 1 em, if more than two lines.]

H.J. Res. 2
Joint resolution authorizing the Secretary of the Treasury to issue to the public 2 per centum bonds or certificates, etc.

Resolved by the Senate and House of Representatives of the United States of America in Congress assembled, That the . . .
H.R. 4487
A bill to authorize the Rock Island and Southwestern Railway Company to construct a bridge, etc.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled. That it shall be lawful for the Rock Island and Southwestern Railway Company, a corporation organized under the general incorporation, etc.

ADDRESSES AND SIGNATURES

[No line spacing, street addresses, or ZIP Code numbers are to be used in communications in the Record.]

The Honorable the Secretary of the Navy.

Dear Mr. Secretary: This is in response to your letter, etc.

Very sincerely yours,

Bill Clinton.


Hon. Ike Skelton,
Cannon House Office Building,
Washington, DC.

The President's farm message of today . . . farmers and prevent the spread of this depression to every part of our country.

Missouri Farmers Association,
F.V. Heinkel, President.

January 20, 2008.

Hon. John B. Connally, Jr.,
The Secretary of the Treasury, Department of the Treasury, Washington, DC.

Dear Mr. Secretary: Mindful of the tremendous workload, etc.

I would appreciate your comment on the foregoing proposal.

Your proposal seems to be in the best interest of all concerned.

Sincerely yours,

John P. Sarbanes.
Member of Congress.


Hon. Amy Klobuchar,
Senate Office Building,
Washington, DC.

We oppose the nomination of John Smith for Secretary of Agriculture because he resists family farms.

Raymond Wagner.

Brandon, MN. January 17, 1972.

Re resignation from committee.

Hon. Carl Albert,
The Speaker, U.S. House of Representatives, U.S. Capitol, Washington, DC.

[Two to eight independent signatures, with or without titles, are aligned on the left.]
your honorable bodies the following information, etc.

JAMES G. GREEN.
W.H. SOUTHARD.
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; Cyn-

thia Asplund, James Pedersen,
George Doty, Thomas St. Martin;
Joan O’Neill; Lloyd Moosebrugger;
Sam Kaplan; Ronald Nemer; Dean
Potter; Philip Archer; Thomas
McDonough; Mrs. Lloyd Moosebrug-
ger; Minnesota Young Democratic
Civil Rights Committee.

——

JOHN SMITH,
Lieutenant Governor
(For the Governor of Maine).

——

TEXARKANA TEXTILE
MERCHANTS &
MANUFACTURERS’
ASSOCIATION,

JOHN L. JONES,
Secretary.

CREDITS

[From the Wall Street Journal,
Oct. 31, 2007]

SURVEILLANCE SANITY
(By Benjamin Civiletti, Dick Thornburgh
and William Webster)

Following the terrorist attacks of Sept.
11, 2001, President Bush authorized the
National Security Agency to target al
Qaeda communications into and out of
the country. Mr. Bush concluded that this
was essential for protecting the country,
that using the Foreign Intelligence
Surveillance Act would not permit the
necessary speed and agility, and that he
had the constitutional power to authorize
such surveillance without court orders to
defend the country.

Since the program became public in 2006,
Congress has been asserting appropriate
oversight. Few of those who learned the
details of the program have criticized its
necessity. Instead, critics argued that if
the president found FISA inadequate, he
should have gone to Congress and gotten
the changes necessary to allow the pro-
gram to proceed under court orders. That
process is now underway. The administra-
tion has brought the program under FISA,
and the Senate Intelligence Committee
recently reported out a bill with a strong
bipartisan majority of 13–2, that would
make the changes to FISA needed for
the program to continue. This bill is now
being considered by the Senate Judiciary
Committee.

POETRY

[If poetry is quoted, each stanza should start
with quotation marks, but only the last stanza
should end with them. The lines of the poem
should align on the left, those that rhyme tak-
ing the same indentation. Poems are flush left;
overs 3 ems; 2 points of space between stan-
zas, and 2 points of space above and below.]

CASEY AT THE BAT
The outlook wasn’t brilliant for the
Mudville nine that day:
The score stood four to two, with but one
inning more to play.

And then when Cooney died at first, and
Barrows did the same,
A pall-like silence fell upon the patrons of
the game.

A straggling few got up to go in deep
despair.
The rest clung to that hope which springs
eternal in the human breast;
They thought, if only Casey could get but a
whack at that—
We’d put up even money now, with Casey at
the bat.
But Flynn preceded Casey, as did also Jimmy Blake, 
And the former was a hoodoo and the latter a cake; 
So upon that stricken multitude grim melancholy sat, 
For there seemed but little chance of Casey’s getting to the bat. 
But Flynn let drive a single, to the wonderment of all, 
And Blake, the much despised, tore the cover off the ball; 
And when the dust had lifted, and the men saw what had occurred, 
There was Jimmy safe at second and Flynn a-hugging third. 

Then from five thousand throats and more there rose a lusty yell; 
It rumbled through the valley, it rattled in the dell; 
It pounded on the mountain and recoiled upon the flat, 
For Casey, mighty Casey, was advancing to the bat. 

There was ease in Casey’s manner as he stepped into his place; 
There was pride in Casey’s bearing and a smile lit Casey’s face. 
And when, responding to the cheers, he lightly doffed his hat, 
No stranger in the crowd could doubt ’twas Casey at the bat. 

Ten thousand eyes were on him as he rubbed his hands with dirt; 
Five thousand tongues applauded when he wiped them on his shirt. 
Then while the writhing pitcher ground the ball into his hip, 
Defiance gleamed in Casey’s eye, a sneer curled Casey’s lip. 
And now the leather-covered sphere came hurtling through the air, 
And Casey stood a-watching it in haughty grandeur there.

Close by the sturdy batsman the ball unheeded sped—
“That ain’t my style,” said Casey. “Strike one,” the umpire said. 
From the benches, black with people, there went up a muffled roar, 
Like the beating of the storm-waves on a stern and distant shore. 
“Kill him! Kill the umpire!” shouted someone on the stand; 
And it’s likely they’d a-killed him had not Casey raised his hand. 

With a smile of Christian charity great Casey’s visage shone; 
He stilled the rising tumult; he bade the game go on; 
He signaled to the pitcher, and once more the dun sphere flew; 
But Casey still ignored it, and the umpire said, “Strike two.” 

“Fraud!” cried the maddened thousands, and echo answered fraud; 
But one scornful look from Casey and the audience was awed. 
They saw his face grow stern and cold, they saw his muscles strain, 
And they knew that Casey wouldn’t let that ball go by again. 
The sneer is gone from Casey’s lip, his teeth are clenched in hate; 
He pounds with cruel violence his bat upon the plate. 
And now the pitcher holds the ball, and now he lets it go, 
And now the air is shattered by the force of Casey’s blow. 

Oh, somewhere in this favored land the sun is shining bright; 
The band is playing somewhere, and somewhere hearts are light, 
And somewhere men are laughing, and somewhere children shout; 
But there is no joy in Mudville—mighty Casey has struck out. 

—Ernest Lawrence Thayer.

EXTRACTS

[Extracts must be set in 7 point unless ordered otherwise by the Joint Committee on Printing. This does not refer to a casual quotation of a few words or a quotation that would not make more than 3 lines of 7-point type. The beginning of the 7-point extract must start with a true paragraph; 8-point type following is always a paragraph.]

On February 29, Sue Payton, who is the Air Force’s Assistant Secretary for Acquisition, said at a DOD news briefing:

We have been extremely open and transparent. We have had a very thorough review of what we’re doing. We’ve got it nailed.

A week later, she told the House Appropriations Subcommittee on Defense:

The Air Force followed a carefully structured source selection process,—

They what?
designed to provide transparency, maintain integrity, and ensure a fair competition.
And throughout the last 4 months, Air Force officials have insisted that they selected the cheapest plane that best met their criteria and that they made no mistakes.

SCHEME OF TEXT HEADINGS

[In 8-point, heads are 8-point caps. After the cap head, all sub heads are 7-point small caps, regardless of any perceived hierarchy.]

[In 7-point, the progression is as follows (in descending order):
7-point caps and small caps.
7-point small caps.
7-point italic lowercase.
7-point roman caps and lowercase.
7-point roman lowercase.]

USE OF DOUBLE HEADS

This is something which has been entirely overlooked by the . . .

ANALYSIS OF SPECIFIC PROVISIONS OF THE COMMITTEE BILL

AMENDMENTS CHANGING THE INTERSTATE COMMERCE PROVISIONS OF THE ACE

As the law stands today, it applies only to an employee who . . .

EXECUTIVE PROGRAM

ESTATE TAX CONVENTION WITH CANADA

AMENDMENTS SUBMITTED

RECIPIROCAL TRADE AGREEMENTS

SPECTER AMENDMENT NO. 1194

[Note, as above, that following an excerpt, the 8 point must begin with a paragraph.]

[An address of the President delivered outside of Congress or referred to as an extract will be set in 7 point.]

HEADS USED IN EXTENSIONS OF REMARKS

DEPARTMENT OF DEFENSE AUTHORIZATION ACT, 2000

SPEECH OF

HON. JOHN CONYERS, JR.
OF MICHIGAN
IN THE HOUSE OF REPRESENTATIVES

Wednesday, February 3, 1999

The House in Committee of the Whole House on the State of the Union had under consideration the bill (H.R. 1401) to authorize appropriations for fiscal year 2000 for the Armed Forces . . .

[The words “Speech of” are to be used only when on manuscript and is an indication that that particular Extension of Remarks is to be inserted in the proceedings of the bound Record of the date used in the heading.]

MISSING CHILDREN

HON. ORRIN G. HATCH
OF UTAH
IN THE SENATE OF THE UNITED STATES

Wednesday, February 3, 1999

Mr. HATCH. Mr. President, I rise before this distinguished assembly to focus additional attention on the tragedy of missing children. The Department of Health and Human Services has estimated that approximately 1.3 million children disappear each year. A significant number do not leave of their own accord. . . .
The Senate met at 9:30 a.m., on the expiration of the recess, and was called to order by the Honorable Sheldon Whitehouse, a Senator from the State of Rhode Island.

The Senate met at 9:30 a.m., and was called to order by the Honorable Benjamin L. Cardin, a Senator from the State of Maryland.

The Chaplain, Dr. Barry C. Black, offered the following prayer:

Let us pray.

Our Father in heaven, we thank You for the beautiful differences in the human family, for its varied shapes and sizes, its features and colors, its abilities and talents. Deliver us from the forces that would destroy our unity by eliminating our diversity.

Bless the Members of this body. Help them in their debates to distinguish between substance and semantics, between rhetoric and reality. Free them from personal and partisan preoccupations that would defeat their aspirations and deprive Americans of just and equitable solutions. May our lawmakers avoid the works of darkness and put on Your armor of light.

We pray in Your holy Name. Amen.

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

The legislative clerk read the following letter:

U.S. SENATE,
PRESIDENT PRO TEMPORE,

To the Senate:
Under the provisions of rule I, section 3, of the Standing Rules of the Senate, I hereby appoint the Honorable Benjamin L. Cardin, a Senator from the State of Maryland, to perform the duties of the Chair.

Robert C. Byrd,
President pro tempore.

Mr. Cardin thereupon assumed the chair as Acting President pro tempore.

The majority leader is recognized.

Mr. Reid. Mr. President, following my remarks and those of Senator McConnell, there will be a period of morning business for 1 hour, with Senators permitted to speak therein for up to 10 minutes each. The majority will control the first 30 minutes;
the Republicans will control the second 30 minutes.

Following morning business, the Senate will resume consideration of the motion to proceed to S. 3044, the Consumer-First Energy Act. The first 4 hours of debate will be equally divided and controlled in 30-minute alternating blocks of time, with the majority controlling the first 30 minutes and Republicans controlling the next 30 minutes.

Upon conclusion of the controlled time, Senators will be permitted to speak for up to 10 minutes each.

As a reminder, yesterday, I filed cloture on the motion to proceed to S. 3101, the Medicare Improvements for Patients and Providers Act. That cloture vote will occur tomorrow morning.

RESERVATION OF LEADER TIME
The ACTING PRESIDENT pro tempore. Under the previous order, the leadership time is reserved.

MORNING BUSINESS
The ACTING PRESIDENT pro tempore. Under the previous order, the Senate will proceed to a period of morning business for up to 1 hour, with Senators permitted to speak therein for up to 10 minutes each, with the time equally divided and controlled between the two leaders or their designees, with the majority controlling the first half and the Republicans controlling the final half.

Mr. CARDIN. Mr. President, I ask unanimous consent that the order for the quorum call be rescinded.

The PRESIDING OFFICER. Without objection, it is so ordered.

CONCLUSION OF MORNING BUSINESS

The PRESIDING OFFICER. Morning business is now closed.

CONSUMER-FIRST ENERGY ACT OF 2008—MOTION TO PROCEED
The PRESIDING OFFICER. Under the previous order, the Senate will resume consideration of the motion to proceed to S. 3044, which the clerk will report.

The legislative clerk read as follows:

Motion to proceed to S. 3044, a bill to provide energy price relief and hold oil companies and other entities accountable for their actions with regard to high energy prices, and for other purposes.

The PRESIDING OFFICER. The Senator from Maryland is recognized.

Mr. CARDIN. Mr. President, I take this time on behalf of Marylanders who are worried. They are worried because of the high cost of energy. They . . .

CONSUMER-FIRST ENERGY ACT OF 2008—MOTION TO PROCEED—Continued

[Note the use of bullets signifying that which was not spoken on the floor.]

ADDITIONAL STATEMENTS

CONGRATULATING MS. BAILEE CARROLL MAYFIELD

Mr. BUNNING. Mr. President, today I congratulate Ms. Bailee Carroll Mayfield on receiving the American Veterans, AMVETS, scholarship award. The AMVETS National Scholarship Committee has awarded Ms. Mayfield a $4,000 scholarship after competing successfully against nearly 200 applicants. AMVETS has recognized Ms. Mayfield as an outstanding high school senior exhibiting academic excellence, promise and merit.
The AMVETS organization awards only six scholarships per year. Each scholarship is awarded to a high school senior who is the child or grandchild of a United States veteran, and is seeking a postsecondary education. Ms. Mayfield plans to utilize her scholarship at Eastern Kentucky University to pursue a career in psychology.

Ms. Mayfield has proven herself to be an exemplary student, rightfully receiving the AMVETS Scholarship Award. She is an inspiration to the citizens of Kentucky and to students everywhere. I look forward to seeing all that she will accomplish in the future.

MESSAGES FROM THE PRESIDENT

Messages from the President of the United States were communicated to the Senate by Mr. Thomas, one of his secretaries.

EXECUTIVE MESSAGES REFERRED

As in executive session the Presiding Officer laid before the Senate messages from the President of the United States submitting sundry nominations which were referred to the appropriate committees.

(The nominations received today are printed at the end of the Senate proceedings.)

REPORT ON THE ISSUANCE OF AN EXECUTIVE ORDER CONTINUING CERTAIN RESTRICTIONS ON NORTH KOREA AND NORTH KOREAN NATIONALS IMPOSED UNDER THE TRADING WITH THE ENEMY ACT—PM 55

The PRESIDING OFFICER laid before the Senate the following message from the President of the United States, together with an accompanying report; which was referred to the Committee on Banking, Housing, and Urban Affairs:

To the Congress of the United States:

Pursuant to the International Emergency Economic Powers Act, as amended (50 U.S.C. 1701 et seq.) (IEEPA), I hereby report that I have issued an Executive Order continuing certain restrictions on North Korea and North Korean nationals imposed pursuant to the exercise of authorities under the Trading With the Enemy Act (50 U.S.C. App. 1 et seq.) (TWEA). . . .

I am enclosing a copy of the Executive Order and proclamation I have issued.

GEORGE W. BUSH.


[The above to be 8 point.]

[When communications from the President contain extracts, etc., such extracts must be in 7 point.]

MESSAGES FROM THE HOUSE

At 12:49 p.m., a message from the House of Representatives, delivered by Mrs. Cole, one of its reading clerks, announced that the House has agreed to the following concurrent resolution, in which it requests the concurrence of the Senate:

H. Con. Res. 377. Concurrent resolution authorizing the use of the rotunda of the Capitol for a ceremony commemorating the 60th Anniversary of the beginning of the integration of the United States Armed Forces.

ENROLLED BILLS SIGNED

At 1:09 p.m., a message from the House of Representatives, delivered by Mrs. Cole, one of its reading clerks, announced that the Speaker has signed the following enrolled bills:

H.R. 6040. An act to amend the Water Resources Development Act of 2007 to clarify the authority of the Secretary of the Army to provide reimbursement for travel expenses incurred by members of the Committee on Levee Safety.
H.R. 6327. An act to amend the Internal Revenue Code of 1986 to extend the funding and expenditure authority of the Airport and Airway Trust Fund, and for other purposes.

The enrolled bills were subsequently signed by the President pro tempore (Mr. Byrd).

At 8:19 p.m., a message from the House of Representatives, delivered by Ms. Niland, one of its reading clerks, announced that the House has passed the following bill, in which it requests the concurrence of the Senate:

H.R. 6377. An act to direct the Commodity Futures Trading Commission to utilize all its authority, including its emergency powers, to curb immediately the role of excessive speculation in any contract market within its jurisdiction and control of the Commodity Futures Trading Commission, on or through which energy futures or swaps are traded, and to eliminate excessive speculation, price distortion, sudden or unreasonable fluctuations or unwarranted changes in prices, or other unlawful activity that is causing major market disturbances that prevent the market from accurately reflecting the forces of supply and demand for energy commodities.

MEASURES REFERRED

The following bills were read the first and the second times by unanimous consent, and referred as indicated:

H.R. 6275. An act to amend the Internal Revenue Code of 1986 to provide individuals temporary relief from the alternative minimum tax, and for other purposes; to the Committee on Finance.

H.R. 6358. An act to require certain standards and enforcement provisions to prevent child abuse and neglect in residential programs, and for other purposes; to the Committee on Health, Education, Labor, and Pensions.

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.

MEASURES PLACED ON THE CALENDAR

The following bill was read the first and second times by unanimous consent, and placed on the calendar:

H.R. 3546. An act to authorize the Edward Byrne Memorial Justice Assistance Grant Program at fiscal year 2006 levels through 2012.

MEASURES READ THE FIRST TIME

The following bills were read the first time:


S. 3202. A bill to address record high gas prices at the pump, and for other purposes.

ENROLLED BILL PRESENTED

The Secretary of the Senate reported that on today, June 26, 2008, she had presented to the President of the United States the following enrolled bill:

S. 3180. An act to temporarily extend the programs under the Higher Education Act of 1965.

EXECUTIVE AND OTHER COMMUNICATIONS

The following communications were laid before the Senate, together with accompanying papers, reports, and documents, and were referred as indicated:

EC–6746. A communication from the Under Secretary of Defense (Acquisition, Technology and Logistics), transmitting, pursuant to law, an annual report relative to the conduct of the Defense Acquisition Challenge Program for fiscal year 2007; to the Committee on Armed Services.

The enrolled bills were subsequently signed by the President pro tempore (Mr. Byrd).

At 8:19 p.m., a message from the House of Representatives, delivered by Ms. Niland, one of its reading clerks, announced that the House has passed the following bill, in which it requests the concurrence of the Senate:

H.R. 6377. An act to direct the Commodity Futures Trading Commission to utilize all its authority, including its emergency powers, to curb immediately the role of excessive speculation in any contract market within its jurisdiction and control of the Commodity Futures Trading Commission, on or through which energy futures or swaps are traded, and to eliminate excessive speculation, price distortion, sudden or unreasonable fluctuations or unwarranted changes in prices, or other unlawful activity that is causing major market disturbances that prevent the market from accurately reflecting the forces of supply and demand for energy commodities.

MEASURES REFERRED

The following bills were read the first and the second times by unanimous consent, and referred as indicated:

H.R. 6275. An act to amend the Internal Revenue Code of 1986 to provide individuals temporary relief from the alternative minimum tax, and for other purposes; to the Committee on Finance.

H.R. 6358. An act to require certain standards and enforcement provisions to prevent child abuse and neglect in residential programs, and for other purposes; to the Committee on Health, Education, Labor, and Pensions.
The VICE PRESIDENT. Without objection, the report will be printed as a document as requested by the Senator from Virginia.

[Note the insertion of S. Doc. No. — in cases where papers are ordered to be printed as a document. To be inserted only when ordered to be printed or its equivalent is in manuscript.]

Third reading and passage of a bill.
MISSOURI RIVER BRIDGE NEAR ST. CHARLES, MO

The bill (S. 4174) to extend the times for commencing and completing the construction of a bridge across the Missouri River at or near St. Charles, MO, was considered, ordered to be engrossed for a third reading, read the third time, and passed, as follows:

S. 4174

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the times for commencing and completing the construction of the bridge across the Missouri River, etc.

GOVERNMENT OF THE TERRITORY OF HAWAI'I

The Senate proceeded to consider the bill (S. 1881) to amend an act entitled “An act to provide a government for the Territory of Hawaii,” approved April 30, 1900, as amended, to establish a Hawaiian Homes Commission, and for other purposes, which had been reported from the Committee on Interior and Insular Affairs with amendments.

The first amendment was, on page 4 line 22, to strike out “Keaupaha” and insert “Keaaukaha”.

The amendment was agreed to.

The next amendment was, on page 6, line 19, after the figure “(1)”, to insert “by further authorization of Congress and”, so as to make the paragraph read:

(1) by further authorization of Congress and for a period of five years after the first meeting of the Hawaiian Homes Commission only those lands situated on the island of Molokaki, etc.

The Amendment was agreed to.

The bill was ordered to be engrossed for a third reading, read the third time, and passed.

Forms of amendments

The joint resolution (S. J. Res. 4) requesting the President to negotiate a treaty or treaties for the protection of salmon in retrain parts of the Pacific Ocean was announced as next in order.

Mr. INOUYE. Mr. President, I have just had an opportunity to examine this joint resolution. I offer this amendment.

The PRESIDING OFFICER. The Secretary will state the amendment offered by the Senator from Arizona.

The READING CLERK. On page 1, line 11, it is proposed to strike out the words “both within and”, so as to make the joint resolution read:

Resolved by the Senate and House of Representatives of the United States of America in Congress assembled, That the President of the United States be, and he is hereby, requested to negotiate on behalf of the United States, as promptly as is practicable, etc.

Mr. REID. Mr. President, I observe in the report of the bill by the chairman of the Foreign Relations Committee that it is reported as a Senate joint resolution. I ask for a modification of it so that it will be a Senate resolution instead of a Senate joint resolution.

The LEGISLATIVE CLERK. It is proposed to strike out “S. J. Res. 4” and insert “S. Res. 85”.

The PRESIDING OFFICER. Is there objection to the modification? The Chair hears one and it will be so modified.

Mr. INOUYE. Would it not be necessary to change the resolving clause also? The resolving clause reads:

Resolved by the Senate and House of Representatives of the United States of America in Congress assembled,

The amendment was agreed to.
To the Congress of the United States:


A critical component of our Strategy is to teach young people . . .

GEORGE W. BUSH.


To the Senate of the United States:

To the end that I may receive the advice and consent of the Senate to ratification, I transmit herewith a treaty of arbitration and conciliation between the United States and Switzerland, signed at Washington on March 17, 1952.

HARRY S. TRUMAN.

THE WHITE HOUSE, March 17, 1952.

Mr. REID. Mr. President, I know of no further business to come before the Senate. I move, in accordance with the order previously entered, that the Senate stand in recess until the hour of 10:30 a.m. tomorrow.

The motion was agreed to and, at 7:34 p.m., the Senate recessed until Wednesday, June 18, 2008, at 10:30 a.m.

[After the recess or adjournment the following may appear:]

RECESS UNTIL TOMORROW AT
10:30 A.M.

Mr. REID. Mr. President, I know of no further business to come before the Senate. I move, in accordance with the order previously entered, that the Senate stand in recess until the hour of 10:30 a.m. tomorrow.

The motion was agreed to and, at 7:34 p.m., the Senate recessed until Wednesday, June 18, 2008, at 10:30 a.m.

[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.

[Note: Nominations will be set first name, middle name (or first middle initial), and last name throughout followed by period. Asterisks, if any, precede names as in executive nominations.]

Executive nominations received by the Senate:

DEPARTMENT OF STATE
RICHARD G OLSON, JR., OF NEW MEXICO, A CAREER MEMBER OF THE SENIOR FOREIGN SERVICE, CLASS OF COUNSELOR, TO BE AMBASSADOR EXTRAORDINARY AND PLENIPOTENTIARY OF THE UNITED STATES OF AMERICA TO THE UNITED ARAB REPUBLIC.

DEPARTMENT OF LABOR
BRENT R. OLSON, JR. OF VIRGINIA, TO BE AN ASSISTANT SECRETARY OF LABOR, VICE EMILY STOVER DEROCO.

IN THE ARMY
THE FOLLOWING NAMED OFFICERS FOR APPOINTMENT TO THE GRADE INDICATED IN THE RESERVE OF THE ARMY UNDER TITLE 10, U.S.C., SECTION 12203:

To be colonel
KENNETH L. BEALE, JR.
THOMAS H. NROUILLAGARD

CONFIRMATIONS

NATIONAL COMMISSION ON LIBRARIES AND INFORMATION SCIENCE
HAROLD C. CROTTY, OF MICHIGAN, TO BE A MEMBER OF THE NATIONAL COMMISSION.
DESIGNATION OF SPEAKER PRO TEMPORE

The SPEAKER pro tempore laid before the House the following communication from the Speaker:

WASHINGTON, DC,
June 17, 2008.

I hereby appoint the Honorable Rick Larsen to act as Speaker pro tempore on this day.

NANCY PELOSI,
Speaker of the House of Representatives.

PRAYER

The Chaplain, the Reverend Daniel P. Coughlin, offered the following prayer:

O God, who rules all the world from everlasting to everlasting, during the time given them, help this Congress to set a great agenda for this Nation and its future. Grasping a sense of the urgent needs of Your people, may this week provide a sense of priorities. May the desires of the common good overshadow particular concerns and personal preferences.

Inspire each Member to draw upon his or her best instinct and highest ideal so true goodness overcomes every evil and determined work whittles away at every problem, until this great Nation becomes Your living glory for all the world to see.

Show us the way, fill us with life, and let truth reign, both now and forever. Amen.

THE JOURNAL

The SPEAKER pro tempore. The Chair has examined the Journal of the last day's proceedings and announces to the House his approval thereof.

Pursuant to clause 1, rule I, the Journal stands approved.
PLEDGE OF ALLEGIANCE

The SPEAKER pro tempore. Will the gentleman from Iowa (Mr. BOSWELL) come forward and lead the House in the Pledge of Allegiance.

Mr. BOSWELL led the Pledge of Allegiance as follows:

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

SWEARING IN OF THE HONORABLE DONNA EDWARDS, OF MARYLAND, AS A MEMBER OF THE HOUSE

Mr. HOYER. Madam Speaker, I ask unanimous consent that the gentlewoman from Maryland, the Honorable DONNA EDWARDS, be permitted to take the oath of office today.

Her certificate of election has not arrived, but there is no contest and no question has been raised with regard to her election.

The SPEAKER. Is there objection to the request of the gentleman from Maryland?

There was no objection.

The SPEAKER. Will Representative-elect Edwards and the members of the Maryland delegation present themselves in the well.

Ms. Edwards of Maryland appeared at the bar of the house and took the oath of office, as follows:

Do you solemnly swear or affirm that you will support and defend the Constitution of the United States against all enemies, foreign and domestic; that you will bear true faith and allegiance to the same; that you take this obligation freely, without mental reservation or purpose of evasion; and that you will well and faithfully discharge the duties of the office on which you are about to enter, so help you God.

The SPEAKER. Congratulations. You are now a Member of the 110th Congress.

WELCOMING THE HONORABLE DONNA EDWARDS TO THE HOUSE OF REPRESENTATIVES

[Welcoming speeches follow.]

[Initial speech of new Representative follows.]

ANNOUNCEMENT BY THE SPEAKER

The SPEAKER. Under clause 5(d) of rule XX, the Chair announces to the House that, in light of the administration of the oath of office to the gentlewoman from Maryland (Mrs. Edwards), the whole number of the House is 435.

OATH OF OFFICE OF MEMBERS

The oath of office required by the sixth article of the Constitution of the United States, and as provided by section 2 of the act of May 13, 1884 (23 Stat. 22), to be administered to Members, Resident Commissioner, and Delegates or the House of Representatives, the text of which is carried in 5 U.S.C. 3331:

“...I, AB, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that you will bear true faith and allegiance to the same; that you take this obligation freely, without and mental reservation or purpose of evasion; and that you will well and faithfully discharge the duties of the office on which you are about to enter, so help you God.

has been subscribed to in person and filed in duplicate with the Clerk of the House of Representatives by the following Member of the 110th Congress, pursuant to Public Law 412 of the 80th Congress entitled “An act to amend section 30 of the Revised Statutes of...
MESSAGE FROM THE SENATE

A message from the Senate by Ms. Curtis, one of its clerks, announced that the Senate concurs in the amendment of the House to the bill (S. 2146) “An Act to authorize the Administrator of the Environmental Protection Agency to accept, as part of a settlement, diesel emission reduction Supplemental Environmental Projects, and for other purposes.”

[Above usage occurs when there is only one bill referenced. For more than one bill, use the following style.]

MESSAGE FROM THE SENATE

A message from the Senate by Ms. Curtis, one of its clerks, announced that the Senate has passed without amendment bills and a concurrent resolution of the House of the following titles:

H. R. 4140. An act to designate the Port Angeles Federal Building in Port Angeles, Washington, as the “Richard B. Anderson Federal Building”.

H. Con. Res. 32. Concurrent resolution honoring the members of the United States Air Force who were killed in the June 25, 1996, terrorist bombing of the Khobar Towers United States military housing compound near Dhahran, Saudi Arabia.

The message also announced that the Senate has passed bills of the following titles in which the concurrence of the House is requested:

S. 2403. An act to designate the new Federal Courthouse, located in the 700 block of East Broad Street, Richmond, Virginia, as the “Spottswood W. Robinson III and Robert R. Merhige, Jr. Federal Courthouse”.

S. 2837. An act to designate the United States courthouse located at 225 Cadman Plaza East, Brooklyn, New York, as the “Theodore Roosevelt United States Courthouse”.

S. 3009. An act to designate the Federal Bureau of Investigation building under construction in Omaha, Nebraska, as the “J. James Exon Federal Bureau of Investigation Building”.

S. 3145. An act to designate a portion of United States Route 20A, located in Orchard Park, New York, as the “Timothy J. Russert Highway”.

[Observe that bills from the Senate to the House read An act. If the manuscript should read A bill, change to An act in conformity with this rule, and place number first. Note also the following forms:]

FOOD, CONSERVATION, AND ENERGY ACT OF 2008—VETO MESSAGE FROM THE PRESIDENT OF THE UNITED STATES (H. DOC. NO. 110–125)

The SPEAKER pro tempore laid before the House the following veto message from the President of the United States:

To the House of Representatives:

I am returning herewith without my approval H.R. 6124, the “Food, Conservation, and Energy Act of 2008.”

The bill that I vetoed on May 21, 2008, H.R. 2419, which became Public Law
110–234, did not include the title III provisions that are in this bill. . . . For similar reasons, I am vetoing the bill before me today.

GEORGE W. BUSH.
THE WHITE HOUSE, June 18, 2008.

The SPEAKER pro tempore. The objections of the President will be spread at large upon the Journal, and the veto message and the bill will be printed as a House document.

The question is, Will the House, on reconsideration, pass the bill, the objections of the President to the contrary notwithstanding?

The gentleman from Minnesota (Mr. Peterson) is recognized for 1 hour.

[Debate and vote follow.]

MESSAGE FROM THE PRESIDENT

A message in writing from the President of the United States was communicated to the House by Mr. Leomar, one of his secretaries, who also informed the House that on the following dates the President approved and signed bills and a joint resolution of the House of the following titles:

On June 2, 1971:

On June 4, 1971:
H.R. 5765, An act to extend for 6 months the time for filing the comprehensive report of the Commission on the Organization of the Government of the District of Columbia; and

H.J. Res. 583. Joint resolution designating the last full week in July of 1971 as "National Star Route Mail Carriers Week."

[Observe that bills coming from the President take the form of An act. This rule must be followed invariably, even if the manuscript reads A bill.]

IOWANS UNITED IN TIME OF TROUBLE

(Mr. BOSWELL asked and was given permission to address the House for 1 minute and to revise and extend his remarks.)

Mr. BOSWELL. Mr. Speaker, today I come to share with you that Iowa is in a lot of trouble. We have had extensive floods, etc.

MRS. VIRGINIA THRIFT

Mr. GOSS. Ms. Speaker, by direction of the Committee on House Administration, I offer a privileged resolution (H. Res. 321) and ask for its immediate consideration.

The Clerk read as follows:

H. RES. 321
Resolved, That there shall be paid out of the contingent fund of the House to Mrs. Virginia Thrift, widow of Chester R. Thrift, late an employee of the House, an amount equal to six months' salary compensation at the rate he was receiving at the time of his death, and an additional amount not to exceed $250 to defray funeral expenses of the said Chester R. Thrift.

The Resolution was agreed to. A motion to reconsider was laid on the table.

BILLS PRESENTED TO THE PRESIDENT

Ms. MATSUI, from the Committee on Rules, reported that 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

Ms. Lorraine C. Miller, Clerk of the House, reported and found truly enrolled bills of the House of the following titles, which were thereupon signed by the Speaker:

H.R. 430. An act to designate the United States bankruptcy courthouse located at 271 Cadman Plaza East in Brooklyn, New
York, as the “Conrad B. Duberstein United States Bankruptcy Courthouse”.

H. R. 781. An act to redesignate Lock and Dam No. 5 of the McClellan-Kerr Arkansas River Navigation System near Redfield, Arkansas, authorized by the Rivers and Harbors Act approved July 24, 1946, as the “Colonel Charles D. Maynard Lock and Dam”.

H. R. 1019. An act to designate the United States customhouse building located at 31 Gonzalez Clemente Avenue in Mayagüez, Puerto Rico, as the “Rafael Martínez Nadal United States Customhouse Building”.

THE COMMON 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.

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. STEARNS: In line 4, after the word “pay”, add a comma and the following words: “out of any money in the Treasury not otherwise appropriated”.

The SPEAKER. The question is on agreeing to the amendment.

The amendment was agreed to.

On motion of Mr. STEARNS, a motion to reconsider the vote by which the bill was passed was laid on the [not upon] the table.

SENATE BILLS REFERRED

Bills of the Senate of the following titles were taken from the Speaker’s table and, under the rule, referred as follows:

S. 2403. An act to designate the new Federal Courthouse, located in the 700 block of East Broad Street, Richmond, Virginia, as the “Spottswood W. Robinson III and Robert R. Merhige, Jr. Federal Courthouse”; to the Committee on Transportation and Infrastructure.

S. 2837. An act to designate the United States courthouse located at 225 Cadman Plaza East, Brooklyn, New York, as the “Theodore Roosevelt United States Courthouse”; to the Committee on Transportation and Infrastructure.

S. 3009. An act to designate the Federal Bureau of Investigation building under construction in Omaha, Nebraska, as the “J. James Exon Federal Bureau of Investigation Building”; to the Committee on Transportation and Infrastructure.

H.R. 781. An act to redesignate Lock and Dam No. 5 of the McClellan-Kerr Arkansas River Navigation System near Redfield, Arkansas, authorized by the Rivers and Harbors Act approved July 24, 1946, as the “Colonel Charles D. Maynard Lock and Dam”.

H.R. 1019. An act to designate the United States customhouse building located at 31 Gonzalez Clemente Avenue in Mayagüez, Puerto Rico, as the “Rafael Martínez Nadal United States Customhouse Building”.

COMMITTEE OF THE WHOLE HOUSE ON THE STATE OF THE UNION

SAVING ENERGY THROUGH PUBLIC TRANSPORTATION ACT OF 2008

The SPEAKER pro tempore. Pursuant to House Resolution 1304 and rule XVIII, 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. 6052.

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. 6052) to promote increased public transportation use, to promote increased use of alternative fuels in providing public
transportation, and for other purposes, with Ms. DeGette in the chair.

The Clerk read the title of the bill.

The CHAIRMAN. Pursuant to the rule, the bill is considered read the first time.

The gentleman from Minnesota (Mr. OBERSTAR) and the gentleman from Florida (Mr. MICA) each will control 30 minutes.

The Chair recognizes the gentleman from Minnesota.

Mr. OBERSTAR. Madam Chairman, I rise in support of H.R. 6052, the Saving Energy Through Public Transportation Act of 2008. . . .

Mr. MICA. Madam Chairman, I rise today in strong support of H.R. 6052, the “Saving Energy Through Public Transportation Act of 2008”. This bill promotes energy savings for all Americans by increasing public transportation use in the United States. . . .

The CHAIRMAN. All time for general debate has expired.

Pursuant to the rule, the bill shall be considered read for amendment under the 5-minute rule.

The text of the bill is as follows:

H.R. 6052

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

SECTION 1. SHORT TITLE.

This Act may be cited as the “Saving Energy Through Public Transportation Act of 2008”.

SEC. 2. FINDINGS.

Congress finds the following:

(1) In 2007, people in the United States took more than 10.3 billion trips using public transportation, the highest level in 50 years. . . .

The CHAIRMAN. No amendment to the bill shall be in order except those printed in House Report 110–734. Each amendment may be offered only in the order printed in the report, by a Member designated in the report, shall be considered read, shall be debatable for the time specified in the report, equally divided and controlled by the proponent and an opponent, shall not be subject to amendment, and shall not be subject to a demand for division of the question.

AMENDMENT NO. 1 OFFERED BY MR. OBERSTAR

The CHAIRMAN. It is now in order to consider amendment No. 1 printed in House Report 110–734.

Mr. OBERSTAR. Madam Chairman, I have an amendment at the desk.

The CHAIRMAN. The Clerk will designate the amendment.

The text of the amendment is as follows:

Amendment No. 1 offered by Mr. OBERSTAR:

Page 3, after line 23, insert the following:

(9) Public transportation stakeholders should engage and involve local communities in the education and promotion of the importance of utilizing public transportation. . . .

The CHAIRMAN. Pursuant to House Resolution 1304, the gentleman from Minnesota (Mr. OBERSTAR) and a Member opposed each will control 5 minutes.

The Chair recognizes the gentleman from Minnesota.

Mr. OBERSTAR. I yield myself such time as I may consume. . . .

I yield back the balance of my time.

Mr. OBERSTAR. I have no further speakers on this amendment, and I yield back the balance of my time.

The CHAIRMAN. The question is on the amendment offered by the gentleman from Minnesota (Mr. OBERSTAR).

The amendment was agreed to.

The CHAIRMAN. Pursuant to the rule, the bill shall be considered read for amendment under the 5-minute rule.

The text of the bill is as follows:

H.R. 6052

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,
increased use of alternative fuels in providing public transportation, and for other purposes, pursuant to House Resolution 1304, she reported the bill back to the House with sundry amendments adopted by the Committee of the Whole.

The SPEAKER pro tempore. Under the rule, the previous question is ordered.

Is a separate vote demanded on any amendment reported from the Committee of the Whole? If not, the Chair will put them en gros.

The amendments were agreed to.

The SPEAKER pro tempore. The question is on the engrossment and third reading of the bill.

The bill was ordered to be engrossed and read a third time, and was read the third time.

The SPEAKER pro tempore. The question is on the passage of the bill.

The question was taken; and the Speaker pro tempore announced that the ayes appeared to have it.

(Voting occurs)

So the bill was passed.

The result of the vote was announced as above recorded.

A motion to reconsider was laid on the table.

CONFERENCE REPORT AND STATEMENT

Conference reports and statements to be set in 7 point.

Use 3-point space before and after conference report and statement.

In the House the names of Members are to be first.

Follow manuscript literally in the report. Observe the form Amendments numbered 1, 2, 3, etc., and when the amendment is to make an independent paragraph, the phrase And the Senate [or House] agree to the same will be a paragraph by itself; otherwise it will be run in after the amendment with a semicolon. Examples of each are given in the report following.

In the statement change numbered, when in manuscript, to No., as amendment No. 1, but do not supply No. or amendment if omitted in manuscript; otherwise regular style will prevail.

CONFERENCE REPORT (H. Rept. 97–747)

The committee of conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H.R. 6863) making supplemental appropriations for the fiscal year ending September 30, 1982, and for other purposes, having met, after full and free conference, have agreed to recommend and do recommend to their respective Houses as follows:

That the Senate recede from its amendments numbered 7, 9, 14, 31, 38, 39, 40, 52, 53, 56, 75, 76, 80, 81, 94, 102, 109, 116, 118, 129, 133, 141, 142, 148, 152, 154, 155, 162, 163, 164, 171, 173, 179, and 181.


Amendment numbered 16:

That the House recede from its disagreement to the amendment of the Senate numbered 16, and agree to the same with 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.

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 manuscript as the data is picked up from the bill and used for the Record and then picked up from the Record and used for the report.]

EMANUEL F. LENKERSDORF

The Clerk called the bill (H.R. 2520) for the relief of Emanuel F. Lenkersdorf.

There being no objection, the Clerk read the bill as follows:

H.R. 2520

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That for the purposes of the Immigration and Nationality Act, Emanuel F. Lenkersdorf shall be held and considered to have been lawfully admitted to the United States for permanent residence as of the date of the enactment of this Act, upon payment of the required visa fee. Upon the granting of permanent residence to such alien as provided for in this Act, the Secretary of State shall instruct the proper officer to deduct one number from the total number of immigrant visas and conditional entries which are made available to natives of the country of the alien’s birth under paragraphs (1) through (8) of section 203(a) of the Immigration and Nationality Act.

With the following committee amendment:

On page 2, strike lines 4 through 6 and insert in lieu thereof: “which are made available to natives of the country of the alien’s birth under section 203(a) of the Immigration and Nationality Act or, if
applicable, from the total number of such visas which are made available to such natives under section 202(3) of such Act."

The committee amendment was agreed to.

The bill was ordered to be engrossed and read a third time, was read the third time, and passed, and a motion to reconsider was laid on the table.

CONTESTED ELECTION, CARTER AGAINST Lecompte—MESSAGE FROM THE CLERK OF THE HOUSE OF REPRESENTATIVES (H. DOC. NO. 235)

The SPEAKER laid before the House the following message from the Clerk of the House of Representatives, which was read and, with the accompanying papers, referred to the Committee on House Administration:

JULY 29, 2008.

The Honorable the Speaker, House of Representatives.

Sir: I have the honor to lay before the House of Representatives the contest for a seat in the House of Representatives from the Fourth Congressional District of the State of Iowa, Steven V. Carter against Karl M. Lecompte, notice of which has been filed in the office of the Clerk of the House; and also transmit herewith original testimony, papers, and documents relating thereto.

LEAVE OF ABSENCE

By unanimous consent, leave of absence was granted to:

Mr. Conyers (at the request of Mr. Hoyer) for today on account of personal business.

Mr. Engel (at the request of Mr. Hoyer) for today on account of a codal flight delay.

Mr. Gene Green of Texas (at the request of Mr. Hoyer) for today on account of a doctor’s appointment.

SPECIAL ORDERS GRANTED

By unanimous consent, permission to address the House, following the legislative program and any special orders heretofore entered, was granted to:

(The following Members (at the request of Ms. Woolsey) to revise and extend their remarks and include extraneous material:)

Ms. Woolsey, for 5 minutes, today.

Mr. DeFazio, for 5 minutes, today.

Ms. Kaptur, for 5 minutes, today.

Mr. Spratt, for 5 minutes, today.

(The following Members (at the request of Mr. Smith of Nebraska) to revise and extend their remarks and include extraneous material:)

Mr. Poe, for 5 minutes, June 20, 23 and 24.

Mr. Jones of North Carolina, for 5 minutes, June 20, 23 and 24.

Mr. Bishop of Utah, for 5 minutes, today and June 18.

Mr. McCotter, for 5 minutes, June 19.

ADJOURNMENT

Mr. Forbes. Mr. Speaker, I move that the House do now adjourn.

The motion was agreed to; accordingly (at 9 o'clock and 56 minutes p.m.), the House adjourned until tomorrow, Wednesday, June 18, 2008, at 9:30 a.m.

RECESS

The SPEAKER pro tempore. Pursuant to clause 12(a) of rule I, the Chair declares the House in recess until 2 p.m. today.

Accordingly (at 12 o'clock and 50 minutes p.m.), the House stood in recess until 2 p.m.

□ 1400

AFTER RECESS

The recess having expired, the House was called to order by the Speaker pro tempore (Mr. Larsen of Washington) at 2 p.m.


[Use the following form if only one communication is submitted—8 point:]

7147. Under clause 8 of rule XII, a letter from the Director, Regulatory Management Division, Environmental Protection Agency, transmitting the Agency's final rule—1,3-Dichloropropene and metabolites; Pesticide Tolerance [EPA–HQ–OPP–2007–0637; FRL–8345–1] received April 30, 2008, pursuant to 5 U.S.C. 801(a)(1)(A); to the Committee on Agriculture.

REPORTS OF COMMITTEES ON PUBLIC BILLS AND RESOLUTIONS

Under clause 2 of rule XIII, reports of committees were delivered to the Clerk for printing and reference to the proper calendar, as follows:

Mr. WAXMAN: Committee on Oversight and Government Reform. Supplemental report on H.R. 5781. A bill to provide that 8 of the 12 weeks of parental leave made available to a Federal employee shall be paid leave, and for other purposes. (Rept. 110–624 Pt. 2).

REPORTS OF COMMITTEES ON PUBLIC BILLS AND RESOLUTIONS

Under clause 2 of rule XIII, reports of committees were delivered to the
determined by the Speaker, in each case for consideration of such provisions as fall within the jurisdiction of the committee concerned.

By Mr. RANGEL (for himself, Mr. McDermott, Mr. Lewis of Georgia, Mr. Neal of Massachusetts, Mr. Pomeroy, Mrs. Jones of Ohio, Mr. Blumenauer, Ms. Berkley, Mr. Crowley, Mr. Van Hollen, Mr. Meeke of Florida, Mr. Levin, and Mr. Larson of Connecticut):

H.R. 6275. A bill to amend the Internal Revenue Code of 1986 to provide individuals temporary relief from the alternative minimum tax, and for other purposes; to the Committee on Ways and Means.

[Use the following form when only one bill or resolution is submitted:]

By Mr. CAZAYOUX (for himself, Mr. Childers, Ms. Waters, Mr. Thompson of Mississippi, Mr. Frank of Massachusetts, Mr. Cuellar, and Mrs. Capito) introduced a bill (H.R. 6276) to repeal section 9(k) of the United States Housing Act of 1937; to the Committee on Financial Services.

MEMORIALS

Under clause 3 of rule XII, memorials were presented and referred as follows:

[Use the following form when submitted by the Speaker if By the Speaker is not in manuscript:]

327. By the SPEAKER: Memorial of the Legislature of the State of Louisiana, relative to Senate Concurrent Resolution No. 76 memorializing the Congress of the United States to take such actions as are necessary to expedite the reopening of the Arabi branch of the United States Postal Service located in St. Bernard Parish; to the Committee on Oversight and Government Reform.

328. Also, a memorial of the Legislature of the State of Idaho, relative to Senate Joint Memorial No. 114 expressing opposition to S. 40 and H.R. 3200; jointly to the Committees on Financial Services and the Judiciary.

MEMORIALS

Under clause 3 of rule XII,

[Use the following form when only one memorial is submitted:]

PUBLIC BILLS AND RESOLUTIONS

Under clause 2 of rule XII, public bills and resolutions were introduced and severally referred, as follows:

By Mr. SHADEGG:

H.R. 6274. A bill to provide an equivalent to habeas corpus protection for persons held under military authority under that part of Cuba leased to the United States; to the Committee on the Judiciary, and in addition to the Committee on Armed Services, for a period to be subsequently determined by the Speaker, in each case for consideration of such provisions as fall within the jurisdiction of the committee concerned.

By Mr. RANGEL (for himself, Mr. McDermott, Mr. Lewis of Georgia, Mr. Neal of Massachusetts, Mr. Pomeroy, Mrs. Jones of Ohio, Mr. Blumenauer, Ms. Berkley, Mr. Crowley, Mr. Van Hollen, Mr. Meeke of Florida, Mr. Levin, and Mr. Larson of Connecticut):
326. The SPEAKER presented a memorial of the Legislature of the State of Louisiana, relative to Senate Concurrent Resolution No. 51 memorializing the Congress of the United States to establish a grant program to assist the seafood industry in St. Tammany, St. Bernard, Orleans, and Plaquemines parishes; to the Committee on Financial Services.

PRIVATE BILLS AND RESOLUTIONS

Under clause 1 of rule XXII, private bills and resolutions were introduced and severally referred as follows:

By Mr. ATKINSON:
H.R. 6583: A bill for the relief of Mohamed Tejpar and Nargis Tejpar; to the Committee on the Judiciary.

By Mr. AUCOIN:
H.R. 6584: A bill for the relief of Celia Maarit Halle; to the Committee of the Judiciary.

[Use the following form when only one bill or resolution is submitted:]

Under clause 1 of rule XXII,
Mr. LANTOS introduced a bill (H.R. 6766) for the relief of Shanna Teresa Millich; which was referred to the Committee on the Judiciary.

ADDITIONAL SPONSORS

Under clause 7 of rule XII, sponsors were added to public bills and resolutions as follows:

H.R. 78: Mr. GARRETT of New Jersey.
H.R. 96: Mr. RANGEL.
H.R. 154: Mr. TOWNS, Mr. FRELINGHUYSEN, Mr. DOYLE, Mr. SPACE, and Mr. LARSON of Connecticut.

[Note.—Set sponsors caps and Members caps and lower case.]

DISCHARGE PETITIONS

Under clause 2 of rule XV, the following discharge petitions were filed:

Petition 10, June 24, 2008, by Mr. JOHN R. “RANDY” KUHL, Jr. on H.R. 5656, was signed by the following Members: John R. “Randy” Kuhl Jr., Doug Lamborn, David Davis, Robert E. Latta, Joseph R. Pitts, Charles W. Boustany, Jr., Ron Paul, Michael T. McCaul, John Kline, Randy Neugebauer, Lynn A. Westmoreland, and Wally Herger.

Petition 11, June 24, 2008, by Mr. THOMAS G. TANCREDI ON House Resolution 1240, was signed by the following Members: Thomas G. Tancredo and Jean Schmidt.

DISCHARGE PETITIONS—ADDITIONS OR DELETIONS

The following Members added their names to the following discharge petitions:

Petition 3 by Mr. PENCE on House Resolution 694: Timothy V. Johnson.
Petition 4 by Mr. ABERHOLT on H.R. 3584: Trent Franks.
Petition 5 by Mrs. DRAKE on H.R. 4088: Timothy V. Johnson.

PETITIONS, ETC.

Under clause 3 of rule XII, petitions and papers were laid on the clerk’s desk and referred as follows:

283. The SPEAKER presented a petition of the City Council of Compton, CA, relative to Resolution No. 22,564 supporting the Homeowners and Bank Protection Act of 2007; to the Committee on Financial Services.

284. Also, a petition of the California State Lands Commission, relative to a Resolution regarding the taking of marine mammals and sea turtles incidental to power plant operations of once-through cooling power plants in California; to the Committee on Natural Resources.

[Use the following form when only one petition is submitted:]

Under clause 3 of rule XII, petitions and papers were laid on the clerk’s desk and referred as follows:

283. The SPEAKER presented a petition of the City Council of Compton, CA, relative to Resolution No. 22,564 supporting the Homeowners and Bank Protection Act of 2007; to the Committee on Financial Services.

284. Also, a petition of the California State Lands Commission, relative to a Resolution regarding the taking of marine mammals and sea turtles incidental to power plant operations of once-through cooling power plants in California; to the Committee on Natural Resources.

AMENDMENTS

Under clause 8 of rule XVIII, proposed amendments were submitted as follows:

H.R. 1328

OFFERED BY: Mr. COLE OF OKLAHOMA

AMENDMENT No. 4: Page 341, line 11, after “title.” insert the following: “The Federal Government shall not withhold funding.”
CONGRESSIONAL RECORD INDEX

General instructions
Set in 7 point on 8 point, Record measure (168 points, 14 picas).
Cap lines 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. (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 Human Services
Dept. of Homeland Security ................................................ Sec. of Homeland Security
Dept. of Housing and Urban Development ....................... Sec. of Housing and Urban Development
Dept. of the Interior ............................................................... Sec. of the Interior.
Dept. of Justice ........................................................................... Attorney General.
Dept. of Labor ............................................................................ Sec. of Labor.
Dept. of State ................................................................................ Sec. of State.
Dept. of Transportation ....................................................... Sec. of Transportation.
Dept. of the Treasury ............................................................ Sec. of the Treasury.
Dept. of Veterans Affairs ...................................................... Sec. of Veterans Affairs.
Acronyms

Agency for International Development ................................................................. AID
Acquired Immunodeficiency Syndrome ................................................................. AIDS
American Association of Retired Persons ......................................................... AARP
American Bar Association .................................................................................. ABA
American Civil Liberties Union ....................................................................... ACLU
American Federation of Labor and Congress of Industrial Organizations .......... AFL–CIO
American Medical Association .......................................................................... AMA
British Broadcasting Corp ................................................................................... BBC
Bureau of Alcohol, Tobacco, Firearms and Explosives ....................................... ATF
Bureau of Indian Affairs ...................................................................................... BIA
Bureau of Land Management ............................................................................. BLM
Bureau of Labor Statistics ................................................................................... BLS
Cable News Network ............................................................................................ CNN
Cable Satellite Public Affairs Network ............................................................... C–SPAN
Central Intelligence Agency ................................................................................ CIA
Civil Service Retirement System ......................................................................... CSRS
Civilian Health and Medical Program of the Uniformed Services ..................... CHAMPUS
Commodity Credit Corp ..................................................................................... CCC
Commodity Futures Trading Commission ....................................................... CFTC
Comprehensive Environmental Response, Compensation and Liability Act .... CERCLA
Congressional Budget Office ............................................................................... CBO
Consolidated Omnibus Budget Reconciliation Act ............................................ COBRA
Consumer Product Safety Commission ............................................................. CPSC
Daughters of the American Revolution ............................................................ DAR
Deoxyribonucleic acid ........................................................................................ DNA
Disabled American Veterans .............................................................................. DAV
Drug Enforcement Administration ..................................................................... DEA
Employee Retirement Income Security Act ...................................................... ERISA
Environmental Protection Agency ..................................................................... EPA
Equal Employment Opportunity Commission ................................................. EEOC
Export-Import Bank ............................................................................................. Eximbank
Federal Aviation Administration ......................................................................... FAA
Federal Bureau of Investigation ......................................................................... FBI
Federal Communications Commission ............................................................. FCC
Federal Crop Insurance Corp ............................................................................. FCIC
Federal Deposit Insurance Corp. ......................................................................... FDIC
Federal Election Commission ............................................................................. FEC
Federal Emergency Management Agency ....................................................... FEMA
Federal Employee Retirement System ............................................................... FERS
Overseas Private Investment Corp................................................................. OPIC
Palestine Liberation Organization .................................................................... PLO
Parent-Teachers Association ............................................................................. PTA
Prisoner of war ................................................................................................. POW
Public Broadcasting Service ............................................................................. PBS
Racketeer Influenced and Corrupt Organizations Act ...................................... RICO
Reserve Officers’ Training Corps ....................................................................... ROTC
Securities Exchange Commission .................................................................... SEC
Small Business Administration ....................................................................... SBA
Social Security Administration ...................................................................... SSA
Supplemental security income ......................................................................... SSI
Tennessee Valley Authority ............................................................................. TVA
United Auto Workers ....................................................................................... UAW
United Nations ................................................................................................... U.N.
United Nations Children’s Fund ..................................................................... UNICEF
United Nations Educational Scientific and Cultural Organization .................... UNESCO
Veterans of Foreign Wars ................................................................................ VFW
Voice of America ............................................................................................... VOA
Women, Infants, and Children Program ............................................................. WIC
World Health Organization ............................................................................ WHO
Young Men’s Christian Association ................................................................ YMCA
Young Women’s Christian Association ............................................................. YWCA

**Spacing**

Biweekly Record indexed in upper right and left corner; no extra spacing.

Bound Record indexed in upper right and left corner; no extra spacing.

History of Bills folioed in upper right and left corner using H.B. numbers; no extra spacing.

Bound History of Bills folioed in lower right and left corner, first folio numerically higher than the last folio of index; no extra spacing.

**Capitalization**

Capitalize principal words after these formats:

- Addresses
- Analyses
- Appendices
- Articles and editorials
- Biographies
- Book reviews
- Booklets
- Brochures
- Conference reports
- Descriptions
Documents
Essays
Essays: Voice of Democracy
Eulogies
Explanations
Factsheets
Forewords
Histories
Homilies
Hymns
Memorandums
Messages
Oaths of office
Pamphlets
Papers
Platforms
Poems
Prayers
Prayers by visitors
Prefaces
Press releases
Proclamations
Reports
Report filed
Resolutions of ratification
Résumés
Sermons
Sngs
Statements
Studies
Summaries
Surveys
Synopses
Testimonies
Transcripts
Treaties

Lowercase after these formats:

Advertisements
Affidavits
Agenda
Agreements
Amendments
Announcements
Appointments
Awards
Bills and resolutions
Bills and resolutions cosponsored
Bills and resolutions introduced
Bills and resolutions relative to
Briefs
Briefings
Broadcasts
Bulletins
Certificates of election
Chronologies
Citations
Civilian
Cloture motions
Colloquies
Commentaries
Comments
Communications from
Communiques
Comparisons
Cost estimates
Court decisions
Court documents
Declarations
Dedications
Definitions
Descriptions
Designated acting Presidents pro tempore
Designated acting Speaker pro tempore
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
Tests
Texts of
Transmittals
Tributes
Voting record

**Punctuation**
Comma precedes folio figures.

If numbers of several bills are given, use this form: (see S. 24, 25); (see H.R. 217, 218), etc.; that is, do not repeat S. or H.R. with each number.

In consecutive numbers (more than two) use an en dash to connect first with last: S46–S48, 518–520.

Quotes are used for book titles.

A 3-em dash is used as a ditto for word or words leading up to colon:

Taxation: capital gains rates
———earned income tax credit
———rates
Roman and italic
Use italic for Members of Congress descriptive data:
    CARDIN, BENJAMIN L. *(a Senator from Maryland)*;
    EMANUEL, RAHM *(a Representative from Illinois)*.
Names of vessels in italic:
    *Brooklyn* (U.S.S.);
    *Savannah* (vessel);
    *Columbia* (space shuttle).

Flush cap lines
All cap lines are separate entries. They are set flush with overs indented 2 ems:
    CARDIN, BENJAMIN *(a Senator from Maryland)*
    EMANUEL, RAHM *(a Representative from Illinois)*
    PRESIDENT OF THE UNITED STATES (George W. Bush)
    VICE PRESIDENT OF THE UNITED STATES (Richard B. Cheney)
    COMMITTEE ON FOREIGN AFFAIRS (House)
    COMMITTEE ON FOREIGN RELATIONS (Senate)
    FARMERS see Agriculture
    SENATE *related term(s)* Committees of the Senate; Legislative Branch of the Government; Members of Congress; Votes in Senate
    DEPARTMENT OF THE INTERIOR *related term(s)* Bureau of Land Management, Bureau of Reclamation

PRESIDENTIAL APPOINTMENTS
VOTES IN HOUSE
VOTES IN SENATE
AARP (ORGANIZATION)

Letters
Evaluate and extend the basic pilot program for employment eligibility confirmation and ensure protection of Social Security beneficiaries, H7592 [30JY]

Press releases
Medicare Trigger Ignores Real Problem-Skyrocketing Health Care Costs, H7125 [24JY]

ABERCROMBIE, N EIL (a Representative from Hawaii)
Bills and resolutions cosponsored
Armed Forces: tribute to the 28th Infantry Division (see H. Con. Res. 390), H7308 [29JY]
Bulgaria: in dependence an niversary (see H. Res. 1383), H7630 [30JY]
Bureau of Prisons: provide stab-resistant personal body armor to all correctional officers and require such officers to wear such armor while on duty (see H.R. 6462), H6734 [21JY]
Diseases: improve and enhance research and programs on cancer survivorship (see H.R. 4450), H7630 [30JY]
Education: strengthen communities through English literacy, civie education, ad n d immigrant integration programs (see H.R. 6617), H7164 [24JY]
Medicare: ensure more timely access to home health services for beneficiaries (see H.R. 6826), H7808 [1AU]
— replace the prescription drug benefit with a revised and simplified program for all beneficiaries (see H.R. 6800), H7807 [1AU]
Motor vehicles: en courage increased production of natural gas vehicles and provide tax incentives for natural gas vehicle infrastructure (see H.R. 6570), H7630 [30JY]
Palladio, Andrea: anniversary of birth (see H. Con. Res. 407), H7788 [31JY]
Power resources: open Outer Continental shelf areas to oil and gas leasing, curb excessive energy speculation, a nd require Strategic Petroleum Reserve sale a nd acquisition of certain fuels (see H.R. 6670), H7628 [30JY]
— provide a comprehensive plan for greater energy independence (see H.R. 6709), H7789 [31JY]
U.S. Public Service Academy: establish (see H.R. 1671), H7789 [31JY]
Yunus, Muhammad: award Congressional Gold Medal (see H.R. 1801), H7629 [30JY]
 Remarks
Pearl Harbor, H I: anniversary of the Pearl Harbor Naval Shipyard (see H.R. 1139), H6773, H6774 [22JY]
ABORTION
Remarks in House
China, People's Republic of: mandatory abortion and sterilization policies, H7344, H7345 [30JY]
Supreme Court: anniversary of Roe v. Wade decision, H7283 [29JY], H7611 [30JY], H7776 [31JY], E1545 [23JY], E1701 [1AU]
U.S. L eadership A gainst H IV/AIDS, Tuberculosis, and Malaria Act: prohibit use of funds for any organization or program which supports or participates in the management of coerced abortions or involuntary sterilization, H7116 [24JY]
Remarks in Senate  
Dept. of HHS: proposed regulation to change the definition of abortion, S7141 [23JY]

ACCESS, COMPARISON, CARE, AND ETHICS FOR SERIOUSLY ILL PATIENTS (ACCESS) ACT  
Remarks in Senate  
Enact (S. 3046), S7620 [29JY], S8021 [1AU]

ACCESS FOR ALL AMERICA ACT  
Remarks in Senate  
Enact (see S. 3412, 3413), S7905 [31JY]

Remarks in Senate  
Enact (S. 3413), S7971–S7973 [31JY]

ACHIEVING OUR IDEA ACT  
Remarks in House  
Enact (H.R. 1896), E1701 [1AU]

ACKERMAN, GARY L. (a Representative from New York)  
Bills and resolutions cosponsored  
Bangladesh: elections (see H. Res. 1402), H7788 [31JY]

China, People’s Republic of: call for end to human rights abuses of citizens, cease repression of Tibetan a nd Uygur h pople, a nd e nd support f or Governments of f S Sudan a nd B urma (see H. Res. 1370), H7309 [29JY]

Dept. of t he T reasury: e stablish a c ommemorative quarter dollar coin program emblamatic of promi nent c ivl ri ghts l eaders a nd imp ortant e vents advanc ing civil rights (see H.R. 6701), H7809 [1AU]

Great L. akes-St. L. awrence (a nd r enewable f uels, domestic e nergy product ion, con servation, a nd e nergy independence (see H.R. 6566), H6024 [22JY]

———provide a c omprehensive plan for greater en ergy independence (see H.R. 6709), H7809 [1AU]

Schools: n eed for schools t hat permit or require the recitation of the Pledge of Allegiance or the National Anthem in a language other than English (see H.R. 6783), H7806 [1AU]

Social Co rrect C urcy: e x t e nd f unding f or t he s t ate C ommunity C ourt C oncept (S. 3307), H7806 [1AU]

Bills and resolutions introduced  
Power r esources: e n hance en ergy i ndependence through the usage of existing resources and technol ogy (see H. Con. Res. 401), H7787 [31JY]

ADMINISTRATIVE OFFICE, U.S. COURTS  see Courts

ADOPTION  see FAMILIES AND DOMESTIC RELATIONS

ADRIAN, MI  
Remarks in House  
Sand Creek Telephone Co.: anniversary, E1703 [1AU]

ADVANCING AMERICA’S PRIORITIES ACT  
Bills and resolutions  
Enact (see S. 3297), S7030 [22JY]

Cloture motions  
Enact (S. 3297): motion to proceed, S7059 [26JY], S7551 [28JY]

Letters  
Provisions: Lynne Zeitlin Hale, Nature Conservancy (organization), S7548 [28JY]

———Molly M. C’Ammon, N ational F ederation of F aith C onservacd (S. 3297), S7059 [26JY]

———Peter R. Orszag, C BO, S7547 [28JY]

———several ocean and coastal research, education, and conservation organizations, S7547 [28JY]

Motions  
Enact (S. 3297), S7509 [26JY]

Remarks in Senate  
Appalachian Regional Development Act: reauthorize and improve, S7545 [28JY], S7888 [31JY]

Chesapeake Bay Initiative Act: provide for continuing authorization of the Chesapeake Bay Gateways.

ADAMS, MICHAEL F.  
Letters  
Higher Education Opportunity Act, S7854 [31JY]

ADERHOLT, ROBERT B. (a Representative from Alabama)  
Bills and resolutions cosponsored  
Crime: p rovide fo r t he u se o f i nformation i n t he National D irectory of New H ires in enforcing sex offender registration laws (see H.R. 6539), H7165 [24JY]

Dept. of the Interior: establish oil and gas leasing program for public lands within the Coastal Plain of Alaska (see H.R. 6758), H7787 [31JY]

House of Representatives: prohibit adjournment until approval of a bill to establish a comprehensive national energy plan addressing energy conservation and expansion of renewable and conventional energy sources (see H. Res. 1391), H7629 [30JY]

National Prostate Cancer Awareness Month: support goals and ideals (see H. Res. 672), H7790 [31JY]

Power resources: expedite exploration and development of oil and gas from Federal lands (see H.R. 6379), H7629 [30JY]

———promote a n alternative a nd r enewable f uels, domestic e nergy product ion, con servation, a nd e nergy independence (see H.R. 6709), H7806 [1AU]

Schools: n eed for schools t hat permit or require the recitation of the Pledge of Allegiance or the National Anthem in a language other than English (see H.R. 6783), H7806 [1AU]

Social Co rrect C urcy: e x t e nd f unding f or t he s t ate C ommunity C ourt C oncept (S. 3307), H7806 [1AU]

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———Peter R. Orszag, C BO, S7547 [28JY]

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Chesapeake Bay Initiative Act: provide for continuing authorization of the Chesapeake Bay Gateways.

**History of Bills and Resolutions**

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Bills receiving legislative action during this index period numerically precede new bills introduced.

**SENATE BILLS**

S. 11 — A bill to provide liability protection to volunteer pilot nonprofit organizations that fly for public benefit and to the pilots and staff of such nonprofit organizations, and for other purposes; to the Committee on the Judiciary.

Cosponsors added, S4621 [21MY]

S. 2062 — A bill to amend the Native American Housing Assistance and Self-Determination Act of 1996 to reauthorize that Act, and for other purposes; to the Committee on Indian Affairs.

Committee on Banking, Housing, and Urban Affairs discharged, S814 [8FE]

Amendments, S 850 [11FE], S 863, S 839, S 844 [22MY]

Passed Senate amended, S4839 [22MY]

**SENATE JOINT RESOLUTIONS**

S.J. Res. 17 — A joint resolution directing the United States to initiate international discussions and take necessary steps with other nations to negotiate an agreement for managing migratory and transboundary fish stocks in the Arctic Ocean; to the Committee on Foreign Relations.

Debated, H4067 [19MY]

Text, H4067 [19MY]

Rules suspended. Passed House, H4402 [21MY]

Message from the House, S4790 [22MY]

S.J. Res. 28 — A joint resolution disapproving the rule submitted by the Federal Communications Commission with respect to broadcast media ownership; to the Committee on Commerce, Science, and Transportation.

By Mr. Dorgan (for himself, Ms. Snowe, Mr. Kerry, Ms. Collins, Mr. Dodd, Mr. Obama, Mr. Harkin, Mr. Cinton, Ms. Cantwell, Mr. Biden, Mr. Reed, Mrs. Feinstein, Mr. Sanders, Mr. Tester, and Mr. Stevens), S1597 [5MR]


Reported (S. Rept. 110–334), S3975 [8MY]

Passed Senate amended, S4267 [15MY]

Text, S4270 [15MY]

Message from the Senate, H4065 [19MY]

Held at the desk, H4065 [19MY]

**SENATE CONCURRENT RESOLUTIONS**

S. Con. Res. 82 — A concurrent resolution supporting the Local Radio Freedom Act; to the Committee on Commerce, Science, and Transportation.

By Mr. Lincoln (for himself, Mr. Wicker, Mr. Brownback, Mr. Allard, Mr. Nelson of Nebraska, Ms. Murkowski, and Mr. Webb), S4029 [12MY]

S. Con. Res. 85 — A concurrent resolution authorizing the use of the rotunda of the Capitol to honor Frank W. Buckles, the last surviving United States veteran of the First World War.

By Specter (for himself, Mr. Byrd, Mrs. Dole, Mr. McCain, Mr. Warner, Mr. Lieberman, Mr. Rockefeller, and Mr. Burr), S4793 [22MY]
S. Res. 562—A resolution honoring Concerns of Police Survivors as the organization begins its 25th year of service to family members of law enforcement officers killed in the line of duty.

By Ms. MURKOWSKI (for herself, Mr. Biden, Mr. Johnson), S4422 [20MY]

Agreed to in the Senate, S4422 [20MY]

H. R. 6081—A bill to impose certain limitations on the consumer credit or charitable contributions for military personnel, and for other purposes; to the Committee on Ways and Means.

By Mr. . R ANGEL (for herself, Mr. Stark, Mr. McDermott, Mr. Le wis of Georgia, Mr. Neal of Massachusetts, Mr. Pomeroy, Mrs. Jones of Ohio, Mr. L arson of Connecticut, Mr. Kind, Ms. Berkley, Mr. Crowley, Mr. Van Hollen, Mr. Meet of Florida, Mr. Altmire, Mrs. Boyda of Kansas, Mr. Cohen, Ms. DeLauro, Mr. El isworth, Mr. R osecbak, Ms. T ongas, Mr. Welch of Vermont, Mr. Walz of Minnesota, Mr. Arcuri, Ms. Shea-Porter, Mr. Becerra, Mrs. Davis of California, and Mr. Doggett), H4064 [16MY]

Cosponsors added, H4151 [15MY]

Debated, H4160 [20MY]

Text, H4160 [20MY]

Rules suspen ded. P assed H ouse passed, H 4187 [20MY]

Message from the House, S4671 [21MY]

Passed Senate, S4772 [22MY]

H. R. 4841—A bill to approve, ratify, and confirm the settlement agreement entered into to resolve claims by the Soboba Band of Luisenos Indians relating to alleged interences with the water resources of the Tribe, to authorize and direct the Secretary of the Interior to execute a settlement Agreement and related waivers, and for other purposes; to the Committee on Natural Resources.

Cosponsors added, H390 [22JA], H480 [28JA], H558 [29JA]

Reported w ith a n amendment ( H. R. ept. 1 0—649), H4059 [15MY]

Debated, H4075 [19MY]

Text, H4075 [19MY]

Rules su spended. P assed H ouse passed, H 4401 [21MY]

Message from the House, S4790 [22MY]

Passed Senate, S7197 [23MY]

H. R. 6081—A bill to amend the Internal Revenue Code of 1986 to provide benefits for military personnel, and for other purposes; to the Committee on Ways and Means.

By Mr . R ANGEL ( for her self, Mr . S tark, Mr . McDermott, Mr . Le wis of Georgia, Mr . N eal of Massachusetts, Mr . Pomeroy, Mrs . Jones of Ohio, Mr . L arson of Connecticut, Mr . Kind, Ms . Berkley, Mr . Crowley, Mr . Van Hollen, Mr . Meet of Florida, Mr . Altmire, Mrs . Boyd of Kansas, Mr . Cohen, Ms . DeLauro, Mr . El isworth, Mr . R osecbak, Ms . T ongas, Mr . Welch of Vermont, Mr . Walz of Minnesota, Mr . Arcuri, Ms . Shea-Porter, Mr . Becerra, Mrs . Davis of California, and Mr . Doggett), H4064 [16MY]

Cosponsors added, H4151 [19MY]

Debated, H4160 [20MY]

Text, H4160 [20MY]

Rules suspen ded. P assed H ouse passed, H 4187 [20MY]

Message from the House, S4671 [21MY]

Passed Senate, S4772 [22MY]

Message from the Senate, H4821 [22MY]

H. R. 6166—A bill to impose certain limitations on the receipt of out-of-State municipal solid waste, and for other purposes; to the Committee on E nergy and Commerce.

By Mr . WITT MAN of Virginia ( for himself, Mr . Wolf, Mr . Moran of Virginia, and Mr . Donnelly),
20. Reports and Hearings

The data for these publications arrives at GPO from many different sources. Congressional committee staff members are responsible for gathering the information printed in these publications.

Report language is compiled and submitted along with the bill language to the clerks of the respective Houses. The clerks assign the report numbers, etc., and forward this information to GPO for typesetting and printing. In many instances the reports are camera ready copy, needing only insertion of the assigned report number.

Likewise, hearings are also compiled by committee staff members. The data or captured keystrokes as submitted by the various reporting services are forwarded to GPO where the element identifier codes are programatically 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 & punct., unless specifically requested otherwise by the committee. It is not necessary to stamp the copy. However, style as stated in the following rules will be followed.

Style and format of congressional reports

Below are rules that should be followed for the makeup of congressional numbered reports. In either Senate or House reports, follow bill style in extracts from bills. Report numbers run consecutively from first to second session:

1. All excerpts to be set in 10-point type, cut in 2 ems on each side, except as noted in paragraph 3 below. For ellipses in cut-in matter, lines of five stars are used.

2. Contempt proceedings to be considered as excerpts.

3. The following are to be set in 10-point type, but not cut in:
   (a) Letters which a 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.\(^1\)

4. All leaderwork and lists of more than six items to be set in 8-point type.

5. All tabular work to be set in 7-point gothic type.

6. An amendment in the nature of a substitute to be set in 8-point type, but quotations from such amendment later in the report to be treated as excerpts, but set full measure (see paragraph 10 below).

7. Any committee print having a report head indicated on original copy to be set in report type and style.

8. Committee prints not having a report head indicated on original copy to be set in committee print style; that is, excerpts to be set in 8 point, full measure.

9. If a committee print set as indicated in paragraph 8 is later submitted as a report or included in a report, and the type is available for pickup, such type shall be picked up and used as is in the report.

10. On matter that is cut in on the left only for purposes of breakdown, no space is used above and below, but on all matter that is cut in on both sides, 4 points are used above and below. 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 indentation on copy.

12. Order of printing (Senate reports only): (1) Report, (2) minority or additional views, (3) Cordon rule\(^2\) (last unless an appendix is used), (4) appendix (if any).

---

\(^1\) Ramseyer rule.—House: If report has “Changes in Existing Law” use caps and small caps for heads, except for breakdown within a cap and small cap head.

\(^2\) Cordon rule.—Senate: If report has “Changes in Existing Law” use small cap heads, except for breakdown within a cap and small cap head.
13. Minority or additional views will begin a new page with 10-point cap heading. In Senate reports, “Changes in Existing Law” begins a new page if following “views.” In conference reports, “Joint Explanatory Statement” begins a new odd page.

14. Minority or additional views are only printed if they have been signed by the authoring congressperson.

[Sample of excerpt]

In *Palmer v. Mass.*, decided in 1939, which involved the reorganization of the New Haven Railroad, the Supreme Court said:

> The judicial processes in bankruptcy proceedings under section 77 are, as it were, brigaded with the administrative processes of the Commission.

[Sample of an excerpt with an added excerpt]

The Interstate Commerce Commission in its report dated February 29, 1956, which is attached hereto and made a part hereof, states that it has no objection to the enactment of S. 3025, and states, in part, as follows:

> The proposed amendment, however, should be considered together with the provisions of section 959(b), title 28, United States Code, which reads as follows:

> “A trustee, receiver, or manager appointed in any cause pending in any court of the United States,” etc.

[Sample of amendment]

On page 6, line 3, strike the words “and the service”, strike all of lines 4, 5, and 6, and insert in lieu thereof the following:

> and, notwithstanding any other provision of law, the service credit authorized by this clause 3 of rule XIII of the Rule of the House of Representatives, change shall not—
(A) be included in establishing eligibility for voluntary or involuntary retirement or separation from the service, under any provision of law;

[Sample of amendment]
The amendments are indicated in the bill as reported and are as follows:
On page 2, line 15, change the period to a colon and add the following:
Provided, That such approaches shall include only those necessary portions of streets, avenues, and boulevards, etc.
On page 3, line 12, after “operated”, insert “free of tolls”.

[Sample of amendment in the nature of a substitute]
The amendment is as follows:
Strike all after the enacting clause and insert the following:
That the second paragraph under the heading “National Park Service” in the Act of July 31, 1953 (67 Stat. 261, 271), is amended to read as follows: “The Secretary of the Interior shall hereafter report in detail all proposed awards of concessions leases and contracts involving a gross annual business of $100,000 or more, or of more than five years in duration, including renewals thereof, sixty days before such awards are made, to the President of the Senate and Speaker of the House of Representatives for transmission to the appropriate committees.”

[Sample of letter inserted in report]
The Department of Defense recommends enactment of the proposed legislation and the Office of Management and Budget interposes no objection as indicated by the following attached letter, which is hereby made a part of this report:
Hon. Nancy Pelosi,
Speaker of the House of Representatives,
Washington, DC.

My Dear Madam Speaker: There is forwarded herewith a draft of legislation to amend section 303 of the Career Compensation Act.

* * * * *

Sincerely yours,

Douglas A. Brook, Assistant Secretary of the Navy (Financial Management).

[Sample of cut-in for purposes of breakdown; no spacing above or below]

Under uniform regulations prescribed by the Secretaries concerned, a member of the uniformed services who—

(1) is retired for physical disability or placed upon the temporary disability retired list; or

(2) is retired with pay for any other reason, or is discharged with severance pay, immediately following at least eight years of continuous active duty (no single break therein of more than ninety days);

may select his home for the purposes of the travel and transportation allowances payable under this subsection, etc.

[Sample of leaderwork]

Among the 73 vessels mentioned above, 42 are classified as major combatant ships (aircraft carriers through escort vessels), in the following types:

Forrestal-class aircraft carriers......................................................... 4

Destroyers......................................................................................... 10

* * * * * * * * *

Guided-missile submarine.............................................................. 1

Total.............................................................................................. 42
SECTIONAL ANALYSIS

Section 1. Increase of 1 year in constructive service for promotion purposes

The principal purpose of the various subsections of section 1 is to provide a 1-year increase for medical and dental officers in * * *

* * * * * * * *

Subsection 101(a) is in effect a restatement of the existing law

This subsection authorizes the President to make regular appointments in the grade of first lieutenant through * * *

* * * * * * * *

[Sample of amendment under Ramseyer rule]

CHANGES IN EXISTING LAW

In compliance with clause 3 of rule XII of the Rules of the House of Representatives, changes in existing law made by the bill, as introduced, are shown as follows (existing law proposed to be omitted is enclosed in black brackets, new matter is printed in italic, existing law in which no change is proposed is shown in roman):

EXPORT CONTROL ACT OF 1949

* * * * * * * *

TERMINATION DATE

Sec. 12. The authority granted herein shall terminate on June 30, [1956] 1959, or upon any prior date which the Congress by concurrent resolution or the President may designate.
PROVIDING FOR AND APPROVE THE SETTLEMENT OF 
CERTAIN LAND CLAIMS OF THE SAULT STE. MARIE 
TRIBE OF CHIPPEWA INDIANS

MARCH 6, 2008.—Ordered to be printed

Mr. RAHALL, from the Committee on Natural Resources, 
submitted the following

REPORT

together with

DISSENTING VIEWS

[To accompany H.R. 4115]

[Including cost estimate of the Congressional Budget Office]

The Committee on Natural Resources, to whom was referred the 
bill (H.R. 4115) to provide for and approve the settlement of certain 
land claims of the Sault Ste. Marie Tribe of Chippewa Indians, 
having considered the same, report favorably thereon with an 
amendment and recommend that the bill as amended do pass.

PURPOSE OF THE BILL

The purpose of H.R. 4115 is to provide for and approve the settle-
ment of certain land claims of the Sault Ste. Marie Tribe of Chipp-
ewa Indians.

1If title makes more than three lines in 10-point caps, set in 8-point caps.
2Must 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.
3If the wording in this paragraph is prepared in the singular form, follow.
4For Senate Committee on Finance and House Committee on Ways and Means, heads are set 
in bold caps.
CIVIL WAR BATTLEFIELD PRESERVATION ACT OF 2008

APRIL 10, 2008.—Ordered to be printed

Filed under authority of the order of the Senate of April 10
(legislative day, April 9), 2008

Mr. BINGAMAN, from the Committee on Energy and Natural Resources, submitted the following

REPORT

together with

ADDITIONAL VIEWS

[To accompany S. 1921]

The Committee on Energy and Natural Resources, to which was referred the bill (S. 1921) to amend the American Battlefield Protection Act of 1996 to extend the authorization for that Act, and for other purposes, having considered the same, reports favorably thereon with an amendment and recommends that the bill, as amended, do pass.

PURPOSE

The purpose of S. 1921 is to reauthorize the American Battlefield Protection Act for an additional five years, from 2008 until 2013.

BACKGROUND AND NEED

The American Battlefield Protection Program was authorized in 1996 to provide funding for preservation of threatened Civil War battlefields. The program leverages Federal appropriations by requiring matching non-Federal funds. The battlefield protection

---

1 Use this type and form only on Senate reports. There is only one calendar in the Senate.
2 Style for filed line, if present.
PROVIDING FOR CONSIDERATION OF THE BILL (H.R. 5715) TO ENSURE CONTINUED AVAILABILITY OF ACCESS TO THE FEDERAL STUDENT LOAN PROGRAM FOR STUDENTS AND FAMILIES

APRIL 15, 2008.—Referred to the House Calendar and ordered to be printed

Ms. CASTOR, from the Committee on Rules, submitted the following

REPORT

[To accompany H. Res. 1107]

The Committee on Rules, having had under consideration House Resolution 1107, by a record vote of 8–4, report the same to the House with the recommendation that the resolution be adopted.

SUMMARY OF PROVISIONS OF THE RESOLUTION

The resolution provides for consideration of H.R. 5715, the Ensuring Continued Access to Student Loans Act of 2008, under a structured rule. The rule provides one hour of general debate equally divided and controlled by the chairman and ranking minority member of the Committee on Education and Labor. The rule waives all points of order against consideration of the bill except clauses 9 and 10 of rule XXI. The rule provides that the amendment printed in Part A of the Rules Committee report accompanying the resolution shall be considered as adopted and that the bill, as amended, shall be considered as read. The rule waives all points of order against provisions of the bill, as amended. (This waiver does not affect the point of order available under clause 9 of rule XXI (regarding earmark disclosure).

The rule provides that no further amendments to the bill, as amended, shall be in order except those amendments printed in Part B of this report. The further amendments made in order may be offered only in the order printed in this report, may be offered only by a Member designated in this report, shall be considered as read, shall be debatable for the time specified in this report equally divided and controlled by the proponent and an opponent, shall not

1 If copy reads “To make” change to “Making”, “To provide” change to “Providing”, “To amend” change to “Amending”.
2 Sample of 8-point head.
COLLEGE COST REDUCTION AND ACCESS ACT

SEPTEMBER 6, 2007.—Ordered to be printed

Mr. GEORGE MILLER of California, from the committee of conference, submitted the following

CONFERENCE REPORT

[To accompany H.R. 2669]

The committee of conference on the disagreeing votes of the two Houses on the amendment of the Senate to the bill (H.R. 2669), to provide for reconciliation pursuant to section 601 of the concurrent resolution on the budget for fiscal year 2008, having met, after full and free conference, have agreed to recommend and do recommend to their respective Houses as follows:

That the House recede from its disagreement to the amendment of the Senate and agree to the same with an amendment as follows:

In lieu of the matter proposed to be inserted by the Senate amendment, insert the following:

SECTION 1. SHORT TITLE; REFERENCES.

(a) SHORT TITLE.—This Act may be cited as the “College Cost Reduction and Access Act”.

(b) REFERENCES.—Except as otherwise expressly provided, whenever in this Act an amendment or repeal is expressed in terms of an amendment to, or repeal of, a section or other provision, the reference shall be considered to be made to a section or other provision of the Higher Education Act of 1965 (20 U.S.C. 1001 et seq.).

(c) EFFECTIVE DATE.—Except as otherwise expressly provided, the amendments made by this Act shall be effective on October 1, 2007.
JOINT EXPLANATORY STATEMENT OF THE COMMITTEE OF CONFERENCE

The managers on the part of the House and the Senate at the conference on the disagreeing votes of the two Houses on the amendment of the Senate to the bill (H.R. 2669), to provide for reconciliation pursuant to section 601 of the concurrent resolution on the budget for fiscal year 2008, submit the following joint statement to the House and the Senate in explanation of the effect of the action agreed upon by the managers and recommended in the accompanying conference report:

The Senate amendment struck all of the House bill after the enacting clause and inserted a substitute text.

The House recedes from its disagreement to the amendment of the Senate with an amendment that is a substitute for the House bill and the Senate amendment. The differences between the House bill, the Senate amendment, and the substitute agreed to in conference are noted below, except for clerical corrections, conforming changes made necessary by agreements reached by the conferees, and minor drafting and clarifying changes.

SECTION 1. SHORT TITLE

The House bill’s short title is the “College Cost Reduction Act.” The Senate amendment provides that the Act may be cited as the “Higher Education Access Act of 2007” and that, unless otherwise indicated, references in the bill are made to the Higher Education Act of 1965.

The House recedes with an amendment to provide a new short title of the “College Cost Reduction and Access Act.” The Conferees adopt the Senate amendment as amended by the House.

TITLE I—GRANTS TO STUDENTS IN ATTENDANCE AT INSTITUTIONS OF HIGHER EDUCATION

SECTION 101. TUITION SENSITIVITY

The House bill (Sec. 101) eliminates the Pell grant “tuition sensitivity” provision that prevents low-income students attending low-cost institutions, such as community colleges, to benefit fully from the Pell Grant. Authorizes and appropriates $5,000,000 for fiscal year 2008.

The Senate amendment (Sec. 101) also eliminates the Pell grant “tuition sensitivity” provision and authorizes and appropriates $5,000,000 for fiscal year 2008.

The House and the Senate recede with an amendment to authorize and appropriate $11,000,000 for fiscal year 2008 to ensure that all eligible students, in award year 2007–2008 receive funding. The Conferees concur and adopt the amendment.
54

COMPLIANCE WITH HOUSE RULE XXI

Pursuant to clause 9 of rule XXI of the Rules of the House of Representatives, this conference report contains no congressional earmarks, limited tax benefits, or limited tariff benefits as defined in clause 9(d), 9(e), or 9(f) of rule XXI.

GEORGE MILLER,
ROBERT E. ANDREWS,
BOBBY SCOTT,
RUBEN HINOJOSA,
JOHN F. TIERNEY,
DAVID WU,
SUSAN A. DAVIS,
DANNY K. DAVIS,
TIMOTHY BISHOP,
MAZIE K. HIRONO,
JASON ALTMIRE,
JOHN YARMUTH,
JOE COURTNEY,

Managers on the Part of the House.

TED KENNEDY,
CHRIS DODD,
TOM HARKIN,
BARBARA A. MIKULSKI,
JEFF BINGAMAN,
PATTY MURRAY,
JACK REED,
HILLARY RODHAM CLINTON,
BARACK OBAMA,
BERNARD SANDERS,
SHERROD BROWN,
MICHAEL B. ENZI,
LAMAR ALEXANDER,
ORRIN G. HATCH,

Managers on the Part of the Senate.

○
FINANCIAL SERVICES AND GENERAL GOVERNMENT APPROPRIATIONS FOR 2009

HEARINGS
BEFORE A
SUBCOMMITTEE OF THE
COMMITTEE ON APPROPRIATIONS
HOUSE OF REPRESENTATIVES
ONE HUNDRED TENTH CONGRESS
SECOND SESSION

SUBCOMMITTEE ON FINANCIAL SERVICES AND GENERAL GOVERNMENT APPROPRIATIONS

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ROBERT E. “BUD” CRAMER, Jr., Alabama    JO BONNER, Alabama
MAURICE D. HINCHEY, New York
ADAM SCHIFF, California

NOTE: Under Committee Rules, Mr. Obey, as Chairman of the Full Committee, and Mr. Lewis, as Ranking Minority Member of the Full Committee, are authorized to sit as Members of all Subcommittees.

DALE OAK, BOB BONNER, KARYN KENDALL, and FRANCISCO CARRILLO,
Subcommittee Staff

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JO BONNER, Alabama

ROB NABORS, Clerk and Staff Director

(II)
DEPARTMENT OF HOMELAND SECURITY APPROPRIATIONS FOR 2009

TUESDAY, FEBRUARY 26, 2008.

IMMIGRATION ENFORCEMENT: IDENTIFICATION AND REMOVAL OF CRIMINAL ALIENS, STUDENT AND EXCHANGE VISITOR PROGRAM FEE INCREASES

WITNESSES

CATHERYN COTTEN, DIRECTOR, INTERNATIONAL OFFICE, DUKE UNIVERSITY
JULIE L. MYERS, ASSISTANT SECRETARY, U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT [ICE], DEPARTMENT OF HOMELAND SECURITY

Mr. PRICE. Subcommittee will come to order. Good morning, everyone. Today we will be discussing the wide variety of activities carried out by Immigration and Customs Enforcement, or ICE, and we will first focus on the Agency’s Student and Exchange Visitor Program.

BALANCING SECURITY AND STUDENT NEEDS

Mr. PRICE. Thank you very much. We will put your entire statement in the record, which of course elaborates on the points you made and goes beyond them. Let me ask you first a rather broad question, and then I will zero in somewhat on the fee increases and the benefits that might accrue from an increased flow of fee revenue.

Question. What percentage of cases presented to prosecutors along the Southwest border are prosecuted? Provide by sector and/or state. What was the prosecution rate of criminals picked up off the street? (Culberson)

Answer. ICE does not track prosecutions, however, ICE works closely with U.S. Attorneys and state and local prosecutors nationwide on a wide variety of cases.

<table>
<thead>
<tr>
<th>FY2007 SAC office</th>
<th>Criminal arrests</th>
<th>Indictments</th>
<th>Convictions*</th>
</tr>
</thead>
<tbody>
<tr>
<td>El Paso, TX</td>
<td>2,435</td>
<td>1,882</td>
<td>1,704</td>
</tr>
<tr>
<td>Phoenix, AZ</td>
<td>1,541</td>
<td>623</td>
<td>770</td>
</tr>
<tr>
<td>San Antonio, TX</td>
<td>1,588</td>
<td>1,172</td>
<td>1,155</td>
</tr>
<tr>
<td>San Diego, CA</td>
<td>2,318</td>
<td>1,147</td>
<td>1,842</td>
</tr>
<tr>
<td>Fiscal Year Total</td>
<td>7,982</td>
<td>4,824</td>
<td>5,471</td>
</tr>
</tbody>
</table>

*Indictments and convictions may be comprised of arrests from previous years.

Mr. CULBERSON. Okay.
ORGANIZATIONAL MEETING ON ADOPTION OF COMMITTEE RULES; CONSIDERATION OF INTERIM REPORT; AND HEARING ON VOTING IN THE HOUSE OF REPRESENTATIVES

THURSDAY, SEPTEMBER 27, 2007

HOUSE OF REPRESENTATIVES
SELECT COMMITTEE TO INVESTIGATE THE VOTING IRREGULARITIES OF AUGUST 2, 2007

WASHINGTON, DC.

The committee met, pursuant to call, at 9:11 a.m., in Room H–313, The Capitol, Hon. William D. Delahunt (Chairman of the committee) presiding.

Present: Representatives Delahunt, Davis, Herseth Sandlin, Pence, LaTourette and Hulshof.

The CHAIRMAN. A quorum being present, the select committee will come to order.

Today we are meeting to do three tasks: adopt our committee rules, adopt the internal report, and to hear for the first time—of what we expect to be multiple occasions—from the Office of the House Clerk. We will wait for the gentlelady from South Dakota, who was at her other select committee.

I now recognize myself for 5 minutes to make an opening statement, but before I do, let me note I will then go to Congressman Pence as the Ranking Member. And in subsequent hearings, it would be our hope that just he and I would make opening statements. But on this initial hearing, any member of the panel that wishes to make an opening statement is most welcome.

I would be remiss not to begin by thanking the Chair of the House Rules Committee, Louise Slaughter, and the Ranking Member, David Dreier, for making their hearing room available to the select committee.

I also want to welcome everyone to this initial meeting of the select committee that has been mandated by the House to review roll call No. 814. I would note that none of the Members sought this particular assignment, but each of us appreciates the role and the significance of the House in our unique constitutional order, and recognize that the integrity of the system by which we cast our votes on the House floor is essential to the confidence that the American people have in this institution, aptly described as the people’s House.
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[Numbers in parentheses refer to rules; **bold** indicates chapter heading]

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