UNITED STATES
GOVERNMENT
PRINTING
OFFICE

Style Manual

2000

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PRINTING OFFICE

Style Manual

2000

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

WASHINGTON : 2000

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EXTRACT FROM THE PUBLIC PRINTING LAW

(TITLE 44, U.S.C.)

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

ABOUT THIS MANUAL

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

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

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

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

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

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

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

E-mail address: gpostyle@gpo.gov

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

WHAT IS *GPO ACCESS*?

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

History

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

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

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

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

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

Objectives

The objectives of *GPO Access* are as follows:

Improve access to official Federal Government information in electronic formats.

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

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

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

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

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

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

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

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

Features of *GPO Access*

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

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

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

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

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

User support.

Everyone can benefit from *GPO Access*

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

Multiple methods of public access

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

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

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

Information

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

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

Contents are linked to the appropriate pages. Click on an entry.

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1. ADVICE TO AUTHORS AND EDITORS

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

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

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

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

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

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

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

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

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

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

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

1.12. Samples should be furnished if possible. They should be plainly marked showing the desired type, size of type page, illustrations if any, paper, trim, lettering, and binding.

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

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

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

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

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

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

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

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

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

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

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

Basic rules for division of words; division into syllables of about 20,000 words.

Government Paper Specification Standards, Volume 11. 1999. Discontinued as a subscription service. Sold as a single sales publication, beginning with S/N 021–000–00174–1. O/N 99–20.

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

Technical and scientific guides

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

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

Data base publishing

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

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

Microfiche specifications

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

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

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

Correspondence style

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

Also helpful to writers and editors are such publications as:

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

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

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

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

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

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

⊙	Insert period	rom.	Roman type
⋀	Insert comma	caps.	Caps—used in margin
:	Insert colon	≡	Caps—used in text
;	Insert semicolon	c+sc	Caps & small caps—used in margin
?	Insert question mark	═	Caps & small caps—used in text
!	Insert exclamation mark	l.c.	Lowercase—used in margin
=/	Insert hyphen	/	Used in text to show deletion or substitution
⋁	Insert apostrophe		
⋁⋁	Insert quotation marks	⁊	Delete
1/N	Insert 1-en dash	⁊	Delete and close up
1/M	Insert 1-em dash	w.f.	Wrong font
#	Insert space	⊂⊃	Close up
ld>	Insert ( ) points of space	⊐	Move right
shill	Insert shilling	⊏	Move left
⋁	Superior	⊓	Move up
⋀	Inferior	⊔	Move down
(/)	Parentheses	‖	Align vertically
[/]	Brackets	═	Align horizontally
□	Indent 1 em	⊐⊏	Center horizontally
□□	Indent 2 ems	⊔⊓	Center vertically
¶	Paragraph	eq.#	Equalize space—used in margin
no ¶	No paragraph	⋁⋁⋁	Equalize space—used in text
tr	Transpose[1]—used in margin	.....	Let it stand—used in text
∿	Transpose[2]—used in text	stet.	Let it stand—used in margin
sp	Spell out	⊗	Letter(s) not clear
ital	Italic—used in margin	run over	Carry over to next line
—	Italic—used in text	run back	Carry back to preceding line
b.f.	Boldface—used in margin	out, see copy	Something omitted—see copy
∿∿	Boldface—used in text	?/?	Question to author to delete[3]
s.c.	Small caps—used in margin	⋀	Caret—General indicator used to mark position of error.
═	Small caps—used in text		

[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.

TYPOGRAPHICAL ERRORS

It does not appear that the earliest printers had any method of correcting errors before the form was on the press. The learned ~~The learned~~ correctors of the first two centuries of printing were not proofreaders in our sense; they were rather 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 latinity—~~that the words were there~~, and that the sense was right. They cared ~~but~~ little about orthography, bad letters or purely printers' 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 one 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 publised them. The story is related that a certain woman in Germany, ~~who was~~ the wife of a printer, ~~and~~ 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 was printing, so that it read Narr instead of Herr, thus making the verse read "And he shall be thy fool" instead of "and he shall be thy lord." The word not was omitted by Barker, the king's printer in England in 1632, in printing the seventh commandment. He was fined £3000 on this account.

reset 8pt. C & SC

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

2. GENERAL INSTRUCTIONS

JOB PLANNING

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

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

Publications such as books and pamphlets should contain:

(a) Title and other title information;

(b) Name of department issuing or creating publication;

(c) Name of author(s) and editor(s) (department or individual);

(d) Date of issuance;

(e) Availability (publisher, printer, or other source and address);

(f) Superintendent of Documents classification and stock numbers if applicable; and

(g) The ISBN (International Standard Book Number).

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

Reports of a scientific or technical nature should contain:

(a) Title and other title information;

(b) Report number;

Group A

Report number → CRREL report; 82-42

Group B

Title → **THE EFFECTS OF CONDUCTIVITY ON HIGH-RESOLUTION IMPULSE RADAR SOUNDING**

Subtitle (if any) → **Ross Ice Shelf, Antarctica**

Author(s) → Rexford M. Morey and Austin Kovacs

Performing organization name and address →
U.S. Army Corps of Engineers
Cold Regions Research and Engineering Laboratory
Hanover, NH 03755

Date → Published December 1982

Type of report and period covered →
Final report
December 1981 to December 1982

Availability statement →
Availability unlimited
For sale by Superintendent of Documents
S/N 008-000-00158-9

Group C

Sponsoring organization name and address →
Prepared for
National Science Foundation
Washington, DC 20550

NOTES:

(1) This sample report cover is reduced in size.

(2) In this sample, items are justified left. Other cover designs and typefaces are acceptable.

(3) This sample page was prepared according to the guidelines of the American National Standards Institute, 11 West 42d St., New York, NY 10036. Users of ANSI standards are cautioned that all standards are reviewed periodically and subject to revision.

(c) Author(s);

(d) Performing organization;

(e) Sponsoring department;

(f) Date of issuance;

(g) Type of report and period covered;

(h) Availability (publisher, printer, or other source and address); and

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

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

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

(a) Title and other title information;

(b) Volume and issue numbers;

(c) Date of issue;

(d) Publishing or sponsoring department;

(e) Availability (publisher, printer, or other source and address);

(f) International Standard Serial Number; and

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

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

MAKEUP

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

a. *Frontispiece,* faces title page.

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

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

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

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

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

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

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

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

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

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

k. *Glossary* (new odd page).

l. *Bibliography* (new odd page).

m. *Appendix* (new odd page).

n. *Index* (new odd page).

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

[1] Preliminary. [2] Including imported cases. [3] Imported.

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

COPY PREPARATION

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

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

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

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

Capitalization

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

Datelines, addresses, and signatures

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

Decimals and common fractions

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

"Et cetera," "etc.," and "and so forth"

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

Folioing and stamping copy

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

Headings

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

Pickup

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

Sidenotes and cut-in notes

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

SEC. 920. Abuse of the rule.

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

Signs, symbols, etc.

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

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

Letters illustrating shape and form

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

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

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

"Follow literally" and "FIC & punc."

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

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

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

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

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

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

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

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

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

Abbreviations

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

TYPE COMPOSITION

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

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

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

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

Leading and spacing

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

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

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

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

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

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

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

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

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

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

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

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

Indentions

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

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

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

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

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

2.65. Two-line centerheads are centered, but heads of three or more lines are set with a hanging 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 sent to the Proof Section with the first installment of each job.

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

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

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

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

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

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

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

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

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

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

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

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

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

REVISING

Galley revising

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

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

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

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

Page revising

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

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

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

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

2.96. The following rules must be carefully observed:

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

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

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

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

e. Watch for dropouts, doublets, and transpositions.

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

g. If a footnote is eliminated, do not renumber the footnotes; change footnote to read "Footnote eliminated."

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

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

Press revising

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

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

SIGNATURE MARKS, ETC.

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

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

125–327—00——4
116–529—00—pt. 5——3
116–529—00—vol. 1——3

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

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

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

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

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

Senate:
17–235—00——2 ★(Star Print)

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

H. Doc. 73, 00–1——2
S. Doc. 57, 00–2, pt. 1——2
H. Rept. 120, 00–2——8
S. Doc. 57, 00–1——2
S. Doc. 57, 00–2, vol. 1——2
S. Rept. 100, 00–2——9

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

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

12–344——00 (Face p. 10)

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

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

12–344——00 (Face p. 19) No. 1
12–344——00 (Face p. 19) No. 2

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

REPRINTS, IMPRINTS, AND SALES NOTICES

Reprints

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

First edition July 1990
Reprinted July 1995

First printed June 1990
Revised June 1995

Original edition May 1990
Reprinted May 1995
Revised July 1997

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

Imprints

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

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

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

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

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

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

Sales notices

2.121. The use of sales notices is discouraged.

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

Imprint variations

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

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

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

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

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

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

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

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

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

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

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

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

FRANKING

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

Bibliographies or references

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

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

Therefore the example would read:

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

Another Government periodical citation would read as follows:

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

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

Other examples are:

Preston W. Slosson, The Great Crusade and After: 1914–1928 (New York: Macmillan, 1930)
Edward B. Rosa, "The economic importance of the scientific work of the government," J. Wash. Acad. Sci. 10, 342 (1920)

or:

Preston W. Slosson, *The Great Crusade and After: 1914–1928* (New York: Macmillan, 1930)
Edward B. Rosa, "The Economic Importance of the Scientific Work of the Government," *J. Wash. Acad. Sci.* 10, 342 (1920)

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

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

Bibliographic Procedures and Style: A Manual for Bibliographers in the Library of Congress. Superintendent of Documents, Washington, DC 20402.
Better Report Writing, by Willis H. Waldo. Reinhold Publishing Corp., New York, 1995.
Macmillan Handbook of English, by Robert F. Wilson. Macmillan Co., New York, 1992.
A Manual of Style, University of Chicago Press, Chicago, 1993.
Suggestions to Authors of the Reports of the U.S. Geological Survey. Superintendent of Documents, Washington, DC 20402.
Words Into Type, Prentice-Hall, New York, 1994.

3. CAPITALIZATION RULES

(See also "Abbreviations and Letter Symbols" and "Capitalization Examples")

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

Proper names

3.2. Proper names are capitalized.

Rome	John Macadam	Italy
Brussels	Macadam family	Anglo-Saxon

Derivatives of proper names

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

Roman (of Rome)	Johannean	Italian

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

roman (type)	macadam (crushed rock)	italicize
brussels sprouts	watt (electric unit)	anglicize
venetian blinds	plaster of paris	pasteurize

Common nouns and adjectives in proper names

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

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

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

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

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

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

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

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

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

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

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

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

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

Definite article in proper place names

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

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

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

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

Particles in names of persons

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

Da Ponte; Cardinal da Ponte
Den Uyl; Johannes den Uyl; Prime Minister den Uyl
Du Pont; E.I. du Pont de Nemours & Co.
Van Rensselaer; Stephen van Rensselaer
Von Braun; Wernher von Braun
but d'Orbigny; Alcide d'Orbigny; de la Madrid; Miguel de la Madrid

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

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

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

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

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

Names of organized bodies

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

National governmental units:

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

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

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

Environmental Protection Agency: the Agency

Geological Survey: the Survey

Government Printing Office: the Printing Office, the Office

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

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

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

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

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

U.S. Air Force: the Air Force

U.S. Coast Guard: the Coast Guard

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

International organizations:

United Nations: the Council; the Assembly; the Secretariat

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

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

Common-noun substitutes:

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

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

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

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

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

Republican Party: the party

Southern Railroad Co.: the Southern Railroad; Southern Co.; Southern Road; the railroad company; the company

Riggs National Bank: the Riggs Bank; the bank

Metropolitan Club: the club

Yale School of Law: Yale University School of Law; School of Law, Yale University; school of law

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

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

Names of countries, domains, and administrative divisions

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

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

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

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

Names of regions, localities, and geographic features

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

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

Near East (Balkans, etc.)
the Promised Land
the Continent (continental Europe)
the Western Hemisphere
the North Pole
the North and South Poles
the Temperate Zone
the Torrid Zone
the East Side
Lower East Side (sections of a city)
Western Europe, Central Europe (political entities)

but
lower 48 (States)
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
east Pennsylvania
southern California
northern Virginia
west Florida; *but* West Florida (1763–1819)
eastern region; western region
north-central region
east coast; eastern seaboard
northern Italy
southern France
but East Germany; West Germany (former political entities)

Names of calendar divisions

3.23. The names of calendar divisions are capitalized.

January; February; March; etc.
Monday; Tuesday; Wednesday; etc.
but spring; summer; autumn (fall); winter

Names of historic events, etc.

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

Battle of Bunker Hill
Christian Era; Middle Ages
Feast of the Passover; the Passover
Fourth of July; the Fourth
Ramadan
Reformation
Renaissance
Veterans Day
War of 1812; World War II
but war of 1914; Korean war; Vietnam war; gulf war

Trade names

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

Snow Crop (trade name)
Choice lamb (market grade)
Yellow Stained cotton (market grade)
Red Radiance rose (variety)

Scientific names

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

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

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

aviculoid menodontine

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

Rhynchonellas Spirifers

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

Alpine Meadow Bog Brown

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

but the moons of Jupiter

Appellations

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

Big Four
Dust Bowl
Fall of Rome
Great Depression
Great Society
Holocaust
Hub (Boston)
Keystone State
New Deal
New Federalism
New Frontier
Prohibition
Third World
War on Poverty

Personification

3.32. A vivid personification is capitalized.

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

Religious terms

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

Heavenly Father; the Almighty; Lord; Thee; Thou; He; Him; *but* himself; [God's] fatherhood
Mass; red Mass; Communion
Divine Father; *but* divine providence; divine guidance; divine service
Son of Man; Jesus' sonship; the Messiah; *but* a messiah; messiahship; messianic; messianize; christology; christological

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

Titles of persons

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

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

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

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

Title of a head or assistant head of state:

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

James Gilmore, Governor of Virginia: the Governor of Virginia; the Governor; *similarly* the Lieutenant Governor; *but* secretary of state of Idaho; attorney general of Maine

Title of a head or assistant head of an existing or a proposed National governmental unit:

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

Titles of the military:

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

Titles of members of diplomatic corps:

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

Title of a ruler or prince:

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

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

Titles not capitalized:

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

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

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

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

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

3.37. A title in the second person is capitalized.

Your Excellency
Your Highness
Your Honor
Mr. Chairman
Madam Chairman

Mr. Secretary

but not salutations:
my dear General
my dear sir

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

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

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

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

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

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

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

First words

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

The question is, Shall the bill pass?
He asked, "And where are you going?"
The vote was as follows: In the affirmative, 23; in the negative, 11; not voting, 3.

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

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

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

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

Revolutions are not made: they come.
Intelligence is not replaced by mechanism: even the 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 Congress has passed a law * * *;
Whereas, moreover, * * *: Therefore be it
Whereas the Senate provided for the * * *: Now, therefore, be it
Resolved, That * * *; and be it further
Resolved (jointly), That * * *
Resolved by the House of Representatives (the Senate concurring), That * * *. (Concurrent resolution, Federal Government.)
Resolved by the Senate of Oklahoma (the House of Representatives concurring therein), That * * *. (Concurrent resolution, using name of State.)
Resolved by the senate (the house of representatives concurring therein), That * * * . (Concurrent resolution, not using name of State.)
Resolved by the Assembly and Senate of the State of California (jointly), That * * *. (Joint resolution, using name of State.)
Resolved by the Washington Board of Trade, That * * *
Provided, That * * *
Provided further, That * * *
Provided, however, That * * *
And provided further, That * * *
Ordered, That * * *
Be it enacted, That * * *

Center and side heads

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

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

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

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

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

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

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

Buildings In and Near the Minneapolis Mall

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

All Returns Are In

3.52. The first element of an infinitive is capitalized.

Controls To Be Applied
but Aid Sent to Disaster Area

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

PLANES, GUNS, SHIPS, ETC.
Planes, Guns, Ships, etc.

IN RE THE 8 P.M. MEETING
In re the 8 p.m. Meeting

JAMES BROS. ET AL. (no comma)
James Bros. et al.

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

SECTION 1.580(f)(1)

Addresses, salutations, and signatures

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

Interjections

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

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

Historic or documentary accuracy

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

4. CAPITALIZATION EXAMPLES

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

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

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

Air Force—Continued
One (Presidential plane)
Reserve
Reserve Officers' Training Corps
WAF (see Women in the Air Force)
Airport: La Guardia; Reagan National; the airport
Alaska Native (collective term for Aleuts, Eskimos, and Indians of Alaska): the Native; *but* a native of Alaska, Ohio, etc.
Alliance, Farmers', etc.; the alliance
Alliance for Progress; the Alliance
Alliance for Progress Program
alliances and coalitions (see also powers):
Allied Powers; the powers (World Wars)
Atlantic alliance
Axis, the; Axis Powers; the powers
Benelux (Belgium, Netherlands, Luxembourg)
Big Four (European); of the Pacific
Big Three
Central Powers; the powers (World War I)
European Economic Community (see also Common Market)
Fritalux (France, Italy, Benelux countries)
North Atlantic Treaty Organization (see Organization)
Western Powers
Western Union (powers); the union
Allied (World Wars I and II):
armies
Governments
Nations
peoples
Powers; the powers; *but* European powers
Supreme Allied Commander
Allies, the (World Wars I and II); also members of Western bloc (political entity); *but* our allies; weaker allies, etc.
Alzheimer's disease
Ambassador:
British, etc.; the Ambassador; the Senior Ambassador; His Excellency
Extraordinary and Plenipotentiary; the Ambassador; Ambassador at Large; an ambassador
amendment:
Social Security Amendments of 1954; 1954 amendments; the Social Security amendments; the amendments
Baker amendment
to the Constitution (U.S.); first amendment, 14th amendment, etc.
American:
Federation of Labor and Congress of Industrial Organizations (AFL–CIO); the federation
Gold Star Mothers, Inc.; Gold Star Mothers; a Mother
Legion (see Legion)
National Red Cross; the Red Cross
American—Continued
Veterans of World War II (AMVETS)
War Mothers; War Mothers; a Mother
American Standard Code for Information Interchange (ASCII)
AmeriCorps Program
Amtrak (National Railroad Passenger Corporation)
Ancient Free and Accepted Masons; a Mason; a Freemason
Annex, if part of name of building; the annex
ANSI Z39.50
Antarctic Ocean (see Arctic; Ocean)
appellations:
Bay State (Massachusetts)
Big Four (powers, railroad, etc.)
City of Churches (Brooklyn)
Fair Deal
Great Depression
Great Society
Holocaust
Keystone State (Pennsylvania)
New Deal
New Federalism
New Frontier
the Hub (Boston)
Third World
appendix 1, A, II, etc.; the appendix; *but* Appendix II, when part of title: Appendix II:[2] Education Directory
AppleShare
AppleTalk Address Resolution Protocol (AARP)
appropriation bill (see also bill):
deficiency
Department of Agriculture
for any governmental unit
independent offices
aquaculture; acquiculture
Arab States
Arabic numerals
Arboretum, National; the Arboretum
Archipelago, Philippine, etc.; the archipelago
Architect of the Capitol; the Architect
Archivist of the United States; the Archivist
Arctic:
Circle
Current (see Current)
Ocean
zone
but subarctic
arctic (descriptive adjective):
clothing
conditions
fox
grass
night
seas
Arctics, the
Area, if part of name; the area:
Cape Hatteras Recreational
White Pass Recreation; etc.

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

Area—Continued
but area 2; free trade area; Metropolitan Washington area; bay area; nonsmoking area
Arlington:
Memorial Amphitheater; the Memorial Amphitheater; the amphitheater
Memorial Bridge (see Bridge)
National Cemetery (see Cemetery)
Arm, Cavalry, Infantry, etc. (military); the arm
Armed Forces (synonym for overall Military Establishment); British Armed Forces; the Armed Forces of the United States
armed services
armistice
Armory, Springfield, etc.; the armory
Army, American or foreign, if part of name; capitalized standing alone only if referring to U.S. Army:
Active; Active-Duty
Adjutant General, the
All-Volunteer
Band (see Band)
branches; Gordon Highlanders; Royal Guards; etc.
Brigade, 1st, etc.; the brigade; Robinson's brigade
Command (see Command)
Command and General Staff College (see College)
Company A; A Company; the company
Confederate (referring to Southern Confederacy); the Confederates
Continental; Continentals
Corps (see Corps)
District of Washington (military); the district
Division, 1st, etc.; the division
Engineers (the Corps of Engineers); the Engineers; *but* Army engineer
Establishment
Field Establishment
Field Forces (see Forces)
Finance Department; the Department
1st, etc.
General of the Army; *but* the general
General Staff; the Staff
Headquarters, 1st Regiment
Headquarters of the; the headquarters
Hospital Corps (see Corps)
Medical Museum (see Museum)
Organized Reserves; the Reserves
Regiment, 1st, etc.; the regiment
Regular Army officer; a Regular
Revolutionary (American, British, French, etc.)
service
Surgeon General, the (see Surgeon General)
Volunteer; the Volunteers; a Volunteer
army:
Lee's army; *but* Clark's 5th Army
mobile
army—Continued
mule, shoe, etc.
of occupation; occupation army
Red
Arsenal, Rock Island, etc.; the arsenal
article 15; *but* Article 15, when part of title: Article 15: Uniform Code of Military Justice
Articles
of Confederation (U.S.)
of Impeachment; the articles
Assembly of New York; the assembly (see also Legislative Assembly)
Assembly (see United Nations)
Assistant, if part of capitalized title; the assistant
assistant, Presidential (see Presidential)
Assistant Secretary (see Secretary)
Associate Justice (see Supreme Court)
Association, if part of name; capitalized standing alone if referring to Federal unit:
American Association for the Advancement of Science; the association
Federal National Mortgage (Fannie Mae); the Association
Young Women's Christian; the association
Astrophysical Observatory (see Observatory)
Asynchronous Balanced Mode (ABM)
Atlantic:
Charter (see Charter)
coast
community
Coast States
Destroyer Flotilla; the destroyer flotilla; the flotilla
Fleet (see Fleet)
mid-Atlantic
North
Pact (see Pact)
seaboard
slope
South
time, standard time (see time)
but cisatlantic; transatlantic
Attorney General (U.S. or foreign country); *but* attorney general of Maine, etc.
attorney, U.S.
Authority, capitalized standing alone if referring to Federal unit:
National Shipping; the Authority
Port of New York; the port authority; the authority
St. Lawrence Seaway Authority of Canada; the authority
Tennessee Valley; the Authority
Auto Train (Amtrak)
autumn
Avenue, Constitution, etc.; the avenue
Award: Academy, Distinguished Service, Merit, Mother of the Year, etc.; the award (see also decorations, etc.)
Axis, the (see alliances)
Ayatollah

Badlands (SD and NE)
Balkan States (see States)
Baltic States (see States)
Band, if part of name; the band:
  Army, Marine, Navy
  Eastern, etc. (of Cherokee Indians)
Bank, if part of name; the bank; capitalized standing alone if referring to international bank:
  Export-Import Bank of the United States; Ex-Im Bank; the Bank
  Farm Loan Bank of Dallas; Dallas Farm Loan Bank; farm loan bank; farm loan bank at Dallas
  Farmers & Mechanics, etc.
  Federal home loan bank at Cumberland
  Federal Land Bank of Louisville; Louisville Federal Land Bank; land bank at Louisville; Federal land bank
  Federal Reserve Bank of New York; Richmond Federal Reserve Bank; *but* Reserve bank at Richmond; Federal Reserve bank; Reserve bank; Reserve city
  First National, etc.
  German Central; the Bank
  International Bank for Reconstruction and Development; the Bank
  International Monetary; the Bank
  International World; the Bank
  but blood bank, central reserve, soil bank
Bar, if part of name; Maryland (State) Bar Association; Maryland (State) bar; the State bar; the bar association
Barracks, if part of name; the barracks:
  Carlisle
  Disciplinary (Leavenworth)
  Marine (District of Columbia)
  but A barracks; barracks A; etc.
Base, Andrews Air Force; Air Force base; the base (see also Naval); *but* Sandia Base
Basin (see geographic terms)
Battery, the (New York City)
Battle, if part of name; the battle:
  of Gettysburg; *but* battle at Gettysburg; etc.
  of the Bulge; of the Marne; of the Wilderness; of Waterloo; etc.
battlefield, Bull Run, etc.
battleground, Manassas, etc.
Bay, San Francisco Bay area; the bay area
Belt, if part of name; the belt:
  Bible
  Corn
  Cotton
  Dairy
  Farm
  Ice
  Oil
  Rust
  Sun
  Wheat
  but money belt
Beltway, capitalized with name; the beltway
Bench (see Supreme Bench)
Benelux (see alliances)
Bible; Biblical; Scriptures; Ten Commandments; etc. (see also book)
Bible Belt (see Belt)
Bicentennial
  Commission; the Commission
  the Bicentennial
  celebration, ceremony
  State bicentennial
  a bicentennial (general sense)
bill, Kiess; Senate bill 217; House bill 31 (see also appropriation bill)
Bill of Rights (historic document); *but* GI bill of rights
Bizonia; bizonal; bizone
Black (synonym for African-American)
Black Caucus (see Congressional)
bloc (see Western)
block (grants)
Bluegrass region, etc.
B'nai B'rith
Board, if part of name; capitalized standing alone only if referring to Federal or international board:
  Employees' Compensation Appeals
  Federal Maritime
  Federal Reserve (see Federal)
  General (Navy)
  Loyalty Review
  Macy Board, etc. (Federal board with name of person)
  Military Production and Supply (NATO)
  National Labor Relations
  of Directors (Federal unit); *but* board of directors (nongovernmental)
  of Health of Montgomery County; Montgomery County Board of Health; the board of health; the board
  of Managers (of the Soldiers' Home)
  of Regents (Smithsonian)
  of Visitors (Military and Naval Academies)
  on Geographic Names
  Railroad Retirement
Bolshevik; Bolsheviki (collective plural); Bolshevist; bolshevism
bond:
  Government
  savings
  series EE
  Treasury
  war
book:
  books of the Bible
  First Book of Samuel; etc.
  Good Book (synonym for Bible)
book 1, I, etc.; *but* Book 1, when part of title: Book 1: The Golden Legend
Boolean logic
Boolean operator
Boolean search
Border Patrol (U.S.)
border, United States-Mexican

Borough, if part of name: Borough of the Bronx; the borough
Botanic Garden (National); the garden (*not* Botanical Gardens)
Bowl, Dust, Ice, Rose, etc.; the bowl
Boxer Rebellion (see Rebellion)
Boy Scouts (the organization); a Boy Scout; a Scout; Scouting; Eagle Scout; Explorer Scout
Branch, if part of name; capitalized standing alone only if referring to a Federal unit:
  Accounts Branch
  Public Buildings Branch
  but executive, judicial, or legislative branch
Bridge, if part of name; the bridge:
  Arlington Memorial; Memorial
  Francis Scott Key; Key
  M Street
  but Baltimore & Ohio Railroad bridge
Brother(s) (adherent of religious order)
Budget of the United States (publication); the Budget (Office implied); the budget
budget:
  department
  estimate
  Federal
  message
  performance-type
  President's
Building, if part of name; the building:
  Capitol (see Capitol Building)
  Colorado
  House (or Senate) Office
  Investment
  New House (or Senate) Office
  Old House Office
  Pentagon
  the National Archives; the Archives
  Treasury; Treasury Annex
bulletin board service (BBS)
Bulletin 420; Farmers' Bulletin No. 420
Bureau, if part of name; capitalized standing alone if referring to Federal or international unit:
  of Customs (name changed to U.S. Customs Service)
  of Engraving and Printing
  of Indian Affairs
  of Social Hygiene, New York; the bureau; etc.

C–SPAN
Cabinet, American or foreign, if part of name or standing alone (see also foreign cabinets):
  British Cabinet; the Cabinet
  the President's Cabinet; the Cabinet; Cabinet officer, member
cache
Calendar, if part of name; the calendar:
  Consent; etc.
  House
  No. 99; Calendars Nos. 1 and 2
  of Bills and Resolutions
  Private
Calendar—Continued
  Senate
  Unanimous Consent
  Union
  Wednesday (legislative)
Cambrian age (see Ages)
Camp Lejeune; David, etc.; the camp
Canal, with name; the canal:
  Cross-Florida Barge
  Isthmian
  Panama
  Zone (Isthmian); the zone (see also Government)
Cape (see geographic terms)
Capital, Capital City, National Capital (Washington, DC); *but* the capital (State)
Capitol Building (with State name); the capitol
Capitol, the (Washington, DC):
  Architect of
  Building
  caucus room
  Chamber
  Cloakroom
  dome
  Grounds
  Halls (House and Senate)
  Halls of Congress
  Hill; the Hill
  Police (see Police)
  Power Plant
  Prayer Room
  Press Gallery, etc.
  rotunda
  Senate wing
  stationery room
  Statuary Hall
  the well (House or Senate)
  west front
catch-22
caucus: Republican; *but* Black Caucus (incorporated name); Sun Belt Caucus; Decimal Caucus
CD–ROM
Cemetery, if part of name: Arlington National; the cemetery
Census:
  Nineteenth Decennial (title); Nineteenth Census (title); the census
  1980 census
  1980 Census of Agriculture; the census of agriculture; the census
  the 14th and subsequent decennial censuses
Center, if part of name; the Center (Federal); the center (non-Federal):
  Agricultural Research, etc.; the Center (Federal)
  Kennedy Center for the Performing Arts; the Kennedy Center; the Center (Federal)
  the Lincoln Center; the center (non-Federal)
central Asia, etc.
Central America
Central Europe
central processing unit (CPU)

Central States
central time (see time)
century, first, 21st, etc.
Chair, the, if personified
Chairman:
of the Board of Directors; the 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
chairman (congressional):
of the Appropriations Committee
of the Subcommittee on Banking
but Chairman Davis
Chamber of Commerce; the chamber:
of Ada; Ada Chamber of Commerce; the chamber of commerce
of the United States; U.S. Chamber of Commerce; the chamber of 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:
Forester (see Forester)
Intelligence Office
Justice (U.S. Supreme Court); *but* chief justice (of a State)
Magistrate (the President)
of Division of Publications
of Engineers (Army)
of Naval Operations
of Staff
Chief Clerk, if referring to head of Federal unit
Chief Judge, if referring to Federal unit
Christian; Christian name, etc.; Christendom; Christianity; Christianize; *but* christen
church and state
church calendar:
Christmas
Easter
Lent
Whitsuntide (Pentecost)
Church, if part of name of organization or building
Circle, if part of name; the circle:
Arctic
Circle—Continued
Logan
but great circle
Circular 420
cities, sections of, official or popular names:
East Side
French Quarter (New Orleans)
Latin Quarter (Paris)
North End
Northwest Washington, etc. (District of Columbia); the Northwest; *but* northwest (directional)
the Loop (Chicago)
City, if part of corporate or popular name; the city:
Hub (Boston)
Kansas City; the two Kansas Citys
Mexico City
New York City; *but* city of New York
Twin Cities
Washington City; *but* city of Washington
Windy City (Chicago)
but Reserve city (see Bank)
civil action No. 46
civil defense
Civil Service Commission (obsolete) (now Office of Personnel Management)
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; Coastguardsman Smith; *but* a coastguardsman; a guardsman; Reserve
Coastal Plain (Atlantic and Gulf)
Code (in shortened title of a publication); the code:
District
Federal Criminal
Internal Revenue (also Tax Code)
International (signal)
of Federal Regulations
Penal; Criminal; etc.
Pennsylvania State
Radio
Television
Uniform Code of Military Justice
United States
ZIP Code (copyrighted)
but civil code; flag code; Morse code
codel (congressional delegation)
collection, Brady, etc.; the collection
collector of customs

College, if part of name; the college:
  Armed Forces Staff
  Command and General Staff
  Gettysburg
  National War
  of Bishops
  but electoral college
college degrees: bachelor of arts, master's, etc.
Colonials (American Colonial Army); *but* colonial times, etc.
Colonies, the:
  Thirteen
  Thirteen American
  Thirteen Original
  but 13 separate Colonies
colonists, the
Command, capitalize with name; the command:
  Air Materiel
  GHQ Far East
  Joint Far Eastern
  Potomac River Naval
  Zone of Interior
Commandant, the (Coast Guard or Marine Corps only)
Commandos, the; Commando raid; a commando
Commission (if part of name; capitalized standing alone if referring to Federal or international commission):
  Alaska Road
  International Boundary, United States, Alaska, and Canada
  of Fine Arts
  on Civil Rights
  Public Buildings
Commissioner, if referring to Federal or international commission; the Commissioner:
  Land Bank; *but* land bank commissioner loans
  of Customs
  of Immigration and Naturalization
  of the Five Civilized Tribes, etc.
  U.S. (International Boundary Commission, etc.)
  but a U.S. commissioner
Committee (or Subcommittee) (if part of name; the Committee, if referring to international or noncongressional Federal committee or to the Committee of the Whole, the Committee of the Whole House, or the Committee of the Whole House on the State of the Union):
  American Medical Association Committee on Education; the committee on education; the committee
  Appropriations, etc.; the committee; Subcommittee on Appropriations; the subcommittee; subcommittee of the Appropriations Committee
  Democratic National; the national committee; the committee; Democratic national committeeman
  Democratic policy committee; the committee
Committee (or Subcommittee)—Continued
  Interagency Advisory Committee on Domestic Transport and Storage and Post Utilization; the Committee
  Joint Committee on Taxation; the Joint Committee; the committee; *but* a joint committee
  of Defense Ministers (NATO); the Committee (see also Organization, North Atlantic Treaty)
  of One Hundred, etc.; the committee
  on Finance; the committee
  on Public Safety; the committee
  President's Advisory Committee on Management; the Committee
  Republican National; the national committee; the committee; Republican national committeeman
  Republican policy committee; the committee
  Senate policy committee
  Subcommittee No. 5, etc.; the subcommittee
  Subcommittee on Immigration; the subcommittee
  but Baker committee
  ad hoc committee
  conference committee
Committee Print No. 32; Committee Prints Nos. 8 and 9; committee print
Common Cause
Common Gateway Interface (CGI)
Commonwealth of Australia, Virginia, etc.; British Commonwealth; the Commonwealth
Commune (of Paris)
Communist; communism; communistic
Compact Disk Interactive (CD–I)
Compact Disk—Read Only Memory (CD–ROM)
Compact Disk—Recordable (CD–R)
compact, U.S. marine fisheries, etc.; the compact
Company, if part of name; capitalized standing alone if referring to unit of Federal Government:
  Alaska Railroad Company; the Company
  Panama Railroad Company; the Company
  Procter & Gamble Co.; the company
COM port
Comptroller of the Currency; the Comptroller
Comptroller General (U.S.); the Comptroller
Comsat
Concord
conelrad
Confederacy (of the South)
Confederate:
  Army
  Government
  soldier
  States
Confederation, Swiss; the Confederation

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

Council—Continued
Choctaw, etc.; the council
Her Majesty's Privy Council; the Privy Council; the Council
National Security; the Council
of Foreign Ministers (NATO); the Council
of the Organization of American States; the Council
Philadelphia Common; the council
counsel; general counsel
County, Prince George's; county of Prince George's; County Kilkenny, etc.; Loudoun and Fauquier Counties; the county
Court (of law) capitalized if part of name; capitalized standing alone if referring to the Supreme Court of the United States, to the Court of Impeachment (U.S. Senate), or to an international court:
Circuit Court of the United States for the Tenth Circuit; Circuit Court for the Tenth Circuit; the circuit court; the court; the tenth circuit
Court of Appeals for the State of North Carolina, etc.; the Tenth Circuit Court of Appeals; the court of appeals; the court
Court of Claims; the court
Court of Customs and Patent Appeals; the court
Court of Impeachment, the Senate; the Court
District Court of the United States for the Eastern District of Missouri; the district court; the court
Emergency Court of Appeals, United States; the court
International Court of Justice; the Court
Permanent Court of Arbitration; the Court
Superior Court of the District of Columbia; the superior court; the court
Supreme Court of the United States (see Supreme Court)
Supreme Court of Virginia, etc.; the supreme court; the court
Tax Court; the court
U.S. Court of Appeals for the District of Columbia; the court
Covenant, League of Nations; the covenant
Creed, Apostles'; the Creed
Crown, if referring to a ruler; *but* crown colony, lands, etc.
cruise missile
Current, if part of name; the current:
Arctic
Humboldt
Japan
North Equatorial
customhouse; customs official
czar; czarist

database
database management system (DBMS)
Dairy Belt (see Belt)
Dalles, The; *but* the Dalles region
Dam (see geographic terms)
Dark Ages (see Ages)
Daughters of the American Revolution; a Real Daughter; King's Daughters; a Daughter
daylight saving time
days (see holidays)
Declaration, capitalized with name:
of Independence; the Declaration
of Panama; the declaration
decorations, medals, etc., awarded by United States or any foreign national government; the medal, the cross, the ribbon (see also Award):
Air Medal
Bronze Star Medal
Commendation Ribbon
Congressional Medal of Honor
Croix de Guerre
Distinguished Flying Cross
Distinguished Service Cross
Distinguished Service Medal
Good Conduct Medal
Iron Cross
Legion of Merit
Medal for Merit
Medal of Freedom
Medal of Honor
Purple Heart
Silver Star Medal
Soldier's Medal
Victoria Cross
Victory Medal
but oakleaf cluster
also Carnegie Medal; Olympic Gold Medal; *but* gold medal
Decree (see Executive; Royal Decree)
Deep South
Defense Establishment (see Establishment)
De Gaulle Free French; Free French; *but* General de Gaulle; de Gaullist
Deity, words denoting, capitalized
Delegate (U.S. Congress)
delegate (to a conference); the delegate; the delegation
Delta, Mississippi River; the delta
Department, if part of name; capitalized standing alone if referring to a Federal or international unit:
of Agriculture
of the Treasury
Yale University Department of Economics; the department of economics; the department
Department of New York, American Legion
department:
executive
judicial
legislative
Depot, if part of name; the depot (see also Station)
Depression, Great
Deputy, if part of capitalized title; *but* the deputy

derivatives of proper names:
alaska seal (fur)
angora wool
angstrom unit
apache (Paris)
argyle wool
artesian well
astrakhan fabric
axminster rug
babbitt metal
benday process
bohemian set
bologna sausage
bordeaux mixture
bourbon whiskey
bowie knife
braille
brazil nut
brazilwood
brewer's yeast
bristolboard
britannia metal
britanniaware
brussels carpet
brussels sprouts
bunsen burner
burley tobacco
canada balsam (microscopy)
carlsbad twins (petrography)
cashmere shawl
castile soap
cesarean section
chantilly lace
chesterfield coat
china clay
chinese blue
climax basket
collins (drink)
congo red
cordovan leather
coulomb
curie
decauville rail
degaussing apparatus
delftware
derby hat
diesel engine, dieselize
dotted swiss
epsom salt
fedora hat
fletcherize
frankfurt sausage
frankfurter
french chalk
french dressing
french-fried potatoes
fuller's earth
gargantuan
gauss
georgette crepe
german silver
gilbert
glauber salt
gothic type
graham bread
harderian gland
harveyized steel
herculean task
hessian fly
holland cloth
hoolamite detector
hudson seal (fur)
india ink
india rubber
italic type
jamaica ginger
japan varnish
jersey fabric
johnin test
joule
kafircorn
knickerbocker
kraft paper
lambert
leghorn hat
levant leather
levantine silk
lilliputian
logan tent
london purple
lufbery circle
lyonnaise potatoes
macadamized road
mach (no period) number
madras cloth
maginot line (nonliteral)
manila paper
maraschino cherry
mason jar
maxwell
melba toast
mercerized fabric
merino sheep
molotov cocktail
morocco leather
morris chair
murphy bed
navy blue
nelson, half nelson, etc.
neon light
newmarket cloak
newton
nissen hut
norfolk jacket
oriental rug
osnaburg cloth
oxford shoe
panama hat
parianware
paris green
parkerhouse roll
pasteurized milk
persian lamb
petri dish
pharisaic
philistine
photostat
pitman arm
pitot tube
plaster of paris
prussian blue
quisling
quixotic idea
quonset hut
rembert wheel
roentgen
roman candle
roman cement
roman type
russia leather
russian bath
rutherford
sanforize
saratoga chips

derivatives of proper names—Continued
saratoga chips
scotch plaid, *but* Scotch tape (trademark)
shanghai
siamese twins
simon pure
spanish omelet
stillson wrench
stubs wire
surah silk
swiss cheese, *but* Swiss watch
taintor gate
timothy grass
turkey red
turkish towel
utopia, utopian
vandyke collar
vaseline
venetian blind
venturi tube
victoria (carriage)
vienna bread
virginia reel
wedgwoodware
wheatstone bridge
wilton rug
woodruff key
zeppelin

desktop management interface (DMI)
deutsche mark
dial-up
Diet, Japanese (legislative body)
diplomatic corps (see also Corps; service)
Director, if referring to head of Federal or international unit; the Director:
District Director of Internal Revenue
of Coast and Geodetic Survey
of Fish and Wildlife Service
Office of Management and Budget
of the Mint
but director, board of directors (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's syndrome
German measles
Hodgkin's disease
Lyme disease
Marfan's syndrome
Meniere's syndrome
myasthenia gravis
Parkinson's disease
Reye's syndrome
spina bifida
Distinguished Service Medal, etc. (see decorations)
District, if part of name; the district:
Alexandria School District No. 4; school district No. 4
Chicago Sanitary; the sanitary district
Congressional (with number)
Federal (see Federal)
1st Naval; naval district
Los Angeles Water; the water district
Manhattan Engineer (atomic)
but customs district No. 2; first assembly district
District of Columbia; the District:
Anacostia Flats; the flats
Arlington Memorial Bridge; the Memorial Bridge; the bridge
District jail; the jail; DC jail
Ellipse, the
General Hospital; the hospital
Highway Bridge; 14th Street Bridge; the bridge

District of Columbia—Continued
Mall, The National; The Mall
Mayor (when pertaining to the District of Columbia only)
Metropolitan Police; Metropolitan policeman; the police
Monument Grounds; the grounds
Monument, Washington; the monument
police court
Public Library; the library
Reflecting Pool; the pool
Tidal Basin; the basin
Washington Channel; the channel
Divide, Continental (Rocky Mountains); the divide
Divine Father; *but* divine guidance, divine providence, divine service
Division, Army, if part of name: 1st Cavalry Division; 1st Air Cavalry Division; the division
Division, if referring to Federal governmental unit; the Division:
Buick Division; the division; a division of General Motors
Passport; the Division
but Trinity River division (reclamation); the division
Dixie; Dixiecrat
docket No. 66; dockets Nos. 76 and 77
Doctrine, Monroe; the doctrine; *but* Truman, Eisenhower doctrine
doctrine, fairness
Document, if part of name; the document:
Document No. 130
Document Numbered One Hundred and Thirty
Document Style and Semantics Language (DSSL)
Domain Name Service (DNS)
Dominion of Canada, of New Zealand, etc.; the Dominion; *but* British dominions; a dominion; dominion status
dots per inch (dpi)
Draconian
drawing II, A, 3, etc.; *but* Drawing 2 when part of title: Drawing 2.—Hydroelectric Power Development
Dust Bowl (see Bowl)

e-mail (lowercase within a sentence)
E-mail (uppercase "E" to start a sentence)
Earth (planet)
East:
Coast (Africa)
Europe (political entity)
Middle, Mideast (Asia)
Near (Balkans)
Side of New York
South Central States
the East (section of United States); *also* Communist political entity
east:
Africa
coast (U.S.)
Pennsylvania
Eastern:
Europe (political entity)
Far (Orient) (see Far East)
Gulf States
Hemisphere (see Hemisphere)
Middle, Mideastern (Asia)
North Central States
Shore (Chesapeake Bay)
States
United States
eastern:
France
seaboard
time, eastern standard time (see time)
Wisconsin
easterner
EE-bond
electoral college; the electors
Elizabethan Age (see Ages)
Emancipation Proclamation (see Proclamation)
Embassy, British, etc.; the Embassy
Emperor, Japanese, etc.; the Emperor
Empire, Ottoman; the empire
Engine Company, Bethesda; engine company No. 6; No. 6 engine company; the company
Engineer officer, etc. (of Engineer Corps); the Engineers
Engineers, Chief of (Army)
Engineers, Corps of (see Corps)
Envoy Extraordinary and Minister Plenipotentiary; the Envoy; the Minister
Equator, the; equatorial
Establishment, if part of name; the establishment:
Army
Army Field
Defense
Federal
Military
Naval; *but* naval establishments
Navy
Postal
Regular
Reserve
Shore
but civil establishment; legislative establishment
Estate, Girard (a foundation); the estate
estate, third (the commons); fourth (the press); etc.
Eurodollar
European theater of operations; the European theater; the theater
Excellency, His; Their Excellencies
Exchange, New York Stock; the stock exchange; the exchange
Executive (President of United States):
Chief
Decree No. 100; Decree 100; *but* Executive decree; direction
Document No. 95
Mansion; the mansion; the White House
Office; the Office
Order No. 34; Order 34; *but* Executive order
power

executive:
agreement
branch
communication
department
document
paper
privilege

exhibit 2, A, II, etc.; *but* Exhibit 2, when part of title: Exhibit 2: Capital Expenditures, 1935–49
Expedition, Byrd; Lewis and Clark; the expedition
Experiment Station (see Station)
Explorer I, etc.
Exposition, California-Pacific International, etc.; the exposition
Express, if part of name: Federal Express, the
Extended Binary Coded Decimal Interchange Code (EBCDIC)
Extensible Markup Language (XML)

Fair Deal
Fair, World's, etc.; the fair; Texas State Fair
fall (season)
Falls, Niagara; the falls
Far East, Far Eastern (the Orient); Far West (U.S.); *but* far western
Farm, if part of name; the farm:
Johnson Farm; *but* Johnson's farm
San Diego Farm
Wild Tiger Farm
Farm Belt (see Belt)
Fascist; Fascisti; fascistic; fascism
Father of his Country (Washington)
Fathers (Founding)
Fed, the (no period)
Federal (synonym for United States or other sovereign power):
District (Mexico)
Establishment
Government (of any national government)
grand jury; the grand jury
land bank (see Bank)
Register (publication); the Register
Reserve bank (see Bank)
Reserve Board, the Board; *also* Federal Reserve System, the System; Federal Reserve Board Regulation W, *but* regulation W
but a federal form of government
Federal Bulletin Board (FBB)
Federal Depository Gateways
federally
fellow, fellowship (academic); (lowercase with name)
Fiber Distributed Data Interface (FDDI)
Field, Byrd, Stewart, etc.; the field
figure 2, A, II, etc. (illustration); *but* Figure 2, when part of legend: Figure 2.—Market scenes
File Transfer Protocol (FTP)
firewall
firm names:
ACDelco
Aluminium, Ltd.
America Online
Appleton-Century-Crofts, Inc.
firm names—Continued
Bausch & Lomb Inc.
Bristol Myers Squibb Co.
Carson, Pirie, Scott & Co.
Champion International Corp.
Coldwell Banker
Colgate-Palmolive Co.
Curtiss-Wright Corp.
DeVilbiss Air Power Co.
Dow Jones & Co., Inc.
Dun & Bradstreet
E.I. du Pont de Nemours & Co.
Eagle-Picher Industries, Inc.
Great Atlantic & Pacific Tea Co. (A&P)
Hamilton Beach/Proctor Silex, Inc.
Hartmarx Corp.
Hewlett-Packard
Houghton Mifflin Co.
Ingersoll-Rand Co.
Intel Corp.
Johns-Manville Corp.
Kennecott Exploration Co.
Kmart
Libbey-Owens-Ford Co.
Macmillan Co.
MCI Worldcom
Merck Sharp & Dohme
Merrill Lynch & Co.
Microsoft
Olin Corp.
J.C. Penney Co., Inc.
Phelps Dodge Corp.
Pfizer Inc.
PricewaterhouseCoopers
Procter & Gamble Co.
Rand McNally & Co.
Rolls-Royce
Sears, Roebuck & Co.
Smith Corona Corp.
SmithKline Beecham
Sun Microsystems
Sunoco Inc.
3M
Trans World Airlines
Underwriters Laboratories, Inc.
Unisys Corp.
US Airways
USX Corporation
Wal-Mart
Weyerhaeuser Co.
Xerox Corp.
First Family (Presidential)
First Lady (wife of President)
First World War (see War)
flag code
flag, U.S.:
Old Flag, Old Glory
Stars and Stripes
Star-Spangled Banner
flags, foreign:
Tricolor (French)
Union Jack (British)
United Nations
Fleet, if part of name; the fleet:
Atlantic
Channel
Grand
High Seas

Fleet—Continued
  Marine Force
  Naval Reserve
  Pacific, etc. (naval)
  6th Fleet, etc.
  U.S.
floor (House or Senate)
flyway; Canadian flyway, etc.
Force(s), if part of name; the force(s):
  Active Forces
  Active-Duty
  Air (see also Air Force)
  All-Volunteer
  Armed Forces (synonym for overall U.S. Military Establishment)
  Army Field Forces; the Field Forces
  Fleet Marine
  Navy Battle (see Navy)
  Navy Scouting (see Navy); Reserve Force
  Rapid Deployment
  7th Task; the task force; *but* task force report (Hoover Commission)
  United Nations Emergency; the Emergency Force; the Force; *but* United Nations police force
foreign cabinets:
  Foreign Office; the Office
  Minister of Foreign Affairs; Foreign Minister; the Minister
  Ministry of Foreign Affairs; the Ministry
  Premier
  Prime Minister
Foreign Legion (French); the legion
Foreign Service; the Service:
  officer
  Officer Corps; the corps
  Reserve officer; the Reserve officer
  Reserve Officer Corps; the Reserve Corps; the corps
  Staff officer; the Staff officer
  Staff Officer Corps; the Staff Corps; the corps
Forest, if part of name; the national forest; the forest:
  Angeles National
  Black
  Coconino and Prescott National Forests
  but State and National forests (see System)
Forester (Chief of Forest Service); the Chief; *also* Chief Forester
form 2, A, II, etc.; *but* Form 2, when part of title: Form 1040: Individual Income Tax Return; *but* withholding tax form
Format Output Specifications Instance (FOSI)
Fort McHenry, etc.; the fort
Foundation, if part of name; capitalized standing alone if referring to Federal unit:
  Chemical; the foundation
  Ford; the foundation
  Infantile Paralysis; the foundation
  National Science; the Foundation
  Russell Sage; the foundation
Founding Fathers; Founders/Founder (of this Nation, Country)
four freedoms
Framers (of the U.S. Constitution; of the Bill of Rights)
free world
Frisco (for San Francisco; no apostrophe)
Fritalux (see alliances)
Fund, if part of name; capitalized standing alone if referring to international or United Nations fund:
  Common Market Fund; the Fund
  Development Loan Fund; the Fund (U.S. Government corporation)
  International Monetary; the Fund
  Rockefeller Endowment; the fund
  Special Projects (United Nations); the Fund
  but civil service retirement fund; highway trust fund; mutual security fund; national service life insurance fund; revolving fund

Gadsden Purchase
Gallery of Art, National (see National)
Gallup Poll; the poll
gateway
Gateway-to-Gateway Protocol (GGP)
Geiger counter
General Board (of Navy) (see Board)
General Order No. 14; General Orders No. 14; a general order
General Schedule
gentile
Geographer, the (State Department)
geographic terms (terms, such as those listed below,[3] are capitalized if part of name; are lowercased in general sense (rivers of Virginia and Maryland)):
  Archipelago
  Area
  Arroyo
  Atoll
  Bank
  Bar
  Basin, Upper (Lower) Colorado River, etc. (legal entity); *but* Hansen flood-control basin; Missouri River basin (drainage); upper Colorado River storage project
  Bay
  Bayou
  Beach
  Bench
  Bend
  Bight
  Bluff
  Bog
  Borough (boro)
  Bottom
  Branch (stream)
  Brook
  Butte
  Canal; the canal (Panama)
  Canyon
  Cape
  Cascade
  Cave
  Cavern
  Channel; *but* Mississippi River channel(s)
  Cirque
  Coulee
  Cove
  Crag
  Crater
  Creek
  Crossroads
  Current (ocean feature)
  Cut
  Cutoff
  Dam
  Delta
  Desert

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

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

Geological Survey (see Survey)
GI bill of rights
Girl Scouts (organization); a Girl Scout; a Scout; Scouting
G-man
Gold Star Mothers (see American)
Golden Age (see Ages)
Golden Rule
gopher
Gospel, if referring to the first four books of the New Testament; *but* gospel truth
Government:
British, etc.; the Government
Canal Zone; the government
department, officials, -owned, publications, etc. (U.S. Government)
National and State Governments
Printing Office (see Office)
U.S.; National; Federal
Government Information Locator Service (GILS)
Government information product
government:
Churchill
Communist
District (of Columbia)
European governments
Federal, State, and municipal governments
insular; island
military
seat of
State
State and Provincial governments
Territorial
governmental
Governor:
of Louisiana, etc.; the Governor; a Governor; State Governor(s); Governors' conference
of Puerto Rico; the Governor
of the Federal Reserve Board; the Governor
Governor General of Canada; the Governor General
GPO Access
grade, market (see market grades)
grand jury (see Federal)
Grange, the (National)
grant, Pell
graph 2, A, II, etc.; *but* Graph 2, when part of title: Graph 2.—Production levels
Graphical Device Interface (GDI)
Graphical User Interface (GUI)
Graphics Interchange Format (GIF)
Great:
Basin
Beyond
Depression
Divide
Lakes; the lakes; lake(s) traffic
Plains; *but* southern Great Plains
Rebellion (see Rebellion)
Seal (any nation)
Society
War (see War)
White Way (New York City)
great circle (navigation)
Greater Los Angeles, Greater New York
gross national product (GNP)
Group:
G 7 (Group of 7) (representatives of the seven leading industrial nations)
Helsinki Monitoring; the group
Military Advisory Group; the group
Standing (see Organization)
group 2, II, A, etc.; *but* Group 2, when part of title: Group II: List of Counties by States
guaranteed annual wage (GAW)
Guard, National (see National)
guardsman (see Coast Guard; National Guard)
Gulf:
Coast States; *but* gulf coast

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

Hall (U.S. Senate or House)
Halls of Congress
H-bomb; H-hour
Headquarters:
Alaska Command; the command headquarters
4th Regiment Headquarters; regimental headquarters
32d Division Headquarters; the division headquarters
hearing examiner
Heaven (Deity); heaven (place)
Heimlich maneuver
hell (place)
Hells (no apostrophe) Canyon
Hemisphere, Eastern; Western; etc.; the hemisphere
High Church
High Commissioner
High Court (see Supreme Court)
High School, if part of name: Western; the high school
Highway Bridge (Washington, DC); the bridge
Highway No. 40; Route 40; State Route 9; the highway
Hill (the Capitol)
His Excellency the Duke of Argyll, etc.; His Excellency; Their Excellencies
His Majesty; Her Majesty; Their Majesties
Hispanic
historic events and epochs:
Reformation, the
Renaissance, the
Restoration, the (English)
Revolution of July (French)
Revolution, the (American, 1775; French, 1789; English, 1688)
holidays and some special days:
Admission Day
All Fools' (April Fools') Day
Arbor Day
Armed Forces Day
Christmas Day, Eve
Columbus Day
D-day; D-plus-4-day
Father's Day
Flag Day
Founders' Day
Fourth of July
Halloween
Hanukkah
Hogmanay
Inauguration Day (Federal)
Independence Day (Fourth of July)
Labor Day
Lincoln's Birthday
Lord's day
M-day (mobilization day)
Martin Luther King, Jr., Day
Memorial Day (also Decoration Day)
Mother's Day
New Year's Day, Eve
holidays and some special days—Continued
Presidents Day
Rosh Hashanah
St. Valentines Day
Thanksgiving Day
V–E Day; V–J Day
Veterans (no apostrophe) Day
Washington's Birthday
Yom Kippur
but election day; primary day
Holocaust (World War II); a holocaust
Holy Scriptures; Holy Writ (Bible)
Home (see Naval; Soldiers')
home page
Hospice, if part of name
Hospital, if part of name; the hospital:
District of Columbia General
5th Regiment
Freedmen's
St. Elizabeths (no apostrophe)
but naval (marine or Army) hospital
hospital corpsman (see corpsman)
House, if part of name:
Johnson house (private residence)
Lee (hotel); the house
of Representatives; the House (U.S.)
of the Woods (palace); the house
Office Building (see Building)
Ohio (State); the house
but both Houses; lower (or upper) House (Congress)
House of Representatives (U.S.), titles of officers standing alone capitalized:
Chairman (Committee of the Whole)
Chaplain
Clerk; *but* legislative clerk, etc.
Doorkeeper
Official Reporter(s) of Debates
Parliamentarian
Postmaster
post office
Sergeant at Arms
Speaker pro tempore
Speaker; speakership
HUD (Department of Housing and Urban Development)
Hudson's Bay Co.
Hurricane Dale, Danny, Darcy, etc.
HyperText-browser for Telnet accessible sites (HYTELNET)
HyperText Markup Language (HTML)
HyperText Transfer Protocol (HTTP)
HyperText Transfer Protocol Daemon (HTTPD)

ice age (see Ages)
Indians:
Absentee Shawnee
Alaska (see Native)
Eastern (or Lower) Band of Cherokee; the band
Five Civilized Tribes; the tribes
Native Americans
Shawnee Tribe; the tribe
Six Nations (Iroquois Confederacy)
Initiative, Caribbean Basin; *but* strategic defense initiative

Inquisition, Spanish; the Inquisition
inspector general
Institute, if part of name; capitalized standing alone if referring to Federal or international organization:
National Cancer; the Cancer Institute; the Institute
National Institutes of Health; the Institutes
of International Law; the Institute
Woman's Institute; the institute
Institution, if part of name; capitalized standing alone if referring to Federal unit:
Brookings; the institution
Carnegie; the institution
Smithsonian; the Institution
insular government; island government
Integrated Services Digital Network (ISDN)
intercoastal waterway (see waterway)
interdepartmental
interface
International Court of Justice; the Court
international:
banks (see Bank)
dateline
boundary
law
Morse code (see Code)
International Telecommunications Union (ITU)
Internet, Intranet
Internet Control Message Protocol (ICMP)
Internet Protocol (IP)
Internet service provider (ISP)
Interstate 95; I–95; the interstate
Intracoastal Waterway; the waterway (see also waterway)
intrastate
Irish potato
Iron Cross (see decorations)
Iron Curtain; the curtain
Isthmian Canal (see Canal)
Isthmus of Panama; the isthmus
Ivory Coast

Japan Current (see Current)
Java
Java applets
JavaBeans
JavaScript
Jersey cattle
Job Corps
Joint Chiefs of Staff; Chiefs of Staff
Joint Committee on Printing (see Committee)
Joint Photographic Experts Group (JPEG)
Journal clerk; the clerk
Journal (House or Senate)
Judge Advocate General, the
judge; chief judge; circuit judge; district judge; *but* Judge Bryan
Justice; Justice O'Connor
just in time (JIT)
judiciary, the

Kennedy round
Kermit
King of England, etc.; the King
Koran, the; Koranic
Krugerrand

Laboratory, if part of name; capitalized standing alone if referring to Federal unit: Forest Products; the Laboratory; *but* laboratory (non-Federal)
Lake: Erie, of the Woods, Salt; the lake
Lane, if part of name: Maiden; the lane
Latter-day Saints
law, Walsh-Healey, etc.; law 176; law No. 176; copyright law; Ohm's, etc.
League, Urban; the league
Legation, Finnish, etc.; the Legation
Legion:
American; the Legion; a Legionnaire; French Foreign; the legion
Legislative Assembly, if part of name: of New York; of Puerto Rico, etc.; the legislative assembly; the assembly
legislative branch, clerk, session, etc.
Legislature:
National Legislature (U.S. Congress); the Legislature
Ohio Legislature; Legislature of Ohio; the State legislature; the legislature
Letters Patent No. 378,964; *but* patent No. 378,964; letters patent
Liberty Bell; Liberty ship
Librarian of Congress; the Librarian
Library:
Army; the library
Harry S. Truman; the library
of Congress; the Library
Hillsborough Public; the library
Lieutenant Governor of Idaho, etc.; the Lieutenant Governor
Light, if part of name; the light:
Boston
Buffalo South Pier Light 2; *but* light No. 2; light 2
but Massachusetts Bay lights
Lighthouse (see Light Station)
Lightship, if part of name; the lightship:
Grays Reef Lightship
North Manitou Shoal Lightship
Light Station, if part of name; the light station; the station:
Minots Ledge Light Station
Watch Hill Light Station
Line(s), if part of name; the line(s):
Burlington Lines (railroad)
Greyhound Line (bus)
Holland-America Line (steamship)
Maginot (fortification)
line:
DEW (Distant Early Warning)
Mason-Dixon line *or* Mason and Dixon's line
Pinetree
State
Link Access Procedure for Modems (LAPM)

listserv
Little Inch; Big Inch (pipelines)
local area network (LAN)
Local: Teamsters Local Union No. 15; *but* local No. 15
local time, local standard time (see time)
locator service
Loop, the (see cities)
Louisiana Purchase
Low Church
Lower, if part of name:
  California (Mexico)
  Colorado River Basin
  Egypt
  Peninsula (of Michigan)
lower:
  48 (States)
  House of Congress
  Mississippi

MacTCP
MacWais
Mafia
Magna Carta
Majesty, His, Her (see His Majesty)
Majority Leader Lott; *but* the majority leader (U.S. Congress)
Mall, The National; The Mall (District of Columbia)
Mansion, Executive (see Executive)
map 3, A, II, etc.; *but* Map 2, when part of title: Map 2.—Railroads of Middle Atlantic States
mariculture
Marine Corps; the corps:
  Marines (the corps); *but* marines (individuals)
  Organized Reserve; the Reserve
  also a marine; a woman marine; the women marines (individuals); soldiers, sailors, coastguardsmen, and marines
Maritime Provinces (Canada) (see Province)
market grades and classes:
  U.S. grade A
  barley: Western, Mixed, Malting Two-rowed
  beans: Red Kidney, U.S. No. 2 Pea
  cattle: Prime, Choice, Good
  corn: Yellow, White, Mixed, Dent
  cotton: Middling, Strict Good Ordinary, Strict Low Middling, Good Ordinary, etc.
  hay: Timothy Light Clover Mixed, Upland Prairie
  oats: White, Red, Mixed
  soybeans: Yellow, Black, Mixed
  tobacco: Flue-cured, Fire-cured, Cigar-wrapper
  wheat: Hard Red Spring, Red Durum, Durum, Hard Red Winter, White, Mixed, etc.
  wool: Grade 60's or one-half blood
Marshal (see Supreme Court)
marshal (U.S.)
medals (see decorations)
Medicaid
Medicare Act; Medicare plan
Medicare Program
MediCal
Medicare-plus
Medigap
Member, if referring to Senator, Representative, Delegate, or Resident Commissioner of U.S. Congress; *also* Member at Large; Member of Parliament, etc.; *but* membership; member of U.S. congressional committee
Memorial: Jefferson, Lincoln, Vietnam, etc.; the memorial
Merchant Marine Reserve; the Reserve; *but* U.S. merchant marine; the merchant marine
methods of access
Metroliner
Metropolitan Washington, etc.; *but* Washington metropolitan area
MHz
midcontinent region
Middle Ages (see Ages)
Middle Atlantic States
Middle East; Mideast; Mideastern; Middle Eastern (Asia)
middle Europe
Middle West, Midwest (section of United States)
Middle Western States; Midwestern States; *but* midwestern farmers, etc.
Midsouth (section of United States)
Military Academy (see Academy)
Military Establishment (see Establishment)
Militia, if part of name; the militia:
  1st Regiment Ohio
  Indiana
  Naval
  of Ohio
  Organized
milkshed, Ohio, etc. (region)
millennium
millions of instructions per second (MIPS)
Minister Plenipotentiary; the Minister; Minister Without Portfolio (see also foreign cabinets)
Ministry (see foreign cabinets)
Minority Leader Thomas A. Daschle; *but* the minority leader (U.S. Congress)
Mint, Philadelphia, etc.; the mint
minutemen (colonial)
missiles: capitalize such missile names as Hawk, Hound Dog, Redeye, Scud, Trident, etc.; *but* cruise missile, air-to-air missile, surface-to-air missile, etc.
Mission, if part of name; the mission:
  Gospel Mission
  Mission 66
  but diplomatic mission; military mission; Jones mission
Monument:
  Bunker Hill; the monument
  Grounds; the grounds (Washington Monument)

Monument—Continued
National (see National)
Washington; the monument (District of Columbia)
Moon
Mountain States
mountain time, mountain standard time (see time)
Moving Pictures Experts Group (MPEG)
Mr. Chairman; Mr. Secretary; etc.
MS–DOS
Multipurpose Internet Mail Extensions (MIME)
Museum, capitalize with name; the museum:
Army Medical; the Medical Museum
Field
National
National Air; the Air Museum

Narrowband ISDN (N–ISDN)
Nation (synonym for United States); *but* a nation; nationwide; *also* French nation, Balkan nations
Nation, Creek; Osage; etc.; the nation
nation, in general, standing alone
National, in conjunction with capitalized name:
Academy of Sciences (see Academy)
and State institutions, etc.
Archives and Records Administration
Capital (Washington); the Capital; *but* national capital area
Endowment for the Arts; the Endowment
Gallery of Art; the National Gallery; the gallery
Grange; the Grange
Guard, Ohio, etc.; Air National; the National Guard; the Guard; a guardsman; *but* a National Guard man; National Guardsman
Institute (see Institute)
Legislature (see Legislature)
Monument, Muir, etc.; the national monument; the monument
Museum (see Museum)
Naval Medical Center (Bethesda, MD)
Park, Yellowstone, etc.; Yellowstone Park; the national park; the park
Treasury; the Treasury
War College
Woman's Party; the party
Zoological Park (see Zoological)
national:
agency check (NAC)
anthem, customs, spirit, etc.
British, Mexican, etc.
defense agencies
stockpile
water policy
Native, Alaska; *but* Ohio native, etc. (see Alaska)
Naval, if part of name:
Academy (see Academy)
Base, Guam Naval; the naval base
District, 1st Naval (see District)
Establishment (see Establishment)
Naval—Continued
Home (Philadelphia); the home
Militia; the militia
Observatory (see Observatory)
Potomac River Naval Command (see Command)
Reserve; the Reserve; a reservist
Reserve Force; the force
Reserve officer; a Reserve officer
Shipyard (if preceding or following name): Brooklyn Naval Shipyard; Naval Shipyard, Brooklyn; *but* the naval shipyard
Station (if preceding or following name): Key West Naval Station; Naval Station, Key West; the station
Volunteer Naval Reserve
War College; the War College; the college
naval, in general sense:
command (see Command)
district (see District)
expenditures, maneuvers, officer, service, stores, etc.
petroleum reserves; *but* Naval Petroleum Reserve No. 2 (Buena Vista Hills Naval Reserve); reserve No. 2
navel orange
Navy, American or foreign, if part of name; capitalized standing alone only if referring to U.S. Navy:
Admiral of the; the admiral
Battle Force; the Battle Force; the force
Establishment; the establishment
Hospital Corps; hospital corpsman; the corps
Regular
regulation 56
Scouting Force; the scouting force; the force
Seabees (construction battalion); a Seabee
7th Task Force (see Force)
navy yard
Nazi; nazism
Near East (Balkans, etc.)
network
network address translation module (NAT)
Network News Transfer Protocol (NNTP)
Negro (see Black)
New Deal; anti-New Deal
New, if part of name: New Willard
New England States
New World; *but* new world order
Nine Power Treaty; the treaty
North:
Atlantic
Atlantic Pact (see Pact)
Atlantic States
Atlantic Treaty (see Treaty)
Atlantic Treaty Organization (NATO) (see Organization)
Equatorial Current (see Current)
Korea

North—Continued
  Pole
  Slope (Alaska)
  Star (Polaris)
  the North (section of United States)
north:
  Africa
  Ohio, Virginia, etc.
north-central region, etc.
Northeast corridor
northern Ohio
Northern States
northerner
Northwest Pacific
Northwest Territory (1799)
Northwest, the (section of the United States)
Northwest Washington (see cities)
Northwestern:
  States
  United States
numbers capitalized if spelled out as part of a name:
  Air Force One (Presidential plane)
  Charles the First
  Committee of One Hundred
  Nineteenth Census (see Census)

Observatory, capitalized with name:
  Astrophysical; the Observatory
  Lick; the observatory (nongovernmental)
  Naval; the Observatory
Occident, the; occidental
Ocean, if part of name; the ocean:
  Antarctic
  Arctic
  Atlantic
  North Atlantic, etc.
  Pacific
  South Pacific, etc.
  Southwest Pacific, etc.
Oceanographer (the Hydrographer), Navy
Office, if referring to unit of Federal Government; the Office:
  Executive
  Foreign (see foreign cabinets)
  General Accounting; the Accounting Office; the Office
  Government Printing; the Printing Office; the Office
  Naval Oceanographic
  of Alien Property
  of Chief of Naval Operations
  of General Counsel
  of Management and Budget
  of Personnel Management (formerly Civil Service Commission)
  of the Secretary (Defense); Secretary's Office
  Patent and Trademark
  but New York regional office (including branch, division, or section therein); the regional office; the office
officer:
  Army
officer—Continued
  Marine; *but* naval and marine officers
  Navy; Navy and Marine officers
  Regular Army; Regular; a Regular
  Reserve
  WAC, WAVE
Old Dominion (Virginia)
Old South
Old World
Olympic games; Olympiad; XXIII Olympic games
ombudsman, Maryland (State)
online
Operation Deep Freeze, Snowdrop, etc.; *but* Deep Freeze operation
optical character recognition (OCR)
Order of Business No. 56 (congressional calendar)
Ordnance:
  Corps (see Corps)
  Department; the Department
  Depot (see Depot)
Organization, if part of name; capitalized standing alone if referring to international unit:
  International Labor
  North Atlantic Treaty (NATO):
    Chiefs of Staff
    Committee of Defense Ministers
    Council
    Council of Foreign Ministers
    Defense Committee
    Military Committee
    Military Production and Supply Board
    Mutual Defense Assistance Program
    Pact (see Pact)
    Regional Planning Group; the Group
    Standing Group; the Group
  of American States (formerly Pan American Union)
  United Nations Educational, Scientific, and Cultural Organization (Unesco©) (formerly UNESCO)
Organized:
  Marine Corps Reserve; Marine Reserve; the Reserve
  Militia; the militia
  Naval Militia; the Naval Militia; the militia
  Reserve Corps; the Reserve
Orient, the; oriental
Outer Continental Shelf (see Continental)

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

Packet Internet Groper (PING)
Pact, capitalized with name; lowercased standing alone:
  Atlantic; Atlantic Defense
  Baghdad
  Four Power
  Kellogg
  North Atlantic; North Atlantic Defense
page description language (PDL)
pan-American games; *but* Pan American Day
Pan American Union (see Organization of American States)
Panel, the Federal Service Impasses (Federal), etc.; the Panel
Panhandle of Texas; Texas Panhandle; the panhandle; etc.
papers, Woodrow Wilson, etc.; the papers; *but* white paper
Parish, Caddo, etc.; *but* parish of Caddo (Louisiana civil division); the parish
Park, Fairmount, etc.; the park (see also National)
Park Police, U.S.; park policeman
Park, Zoological (see Zoological)
Parkway, George Washington Memorial; the memorial parkway; the parkway
Parliament, Houses of; the Parliament
Parliamentarian (U.S. Senate or House)
part 2, A, II, etc.; *but* Part 2, when part of title: Part 2: Iron and Steel Industry
Pass, Brenner, capitalized if part of name; the pass
patent (see Letters Patent)
Patrol, U.S. Border; the Border Patrol
Peninsula Upper (Lower) (Michigan); the peninsula
Penitentiary, Albany, etc.; the penitentiary
permanent access service
personal computer (PC)
petrodollar
phase 2; phase I
Philippine Republic (see Republic)
Pilgrim Fathers (1620); the Pilgrims; a Pilgrim
Place, if part of name: Jefferson Place; the place
Plains (Great Plains), the
plan:
  Colombo
  controlled materials
  5-year
  Marshall (European Recovery Program)
  Reorganization Plan No. 6 (Hoover Commission); plan No. 1
Planetarium, Fels, Hayden; the planetarium
Plant, Rockford Arsenal; the plant; *but* United States Steel plant
plate 2, A, II, etc.; *but* Plate 2, when part of title: Plate 2.—Rural Structures
Plaza, Union Station (Washington, DC); the plaza
Pledge of Allegiance
Point 4 Program; point 4
Point of Presence (POP)
Point-to-Point Protocol (PPP)
Point-to-Point Tunneling Protocol (PPTP)
Pole: North, South; the pole; subpolar
Pole Star (Polaris); polar star
Police, if part of name; the police:
  Capitol
  Park, U.S.
  White House
political action committee (PAC)
political parties and adherents (Party, if part of name; the party):
  Communist; a Communist
  Conservative; a Conservative
  Democratic; a Democrat
  Independent; an Independent
  Liberal; a Liberal
  Libertarian; a Libertarian
  National Woman's; Woman's Party
  Progressive; a Progressive
  Republican; Grand Old Party; *but* grand old Republican Party; a Republican
  Socialist; a Socialist
Pool, Northwest Power, etc.; the pool
Pope; *but* papal, patriarch, pontiff, primate
Port, if part of name; Port of Norfolk; Norfolk Port; the port (see Authority)
Post Office, Chicago, etc.
P.O. Box (with number); *but* post office box (in general sense)
Postal Union (see Union)
Postmaster General
PostScript
Powers, if part of name; the powers (see also alliances):
  Allied (World Wars I and II)
  Axis (World War I)
  Big Four
  Western
  but European powers
precinct; first, 11th precinct
Premier (see foreign cabinets)
Preserve, Wichita National Forest Game, etc.; Wichita Game Preserve; Wichita preserve
Presidency (office of the head of Government)
President:
  of the United States; the Executive; the Chief Magistrate; the Commander in Chief; the President-elect; ex-President; former President; also preceding name
  of any other country; the President
  of Federal or international unit
  but president of the Erie Railroad; president of the Federal Reserve Bank of New York
Presidential assistant, authority, order, proclamation, candidate, election, timber, year, etc.
Prime Minister (see foreign cabinets)

Prison, Auburn, etc.; the prison
private key
Privy Council, Her Majesty's (see Council)
Prize, Nobel, Pulitzer, etc.; the prize
Proclamation, Emancipation; Presidential Proclamation No. 24; Proclamation No. 24; the proclamation; *but* Presidential proclamation
Program, if part of name:
  European Recovery
  Food-for-Peace
  Head Start
  Mutual Assistance
  Mutual Defense Assistance
  Point 4
  Social Security
  Universal Military Training
project:
  Central Valley
  Manhattan
  McNary Dam
  Rochester atomic energy
  University of California atomic energy
Project Farside, Head Start, Sidewinder, Vanguard, etc.; *but* Head Start project; Vanguard project
proposition 13
Prosecutor; Special Prosecutor (Federal)
Province, Provincial, if referring to an administrative subdivision: Ontario Province; Province of Ontario; Maritime Provinces (Canada); the Province
Proving Ground, Aberdeen, etc.; the proving ground
Public Act 26; Public Law 9; Public 37; Public Resolution 3; *but* public enemy No. 1
Public Printer; the Government Printer; the Printer
public utility district (see District)
Pueblo, Santa Clara; the pueblo
Puerto Rico:
  government
  Governor of; the Governor
  Legislative Assembly of; the legislative assembly
  Provisional Regiment; *but* Puerto Rico regiment
  Resident Commissioner
Purchase, Gadsden, Louisiana, etc.
Puritan; puritanical
Pyrrhic victory

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

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

Representative; Representative at Large (U.S. Congress); U.N.
Republic, capitalized if part of name; capitalized standing alone if referring to a specific government:
  Czech
  French
  Irish
  of Bosnia and Herzegovina
  of Panama
  of the Philippines; Philippine Republic
  Slovak (Slovakia)
  United States
  also the American Republics; South American Republics; the Latin American Republics; the Republics
Reservation (forest, military, or Indian), if part of name; the reservation:
  Great Sioux
  Hill Military
Reserve, if part of name; the Reserve (see also Air Force; Army Corps; Coast Guard; Foreign Service; Marine Corps; Merchant Marine; Naval; National Guard):
  Active
  Air Force
  Army
  bank (see Bank)
  Board, Federal (see Federal)
  city (see Bank)
  components
  Enlisted
  Establishment
  Inactive
  Naval
  officer
  Officers' Training Corps
  Ready
  Retired
  Standby
  Strategic
  Volunteer Naval
Reserves, the; reservist
Resident Commissioner (see Member; Puerto Rico)
Resolution, with number; the resolution:
  House Joint Resolution 3
  Public Resolution 6
  Resolution 42
  Senate Concurrent Resolution 18
  War Powers Resolution (short title)
  but Tonkin resolution
Revised Statutes (U.S.); Supplement to the Revised Statutes; the statutes
Revolution, Revolutionary (if referring to the American, French, or English Revolution) (see also War)
Rich Text Format (RTF)
rim; the Pacific rim
Road, if part of name: Benning; the road
Roman numerals, common nouns used with, not capitalized:
  book II; chapter II; part II; etc.
  but Book II: Modern Types (complete heading); Part XI: Early Thought (complete heading)
route No. 12466; mail route 1742; railway mail route 1144; *but* Route 40, State Route 9 (highways)
Royal Decree No. 24; Decree 24; the royal decree
rule 21; rule XXI; *but* Rule 21, when part of title: Rule 21: Renewal of Motion
Ruler of the Universe (Deity)
Rules:
  of the House of Representatives; *but* rules of the House; House rule X
  Standing Rules of the Senate (publication); *but* rules of the Senate
  also Commission rules

Sabbath; Sabbath Day
sanitary district (see District)
savings bond (see bond)
schedule 2, A, II, etc.; *but* Schedule 2, when part of title; Schedule 2: Open and Prepay Stations
School, if part of name; the school:
  any school of U.S. Armed Forces
  Hayes
  Pawnee Indian
  Public School 13; P.S. 13
school district (see District)
Scriptures; Holy Scriptures (the Bible)
Seabees (see Navy)
seaboard, Atlantic, eastern, etc.
seasons:
  autumn (fall)
  spring
  summer
  winter
seaway (see geographic terms; Authority; Corporation)
Second World War (see War)
Secretariat (see United Nations)
Secretaries of the Army and the Navy; *but* Secretaries of the military departments; secretaryship
Secretary, head of national governmental unit:
  of Defense; of State; etc.; the Secretary
  of State for Foreign Affairs (British); for the Colonies; etc.; the Secretary
  of the Smithsonian Institution; the Secretary
  also the Assistant Secretary; the Executive Secretary
  but secretary of the Interstate Commerce Commission; secretary of state of Iowa
Secretary General: the Secretary General:
  Organization of American States
  South Pacific Commission
  United Nations
section 2, A, II, etc.; *but* Section 2, when part of title: Section 2: Test Construction Theory
Secure Sockets Layer (SSL)
Selective Service (see Service; System)

Senate (U.S.), titles of officers standing alone capitalized:
- Chaplain
- Chief Clerk
- Doorkeeper
- Official Reporter(s)
- Parliamentarian
- Postmaster
- President of the
- President pro tempore
- Presiding Officer
- Secretary
- Sergeant at Arms

Senate, Ohio (State); the senate
Senator (U.S. Congress); *but* lowercased if referring to a State senator, unless preceding a name
senatorial
Sergeant at Arms (U.S. Senate or House)
Serial Line Internet Protocol (SLIP)
Sermon on the Mount
server
Service, if referring to Federal unit; the Service:
- Customs
- Employment
- Extension
- Fish and Wildlife
- Foreign (see Foreign Service)
- Forest
- Immigration and Naturalization
- Internal Revenue
- Marshalls
- Mediation and Conciliation
- National Park
- Postal
- Secret (Treasury)
- Selective (see also System); *but* selective service, in general sense; selective service classification 1–A, 4–F, etc.
- Senior Executive
- Soil Conservation

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

Shelf, Continental (see Continental)
ship of state (unless personified)
Simple Mail Transfer Protocol (SMTP)
Simple Network Management Protocol (SNMP)
Simple Wide Area Information System (SWAIS)
Sister(s) (adherent of religious order)
Six Nations (see Indians)
Smithsonian Institution (see Institution)
Social Security Administration, application, check, pension, trust fund, system, etc.
Socialist; socialism; socialistic (see also political parties)
Society, if part of name; the society:
- American Cancer Society, Inc.
- Boston Medical
- of the Cincinnati

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

Soldiers' Home, if part of name: Ohio Soldiers' Home; the soldiers' home; etc.
Solicitor for the Department of Labor, etc.; the Solicitor
Solicitor General (Department of Justice)
Son of Man (Christ)
Sons of the American Revolution (organization); a Son; a Real Son
South:
- American Republics (see Republic)
- American States
- Atlantic
- Atlantic States
- Deep South (U.S.)
- Korea
- Midsouth (U.S.)
- Pacific
- Pole
- the South (section of United States); Southland

Southeast Asia
southern California, southeastern California, etc.
Southern States
Southern United States
southerner
Southwest, the (section of United States)
space shuttle; the shuttle
space station
Spanish-American War (see War)
SPAR, popular name, made up of initial letters of motto *s*emper *p*aratus—*a*lways *r*eady; a Spar
special agent
specialist
Special Order No. 12; Special Orders, No. 12; a special order

Spirit of '76 (painting); *but* spirit of '76 (in general sense)
sputnik; *but* Sputnik I, etc.
Square, Lafayette, etc.; the square
Staff, Foreign Service (see Foreign Service); Air
Standard Generalized Markup Language (SGML)
standard time (see time)
Star of Bethlehem
Star-Spangled Banner (see flag)
star wars
State:
  government
  legislature (see Legislature)
  line, Iowa, Ohio-Indiana, etc.
  New York
  of Israel
  of Pennsylvania
  of Veracruz
  of the Union Message/Address
  out-of-State (adjective); *but* out-of-stater
  prison
  rights; States rights
  Vatican City
state:
  church and
  of the art: state-of-the-art technology
  statehood, statehouse, stateside, statewide
  downstate, tristate, upstate, instate, substate, multistate
  welfare
State's attorney
state's evidence
States:
  Arab
  Balkan
  Baltic
  communistic
  Eastern; *but* eastern industrial States
  East North Central
  East South Central
  Eastern Gulf
  Eastern North Central, etc.
  Far Western
  Gulf; Gulf Coast
  Lake
  Latin American
  lower 48
  Middle
  Middle Atlantic
  Middle Western
  Midwestern
  Mountain
  New England
  North Atlantic
  Northwestern, etc.
  Organization of American
  Pacific
  Pacific Coast
  rights
  South American
  South Atlantic
  Southern
  the six States of Australia; a foreign state
States—Continued
  Thirteen Original; original 13 States
  Western; *but* western Gulf; western farming States
Station, if part of name; the station; not capitalized if referring to surveying or similar work:
  Grand Central
  Key West Naval (see Naval)
  Nebraska Experiment Station; Experiment Station, Nebraska; Nebraska station
  Syracuse Air Force
  television station WSYR–TV
  Union; Union Depot; the depot
  WAMU station; station WMAL; radio station WSM; broadcasting station WJSV
station 9; substation A
Statue of Liberty; the statue
Statutes at Large (U.S.) (see also Revised Statutes)
Stealth: bomber, fighter
stockpile, national
stone age (see Ages)
storage facility
Stream, Gulf (see Gulf; geographic terms)
Street, if part of name; the street:
  I Street (not Eye Street)
  Fifteen-and-a-Half
  U Street (not You Street)
  110th Street
subcommittee (see Committee)
Subtreasury, New York, etc.; subtreasury at New York; the subtreasury
subtropical, subtropic(s) (see tropical)
summit meeting; Earth summit
Sun
Super Bowl
Superfund; the fund
Superintendent, if referring to head of Federal unit; the Superintendent:
  of Documents (Government Printing Office)
  of the Naval (or Military) Academy
Supplement to the Revised Statutes (see Revised Statutes)
Supreme Bench; the Bench; *also* High Bench; High Tribunal
Supreme Court (U.S.); the Court; *also* High Court; titles of officers standing alone capitalized:
  Chief Justice
  Clerk
  Marshal
  Reporter
  but Ohio Supreme Court; the supreme court
Surgeon General, the (Air Force, Army, Navy, and Public Health Service)
Survey, if part of name of Federal unit; the Survey: Coast and Geodetic; Geological; National Wilderness Preservation
System, if referring to Federal unit; the System:
  Alaska Communication; the system
  Federal Credit; the System

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

table 2, II, A, etc.; *but* Table 2, when part of title: Table 2: Degrees of Land Deterioration
Tagged Image File Format (TIFF)
task force (see Force; Report)
Team, USAREUR Field Assistance, etc.; the team
television station (see Station)
Telnet
Ten Commandments
Territorial, if referring to a political subdivision
Territory:
Northwest (1799); the territory
Trust Territory of the Pacific Islands; Pacific Islands Trust Territory; the trust territory; the territory
Yukon, Northwest Territories; the Territory(ies), Territorial (Canada)
but territory of: American Samoa, Guam, Virgin Islands
The, part of name, capitalized:
The Dalles; The Gambia; The Hague; The Weirs; *but* the Dalles Dam; the Dalles region; the Federal Bulletin Board; the Hague Conference; the Weirs streets
but the Adjutant General; the National Archives; the Archives; the Times; the *Mermaid;* the Federal Express
Third World
Thirteen American Colonies, etc. (see Colonies)
Thirteen Original States
Thruway, New York; the thruway
time:
Atlantic, Atlantic standard
central, central standard
Draconian (period of time)
eastern, eastern daylight, eastern daylight saving (no *s*), eastern standard
Greenwich civil, etc.
local, local standard
time—Continued
mountain, mountain standard
Pacific, Pacific standard
universal
Time Division Multiplexing Access (TDMA)
title 2, II, A, etc.; *but* Title 2, when part of title: Title 2: General Provisions
Tomb:
Grant's; the tomb
of the Unknowns; of the Unknown Soldier; Unknown Soldier's Tomb; the tomb (see also Unknown Soldier)
Tower, Eiffel, etc.; the tower
Township, Union; township of Union
trade names and trademarks:
Acrilan
Airwick
Alemite
Alpha (protein)
Alumel
Alundum
Ameripol
Anchor (fence)
Artgum

Bactratycin
Bakelite
Band-Aid
Belleekware
Benzedrine
Bessemer (steel)
Blendor (Waring)
Blue Rock (clay target)

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

Dacron
Deepfreeze (home freezer)
De-Ion
Dulux
Duraloy
Duraplex

Electro-Silicon
Elektron
Emulphor
Formica
Fathometer
Fiberglas (fiberglass in general sense)
Fig Newtons
Freon
Frigidaire

Gameboy
Geon
Glyptal
Go Kart
Gyropilot
Gyrosyn

Halon (gas)
Hercolyn
Hersheypark
Hush Puppies (shoes)
Hydroseal

Inconel
Invar
Iron-Clad

Java
Jeep

Kepone (chlordecone)
Kiddie Kar
Kleenex
Klieglight
Kodak
Kodapak
Koroseal
Kovar

Lastex
LaserWriter
Laundromat
Leatherette
Lexide
Library (paste)
Lift Gate
Lollypop
Lucite
Lux

Masonite
MasterCard
Methocel
Micarta
Modutrol
Monel (metal)

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

Trade Representative (U.S.)
transatlantic; transpacific; trans-Siberian, etc.; *but* Transjordan; Trans-Alaska
Transmission Control Protocol/Internet Protocol (TCP/IP)
Treasurer, Assistant, of the United States; the Assistant Treasurer; *but* assistant treasurer at New York, etc.
Treasurer of the United States; the Treasurer
Treasury notes; Treasurys
Treasury, of the United States; General; National; Public; Register of the
Treaty, if part of name; the treaty:
Jay Treaty
North Atlantic; North Atlantic Defense
of Versailles
but treaty of 1919
triad
tribe (see Indians)
Tribunal, standing alone capitalized only in minutes and official reports of a specific arbitration; *also* High Tribunal; the Tribunal (Supreme Court); Copyright Royalty Tribunal, the tribunal
Tris (chemical)
Tropic of Cancer, of Capricorn; the Tropics
tropical; neotropic, neotropical, subtropic(s), subtropical
Trust, Power, etc.
trust territory (see Territory)
Tunnel, Lincoln, etc.; the tunnel; *but* irrigation, railroad, etc., tunnel
Turnpike, Pennsylvania, etc.; the turnpike
Twin Cities (Minneapolis and St. Paul)

U-boat
Under Secretary, if referring to officer of Federal Government; the Under Secretary:
of Agriculture
of State
of the Treasury
Uniform Code of Military Justice (see Code)
Uniform Resource Locator (URL)
Uniform Resource Name/Number (URN)
Union (if part of proper name; capitalized standing alone if synonym for United States or if referring to international unit):
International Typographical; the Typographical Union; the union
Pan American (see Organization of American States)
Station; *but* union passenger station; union freight station
Teamsters Union; the Teamsters; the union; *also* the Auto Workers, etc.
Universal Postal; the Postal Union; the Union
Western (see alliances)
Woman's Christian Temperance
but a painters union; printers union
Unit, if referring to Federal branch; the Unit:
Alcohol Tax
Income Tax
United Nations:
Charter; the charter
Conference on International Organization; the Conference
Economic and Social Council; the Council
Educational, Scientific, and Cultural Organization (Unesco©) (see Organization)
Food and Agriculture Organization (FAO); the Organization
General Assembly; the Assembly
International Children's Emergency Fund (UNICEF); the Fund

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

Valley, Shenandoah, etc.; the valley; *but* the valleys of Virginia and Maryland
V–E Day; V–J Day (see holidays); V-chip
veteran, World War
Veterans Day (see holidays)
vice consul, British, etc.
Vice President (same as President)
Victoria Cross (see decorations)
virtual LAN (VLAN)
Virtual Reality Modeling Language (VRML)
Voice of America; the Voice
Voice of Democracy Contest; the contest
volume 2, A, II, etc.; *but* Volume 2, when part of title: Volume 2: Five Rivers in America's Future
Volunteer Naval Reserve (see Reserve)

WAC (see Corps)
WAF (women in the Air Force; a Waf, Wafs (individuals)
WAIS Client Software
War, if part of formal name:
Between the States
Civil
First World War; World War I; World War; Great War; Second World War; World War II; *but* world war III
for Independence (1776)
French and Indian (1754–63)
Mexican
of the Nations
of the Rebellion; the rebellion
of the Revolution; the Revolution
of 1812; *but* war of 1914
Philippine Insurrection
Revolutionary
Seven Years'
Six-Day (Arab-Israeli)
Spanish
Spanish-American
the two World Wars
also post-World War II
war, descriptive or undeclared:
cold, hot
European
French and Indian wars
Indian
Korean
Persian Gulf; gulf
third world; world war III
Vietnam
with Mexico
with Spain
War College, National (see College)
War Mothers (see American)
ward 1, 2, etc.; first, 11th, etc.
Washington's Farewell Address
water district (see District)
waterway, inland, intercoastal, etc.; *but* Intracoastal Waterway
WAVES (*w*omen *a*ccepted for *v*olunteer *e*mergency *s*ervice); a Wave
Web
Web broadcasting
Web browser
Webcasting
WebTV
Web site
Week, Fire Prevention; etc.
welfare state
West:
Bank (Jordan)
Coast (Africa); *but* west coast (U.S.)
End, etc. (section of city)
Europe (political entity)

West—Continued
  Far West; Far Western States
  Florida (1763–1819)
  Middle (United States); Midwest
  South Central States, etc.
  the West (section of United States; *also* world political entity)
west, western Pennsylvania
Western:
  bloc
  civilization
  countries
  Europe(an) (political entity)
  Hemisphere; the hemisphere
  ideas
  North Central States
  Powers
  States
  Union (see alliances)
  United States
  World
  but far western; western farming States (U.S.)
westerner
What you see is what you get. (WYSIWYG)
Wheat Belt (see Belt)
whip, the (of political party in Congress)
Whisky Rebellion (see Rebellion)
White (synonym for Caucasian)
White House:
  Blue Room
  East Room
  Oval Office
  Police (see Police)
  Red Room
  Rose Garden
  State Dining Room
white paper, British, etc.
Wide Area Information Server (WAIS)
wide area network (WAN)
Wilderness, capitalized with name; San Joaquin Wilderness, CA; the wilderness; *but* the Wilderness (Virginia battlefield)
WinWAIS
woman marine, etc. (see Marine Corps)
Women's Army Corps (see Corps)
Wood, if part of name:
  Belleau Wood
  House of the Woods (palace)
World: New, Old, Third; *but* free world
World Bank; the Bank
World Series
World War (see War)
World War II veteran
World Wide Web (WWW), the Web

Xmodem
x ray (note: no hyphen)

Year, International Geophysical; the Geophysical Year; the Year
year:
  calendar
  fiscal
Ymodem
Young Men's Christian Association (see Association)
Your Excellency; Your Honor; Your Majesty; etc.
Youth Corps; the Corps

ZIP Code number; ZIP+4
Z39.50
Zmodem
Zone, if part of name; the zone:
  Bizonia; bizonal
  British (in Germany)
  Canal (Panama)
  Eastern, Western (Germany)
  Frigid
  Hot (infectious area)
  New York Foreign Trade; Foreign Trade Zone No. 1; *but* the foreign trade zone
  of Interior (see Command)
  Temperate, Torrid; the zone
  Trizonia; trizonal
  but Arctic, eastern standard time, enterprise, polar, tropical zone, etc.
Zoological Park (National); the zoo; the park

5. SPELLING

(See also "Compounding Examples" and "Abbreviations and Letter Symbols")

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

Preferred and difficult spellings

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

A

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

B

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

C

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

D

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

E

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

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

F

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

G

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

H

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

I

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

J

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

K

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

L

labeled, -ing
lacquer
landward
lath (wood)
lathe (machine)
laureled
leukemia
leveled, -ing
leveler
liaison
libelant
libeled, -ing
libelee
libeler
license
licenser (issuer)
licensor (grantor)
licorice
likable
lilliputian
linage (lines)
lineage (descent)
liquefy
liquor
liqueur
liter
livable
loath (reluctant)
loathe (detest)
lodestar
lodestone
lodgment
logistics (n.)
logistic (adj.)
louver
luster
lyonaise

M

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

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

N

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

O

obbligato
obloquy
ocher
octet
offal
offense
omelet
ophthalmology
opossum
orangutan
orbited, -ing
ordinance (law)
ordnance
(military)
organdie
overseas or oversea

P

pajamas
paleontology
paneled, -ing
paraffin
paralleled, -ing
parallelepiped
parceled, -ing
partisan
pastime
patrol, -led, -ling
peccadillo
pedant (n.)
pedantic (adj.)
peddler
penciled, -ing
pendant (n.)
pendent (u.m.)
percent
peremptory
(decisive)
preemptory
(preference)
perennial
periled, -ing
permittee
perquisite
(privilege)
prerequisite
(requirement)
personal
(individual)
personnel
(staff)
perspective
(view)
prospective
(expected)
petaled, -ing
Pharaoh
pharmacopeia
phenix
phlegm
phony
phosphorus (n.)
phosphorous
(adj.)
photostated
pickax
picnicking
pipet
plaque
plastics (n.)
plastic (adj.)
pledger
pledgor (law)
plenitude
pliers
plow
poleax
pollination
pommeled, -ing
pontoon
porcelaneous
practice (n., v.)
precedence
(priority)
precedents
(usage)
pretense
preventive
principal (chief)
principle
(proposition)
privilege
proffer
programmed,
-mer,-ming
programmatic
prolog
promissory
pronunciation
propel, -led, -ling
propellant (n.)
propellent (adj.)
prophecy (n.)
prophesy (v.)
ptomaine
pubic (anatomy)
pulmotor
pusillanimous

Q

quarreled, -ing
quartet
quaternary
questionnaire
queue

R

raccoon
racket (all
meanings)
rapprochement
rarefy
rarity
ratable
rational (adj.)
rationale (n.)
rattan
raveled, -ing
reconnaissance
reconnoiter
recyclable
referable
refusenik
registrar
reinforce
relater
relator (law)
remodeler
renaissance
reparable
repellant (n.)
repellent (adj.)
requester
requestor (law)
rescission
responder
(electronics)
responser
(electronics)
reveled, -er, -ing
rhyme, rhythmic
RIFing, RIFed,
RIFs
rivaled, -ing
roweled, -ing
ruble

S

saccharin (n.)
saccharine (adj.)
sacrilegious
salable
sandaled, -ing
savable
savanna
savior
Saviour (Christ)
scalloped, -ing
schizophrenia
scion (horticulture)
scurrilous
seismology
selvage (edging)
salvage (save)
sentineled, -ing
separate (v., adj.)
sepulcher
seriatim
settler
settlor (law)
sewage (waste)
sewerage (drain
system)
sextet
Shakespearean
shellacking
shoveled, -ing
shriveled, -ing
sideward
signaled, -ing
siphon
site (place)
cite (quote)
sizable
skeptic
skillful
skulduggery
sleight (deft)
slight (meager)
smolder
sniveled, -ing
snorkel
soliloquy
sometime
(formerly)
some time
(some time
ago)
sometimes (at
times)
southward

spacious (space)
  specious
    (plausible)
specter
spirituous (liquor)
spirochete
spoliation
staunch
stationary (fixed)
  stationery
    (paper)
statue (sculpture)
  stature (height)
  statute (law)
stenciled, -ing
stenciler
stifling
stratagem
stubbornness
stultify
stupefy
subpoena, -ed
subtlety
succor
sulfur (also
    derivatives)
  sulfanilamide
  sulfureted, -ing
supererogation
surfeit
surreptitious
surveillance
swiveled, -ing
sylvan
synonymous
syrup

T

taboo
tactician
tasseled, -ing
tattoo
taxied, -ing
technique
teetotaler
tercentenary
theater
therefor (for it)
  therefore (for
    that reason)
thiamine
thralldom
thrash (beat)
  thresh (grain)
threshold
tie, tied, tying
timber (wood)
  timbre (tone)
tinseled, -ing
titer
tonsillitis
tormenter
totaled, -ing
toward
toweled, -ing
toxemia
trafficking
trammeled, -ing
tranquilize(r)
tranquillity
transcendent
transferable
transferor
transferred
transonic
transponder
  (electronics)
transshipment
traveled, -ing
traveler
travelog
triptych
trolley
troop (soldiers)
  troupe (actors)
troweled, -ing
tryptophan
tularemia
tunneled, -ing
tunneler
turquoise
typify
tyrannical
tyro

U

unctuous
unwieldy
upward
uremia
usable

V

vacillate
valance (drape)
  valence
    (chemistry)
veld
veranda
vermilion
vicissitude
victualed, -ing
victualer
vilify
villain
visa, -ed, -ing
vitamin
vitrify
volcanism
voluntarism
votable
vying

W

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

Anglicized and foreign words

5.3. Diacritical marks are not used with anglicized words.

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

blase
boutonniere
brassiere

cabana
cafe
cafeteria
caique
canape
cause celebre
chateau
cliche
cloisonne
comedienne
comme ci
  comme ca
communique
confrere
consomme
cortege
coulee
coup de grace
coup d'etat
coupe
creme
crepe
crepe de chine
critique
critiquing

debacle
debris
debut
debutante
decollete
dejeuner
denouement
depot
dos-a-dos
eclair
eclat
ecru
elan
elite
entree
etude

facade
faience
faux pas
fete
fiance (masc.,
  fem.)
frappe

garcon
glace
grille
gruyere

habitue

ingenue

jardiniere
laissez faire
litterateur

materiel
matinee
melange
melee
menage
mesalliance
metier
moire

naive
naivete
nee

opera bouffe
opera comique

papier mache
piece de
  resistance
pleiade
porte cochere
porte lumiere
portiere
pousse cafe
premiere
protege (masc.,
  fem.)
puree

rale
recherche
regime
risque (masc.,
  fem.)
role
rotisserie
roue

saute
seance
senor
smorgasbord
soiree
souffle
suede

table d'hote
tete-a-tete
tragedienne

vicuna
vis-a-vis

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

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

Plural forms

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

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

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

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

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

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

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

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

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

Significant word last:
assistant attorneys
assistant commissioners
assistant corporation counsels
assistant directors
assistant general counsels
brigadier generals
deputy judges
deputy sheriffs
general counsels
judge advocates
judge advocate generals
lieutenant colonels
major generals
provost marshals
provost marshal generals
quartermaster generals
trade unions
under secretaries
vice chairmen

Both words equally significant:
Bulletins Nos. 27 and 28
not Bulletin Nos. 27 and 28
but Bulletin No. 27 or 28
coats of arms
masters at arms
men buyers
men employees
secretaries-treasurers
women aviators

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

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

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

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

addendum, addenda
adieu, adieus
agendum, agenda
alga, algae
alumnus, alumni (masc.); alumna, alumnae (fem.)
antenna, antennas (antennae, zoology)
appendix, appendixes
aquarium, aquariums
automaton, automatons
axis, axes
bandeau, bandeaux
basis, bases
bateau, bateaux
beau, beaus
cactus, cactuses
calix, calices
cargo, cargoes
chassis (singular and plural)
cherub, cherubs
cicatrix, cicatrices
Co., Cos.
coccus, cocci
consortium, consortia
corrigendum, corrigenda
crisis, crises
criterion, criteria
curriculum, curriculums
datum (singular), data (plural, but singular in collective sense)
desideratum, desiderata
dilettante, dilettanti
dogma, dogmas
ellipsis, ellipses
equilibrium, equilibriums (equilibria, scientific)
erratum, errata
executrix, executrices
flambeau, flambeaus
focus, focuses
folium, folia
forum, forums
formula, formulas
fungus, fungi
genius, geniuses
genus, genera
gladiolus (singular and plural)
helix, helices
hypothesis, hypotheses
index, indexes (indices, scientific)
insigne, insignia
italic, italic
Kansas Citys
lacuna, lacunae
larva, larvae
larynx, larynxes
lens, lenses
lira, lire
locus, loci
madam, mesdames
Marys
matrix, matrices
maximum, maximums

medium, mediums *or* media
memorandum, memorandums
minimum, minimums
minutia, minutiae
monsieur, messieurs
nucleus, nuclei
oasis, oases
octopus, octopuses
opus, opera
parenthesis, parentheses
phenomenon, phenomena
phylum, phyla
plateau, plateaus
podium, podiums
procès-verbal, procès-verbaux
radius, radii
radix, radixes
referendum, referendums
sanatorium, sanatoriums
sanitarium, sanitariums
septum, septa
sequela, sequelae
seraph, seraphs
seta, setae
ski, skis
stadium, stadiums
stimulus, stimuli
stratum, strata
stylus, styluses
syllabus, syllabuses
symposium, symposia
synopsis, synopses
tableau, tableaus
taxi, taxis
terminus, termini
testatrix, testatrices
thesaurus, thesauri
thesis, theses
thorax, thoraxes
vertebra, vertebras (vertebrae, zoology)
virtuoso, virtuosos
vortex, vortexes

Endings "ible" and "able"

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

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

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

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)
apprize (to appraise)
arise
chastise
circumcise
comprise
compromise
demise
despise
devise
disenfranchise
disfranchise
disguise
emprise
enfranchise
enterprise
excise
exercise
exorcise
franchise
improvise
incise
merchandise
misadvise
mortise
premise
prise (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 a monosyllable or a final accented syllable is doubled before a suffix beginning with a vowel.

bag, bagging
get, getting
red, reddish
rob, robbing
corral, corralled
input, inputting
format, formatting
transfer, transferred

but
total, totaled
travel, traveled

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

refer, reference prefer, preference infer, inference

Indefinite articles

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

a historic occasion
a hotel
a human being
a humble man
a union
an herbseller
an hour

an honor
an onion
an oyster

but
an H-U-D directive
a HUD directive

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

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

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
a 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). In the absence of such a decision, the U.S. Directory of Post Offices is to be used.

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

Nationalities, etc.

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

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

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

5.24. Observe the following forms:

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

Native American words

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

Transliteration

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

6. COMPOUNDING RULES

(See also "Compounding Examples")

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

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

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

General rules

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

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

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

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

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

coldbloodedness	ill-advisedly	praiseworthiness	Y-shaped
footnoting	outlawry	railroader	

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

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

Solid compounds

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

airship	cupboard	fishmonger	locksmith
bathroom	dressmaker	footnote	workman
bookseller			

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

blowout	hangover	runoff	*but*
breakdown	holdup	setup	cut-in
builddown	makeready	showdown	phase-in
cooldown	markoff	throwaway	run-in
flareback	pickup	tradeoff	sit-in
giveaway			tie-in

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

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

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

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

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

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

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

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

6.13. Print compound personal pronouns as one word.

herself	myself	themselves	yourself
himself	oneself	thyself	yourselves
itself	ourselves		

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

northeast	north-northeast
southwest	south-southwest

also north-south alignment

Unit modifiers

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

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

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

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

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

civil service examination
durable goods industry
flood control study
free enterprise system
ground water levels
high school student
elementary school grade
income tax form
interstate commerce law
land bank loan
land use program
life insurance company
mutual security funds
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 predicate noun the second element of which is a present participle.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

abstract B pages
article 3 provisions
class II railroad
grade A milk
point 4 program
ward D beds

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

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

but
right-to-work law
line-item veto

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

bluish green
dark green
orange red

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

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

big gray cat
a fine old southern gentleman

Prefixes, suffixes, and combining forms

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

*after*birth
*Anglo*mania
*ante*date
*anti*slavery
*bi*weekly
*by*law
*circum*navigation
*cis*alpine
*co*operate
*contra*position
*counter*case
*de*energize
*demi*tasse
*ex*communicate
*extra*curricular
*fore*tell
*heroi*comic
*hyper*sensitive
*hypo*acid
*in*bound
*infra*red
*inter*view
*intra*spinal
*intro*vert
*iso*metric
*macro*analysis
*meso*thorax
*meta*genesis
*micro*phone
*mis*state
*mono*gram
*multi*color
*neo*phyte
*non*neutral
*off*set
*out*bake
*over*active
*pan*cosmic
*para*centric
*parti*coated
*peri*patetic
*plano*convex
*poly*nodal
*post*script
*pre*exist
*pro*consul
*pseudo*scholastic
*re*enact
*retro*spect
*semi*official
*step*father
*sub*secretary
*super*market
*thermo*couple
*tran*sonic
*trans*ship
*tri*color
*ultra*violet
*un*necessary
*under*flow

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

port*able*
cover*age*
opera*te*
plebis*cite*
twenty*fold*
spoon*ful*
kilo*gram*
geo*graphy*
man*hood*
self*ish*
pump*kin*
meat*less*
out*let*
wave*like*
procure*ment*
inner*most*
partner*ship*
lone*some*
home*stead*
north*ward*
clock*wise*

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

lifelike
lilylike
girllike
bell-like
Scotland-like
MacArthur-like

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

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

but
rereferred
rereviewed

6.33. Use a hyphen to join duplicated prefixes.

re-redirect sub-subcommittee super-superlative

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

ex-governor
ex-serviceman
ex-son-in-law
ex-vice-president
self-control
self-educated
quasi-academic
quasi-argument
quasi-corporation
quasi-young

but
selfhood
selfsame

6.35. Unless usage demands otherwise, use a hyphen to join a prefix or combining form to a capitalized word. (The hyphen is retained in words of this class set in caps.)

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

but
nongovernmental
overanglicize
transatlantic

Numerical compounds

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

twenty-one
twenty-first
6-footer
6-foot-11-inch man
24-inch ruler
3-week vacation
8-hour day
10-minute delay
20th-century progress
3-to-1 ratio
5-to-4 vote
.22-caliber cartridge
2-cent-per-pound tax
four-in-hand tie
three-and-twenty
two-sided question
multimillion-dollar fund
10-dollar-per-car tax
thirty- (30-) day period

but
one hundred and twenty-one
100-odd
foursome
threescore
foursquare
$20 million airfield
second grade children

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

1 month's layoff
1 week's pay
2 hours' work
3 weeks' vacation
1 minute's delay

but a 1-minute delay

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

one-thousandth
two-thirds
two one-thousandths
twenty-three thirtieths
twenty-one thirty-seconds
three-fourths of an inch

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

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

Civil and military titles

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

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

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

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

Scientific and technical terms

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

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

but
Russian-olive plantings
Douglas-fir tree

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

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

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

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

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

candela-hour
crop-year
horsepower-hour
light-year
passenger-mile
staff-hour
work-year

but kilowatthour

Improvised compounds

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

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

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

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

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

cold-shoulder
blue-pencil
cross-brace

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

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

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

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

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

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

6.52. Print idiomatic phrases without hyphens.

come by
inasmuch as
insofar as
Monday week
nowadays

7. COMPOUNDING EXAMPLES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

– A –

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

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

– B –

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

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

blast
hole
plate
blasto (c.f.)
all one word
bleach
ground
works
blear
eye
-eyed (u.m.)
-witted (u.m.)
blepharo (c.f.)
all one word
blight-resistant (u.m.)
blind
-bomb (v.)
-flying (u.m.)
fold
-loaded (u.m.)
#man
spot
stitch
story
blink-eyed (u.m.)
blithe-looking (u.m.)
blitz
buggy
krieg
block
buster
head
hole (v.)
ship
blood
-alcohol (u.m.)
bath
beat
curdling
-drenched (u.m.)
-giving (u.m.)
guilty
-hot (u.m.)
hound
letting
mobile
-red (u.m.)
ripe
shed
shot
spiller
spot
stain
stock
stream
sucker
thirsty
-warm (u.m.)
bloody
-nosed (u.m.)
-red (u.m.)
blossom
-bordered (u.m.)
-laden (u.m.)
blow
back
by (n., u.m.)
cock
down (n., u.m.)
gun
hard (n.)
hole
iron
lamp
off (n., u.m.)
out (n., u.m.)
pipe
spray
through (u.m.)
torch
tube
up (n., u.m.)
blue
-annealed (u.m.)
beard (n.)
blood
bonnet
book (nonliteral)
bottle
coat (n.)
-eyed (u.m.)
gill
grass
-gray (u.m.)
-green (u.m.)
-hot (u.m.)
jack
jacket
nose
-pencil (v.)
point (oyster)
print
stocking
streak (nonliteral)
tongue (n.)
blunder
buss
head
blunt
-edged (u.m.)
-spoken (u.m.)
boar
spear
staff
board
#foot
rack
walk
boat
builder
crew
head
hook
house
loader
owner
#people
setter
shop
side
swain
wright
yard
bob
cat
sled
stay
tail
white
bobby
pin
-soxer
body
bearer
bending
builder
-centered (u.m.)
guard
-mind
plate
bog
-eyed (u.m.)
land
man
trot (v.)
boil
down (n., u.m.)
off (n., u.m.)
out (n., u.m.)
over (n., u.m.)
boiler
-off
-out
plate
works
boiling#house
bold
face (printing)
-spirited (u.m.)
bolt
cutter
head
hole
-shaped (u.m.)
strake
bomb
drop
fall
shell
sight
thrower
-throwing (u.m.)
bone
ache
#ash
black
breaker
-bred (u.m.)
-dry (u.m.)
-eater
-hard (u.m.)
head
lace
meal
set
shaker
-white (u.m.)
boobytrap
boogie-woogie
book
binder
case
dealer
#end
fair
-fed (u.m.)
fold
-learned (u.m.)
-lined (u.m.)
list
lore
lover
mark
mobile
plate
rack
rest
sale
seller
shelf
stack
stall
stamp
stand
stitch
-stitching (u.m.)
-taught (u.m.)
wright
boom
town
truck
boondoggling
boot
black
hose
jack
lace
last
leg
lick
strap
bore
hole
safe
sight
bosom
-deep (u.m.)
-folded (u.m.)
-making (u.m.)
bottle
-fed (u.m.)
neck
-nosed (u.m.)
bottom#land
boughpot
bow
back
bent
grace
head
knot
legged
-necked (u.m.)
pin
shot
sprit
stave
string
wow
box
car
haul
head (printing)
truck
boxer
-off
-up
brachio (c.f.)
all one word
brachy (c.f.)
all one word
brain
cap
child
-cracked (u.m.)
pan
sick
-spun (u.m.)
storm
-tired (u.m.)
wash
brake
drum
head
meter
shoe
brandnew (u.m.)
brandy
-burnt (u.m.)
wine
brass
-armed (u.m.)
-bold (u.m.)
-smith
works
brave
hearted
-looking (u.m.)
-minded (u.m.)
brazen
-browed (u.m.)
face
bread
basket
crumb
earner
fruit
#knife
liner
plate
seller
stuff
#tray
winner
break
away (n., u.m.)
ax
back (n., u.m.)
bone (fever)
#circuit
down (n., u.m.)
-even (u.m.)
fast
fast#room
front
-in (n., u.m.)
neck
off (n., u.m.)
out (n., u.m.)
point
through (n., u.m.)
up (n., u.m.)
wind (n.)
breaker
-down
-off
-up
breast
band
beam
bone
-deep (u.m.)
-fed (u.m.)
-high (u.m.)
hook
mark
piece
pin
plate
plow
rail
rope
work
breath
-blown (u.m.)
-tainted (u.m.)
taking
breech
block
cloth
loader
-loading (u.m.)
lock
pin
plug
sight

breeze
-borne (u.m.)
-lifted (u.m.)
-swept (u.m.)
way
bribe
-free (u.m.)
giver
taker
bric-a-brac
brick
bat
-built (u.m.)
-colored (u.m.)
kiln
layer
liner
mason
-red (u.m.)
setter
work
yard
bride
bed
bowl
cake
chamber
cup
groom
knot
lace
maiden
stake
bridge
builder
head
pot
tree
#wall
work
briefcase
bright
-colored (u.m.)
-eyed (u.m.)
brilliant
-cut (u.m.)
-green (u.m.)
brine-soaked (u.m.)
bringer-up
bristle
cone (u.m.)
-pointed (u.m.)
broad
acre
ax
band (radio) (n., u.m.)
-beamed (u.m.)
brim
cast
cloth
head
#jump
leaf (n.)
-leaved (u.m.)
loom
minded
-mouthed (u.m.)
share (n., v.)
sheet (n.)
side
sword
wife
woven
broken
-down (u.m.)
-legged (u.m.)
-mouthed (u.m.)
bromo (c.f.)
all one word
bronchio (c.f.)
all one word
broncho (c.f.)
all one word
broncobuster
bronze
-clad (u.m.)
-covered (u.m.)
-red (u.m.)
broom
#handle
-leaved (u.m.)
-making (u.m.)
stick
brother
-german
hood
-in-law
brow
beat
point
post
brown
back
-eyed (u.m.)
out (n., u.m.)
print
brush
ball
#holder
off (n., u.m.)
-treat (v.)
brusher
-off
-up
buck
eye
-eyed (u.m.)
horn
hound
passer
plate
pot
saw
shot
skinned
stall
stay
stove
tooth
wagon
wash
bucket-shaped (u.m.)
buff
-tipped (u.m.)
ware
-yellow (u.m.)
bug
bear
bite
-eyed (u.m.)
build
down (n., u.m.)
up (n., u.m.)
built
-in (u.m.)
-up (u.m.)
bulb-tee (u.m.)
bulbo (c.f.)
all one word
bulk
head
-pile (v.)
weigh (v.)
bull
baiting
dog
doze
-faced (u.m.)
fight
frog
head
-mouthed (u.m.)
neck
nose
pen
ring
#terrier
toad
-voiced (u.m.)
whack
whip
bullet
head
maker
proof
bull's
-eye (nonliteral)
-foot
bumble
bee
foot
kite
bung
hole
start
burn
-in (n., u.m.)
out (n., u.m.)
up (n., u.m.)
burned-over (u.m.)
burner-off
burnt
-out (u.m.)
-up (u.m.)
bus
boy
#conductor
driver
fare
girl
line
load
bush
beater
buck
fighter
-grown (u.m.)
hammer
-leaguer
ranger
whacker
wife
bustup (n., u.m.)
busy
body
-fingered (u.m.)
head
butt
-joint (v.)
saw
stock
strap
-weld (v.)
butter
ball
-colored (u.m.)
fat
fingers
head
milk
mouth
nut
print
-rigged (u.m.)
scotch
-smooth (u.m.)
wife
-yellow (u.m.)
button
-eared (u.m.)
-headed (u.m.)
hold
hole
hook
mold
buzzerphone
by
-and-by
-by
-the-way (n., u.m.)
-your-leave (n., u.m.)
rest one word

– C –

C
-sharp
-star
-tube
cab
driver
fare
#owner
stand
cabbagehead
cabinet
maker
making
cable-laid (u.m.)
caco (c.f.)
all one word
cage#bird
cake
baker
bread
-eater
mixer
-mixing (u.m.)
pan
walk
calci (c.f.)
all one word
calk-weld (v.)
call
back (n., u.m.)
box
down (n., u.m.)
-in (n., u.m.)
note
-off (n., u.m.)
out (n., u.m.)
-over (n., u.m.)
up (n., u.m.)
camshaft
camel
back (rubber)
-backed (u.m.)
driver
-faced (u.m.)
camel's-hair (u.m.)
camp
fire
ground
stool
can
capper
not
#opener
canalside
candle
bomb
-foot
holder
-hour
lighter
lit
-meter
-shaped (u.m.)
stand
stick
wick
wright
candystick
cane
-backed (u.m.)
brake
crusher
cutter
#sugar
canker
-eaten (u.m.)
-mouthed (u.m.)
cannonball
canvas-covered (u.m.)
cap
-flash (v.)
nut
screw
sheaf
shore
car
barn
break
builder
fare
goose
hop
jacker
lot
-mile
owner
pool
port
sick
wash
carbo (c.f.)
all one word

carbol (c.f.)
all one word
carcino (c.f.)
all one word
card
case
-index (u.m., v.)
player
sharp
stock
cardio (c.f.)
-aortic
rest one word
care
free
giver
-laden (u.m.)
taker
-tired (u.m.)
worn
carpet
bagger
beater
#cleaner
-cleaning (u.m.)
-covered (u.m.)
fitter
layer
-smooth (u.m.)
-sweeping (u.m.)
weaver
-weaving (u.m.)
web
woven
carpo (c.f.)
-olecranal
rest one word
carriage-making (u.m.)
carrot
-colored (u.m.)
head (nonliteral)
juice
top (nonliteral)
carry
all (n., u.m.)
around (n., u.m.)
back (n., u.m.)
forward (n.)
-in (n., u.m.)
out (n., u.m.)
over (n., u.m.)
cart
load
wheel (coin)
whip
wright
case
bearer
finding
hammer
harden
load
mated
worker
caser-in
cashflow
cast
away (n., u.m.)
back (n., u.m.)
-by (u.m.)
off (n., u.m.)
out (n., u.m.)
-ridden (u.m.)
-weld (v.)
caster
-off
-out
castlebuilder (nonliteral)
cat
back
beam
bird
call
-eyed (u.m.)
face (n.)
fall
gut
head
hole
hook
-ion
like
nap
nip
-o'-nine-tails
stitch
walk
CAT scan
catch
all (n., u.m.)
-as-catch-can (u.m.)
cry
penny
plate
up (n., u.m.)
weight
word
cater
corner
wauling
cat's
-eye (nonliteral)
-paw (nonliteral)
cattle
#boat
feed
-raising (u.m.)
yak
cauliflower
-eared (u.m.)
#ware
causeway
cave
dweller
-dwelling (u.m.)
#fish
-in (n., u.m.)
cease-fire (n., u.m.)
cedar-colored (u.m.)
celi (c.f.)
all one word
celio (c.f.)
all one word
cement
-covered (u.m.)
mason
-temper (v.)
census
#taker
-taking
center
#field (sports)
head (printing)
line
most
#piece
-second
centi (c.f.)
all one word
centimeter-gram-second
centri (c.f.)
all one word
centro (c.f.)
all one word
cephalo (c.f.)
all one word
cerato (c.f.)
all one word
cerebro (c.f.)
-ocular
rest one word
certificate holder
cervico (c.f.)
-occipital
-orbicular
rest one word
cess
pipe
pit
pool
chaffcutter
chain
#belt
-driven (u.m.)
#gang
stitch
chair
fast
mender
person
-shaped (u.m.)
warmer
chalk
cutter
line
-white (u.m.)
chamber
maid
woman
changeover
chapfallen
chapelgoing
char
broiler
coal
pit
charge
#book
off (n., u.m.)
out (n., u.m.)
chartbook
chattermark
cheapskate
check
bite
forger
hook
-in (n., u.m.)
list
mark
nut
off (n., u.m.)
out (n., u.m.)
passer (n.)
point
rack
rail
rein
ring
roll
rope
row
sheet
strap
string
up (n., u.m.)
washer
weigher
writer
checker
-in
-off
-out
-up
cheek
bone
strap
cheerleader
cheese
burger
cake
cloth
curd
cutter
head
lip
parer
plate
chemico (c.f.)
all one word
chemo (c.f.)
all one word
cherry
-colored (u.m.)
stone (nonliteral)
#stone (literal)
chestnut
-colored (u.m.)
-red (u.m.)
chicken
bill
-billed (u.m.)
#breast
breasted
#coop
#farm
feed
heart
pox
#yard
chief
#justice
-justiceship
#mate
child
bearing
bed
birth
care
crowing
hood
kind
life
-minded (u.m.)
ridden
wife
chill-cast (u.m., v.)
chin
band
-bearded (u.m.)
-chin
cloth
cough
-high (u.m.)
rest
strap
china
-blue (u.m.)
#shop
ware
Chinatown
chipmunk
chiro (c.f.)
all one word
chisel
-cut (u.m.)
-edged (u.m.)
#maker
chitchat
chitter-chatter
chloro (c.f.)
all one word
chock
ablock
-full (u.m.)
chocolate
-brown (u.m.)
-coated (u.m.)
#maker
choir
boy
#master
choke
bore
damp
out (n., u.m.)
point
strap
chole (c.f.)
all one word
chondro (c.f.)
-osseous
rest one word
chop
-chop
stick
chowchow
Christ
-given (u.m.)
-inspired (u.m.)
like
chromo (c.f.)
all one word
chrono (c.f.)
all one word
chuck
hole
plate
wagon
chucklehead
chunkhead
church
goer
like
work
yard
churn
-butted (u.m.)
milk
cigar
case
cutter
-shaped (u.m.)
cigarette
#holder
#maker
-making (u.m.)
cine (c.f.)
all one word
circuitbreaker
circum (pref.)
arctic, pacific, etc.
-Saturnal, etc.
rest one word

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

-covered (u.m.)
-growing (u.m.)
#mill
mouth (snake)
packer
picker, ing
seed
sick
countdown (n., u.m.)
counter
#check (banking)
#septum
-off
act, propaganda, top, etc.
as combining form, one word
country
-born (u.m.)
-bred (u.m.)
folk
people
side
wide
county
#seat
wide
court
bred
-martial
ship
cousin
-german
hood
-in-law
cover
alls
let
side
up (n., u.m.)
cow
barn
bell
catcher
-eyed (u.m.)
gate
hand
herd
hide
hitch
lick
path
pen
#pony
pox
puncher
shed
sucker
crab
cake
catcher
eater
faced
hole
meat
stick
crack
down (n., u.m.)
house (slang)
jaw
pot
-the-whip (n., u.m.)
up (n., u.m.)
cradle
side
#snatcher
song
cranio (c.f.)
all one word
crank
case
-driven (u.m.)
pin
pit
shaft
crapehanger
crashdive (v.)
crawlup (n., u.m.)
crazy
bone
cat
cream
cake
-colored (u.m.)
creditworthiness
creek
bed
side
creep
hole
mouse
crepe#de#chine
crestfallen
crew
cut
member
cribstrap
crime
fighter
solver
wave
crisscross
crook
all one word
crooked
-foot (n.)
-legged (u.m.)
-nosed (u.m.)
crop
-bound (u.m.)
-haired (u.m.)
head
mark
-year
cross
-appeal
arm
band
bar
beam
bearer
bedded
belt
bench
-bidding
bill (bird)
#bill (legal)
bind
bolt
bond
bones
bred
breed
-bridge (v.)
-brush (v.)
-carve (v.)
-channel (u.m.)
-check
-claim
-compound (v.)
-connect (v.)
-country (u.m.)
-cultivate (v.)
current
-curve (math.) (n.)
cut
-date (v.)
-drain (v.)
-dye (v.)
-dyeing (n.)
-examine (v.)
-eye (n., u.m.)
-eyed (u.m.)
fall
feed
-fertile (u.m.)
-fertilize (v.)
-fiber (u.m.)
file
fire
flow
foot
-grained (u.m.)
hair
hand
hatch
haul
head
-immunity
-index (u.m.)
-interrogate (v.)
-interrogatory
-invite (v.)
legged
legs
-level (v.)
-license (v.)
lift (v.)
lock
lots
mark
member
patch
path
plow (v.)
-pollinate (v.)
-purpose (n.)
-question
rail
-reaction
-refer (v.)
-reference
road
row
-service
-shaft
-slide
-staff
-sterile
-stitch
-stone
-stratification
-sue (v.)
-surge (v.)
talk
tie
town
track
trail
tree
under (n., u.m.)
-vote
walk
web
wind
word
crow
bait
bar
foot
crownbar
crow's
-foot (nonliteral)
-nest (nonliteral)
crybaby
crypto (c.f.)
-Christian, etc.
rest one word
crystal
-clear (u.m.)
-girded (u.m.)
-smooth (u.m.)
cubbyhole
cumulo (c.f.)
all one word
cup
bearer
cake
ful
head
curb
side
stoner
cure-all (n., u.m.)
curly
head
locks (n.)
currycomb
cussword
custom
-built (u.m.)
-made (u.m.)
-tailored (u.m.)
cut
away (n., u.m.)
back (n., u.m.)
glass
-in (n., u.m.)
off (n., u.m.)
out (n., u.m.)
rate (u.m.)
throat
-toothed (u.m.)
-under (u.m.)
-up (n., u.m.)
cutter
-built (u.m.)
-down
head
-off
-out
-rigged (u.m.)
-up
cuttlebone
cyano (c.f.)
all one word
cyclecar
cyclo (c.f.)
-olefin
rest one word
cysto (c.f.)
all one word
cyto (c.f.)
all one word

– D –

D
-day
-major
-plus-4-day
dairy
-fed (u.m.)
-made (u.m.)
daisy#chain
damp
proofing
-stained (u.m.)
damping-off (n., u.m.)
dancehall
danger#line
dare
-all (n., u.m.)
devil
say
dark
-eyed (u.m.)
horse (nonliteral)
room (n.)
-skinned (u.m.)
dash
plate
wheel
data
bank
base
date
lined
mark
daughter-in-law
dawn
-gray (u.m.)
streak
day
beam
bed
break
-bright (u.m.)
care
dawn
dream
-fly (aviation) (v.)
-flying (u.m.)
going
lighted
lit
long (u.m.)
mark
side
star
-to-day (u.m.)
worker
de (pref.)
-air
icer

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

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

– E –

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

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

– F –

F
-flat
-horn
-sharp
fable
#book
teller
face
about (n., u.m., v.)
-arbor (v.)
cloth
-harden (v.)
-hardened (u.m.)
lifting
mark
-off (n.)
-on (n., u.m.)
plate
up (n., u.m.)
fact
book
finding
sheet
fade
away (n., u.m.)
-in (n., u.m.)
out (n., u.m.)
fail-safe
faint
heart
-voiced (u.m.)
fair
ground
-lead (n., u.m.)
minded
play
-skinned (u.m.)
#trade
fairy
folk
hood
tale
faithbreaker
fall
away (n., u.m.)
back (n., u.m.)
#guy
-in (n., u.m.)
out (n., u.m.)
-plow (v.)
-sow (v.)
trap
fallow#land
false
-bottomed (u.m.)
#face
-faced (u.m.)
hood
-tongued (u.m.)
fame
-crowned (u.m.)
-thirsty (u.m.)
fan
back
bearer
#belt
fare
fold
foot
-jet
-leaved (u.m.)
marker
-shaped (u.m.)
-tailed (u.m.)
fancy
-free (u.m.)
-loose (u.m.)
-woven (u.m.)
-wrought (u.m.)
far
-aloft (u.m.)
away (n., u.m.)
-borne (u.m.)
-distant (u.m.)
-eastern (u.m.)
-famed (u.m.)
fetched
flung (u.m.)
gone
-off (u.m.)
#out
-reaching (u.m.)
seeing
-seen (u.m.)
-set (u.m.)
sight
farm
-bred (u.m.)
hand
hold
owner
people
place
stead
worker
fashion
-led (u.m.)
#piece (naut.)
#plate
-setting (u.m.)
fast
-anchored (u.m.)
back
-dyed (u.m.)
going
hold
-moving (u.m.)
-read (v.)
-reading (u.m.)
#time (daylight saving)
fat
back
-bellied (u.m.)
-free (u.m.)
head
-soluble (u.m.)
father
-confessor
-in-law
land
fault
finder
line
slip
faux#pas
fax
-and-voice# mailbox
#modem
-on-demand
fear
-free (u.m.)
nought
-pursued (u.m.)
-shaken (u.m.)
feather
bed (v.)
bedding
bone
brain
edge
-footed (u.m.)
head
-leaved (u.m.)
stitch
-stitched (u.m.)
-stitching
-tongue (v.)
weight
wing (moth)
fed-up (u.m.)
feeble
-bodied (u.m.)
minded
feed
back (n., u.m.)
bag
bin
box
crusher
cutter
head
lot
mixer
pipe
rack
store
stuff
feeder
-in
-up
fellow
craft
ship
rest two words
felt
cutter
-lined (u.m.)
packer
fenbank
fence
post
#row
fern
-clad (u.m.)
leaf
-leaved (u.m.)
ferro (c.f.)
-carbon-titanium
-uranium
rest one word
ferry
boat
#car
#slip
fever
less
-stricken (u.m.)
trap
-warm (u.m.)
fiber
-faced (u.m.)
glass
#optics
stitch
Fiberglas (copyright)
fibro (c.f.)
-osteoma
rest one word
fickleminded
fiddle
back
-faddle
head
-shaped (u.m.)
stick
string

field
ball
glass
goal
-strip
fierce
-eyed (u.m.)
-looking (u.m.)
fiery
-flaming (u.m.)
-hot (u.m.)
-red (u.m.)
-tempered (u.m.)
fig
bar
eater
leaf
shell
figure
head
-of-eight (u.m.)
#work (printing)
file
card
-hard (u.m.)
name
setter
-soft (u.m.)
fill
-in (n., u.m.)
out (n., u.m.)
-up (n., u.m.)
filler
cap
-in
-out
-up
film
cutter
goer
going
#paper
slide
strip
-struck (u.m.)
fin
back
-shaped (u.m.)
fine
-cut (u.m., v.)
-draw (v.)
-drawn (u.m.)
-featured (u.m.)
-looking (u.m.)
-set (u.m.)
finger
breadth
-cut (u.m.)
hold
hole
hook
mark
nail
parted
post
print
shell
spin
stall
tip
fire
arm
back (n.)
ball
bell
bolt
bomb
brand
brat
break
brick
-burnt (u.m.)
-clad (u.m.)
coat
cracker
crest
-cure (v.)
damp
#drill
-eater
fall
fang
fighter
guard
-hardened (u.m.)
horse
hose
lit
pit
place
plow
plug
-polish (v.)
power
proof
-red (u.m.)
-resistant (u.m.)
safe
side
spout
trap
truck
wall
warden
firm
-footed (u.m.)
-set (u.m.)
-up (n., u.m.)
first
#aid
-aider
-born (u.m.)
-class (u.m.)
comer
hand (u.m.)
-made (u.m.)
-named (u.m.)
-nighter
-rate (u.m.)
-rater
fish
back
bed
-bellied (u.m.)
bolt
bone
bowl
cake
eater
eye
-eyed (u.m.)
fall
#farm
-fed (u.m.)
food
garth
hook
-joint (v.)
kill
#ladder
meal
mouth
plate
pond
pool
pot
pound
trap
weir
works
fisher
folk
man
people
fishyback (n., u.m.)
fit
out (n.)
strip
five
bar
fold
-ply (u.m.)
-pointed (u.m.)
-reeler
score
flag
bearer
pole
post
-raising (u.m.)
ship
-signal (v.)
staff
stick
flame
-colored (u.m.)
-cut (v.)
out (n.)
proof
thrower
flannelmouth
flap
cake
doodle
-eared (u.m.)
jack
flare
back (n., u.m.)
out (n., u.m.)
path
up (n., u.m.)
flash
back (n., u.m.)
bulb
card
cube
gun
lamp
pan
point
flat
back (book-binding)
bed (printing)
-bottomed (u.m.)
car
-compound (v.)
fold
foot (n.)
hat
head
iron
nose
out (n., u.m.)
-rolled (u.m.)
sawn
top
-topped (u.m.)
woods
flax
drop
-leaved (u.m.)
-polled (u.m.)
seed
flea
bite
-bitten (u.m.)
fleet
foot
-footed (u.m.)
wing
flesh
brush
hook
-pink (u.m.)
pot
fleur-de-lis
flextime
flight
crew
-hour
path
-test (v.)
flimflam
flip
-flap
-flop
-up (n., u.m.)
flood
cock
flow
gate
lamp
lighting
mark
#plain
tide
wall
water
floor
beam
cloth
head
lamp
mat
mop
#show
space
stain
walker
#wax
-waxing (u.m.)
flophouse
floppy#disk
flour
bag
bin
#mill
sack
#sifter
flow
chart
meter
off (n., u.m.)
sheet
through (n., u.m.)
flower
bed
bud
-crowned (u.m.)
#grower
-hung (u.m.)
#piece
pot
-scented (u.m.)
#shop
flue-cure (v.)
fluid
-compressed (u.m.)
extract (pharm.) (n.)
glycerate
fluo (c.f.)
all one word
fluoro (c.f.)
all one word
flush
-cut (u.m.)
-decked (u.m.)
-decker
gate
fluvio (c.f.)
all one word
fly
away
back
ball
-bitten (u.m.)
blow
blown
-by-night (n., u.m.)
catcher
eater
-fish (v.)
-fisher
-fisherman
#fishing
flap
-free (u.m.)
leaf
paper
sheet
speck
-specked (u.m.)
tier
trap
weight
wheel
winch
flying
#boat
#fish
foam
bow
-crested (u.m.)
-white (u.m.)
fog
bound
bow
dog
eater
-hidden (u.m.)
horn
#light
-ridden (u.m.)
fold
-in
up (n., u.m.)
folk
#dance
lore
song
follow
-on
through (n., u.m.)
up (n., u.m.)
follower-up

food
-fasted (u.m.)
-fasting (v.)
packer
store
stuff
foolhardy
foolscap
foot
-and-mouth (u.m.)
ball
band
bath
blower
board
brake
breadth
bridge
candle
fall
-free (u.m.)
gear
-grain
hill
hold
lambert
licker
light(s)
lining
locker
loose
mark
note
pad
path
pick
plate
-pound
-pound-second
print
race
rail
rest
rope
scald
-second
slogger
sore
stalk
stall
step
stick
stock
stool
-ton
walk
wall
-weary (u.m.)
worn
for (pref.)
all one word
fore
-age
-and-aft (n., u.m.)
-and-after (n.)
-edge
-end
-exercise
word
rest one word
forest
-clad (u.m.)
-covered (u.m.)
#land
side
fork
head
lift
-pronged (u.m.)
tail
-tailed (u.m.)
form
fitting
#work (printing)
forth
coming
right
with
fortune
#hunter
teller
forty-niner
foul
#line
-looking (u.m.)
mouthed
-spoken (u.m.)
-tongued (u.m.)
up (n., u.m.)
fountainhead
four
-bagger
-eyed (u.m.)
flusher
fold
-footed (u.m.)
-in-hand (n., u.m.)
-masted (u.m.)
-master
penny (nail)
-ply (u.m.)
score
some
square
-wheeler
fox
-faced (u.m.)
hole
hound
#hunting
skinned
tailed
trot
fracto (c.f.)
all one word
frameup (n., u.m.)
free
booter
born
drop
-for-all (n., u.m.)
-grown (u.m.)
hand (drawing)
handed
hold
lance
loader
-minded
masonry
#post
-spoken (u.m.)
standing (u.m.)
thinker
trader
wheel (u.m., v.)
wheeler (n.)
#will (n.)
will (u.m.)
freedom#fighter
freeze
down (n., u.m.)
out (n., u.m.)
up (n., u.m.)
freight
#house
-mile
#room
fresh
-looking (u.m.)
-painted (u.m.)
water
frog
belly
eater
-eyed (u.m.)
face
mouth
nose
pond
tongue (medicine)
front
-end (u.m.)
-focused (u.m.)
runner
stall
-wheel (u.m.)
fronto (c.f.)
-occipital
-orbital
rest one word
frost
bite
bow
-free (u.m.)
-hardy (u.m.)
-heaving (u.m.)
-killed (u.m.)
lamp
line
fruit
cake
#fly
growing
#shop
stalk
frying#pan
fuel
#line
#oil
full
back
-bellied (u.m.)
blood
-bound (u.m.)
-duplex
face
-fashioned (u.m.)
-flowering (u.m.)
-grown (u.m.)
-handed (u.m.)
-headed (u.m.)
-lined (u.m.)
#load
mouth
-strength (u.m.)
-text
-time (u.m.)
fundraising
funlover
funnel
form
-shaped (u.m.)
fur
-clad (u.m.)
coat
-lined (u.m.)
-trimmed (u.m.)
fuse
box
#gauge
plug

– G –

G
-major
-man
-minor
-sharp
gabfest
gad
about (n., u.m.)
fly
gaff-topsail
gag
-check (v.)
root
#rule
gaugepin
gain
say
-sharing (u.m.)
galact(o) (c.f.)
all one word
gallbladder
galley#proof (printing)
galvano (c.f.)
all one word
game
bag
cock
gang
boss
plank
saw
gapeseed
garnet-brown (u.m.)
gas
bag
bomb
-driven (u.m.)
field
-fired (u.m.)
firing
fitter
-heated (u.m.)
-laden (u.m.)
lamp
lighted
line (auto)
#line (people queue)
lock
#main
#mask
meter
works
gastro (c.f.)
-omental
rest one word
gate
house
keeper
leg (u.m.)
pin
post
tender
works
gay
#blade
cat
-colored (u.m.)
#dog
-looking (u.m.)
gear
box
case
-driven (u.m.)
fitter
-operated (u.m.)
set
shift
wheel
gelatin
-coated (u.m.)
-making (u.m.)
gelatino (c.f.)
bromide
chloride
gem
cutter
-set (u.m.)
#stone
genito (c.f.)
all one word
gentle
folk
-looking (u.m.)
man
-mannered (u.m.)
mouthed
-spoken (u.m.)
woman
geo (c.f.)
all one word
germ-free (u.m.)
gerrymander
get
-at-able
away (n., u.m.)
off (n., u.m.)
-together (n., u.m.)
up (n., u.m.)
ghost
-haunted (u.m.)
write (v.)
giddy
brain
head
-paced (u.m.)
gilt-edge (u.m.)
gin-run (u.m.)
ginger
#ale
bread
-colored (u.m.)
snap
spice

give
-and-take (n., u.m.)
away (n., u.m.)
glacio (c.f.)
all one word
glass
blower
#ceiling
cutter
-eater
-eyed (u.m.)
-hard (u.m.)
house
works
glauco (c.f.)
all one word
glidepath
globetrotter
glosso (c.f.)
all one word
glow
lamp
meter
gluc(o) (c.f.)
all one word
glue
pot
stock
glycero (c.f.)
all one word
glyco (c.f.)
all one word
go
-ahead (n., u.m.)
-around (n., u.m.)
-as-you-please (u.m.)
-back (n., u.m.)
-between (n.)
by (n.)
cart
-devil (n.)
-getter
-getting (n., u.m.)
-off (n., u.m.)
goal
post
#setter
goat
-bearded (u.m.)
-drunk (u.m.)
-eyed (u.m.)
herd
goat's
-hair
-horn
God
-conscious (u.m.)
-fearing (u.m.)
-forsaken (u.m.)
-given (u.m.)
head
-man
-ordained (u.m.)
-sent (u.m.)
-sped (u.m.)
speed
-taught (u.m.)
god
child
daughter
father
head
hood
less
mother
parent
send
ship
son
sonship
goggle-eyed (u.m.)
goings-on
gold
beater
brick (shirker)
#brick (of real gold)
-bright (u.m.)
-brown (u.m.)
digger
#dust
-filled (u.m.)
foil
-inlaid (u.m.)
leaf
plate (v.)
-plated (u.m.)
-plating (u.m.)
smithing
-wrought (u.m.)
golden
-fingered (u.m.)
-headed (u.m.)
good
bye
-for-nothing (n., u.m.)
-looker
-looking (u.m.)
-natured (u.m.)
#will (kindness)
will (salable asset)
goose
bone
bumps
-cackle
#egg
-eyed (u.m.)
flesh
-footed (u.m.)
herd
mouth
neck
pimples
rump
step
wing
gospel
like
-true (u.m.)
gourdhead
Government (U.S. or foreign)
-in-exile
-owned (u.m.)
wide
governmentwide (State, city, etc.)
grab
-all (n., u.m.)
#bag
hook
rope
grade
finder
mark
grain
-cut (u.m.)
field
-laden (u.m.)
mark
sick
gram
-fast (u.m.)
-meter
-molecular
-negative (u.m.)
-positive (u.m.)
grand
aunt
child, etc.
stand
grant-in-aid
grape
fruit
juice
-leaved (u.m.)
seed
stalk
vine
graph
alloy
#paper
grapho (c.f)
all one word
grass
-clad (u.m.)
-covered (u.m.)
cutter
flat
-green (u.m.)
hop
nut
plot
roots (nonliteral)
#roots (literal)
widow
grave
clothes
digger
side
stead
gravel
-blind (u.m.)
stone
gray
back (n., u.m.)
beard (n.)
-clad (u.m.)
coat (n.)
-eyed (u.m.)
-haired (u.m.)
head
-headed (u.m.)
out (n., u.m.)
grease
#gun
#pit
proof
great
-aunt
coat
-eared (u.m.)
-grandchild, etc.
-headed (u.m.)
heart
mouthed
green
back (n., u.m.)
belt (community)
-clad (u.m.)
-eyed (u.m.)
gage (plum)
gill
grocer
horn
keeper
-leaved (u.m.)
sand (geology)
sick
stuff
sward
town (community)
#wood (literal)
wood (forest)
greyhound
grid
iron
lock
griddlecake
grillroom
grip
sack
wheel
gross
-minded (u.m.)
#weight
ground
breaking
hog
mass
nut
path
plot
-sluicer
speed
#water
wave
work
group-connect (v.)
grownup (n., u.m.)
grubstake
guard
house
plate
rail
guest
chamber
house
room
guided-missile (u.m.)
guidepost
guider-in
gum
boil
chewer
digger
drop
-gum
lac
-saline (n.)
shoe
gun
#barrel
bearer
blast
builder
cotton
crew
deck
fight
fire
flint
lock
paper
pit
play
point
powder
rack
-rivet (v.)
runner
shop
shot
-shy (u.m.)
sight
stock
wale
gut
less
string
gutter
blood
-bred (u.m.)
snipe
spout
gymno (c.f.)
all one word
gyneco (c.f.)
all one word
gyro
#horizon
#mechanism
#pelorus
plane, compass, etc.

– H –

H
-bar
-beam
-bomb
-hour
hack
barrow
hammer
log
saw
hailstorm
hair
band
breadth
brush
-check (n.)
cloth
cut (n.)
do
dresser
-fibered (u.m.)
lock
pin
#ribbon

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

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

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

– I –

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

– J –

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

– K –

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

– L –

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

letter
bomb
#carrier
drop
gram
head
-perfect (u.m.)
press
space
writer
leuc(o) (c.f.)
all one word
liberal-minded (u.m.)
lieutenant
#colonel
-colonelcy
#governor
-governorship
life
belt
blood
boat
#buoy
drop
float
giver
giving
guard
hold
jacket
long
#net
raft
ring
saver
-size (u.m.)
-sized (u.m.)
span
spring
stream
style
tide
time
vest
weary (u.m.)
lift-off (n., u.m.)
light
-armed (u.m.)
-clad (u.m.)
-colored (u.m.)
-drab (u.m.)
-draft (u.m.)
face (printing)
-footed (u.m.)
handed
house#keeping (nautical)
#housekeeping (domestic)
mouthed
-producing (u.m.)
ship
-struck (u.m.)
weight (n., u.m.)
-year
lighter-than-air (u.m.)
like
-looking (u.m.)
-minded (u.m.)
lily
handed
-shaped (u.m.)
-white (u.m.)
lime
juice
kiln
lighter
pit
quat
stone
wash
water
linch
bolt
pin
line
-bred (u.m.)
-breed (v.)
casting
crew
cut (printing)
finder
-item (u.m.)
up (n., u.m.)
walker
link
up (n., u.m.)
#up (v.)
lion
-bold (u.m.)
-headed (u.m.)
hearted
-maned (u.m.)
lip
read
service
stick
listener-in
litho (c.f.)
-offset
rest one word
little
-known (u.m.)
neck (clam)
-used (u.m.)
live
#load
long
stock
#wire
wire (nonliteral)
liver
-brown (u.m.)
-colored (u.m.)
wurst
living#room
loadmeter
loanword
lob
fig
lolly
lobster-tailed (u.m.)
lock
box
fast
hole
jaw
nut
out (n., u.m.)
pin
ring
step
stitch
up (n., u.m.)
washer
locker#room
lode
star
stone
stuff
log
book
in
jam
on
off
roll
sheet
loggerhead
logo (c.f.)
all one word
long
-awaited (u.m.)
beard (n.)
-bearded (u.m.)
-billed (u.m.)
bow
cloth
-distance (u.m.)
-drawn (u.m.)
felt
hair (n.)
-haired (u.m.)
hand (nonliteral)
-handed (u.m.)
-handled (u.m.)
head (n.)
horn (cattle)
-horned (u.m.)
#jump
leaf
-leaved (u.m.)
-legged (u.m.)
legs (n.)
-lived (u.m.)
mouthed
-necked (u.m.)
nose (n.)
-nosed (u.m.)
-past (u.m.)
play (records)
playing (u.m.)
run (u.m.)
shoreman
spun
standing (u.m.)
stitch
#term (n.)
-term (u.m.)
wave (radio)
ways
wool (sheep)
look
down (n., u.m.)
-in (n., u.m.)
out (n., u.m.)
over (n., u.m.)
#over (v.)
through (n., u.m.)
looker-on
loop
hole
#knot
stitch
loose
leaf (u.m.)
mouthed
-tongued (u.m.)
lop
-eared (u.m.)
sided
loud
mouthed
#speaker (orator)
speaker (radio)
-voiced (u.m.)
love
bird
born
-inspired (u.m.)
#knot
lorn
seat
sick
low
born
boy
bred
brow (nonliteral)
browed (nonliteral)
-built (u.m.)
down (n., u.m.)
-downer
-lander
-lived (u.m.)
-lying (u.m.)
-power (u.m.)
-pressure (u.m.)
rise
#water
lower
case (printing)
#deck
most
lug
bolt
mark
sail
lukewarm
lumber
jack
#room
lumbo (c.f.)
-ovarian
rest one word
lumen-hour
lunch
box
room
time
lying-in (n., u.m.)

– M –

M-day
macebearer
machine
-finished (u.m.)
gun
-hour
-made (u.m.)
#shop
#work
macro (c.f.)
all one word
mad
brain
cap
#money
made
-over (u.m.)
-up (u.m.)
magnetite
-basalt
-olivinite
-spinellite
magneto (c.f.)
-optics
rest one word
mahjong
maid
#of#honor
servant
maiden
hair
head
hood
#name
mail
bag
clad
clerk
guard
-order (u.m.)
pouch
room
slot
truck
main
frame
mast
pin
sail
sheet
spring
stay
stream (nonliteral)
top
topmast
#yard
major
-domo
#league
-leaguer
-minor
make
-believe (n., u.m.)
fast (n.)
over
ready (printing)
shift
up (n., u.m.)
weight
maker
-off
-up
making#up
mal (c.f.)
all one word
man
back
-child
-created (u.m.)
-day
eater

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

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

– N –

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

– O –

oak
-beamed (u.m.)
-clad (u.m.)
-green (u.m.)
#leaf
-leaved (u.m.)
oar
-footed (u.m.)
lock
oarsman
oat
bin
cake
-fed (u.m.)
meal
seed
oathbreaker
object-oriented
oblong
-elliptic (u.m.)
-leaved (u.m.)
-linear (u.m.)
-ovate (u.m.)
-shaped (u.m.)
-triangular (u.m.)
occipito (c.f.)
-otic
rest one word
ocean
-born (u.m.)
borne
-girdled (u.m.)
going
side
-spanning (u.m.)
octo (c.f.)
all one word
odd
-jobber
-job man
-looking (u.m.)
man (arbiter)
-numbered (u.m.)
off
-and-on (u.m.)
beat
cast
center (u.m.)
color (u.m.)
-colored (u.m.)
cut (printing)
day
-fall (v.)
-flavor (n., u.m.)
-flow
-go (n.)
going
grade
hand
-hours
line
loading
look
-lying (u.m.)
peak
print
put
-reckoning (n.)
saddle
scape
scour
scum
-season
set
shoot
shore
side
site
-sorts (n.)
spring
stage
street
take
-the-record (u.m.)
type
-wheel (n.)
-wheeler (n.)
-white (u.m.)
#year
office
#boy
holder
seeker
-seeking (u.m.)
oftentimes
ofttimes
ohm
-ammeter
meter
-mile
oil
#burner
cake
can
cloth
coat
cup
-driven (u.m.)
-fed (u.m.)
field
-forming (u.m.)
-harden (v.)
hole
meal
paper
proofing
seed
#shale
skinned
-soaked (u.m.)
spill (n.)
stove
-temper (v.)
tightness
#well
old
-fashioned (u.m.)
-fogy (u.m.)
-growing (u.m.)
-looking (u.m.)
#maid
-maidish (u.m.)
#man
-new
style (printing)
timer
#woman
-young
oleo
#butter
#gear
#oil
#strut
as combining form, one word
olive
-brown (u.m.)
-clad (u.m.)
-drab (u.m.)
-growing (u.m.)
#oil
-skinned (u.m.)
wood
#wood (color)
omni (c.f.)
-ignorant
rest one word
on
-and-off (n., u.m.)
board (u.m.)
-go (n.)
going
line#service
site
noun, adjective, one word
once
-over (n.)
-run (u.m.)
one
-armed (u.m.)
-decker
-eyed (u.m.)
fold
-half
-handed (u.m.)
ness
-piece (u.m.)
self
-sided (u.m.)
-sidedness
signed (u.m.)
-step (dance)
-striper
time (formerly) (u.m.)
-time (one action) (u.m.)
-two-three
-way (u.m.)
onion
peel
skin
op-ed (newspaper)
open
-air (u.m.)
-armed (u.m.)
-back (u.m.)
-backed (u.m.)
band (yarn)
cast
cut (mining)
-end (u.m.)
-ended
-faced (u.m.)
handed
#house
minded
mouthed
#shop
side (u.m.)
-sided (u.m.)
worked
opera
goer
going
#house
operating#system
ophthalmo (c.f.)
all one word
orange
ade
colored (u.m.)
peel
-red (u.m.)
stick
orchard#house
orderly#room
organo (c.f.)
all one word
ornitho (c.f.)
all one word
orrisroot
ortho (c.f.)
all one word
osteo (c.f.)
all one word
other
wise
#world
worldly
oto (c.f.)
all one word
out
-and-out (u.m.)
-and-outer (n.)
-loud (u.m.)
-Machiavelli, etc.
migration
-of-date (u.m.)
-of-door(s) (u.m.)
-of-State (u.m.)
-of-the-way (u.m.)
placement
-to-out (u.m.)
as prefix, one word
outer
-city (u.m.)
#man
most
wear
outward
-bound (u.m.)
-bounder
ovate
-acuminate (u.m.)
-oblong (u.m.)
ovato (c.f.)
-oblong
-orbicular
rest one word
oven
baked
dried
peel
ware
over
age (surplus)
age (older) (n., u.m.)
all (n., u.m.)
-the-counter (u.m.)
as combining form, one word
owl-eyed (u.m.)
ox
biter
blood (color)
bow
brake
cart
cheek
eye
-eyed (u.m.)
gall
harrow
hide
horn
shoe
tail
#team
oxy (c.f.)
all one word
oyster
bed
#crab
house
root
seed
shell
-white (u.m.)

– P –

pace
maker
#setter
-setting (u.m.)
pachy (c.f.)
all one word
pack
builder
cloth
horse
-laden (u.m.)
sack
saddle
staff
thread
up (n., u.m.)
packing#box
padlock
paddlefoot
page
-for-page (u.m.)
#proof (printing)
painkiller
painstaking
paint
brush
mixer
pot
spray
stained (u.m.)

pale
belly
-blue (u.m.)
buck
-cheeked (u.m.)
face (n.)
-faced (u.m.)
-looking (u.m.)
-reddish (u.m.)
paleo (c.f.)
-Christian, etc.
rest one word
pallbearer
palm
-green (u.m.)
#leaf
#oil
-shaded (u.m.)
palmi (c.f.)
all one word
pan
-American, etc.
-broil (v.)
#ice
rest one word
Pan
#American
Union
hellenic
panel-lined (u.m.)
panic-stricken (u.m.)
panto (c.f.)
all one word
panty hose
paper
back (n.)
#box
#carrier
cutter
hanger
shell (n., u.m.)
-shelled (u.m.)
-thin (u.m.)
weight
-white (u.m.)
papier#mache
para (c.f. or pref.)
-analgesia
-anesthesia
legal
medic
rest one word
parcel
#carrier
-plate (v.)
#post
parchment
-covered (u.m.)
#maker
-making (u.m.)
parieto (c.f.)
-occipital
rest one word
parimutuel
park
#forest
land
way
part
-finished (u.m.)
#owner
-time (u.m.)
-timer (n.)
#way
parti (c.f.)
all one word
party#line
parvi (c.f.)
all one word
pass
back (n.)
book
key
out (n., u.m.)
port
through (n., u.m.)
word
passenger-mile
passer(s)-by
passion
-driven (u.m.)
-feeding (u.m.)
-filled (u.m.)
#play
paste
down (n., u.m.)
pot
up (n., u.m.)
pastureland
patent-in-fee
path
breaker
finder
way
patho (c.f.)
all one word
patri (c.f.)
all one word
patrol
man
#wagon
pattycake
pawn
broker
shop
pay
back (n., u.m.)
check
#cut
day
dirt
load
off (n., u.m.)
out (n., u.m.)
#raise
roll
sheet
-TV
pea
#coal
coat
cod
-green (u.m.)
hen
jacket
nut
pod
shooter
-sized (u.m.)
stick
peace
-blessed (u.m.)
breaker
-loving (u.m.)
maker
#pipe
time
peach
bloom
blow (color)
-colored (u.m.)
pear-shaped (u.m.)
pearl
-eyed (u.m.)
fishing
-pure (u.m.)
-set (u.m.)
-studded (u.m.)
-white (u.m.)
peat
-roofed (u.m.)
moss
stack
pebble
-paved (u.m.)
-strewn (u.m.)
peeloff (n., u.m.)
peep
eye
hole
show
sight
peer-to-peer
pegleg
pellmell
pen
-cancel (v.)
head
knife
manship
#name
point
pusher
rack
script
-shaped (u.m.)
stock
trough
pencil
#box
holder
-mark (v.)
penny
-a-liner
pincher
weight
winkle
worth
pent-up (u.m.)
penta (c.f.)
-acetate
rest one word
pepper
corn
#jelly
mint
pot
-red (u.m.)
peptalk
per
#annum
cent
#centum
compound (chemical)
current (botanical)
#diem
salt (chemical)
#se
sulfide
peri (pref.)
-insular
rest one word
permafrost
pest
hole
-ridden (u.m.)
petcock
peternet
petit
grain
#jury
#larceny
#point
petro (c.f.)
-occipital
rest one word
pharmaco (c.f.)
-oryctology
rest one word
pharyngo (c.f.)
-esophageal
-oral
rest one word
phase
-in (n., u.m.)
meter
out (n., u.m.)
-wound (u.m.)
pheno (c.f.)
all one word
philo (c.f.)
-French, etc.
rest one word
phlebo (c.f.)
all one word
phonebook
phono (c.f.)
all one word
phospho (c.f.)
all one word
photo (c.f.)
-offset
-oxidation
-oxidative
rest one word
phrasemark (music)
phreno (c.f.)
all one word
phyllo (c.f.)
all one word
phylo (c.f.)
all one word
physico (c.f.)
all one word
physio (c.f.)
all one word
phyto (c.f.)
all one word
piano
forte
graph
#player
pick
aback
ax
lock
-me-up (n., u.m.)
off (n., u.m.)
over (n., u.m.)
#over (v.)
pocket
pole
shaft
up (n., u.m.)
picker-up
picket#line
pickle-cured (u.m.)
picture
#book
#writing
pie
bald
crust
-eater
-eyed
marker
pan
plant
#plate
-stuffed (u.m.)
#tin
piece
-dye (v.)
#goods
meal
mold
piezo (c.f.)
-oscillator
rest one word
pig
-back (v.)
-backed (u.m.)
-bellied (u.m.)
belly
-eyed (u.m.)
face
-faced (u.m.)
foot
-footed (u.m.)
headed
herd
#iron
out
pen
root
stick
sty
tailed
wash
pigeon
gram
hole
-toed (u.m.)
wing
piggyback
pike
-eyed (u.m.)
staff
pile
driver
-driving (u.m.)
hammer
up (n., u.m.)
#weave
woven
pill
pusher
rolling
taker
pillow
case
made
slip
pilot
#boat
house
#light
pin
ball
block
bone
case
cushion
-eyed (u.m.)

fall
feather
fire
fold
head
hold
hole
hook
lock
paper
point
prick
rail
setter
spot
stripe
-tailed (u.m.)
up (n., u.m.)
wheel
pinch
back
bar
beck
cock
fist
-hit (v.)
-hitter
penny
pine
apple
-bearing (u.m.)
-clad (u.m.)
#cone
-fringed (u.m.)
#needle
#oil
-shaded (u.m.)
#tar
pink
-blossomed (u.m.)
eye (n.)
-eyed (u.m.)
pipe
-drawn (u.m.)
dream
fitter
layer
line
-shaped (u.m.)
stem
walker
welder
pisci (c.f.)
all one word
pistol-whipped (v.)
piston
head
#pin
#rod
#valve
pit
#bull
-eyed (u.m.)
fall
head
-headed (u.m.)
hole
mark
-marked (u.m.)
-rotted (u.m.)
saw
side
pitch
-black (u.m.)
blende
#box
-colored (u.m.)
-dark (u.m.)
#darkness
fork
hole
-lined (u.m.)
man
-marked (u.m.)
out (n., u.m.)
#pipe
up (n., u.m.)
place
card
kick
plague-infested (u.m.)
plain
back (fabric)
-bodied (u.m.)
clothes (u.m.)
clothesman
-headed (u.m.)
-looking (u.m.)
-spoken (u.m.)
woven (u.m.)
plane
#curve
load
-mile
-parallel (u.m.)
table (surveying)
plani (c.f.)
all one word
plano (c.f.)
all one word
plant
#food
life
site
plasterboard
plate
cutter
#glass
-incased (u.m.)
layer
mark
#proof (printing)
-roll (v.)
-rolled (u.m.)
platy (c.f.)
all one word
play
-act (v.)
back (n., u.m.)
bill
book
boy
broker
day
down (n., u.m.)
fellow
goer
going
ground
mate
off (n., u.m.)
pen
reader
room
script
suit
thing
time
wright
#yard
pleasure
-bent (u.m.)
#boat
-seeking (u.m.)
-tired (u.m.)
-weary (u.m.)
pleo (c.f.)
all one word
pleuro (c.f.)
all one word
plow
back (n., u.m.)
-bred (u.m.)
hand
horse
pan
point
-shaped (u.m.)
share
shoe
sole
staff
#tail
wright
plug
-and-play
hole
-in (n., u.m.)
tray
-ugly (n., u.m.)
plumbline
plume-crowned (u.m.)
pluri (c.f.)
all one word
pluto (c.f.)
all one word
pneumato (c.f.)
-hydato-genetic (u.m.)
rest one word
pneumo (c.f.)
all one word
pock
mark
-marked (u.m.)
-pit (v.)
pocket
book (purse)
#book (book)
-eyed (u.m.)
knife
-sized (u.m.)
-veto (v.)
poet
-artist
#laureate
-painter
pointblank
Point-to-Point
poison-dipped (u.m.)
pole
arm
-armed (u.m.)
ax
burn
cat
-dried (u.m.)
horse
-pile (v.)
setter
-shaped (u.m.)
sitter
-stack (v.)
star
timber
trap
-vault (v.)
#vaulter
politico (c.f.)
-orthodox
rest one word
poll
book
#parrot
#tax
poly (c.f.)
all one word
poor
-blooded (u.m.)
farm
-spirited (u.m.)
pop
corn
eye
gun
up (n., u.m.)
poppy
-bordered (u.m.)
cock
-red (u.m.)
seed
pork
barrel (n., u.m.)
#chop
#pie
port
cullis
fire
folio
hole
hook
manteau
-mouthed (u.m.)
side
#wine
post
#bellum
#boat
card
-Christian, etc.
-cold-war (u.m.)
#diem
-free (u.m.)
haste
#hospital (military)
#meridiem
#mortem (literal)
mortem (non-literal)
#partum
#school (military)
audit, graduate, etc.
as prefix, one word
postal#card
pot
ash
bellied
boil
eye
hanger
head
herb
hole
hook
hunter
latch
lid
luck
pie
pourri
rack
#roast
shot
whiskey
potato#field
poultry
#house
#keeper
-keeping (u.m.)
#raiser
-raising (u.m.)
#yard
pound
cake
-foolish (u.m.)
-foot
worth
powder
-blue (u.m.)
box
#house
#keg
#mill
#room
-scorched (u.m.)
power
boat
#mower
-operated (u.m.)
pack
plant
praise
-deserving (u.m.)
-spoiled (u.m.)
worthiness
pre (pref.)
-Incan, etc.
audit, existing, etc.
rest one word
president
-elect
#pro#tempore
press
#agent
-agentry
board
feeder
-forge (v.)
-made (u.m.)
mark
pack (v.)
plate
#proof (printing)
preter (pref.)
all one word
price
#cutter
-cutting (u.m.)
#fixer
-fixing (u.m.)
#index
list
-support (u.m.)
tag
prick
-eared (u.m.)
mark
seam
priesthood

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

– Q –

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

– R –

rabbit
-backed (u.m.)
-eared (u.m.)
#fever
#foot
mouth
-mouthed (u.m.)
skin
race
about (n., u.m.)
course
goer
horse
track
way
radarscope
radio
generally two words except the following forms
frequency
isotope
telegraph
telephone
rag
bolt
#doll
-made (u.m.)
sorter
tag
time
rail
bird
car
guard
head
-ridden (u.m.)
road
setter
splitter
#train
way#maker
wayman
rain
band
-beaten (u.m.)
bow
check
coat
drop
fall
#forest
-soft (u.m.)
spout
storm
wash
water
rakeoff (n., u.m.)
ram
jet
rod
shackle
ranch
#hand
house
Random-access
range
finder
#light
rider
rapid
#fire
#transit
rash
-brained (u.m.)
-headed (u.m.)
-hearted (u.m.)
-minded (u.m.)
rat
bite
catcher
hole
-infested (u.m.)
#race
-tailed (u.m.)
-tight (u.m.)
trap
rate
#cutter
-cutting (u.m.)
-fixing (u.m.)
payer
-raising (u.m.)
setting
rattle
brain
snake
trap
raw
boned
-edged (u.m.)
hide
-looking (u.m.)
razor
back
-billed (u.m.)
#blade
edge
-keen (u.m.)
-sharp (u.m.)
strop
razzle-dazzle
re (pref.)
-cover (cover again)
-create (create again), etc.
-cross-examination
-ice
-ink
-redirect
evaluate, process, etc.
rest one word
reading#room
read
out (n.)
through (n., u.m.)
README

ready
-built (u.m.)
-handed (u.m.)
made (u.m.)
-mix (u.m.)
#reference
room
-witted (u.m.)
rear
#end
guard
most
view (u.m.)
ward
reception#room
recordbreaker
recti (c.f.)
all one word
recto (c.f.)
all one word
red
bait (v.)
-billed (u.m.)
-blooded (u.m.)
bone
buck
cap (porter)
coat (n.)
eye (n.)
-eyed (u.m.)
-faced (u.m.)
-haired (u.m.)
handed
head (n.)
-hot (u.m.)
-legged (u.m.)
#line (literal)
#man
out (n., u.m.)
-skinned (u.m.)
tape
(nonliteral)
#tape (literal)
-throated (u.m.)
-yellow (u.m.)
reformat
regionwide
religio (c.f.)
all one word
remote-access
repair#shop
representative
#at#large
-elect
research#worker
resino (c.f.)
all one word
retro (c.f.)
-ocular
-omental
-operative
-oral
rest one word
rheo (c.f.)
all one word
rhino (c.f.)
all one word
rhizo (c.f.)
all one word
rhod(o) (c.f.)
all one word
rhomb(o) (c.f.)
all one word
rice
growing
#water
rich
-bound (u.m.)
-clad (u.m.)
-looking (u.m.)
rickrack
ridge
band
pole
top
riffraff
rifleshot
rig
out (n., u.m.)
-up (n., u.m.)
right
about
about-face
-angle (u.m., v.)
-angled (u.m.)
#away
#field (sports)
-handed (u.m.)
-hander
-headed (u.m.)
most
-of-way
wing
(political)
rim
-deep (u.m.)
fire
lock
rock
ring
-adorned (u.m.)
-banded (u.m.)
-billed (u.m.)
bolt
giver
head
-in (n., u.m.)
lead (v.)
leader
-necked (u.m.)
-off (n., u.m.)
pin
-porous (u.m.)
-shaped (u.m.)
side
sight
stand
stick
-tailed (u.m.)
-up (n., u.m.)
worm
rip
cord
-off (n., u.m.)
rap
roaring
sack
saw
snorter
tide
-up (n., u.m.)
river
bank
bed
#bottom
flow
-formed (u.m.)
front
head
scape
side
wash
-worn (u.m.)
road
bank
bed
block
builder
head
hog
kill
map
#runner (bird)
#show
side
-test (v.)
way
-weary (u.m.)
rock
abye
bottom
(nonliteral)
#climber
-climbing (u.m.)
fall (n.)
-fallen (u.m.)
fill
firm
pile
-ribbed (u.m.)
#salt
shaft
slide
rod-shaped (u.m.)
roe
buck
#deer
roentgeno (c.f.)
all one word
roll
about (n., u.m.)
back (n., u.m.)
call
-fed (v.)
film
off (n., u.m.)
-on (n., u.m.)
out (n., u.m.)
over (n., u.m.)
top
up (n., u.m.)
roller
#blade
#coaster
-made (u.m.)
-milled (u.m.)
#skate
Romano (c.f.)
-canonical, etc.
-Gallic, etc.
roof
garden
line
top
tree
room
#clerk
keeper
mate
roominghouse
root
bound
cap
-cutting (u.m.)
fast
hold
#mean#square
#rot
stalk
stock
rope
dance
layer
stitch
walk
rose
-bright (u.m.)
bud
bush
head
-headed (u.m.)
-scented (u.m.)
-sweet (u.m.)
tan
#water
rotor
craft
ship
rotten
-dry (u.m.)
-minded (u.m.)
rough
-and-ready
(u.m.)
-and-tumble
(n., u.m.)
cast (u.m., v.)
-coat (v.)
-cut (u.m.)
draw (v.)
dress (v.)
dry (u.m., v.)
-face (v.)
-faced (u.m.)
hew
house
-legged (u.m.)
-looking (u.m.)
neck
rider
setter
shod
-sketch (v.)
stuff
tailed
#work (n.)
work (v.)
wrought
rougher
-down
-out
-up
roughing-in
(u.m.)
round
about (n., u.m.)
about-face
-faced (u.m.)
head
-made (u.m.)
mouthed
nose (tool)
out (n., u.m.)
robin (petition)
seam
table (panel)
-tailed (u.m.)
-topped (u.m.)
#trip
-tripper
up (n., u.m.)
rub
-a-dub
down (n., u.m.)
rubber
band
-down
-lined (u.m.)
neck
-off
-set (u.m.)
stamp
(nonliteral)
(n., u.m., v.)
#stamp (n.)
-stamped (u.m.)
ruby
-hued (u.m.)
-red (u.m.)
-set (u.m.)
-throated (u.m.)
rudder
head
hole
post
stock
rule#of#thumb
rum
-crazed (u.m.)
runner
seller
rumpus#room
run
about (n., u.m.)
around
(n., u.m.)
away (n., u.m.)
back (n., u.m.)
by (n.)
down (n., u.m.)
-in (n., u.m.)
off (n., u.m.)
-on (n., u.m.)
out (n., u.m.)
over (n., u.m.)
through
(n., u.m.)
up (n., u.m.)
runner-up
Russo (c.f.)
-Chinese, etc.
rest one word
rust
-brown (u.m.)
-eaten (u.m.)
proofing

-resistant (u.m.)
-stained (u.m.)
rye#field

– S –

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

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

sign
off (n., u.m.)
-on (n., u.m.)
post
up (n., u.m.)
silico (c.f.)
all one word
silk
#screen
-stockinged (u.m.)
works
siltpan
silver
-backed (u.m.)
beater
-bright (u.m.)
fish
-gray (u.m.)
-haired (u.m.)
-lead (u.m.)
-leaved (u.m.)
plate (v.)
-plated (u.m.)
point (drawing)
print
tip
-tongued (u.m.)
top
simon-pure (u.m.)
simple
-headed (u.m.)
-minded (u.m.)
-rooted (u.m.)
-witted (u.m.)
simulcast
sin
-born (u.m.)
-bred (u.m.)
sine#die
single
bar
-breasted (u.m.)
-decker
-edged (u.m.)
handed
hood
-loader
-minded (u.m.)
-phase (u.m.)
-seater
stick
#stitch
tree
singsong
sink
head
hole
Sino (c.f.)
-Japanese, etc.
sister
-german
hood
-in-law
sit
down (n., u.m.)
-downer
fast (n., u.m.)
-in
up (n., u.m.)
sitter
-by
-in
-out
sitting#room
sitz
#bath
mark
six
-cylinder (u.m.)
fold
penny (nail)
-ply (u.m.)
score
-shooter
-wheeler
sizeup (n., u.m.)
ski
#jump
#lift
plane
#suit
skid
lift (truck)
road
#row
skin
-clad (u.m.)
deep
diver
flint
-graft (v.)
skipjack
skirtmarker
skullcap
skunk
head
top
sky
-blue (u.m.)
gazer
-high (u.m.)
jacker
lift
look (v.)
rocket
sail
scape
scraper
shine
writer
slab-sided (u.m.)
slack
-bake (v.)
-filled (u.m.)
#water
slambang
slant-eyed (u.m.)
slap
bang
dab
dash
down (n., u.m.)
happy
jack
stick
-up (n., u.m.)
slate
-blue (u.m.)
-colored (u.m.)
works
slaughter
house
pen
slave
-born (u.m.)
-deserted (u.m.)
holding
#market
owner
pen
Slavo (c.f.)
-Hungarian, etc.
sledge
#hammer
-hammered (u.m.)
meter
sleep
-filled (u.m.)
talker
walker
sleepy
-eyed (u.m.)
head
-looking (u.m.)
sleetstorm
sleeveband
sleuthhound
slide
film
knot
#rule
sling
ball
shot
slip
along (u.m.)
band
case
cover
knot
#law
-on (n., u.m.)
#proof (printing)
proof
ring
sheet
shod
sole
step
stitch
stream
-up (n., u.m.)
washer
slit
-eyed (u.m.)
shell
#skirt
slop
-molded (u.m.)
seller
slopeways
slow
belly
down (n., u.m.)
-footed (u.m.)
going
-motion (u.m.)
mouthed
poke
#time
up (n., u.m.)
-witted (u.m.)
sluice
box
#gate
slum
dweller
gullion
gum
lord
slumber-bound (u.m.)
small
#arms
#businessman
pox
-scale (u.m.)
sword
talk
town (u.m.)
smart
#aleck
-alecky (u.m.)
-looking (u.m.)
#set
-tongued (u.m.)
smashup (n., u.m.)
smearcase
smoke
-blinded (u.m.)
bomb
chaser
-dried (u.m.)
-dry (v.)
-dyed (u.m.)
-filled (u.m.)
house
jack
jumper
-laden (u.m.)
pot
screen
stack
smoking#room
smooth
bore
-browed (u.m.)
-cast (u.m.)
mouthed
-tongued (u.m.)
-working (u.m.)
snackbar
snail
-paced (u.m.)
-slow (u.m.)
snail's#pace
snake
bite
-bitten (u.m.)
-eater
-eyed (u.m.)
head
hole
pit
snap
dragon
head
hook
-on (n., u.m.)
out (n.)
ring
roll
shooter
shot
-up (u.m.)
snapper
-back
-up
snipe
bill
#eel
-nosed (u.m.)
sniperscope
snooperscope
snow
ball
bank
berg
blind
#blindness
blink
block
-blocked (u.m.)
blower
break
capped
-choked (u.m.)
clad (u.m.)
#cover
-covered (u.m.)
drift
fall
field
flake
line
melt
-melting (u.m.)
mobile
pack
pit
plow
scape
shade
shed
shine
shoe
sled
slide
slip
storm
suit
-topped (u.m.)
#water
-white (u.m.)
snuffbox
so
-and-so
beit (n., conj.)
-called (u.m.)
-seeming (u.m.)
-so
soap
box
bubble
dish
flakes
#opera
rock
stock
suds
sob
#sister
#story
sober
-minded (u.m.)
sides
social
#work
#worker
socio (c.f.)
-official
economic, etc.
sod
buster
culture
#house
soda
jerk
#pop
#water
sofa
#bed
#maker
-making (u.m.)
-ridden (u.m.)
soft
ball
-boiled (u.m.)

#coal
#copy
#drink
#goods
head
-pedal (v.)
-shelled (u.m.)
-soap (nonliteral) (v.)
-soaper (nonliteral) (n.)
-spoken (u.m.)
tack
ware
wood
sole
cutter
plate
somato (c.f.)
all one word
some
day
how
one (anyone)
#one (distributive)
place (adv.)
time (adv., u.m.)
#time (some time ago)
what
son-in-law
song
bird
fest
writer
sonobuoy
sooth
fast
sayer
sore
-eyed (u.m.)
foot (n.)
footed (u.m.)
head (n., u.m.)
sorry-looking (u.m.)
soul
-deep (u.m.)
mate
-searching (u.m.)
sick
sound
-absorbing (u.m.)
#field
film
-minded (u.m.)
off (n., u.m.)
track
#wave
soup
bone
#bowl
#kitchen
#plate
spoon
sour
belly
bread
dough (n.)
faced
-natured (u.m.)
-sweet
source
book
#file
south
-born (u.m.)
bound
-central (u.m.)
east
going
lander
paw
#side
-sider
-southeast
west
soybean
sow
back
belly
space
bar
craft
-cramped (u.m.)
#key
mark
ship
#time
spade
-dug (u.m.)
foot
-footed (u.m.)
-shaped (u.m.)
Spanish
-American
-born (u.m.)
-speaking (u.m.)
spare
-bodied (u.m.)
rib
#room
spark
#plug (literal)
plug (nonliteral)
speakeasy (n.)
spear
cast
head
-high (u.m.)
-shaped (u.m.)
spectro (c.f.)
all one word
speech
-bereft (u.m.)
-read (v.)
speed
boating
letter
trap
up (n., u.m.)
spell
binding
check
down (n., u.m.)
-free (u.m.)
spend
-all (n.)
thrift
spermato (c.f.)
all one word
spermo (c.f.)
all one word
spheno (c.f.)
-occipital
rest one word
sphygmo (c.f.)
all one word
spice
-burnt (u.m.)
cake
-laden (u.m.)
spider
#crab
-legged
-spun (u.m.)
#web (n.)
web (u.m., v.)
spike
horn
-kill (v.)
-pitch (v.)
spill
over (n., u.m.)
way
spin
back
#doctor (slang)
off
spindle
-formed (u.m.)
head
-legged (u.m.)
legs
shanks
spine
bone
-broken (u.m.)
-pointed (u.m.)
spino (c.f.)
-olivary
rest one word
spirit
-born (u.m.)
-broken (u.m.)
#writing
spit
ball
fire
stick
splanchno (c.f.)
all one word
splay
footed
mouthed
spleen
-born (u.m.)
sick
-swollen (u.m.)
spleno (c.f.)
all one word
split
finger (crustacean)
fruit
mouth
saw
#second
-tongued (u.m.)
up (n., u.m.)
spoilsport
spondylo (c.f.)
all one word
sponge
#bath
cake
diver
-diving (u.m.)
-shaped (u.m.)
spongio (c.f.)
all one word
spoolwinder
spoon
-beaked (u.m.)
-billed (u.m.)
bread
-fed (u.m.)
-shaped (u.m.)
ways
sporeformer
sporo (c.f.)
all one word
sports
#editor
person
wear
writer
spot
#check
-checked (u.m.)
-face (v.)
light
weld (v.)
welded (u.m.)
-welding (u.m.)
spray-washed (u.m.)
spread
-eagle (u.m., v.)
head
out (n., u.m.)
over (n., u.m.)
-set (v.)
spring
back (bookbinding)
bok
-born (u.m.)
buck
-clean (v.)
#fever
finger
-grown (u.m.)
halt
head
-plow (v.)
-plowed (u.m.)
tide (season)
time
trap
spritsail
spur
-clad (u.m.)
-driven (u.m.)
gall
-galled (u.m.)
-heeled (u.m.)
spy
glass
hole
tower
square
-bottomed (u.m.)
-built (u.m.)
-faced (u.m.)
flipper
head
-headed
#mile
-rigged (u.m.)
#root
-set (u.m.)
shooter
squeeze
-in (n., u.m.)
out (n., u.m.)
up (n., u.m.)
squirrel-headed (u.m.)
stackup (n., u.m.)
staff
-herd (v.)
-hour
time
stag
-handled (u.m.)
head
-headed (u.m.)
horn
-horned (u.m.)
hound
hunter
stage
coach
hand
#set
-struck (u.m.)
stair
case
head
step
#well
stake
head
out (n.)
stale-worn (u.m.)
stall
-fed (u.m.)
-feed (v.)
stand
by (n., u.m.)
down (n., u.m.)
fast (n., u.m.)
-in (n., u.m.)
off (n., u.m.)
offish
out (n., u.m.)
pat
pipe
point
post
still (n., u.m.)
up (n., u.m.)
standard
#bearer
bred
#gauge
#time
staphylo (c.f.)
all one word
star
blind
bright
dust
gazer
-led (u.m.)
light
lit
lite (gem)
nose (mole)
shake
shine
shoot
-spangled (u.m.)
stroke
-studded (u.m.)
#time
starchworks
stark
-blind (u.m.)
-mad (u.m.)
-naked (u.m.)
-raving (u.m.)
starter-off

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

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

– T –

T
-ball
-bandage
-beam
-boat
-bone
-cloth
-iron
-man
-rail
-scale (score)
-shape
-shaped
-shirt
-square
table
cloth
-cut (u.m.)
cutter
-cutting (u.m.)
-formed (u.m.)
#linen
-shaped (u.m.)
spoon
talk
top
ware
tachy (c.f.)
all one word
tag
-affixing (u.m.)
lock
rag
sore
tail
band
#coat
-cropped (u.m.)
#end
-ender
first
foremost
gate
head
-heavy (u.m.)
hook
lamp
pin
pipe
race
spin
stock
-tied (u.m.)
twister
-up (n., u.m.)
wheel
wind
tailor
-cut (u.m.)
made (u.m.)
-suited (u.m.)
take
-all (n.)
down (n., u.m.)
-home (n., u.m.)
-in (n., u.m.)
off (n., u.m.)
out (n., u.m.)
over (n., u.m.)
up (n., u.m.)
taker
-down
-in
-off
-over
-up
tale
bearer
carrier
teller
talkfest
talking-to (n.)
tall
boy (n.)
-built (u.m.)
-looking (u.m.)
tallow
-faced (u.m.)
-pale (u.m.)
tally
#board
#clerk
ho
#room
#sheet
tame
-grown (u.m.)
-looking (u.m.)
tan
bark
works
tangent
-cut (v.)
-saw (v.)
tangle
foot
-haired (u.m.)
tank
#car
farm
ship
town
tap
bolt
dance
hole
net
off (n., u.m.)
-riveted (u.m.)
room
root
-tap
water
tape
#deck
#drive

#measure
string
-tied (u.m.)
taper
bearer
-fashion (u.m.)
-headed (u.m.)
tapestry
-covered (u.m.)
#maker
-making (u.m.)
#work
tapper-out
tar
-brand (v.)
brush
-coal (u.m.)
-dipped (u.m.)
#paper
-paved (u.m.)
pot
-roofed (u.m.)
works
tariff-protected (u.m.)
tarpaulin
-covered (u.m.)
#maker
-making (u.m.)
tarso (c.f.)
all one word
task
#force
setter
tattletale
tauro (c.f.)
all one word
tax
-burdened (u.m.)
#collector
eater
-exempt (u.m.)
-free (u.m.)
gatherer
-laden (u.m.)
paid
payer
#roll
-supported (u.m.)
taxi
auto
bus
cab
meter
stand
tea
ball
cake
cart
-colored (u.m.)
cup
dish
kettle
#party
pot
room
-scented (u.m.)
spoon
taster
teamplay
tear
bomb
-dimmed (u.m.)
down (n., u.m.)
drop
#gas
-off (n., u.m.)
-out (n., u.m.)
pit
sheet
stain
-stained (u.m.)
teen
age (u.m.)
ager
teeter-totter
tele (c.f.)
all one word
teleo (c.f.)
all one word
tell
tale
truth
telo (c.f.)
all one word
tempest-rocked (u.m.)
temporo (c.f.)
-occipital
rest one word
ten
fold
penny (nail)
pins
tender
#boat
-faced (u.m.)
foot
-footed (u.m.)
footish
-handed (u.m.)
heart
loin
-looking (u.m.)
tenement#house
tent
-dotted (u.m.)
pole
-sheltered (u.m.)
#show
terra
#cotta
#firma
mara
terrace-fashion (u.m.)
test-fly (v.)
tetra (c.f.)
all one word
thanksgiving
thatch-roofed (u.m.)
text
-based
#file
#mode
theater
goer
going
thenceforth
theo (c.f.)
all one word
theologico (c.f.)
all one word
there
about(s)
above
across
after
against
among
around
at
away
before
between
by
for
fore
from
in
inafter
inbefore
into
on
over
through
tofore
under
until
unto
upon
with
thermo (c.f.)
all one word
thick
-blooded (u.m.)
head
-looking (u.m.)
pated
set (n., u.m.)
skinned
skull (n.)
skulled
-tongued (u.m.)
wit
-witted (u.m.)
-wooded (u.m.)
-woven (u.m.)
thin
-clad (u.m.)
down (n., u.m.)
set (u.m.)
-voiced (u.m.)
thio (c.f.)
all one word
third
-class (u.m.)
-degree (u.m.)
hand (adv., u.m.)
#house
-rate (u.m.)
-rater
thistledown
thoraco (c.f.)
all one word
thorn
back
bill
-covered (u.m.)
-set (u.m.)
-strewn (u.m.)
tail
thorough
-bind (v.)
bred
-dried (u.m.)
fare
going
-made (u.m.)
paced
pin
thought
-free (u.m.)
-out (u.m.)
-provoking (u.m.)
thousand
fold
-headed (u.m.)
-legged (u.m.)
legs (worm)
thrall
born
dom
-less
thread
bare
-leaved (u.m.)
worn
three
-bagger
-cornered (u.m.)
-dimensional (u.m.)
fold
-in-hand
-master
penny (nail)
-piece (u.m.)
-ply (u.m.)
score
some
-spot
-square
-striper
throat
band
cutter
latch
strap
thrombo (c.f.)
all one word
through
out
put
#road
way
throw
away (n., u.m.)
back (n., u.m.)
-in (n., u.m.)
#line
off (n., u.m.)
-on (n., u.m.)
out (n., u.m.)
over (n., u.m.)
-weight
thrust-pound
thumb
#hole
-made (u.m.)
mark
-marked (u.m.)
nail
print
screw
stall
string
sucker
tack
worn
thunder
bearer
blast
bolt
clap
cloud
head
peal
shower
storm
struck
thymo (c.f.)
all one word
thyro (c.f.)
all one word
tibio (c.f.)
all one word
tick
#feed
seed
tacktoe
tick
tock
ticket
#seller
-selling (u.m.)
#writer
tidal#wave
tiddlywink
tide
flat
head
mark
-marked (u.m.)
race
table
-tossed (u.m.)
waiter
-worn (u.m.)
tie
back (n.)
#bar
#beam
down (n., u.m.)
-in (n., u.m.)
-on (n., u.m.)
-out (n., u.m.)
pin
-plater
#rod
#tack
up (n., u.m.)
tierlift (truck)
tiger
eye
#lily
#shark
-striped (u.m.)
tight
-belted (u.m.)
fisted
-fitting (u.m.)
lipped
rope
-set (u.m.)
-tie (v.)
wad
wire
tile
-clad (u.m.)
#drain
-red (u.m.)
setter
works
wright
tilt
hammer
up (n.)
timber
-built (u.m.)
head
-headed (u.m.)
jack
line
-propped (u.m.)
#wolf
wright

time
bomb
born
card
clerk
clock
-consuming (u.m.)
frame
-honored (u.m.)
keeper
killer
lag
lock
outs (n., u.m.)
piece
pleaser
saver
server
sheet
slip
slot
span
-stamp (v.)
study
table
taker
waster
worn
tin
-bearing (u.m.)
#can
-capped (u.m.)
-clad (u.m.)
cup
#fish (torpedo)
foil
horn
kettle
-lined (u.m.)
man
pan
plate
-plated (u.m.)
pot
-roofed (u.m.)
type
-white (u.m.)
tinsel
-bright (u.m.)
-clad (u.m.)
-covered (u.m.)
#town
tintblock (printing)
tip
burn
cart
-curled (u.m.)
head
-in (n., u.m.)
most
off (n., u.m.)
over (n., u.m.)
staff
stock
tank
-tap
toe
top
-up (u.m.)
tire
changer
dresser
fitter
#gauge
#iron
-mile
#rack
shaper
some
tit
bit
#for#tat
mouse
titano (c.f.)
all one word
tithe
book
-free (u.m.)
payer
right
title
holder
-holding (u.m.)
#page
winner
-winning (u.m.)
to
-and-fro
-do (n.)
#wit
toad
back
-bellied (u.m.)
blind
fish
-green (u.m.)
stool
tobacco
#grower
-growing (u.m.)
#shop
toe
cap
#dance
hold
-in (n., u.m.)
-mark (v.)
nail
plate
print
toil
-beaten (u.m.)
some
-stained (u.m.)
-weary (u.m.)
worn
toilet#room
toll
bar
#bridge
#call
gate
gatherer
house
#line
payer
taker
tom
boy
cat
foolery
-tom
tommy
gun
rot
ton
-hour
-kilometer
-mile
-mileage
-mile-day
tone
-deaf (u.m.)
down (n., u.m.)
-producing (u.m.)
up (n., u.m.)
tongue
-baited (u.m.)
-bound (u.m.)
-free (u.m.)
-lash (v.)
#lashing
play
-shaped (u.m.)
shot
sore
tack
tied
tip
#twister
-twisting (u.m.)
tool
bag
#belt
box
builder
#chest
crib
dresser
fitter
#grinder
-grinding (u.m.)
head
holding
kit
mark
plate
post
rack
setter
shed
slide
stock
tooth
ache
#and#nail
-billed (u.m.)
brush
drawer
mark
-marked (u.m.)
paste
pick
plate
powder
puller
-pulling (u.m.)
-set (u.m.)
-shaped (u.m.)
some
wash
top
#brass
cap (n.)
coat
cutter
#dog
-drain (v.)
#drawer
dress (v.)
flight (u.m.)
full
gallant (n., u.m.)
-graft (v.)
hat
-hatted (u.m.)
heavy
kick
knot
liner
mark
mast
milk
most
notch (nonliteral)
rail
rope
sail
-secret (u.m.)
-shaped (u.m.)
side (naut.)
soil
topo (c.f.)
all one word
topsy-turvy
torch
bearer
#holder
lighted
lit
torpedo
#boat
#room
torquemeter
toss
pot
up (n., u.m.)
touch
#and#go
back (n., u.m.)
down (n., u.m.)
hole
-me-not (n., u.m.)
pan
reader
stone
up (n., u.m.)
tough
-headed (u.m.)
-looking (u.m.)
-skinned (u.m.)
tow
away
boat
head
line
mast
#net
-netter
path
rope
#truck
tower
-high (u.m.)
-shaped (u.m.)
town
-bred (u.m.)
#clerk
#crier
-dotted (u.m.)
folk
gate
going
hall
lot
ship
side
site
talk
-weary (u.m.)
towns
fellow
people
toy
#dog
-sized (u.m.)
town
tracheo (c.f.)
all one word
trachy (c.f.)
all one word
track
barrow
hound
layer
mark
-mile
side
walker
tractor-trailer
trade
#board
-in (n., u.m.)
-laden (u.m.)
-made (u.m.)
mark
#name
off
#union
#wind
tradespeople
traffic-mile
tragico (c.f.)
all one word
trail
blazer
breaker
-marked (u.m.)
side
sight
-weary (u.m.)
train
bearer
bolt
crew
line
-mile
shed
sick
stop
tram
-borne (u.m.)
car
rail
road
way
trans (pref.)
alpine
atlantic
-Canadian, etc.
pacific
uranic
rest one word
transit#time
trap
door
fall
shoot
trashrack
travel
-bent (u.m.)
time
-tired (u.m.)
-worn (u.m.)
trawlnet

tread
mill
wheel
treasure
-filled (u.m.)
#house
-laden (u.m.)
treaty
breaker
-sealed (u.m.)
tree
#belt
-clad (u.m.)
#line
-lined (u.m.)
nail
-ripe (u.m.)
scape
top
#trunk
trellis-covered (u.m.)
trench
back
coat
foot
#knife
mouth
#plow
-plowed (u.m.)
tri (c.f.)
-iodide
-ply (u.m.)
state, etc.
rest one word
tribespeople
tribo (c.f.)
all one word
tricho (c.f.)
all one word
trim
-cut (u.m.)
-dressed (u.m.)
-looking (u.m.)
trinitro (c.f.)
all one word
trip
-free (u.m.)
hammer
wire
triple
-acting (u.m.)
back (sofa)
branched (u.m.)
-edged (u.m.)
fold
#play
-tailed (u.m.)
tree (n.)
trolley#line
troop
ship
#train
tropho (c.f.)
all one word
tropo (c.f.)
all one word
trouble
-free (u.m.)
-haunted (u.m.)
maker
shooter
some
truce
breaker
-seeking (u.m.)
truck
driver
#farm
-mile
stop
true
-aimed (u.m.)
-blue (u.m.)
born
bred
-eyed (u.m.)
-false
love (n., u.m.)
penny (n.)
#time
trunk
back
nose
trust
breaking
buster
-controlled (u.m.)
-ridden (u.m.)
worthy
truth
-filled (u.m.)
lover
seeker
-seeking (u.m.)
teller
try
-on (n., u.m.)
out (n., u.m.)
square
works
tube
-eyed (u.m.)
-fed (u.m.)
form (u.m.)
head
-nosed (u.m.)
works
tuberculo (c.f.)
all one word
tubo (c.f.)
-ovarian
rest one word
tug
boat
#of#war
tumbledown (n., u.m.)
tune
out (n., u.m.)
up (n., u.m.)
tunnel
-boring (u.m.)
-shaped (u.m.)
vision
turbo (c.f.)
-ramjet (u.m.)
rest one word
turf
-built (u.m.)
-clad (u.m.)
-covered (u.m.)
#war
turkey
back
#buzzard
#gobbler
#trot
Turko (c.f.)
-Greek, etc.
rest one word
turn
about (n., u.m.)
about-face
again (n., u.m.)
around (n., u.m.)
back (n., u.m.)
buckle
cap
coat
cock
down (n., u.m.)
gate
-in (n., u.m.)
key
off (n., u.m.)
out (n., u.m.)
over (n., u.m.)
pike
pin
plate
round (n., u.m.)
screw
sheet
sole
spit
stile
stitch
table
tail
-to (n.)
under (n., u.m.)
up (n., u.m.)
turned
-back (u.m.)
-down (u.m.)
-in (u.m.)
-on (u.m.)
-out (u.m.)
-over (u.m.)
turner-off
turtle
back
dove
-footed (u.m.)
neck (u.m.)
#shell
twelve
fold
penny (nail)
score
twenty
-first
fold
-one
penny (nail)
twice
-born (u.m.)
-reviewed (u.m.)
-told (u.m.)
twin
#boat
born
-engined (u.m.)
fold
-jet (u.m.)
-motor (u.m.)
-screw (u.m.)
two
-a-day (u.m.)
-along (n.) (book-binding)
-decker
-faced (u.m.)
fold
-handed (u.m.)
penny (nail)
-piece (u.m.)
-ply (u.m.)
score
-seater
some
-spot
-step (dance)
-striper
-suiter
-thirder
-up (n., u.m.)
-way (u.m.)
-wheeler
tympano (c.f.)
all one word
type
case
cast
cutter
face
foundry
script
set
write (v.)
typho (c.f.)
all one word
typo (c.f.)
all one word
tyro (c.f.)
all one word

– U –

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

– V –

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

– W –

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

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

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

– X –

X
-body
-chromosome
-disease

#rated
-shaped
-virus

x
-axis
#ray (n.)
-ray (u.m.)

xantho (c.f.)
all one word
xeno (c.f.)
all one word

xero (c.f.)
all one word
xylo (c.f.)
all one word

– Y –

Y
-chromosome
-joint
-level
-potential
-shaped
-track
-tube
Yankee-Doodle
yard
arm
-deep (u.m.)
-long (u.m.)
stick
-wide (u.m.)
yaw
meter
-sighted (u.m.)
year
book
day
end
-hour (u.m.)
long (u.m.)
-old (u.m.)
-round (u.m.)
yellow
back
-backed (u.m.)
-bellied (u.m.)
belly
-billed (u.m.)
#fever
-headed (u.m.)
-tailed (u.m.)
-throated (u.m.)
top
yes
-man
-no
yester
day
year
yoke
fellow
mating
-toed (u.m.)
young
eyed (u.m.)
-headed (u.m.)
-ladylike
-looking (u.m.)
-manlike
-old
-womanhood
youthtide
yuletide

– Z –

Z
-bar
zero
axial
-dimensional (u.m.)
gravity
#hour
zigzag

zinc
-coated (u.m.)
-white (u.m.)
zoo (c.f.)
all one word

zoologico (c.f.)
all one word
zygo (c.f.)
all one word

zygomatico (c.f.)
-orbital
rest one word
zymo (c.f.)
all one word

8. PUNCTUATION

8.1. Punctuation is used to clarify the meaning of written or printed language. Well-planned word order requires a minimum of punctuation. The trend toward less punctuation calls for skillful phrasing to avoid ambiguity and to ensure exact interpretation. The MANUAL can only offer general rules of text treatment. A rigid design or pattern of punctuation cannot be laid down, except in broad terms. The adopted style, however, must be consistent and based on sentence structure.

8.2. The general principles governing the use of punctuation are: If it does not clarify the text it should be omitted; and, in the choice and placing of punctuation marks, the sole aim should be to bring out more clearly the author's thought. Punctuation should aid reading and prevent misreading.

Apostrophes and possessives

8.3. All singular nouns form their possessive case by the addition of an apostrophe and an *s*. Plural nouns ending in *s* form their plurals by adding only an apostrophe. Some irregular plurals require both an apostrophe and an *s*.

boss's, bosses'
child's, children's
citizen's, citizens'
Congress's, Congresses'
criterion's, criteria's
Co.'s, Cos.'
datum's, data's
erratum's, errata's
hostess's, hostesses'
lady's, ladies'
man's, men's
medium's, media's
people's, peoples'
prince's, princes'

Consider, also, the forms below:

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

but
the runner's Achilles' heel
moved by Jesus' tears
the United States position

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

comptroller general's decision
attorneys general's appointments
Mr. Brown of New York's motion
attorney at law's fee
John White, Jr.'s (no comma) account

8.5. Joint possession is indicated by placing an apostrophe on the last element of a series, while individual or alternative possession requires the use of an apostrophe on each element of a series.

soldiers and sailors' home
Brown & Nelson's store
men's, women's, and children's clothing
St. Michael's Men's Club
editor's or proofreader's opinion
Carter's or Reagan's administration
Mrs. Smith's and Mrs. Allen's children
the Army's and the Navy's work
master's and doctor's degrees

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

Masters, Mates & Pilots' Association
Dentists' Supply Co. of New York
International Ladies' Garment Workers' Union
Court of St. James's
St. Peter's Church
St. Elizabeths Hospital
Johns Hopkins University
Hinds' Precedents
Harpers Ferry
Hells Canyon
Reader's Digest

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
Actors Equity Association
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's attitude

8.8. Possessive pronouns do not take an apostrophe.

its
ours
theirs
yours
hers
whose

8.9. Possessive indefinite or impersonal pronouns require an apostrophe.

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

but someone else's proposal

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

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

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

49ers
TVers
OKs
MCing
RIFing
RIFs
RIFed
YWCAs
ABCs
1920s
IOUs
10s (thread)
4½s (bonds)
3s (golf)
2 by 4s
IQs
don't (do not)
I've (I have)
it's (it is/it has)
ne'er (never)

e'er (ever)
class of '92 (1992)
spirit of '76 (1776)

not in her '70s (age)
better: in her seventies

not during the '20s
better: during the 1920s or during the twenties

but
he never crosses his t's
she fails to dot her i's
a's, &'s, 7's
watch your p's and q's
are they l's or 1's
the Oakland A's
a number of s's
his résumé had too many I's

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

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

Halloween, *not* Hallowe'en
copter, *not* 'copter

but ma'am

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

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

yeses and noes
yeas and nays

but
do's and don'ts
which's and that's

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)
12 days' labor
2 hours' traveltime
a stone's throw
2 weeks' pay

for charity's sake
for pity's sake
several billion dollars' worth

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)
quartermaster stores

State prison
State rights

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

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

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

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

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

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

Brackets

Brackets, in pairs, are used—

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

We found this to be true at the Government Printing Office [GPO].
He came on the 3d [2d] of July.
Our conference [lasted] 2 hours.
The general [Washington] ordered him to leave.
The paper was as follows [reads]:
I do not know. [Continues reading:]
[Chorus of "Mr. Chairman."]
They fooled only themselves. [Laughter.]
Our party will always serve the people [applause] in spite of the opposition [loud applause]. (If more than one bracketed interpolation, both are included within the sentence.)
The WITNESS. He did it that way [indicating].
Q. Do you know these men [handing witness a list]?
The bill had *not* been paid. [Italic added.] *or* [Emphasis added.]
The statue [sic] was on the statute books.
The WITNESS. This matter is classified. [Deleted.]
[Deleted.]
Mr. JONES. Hold up your hands. [Show of hands.]
Answer [after examining list]. Yes; I do.
Q. [Continuing.]
A. [Reads:]
A. [Interrupting.]
[Discussion off the record.]
[Pause.]
The WITNESS [interrupting]. It is known——
Mr. JONES [continuing]. Now let us take the next item.
Mr. SMITH [presiding]. Do you mean that literally?
Mr. JONES [interposing]. Absolutely.
[The matter referred to is as follows:]
The CHAIRMAN [to Mr. Smith].
The CHAIRMAN [reading]:

Mr. KELLEY [to the chairman]. From 15 to 25 percent.
[Objected to.]
[Mr. Smith nods.]
[Mr. Smith aside.]
[Mr. Smith makes further statement off the record.]
Mr. JONES [for Mr. Smith].
A VOICE FROM AUDIENCE. Speak up.
SEVERAL VOICES. Quiet!

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

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

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

Colon

The colon is used—

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

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

Luke 4:3.
I Corinthians xiii:13.
Journal of Education 3:342–358.

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

Congressional Directory. Washington: U.S. Government Printing Office.

8.30. To separate book titles and subtitles.

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

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

U.S. Government Printing Office
Washington : 1999

8.32. In proportions.

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

8.33. In double colon as ratio sign.

1:2::3:6

Comma

The comma is used—

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

Instead of hundreds, thousands came.
Instead of 20, 50 came.
May 5, 1929.
In 1930, 400 men were dismissed.
To John, Smith was very kind.
What the difficulty is, is not known.
but He suggested that that committee be appointed.

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

He said, "Now or never."

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

Then we had much; now, nothing.

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

short, swift streams; *but* short tributary streams

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

Beset by the enemy, they retreated.

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

Henry Smith, Jr., chairman
Peter Johns, F.R.S., London
Washington, DC, schools
Motorola, Inc., factory
Brown, A.H., Jr. (*not* Brown, Jr., A.H.)

but
John Smith 2d (*or* II); Smith, John, II
Mr. Smith, Junior, also spoke (where only last name is used)
Alexandria, VA's waterfront

8.40. To set off parenthetic words, phrases, or clauses.

Mr. Jefferson, who was then Secretary of State, favored the location of the National Capital at Washington.

It must be remembered, however, that the Government had no guarantee.

It is obvious, therefore, that this office cannot function.

The atom bomb, which was developed at the Manhattan project, was first used in World War II.

Their high morale might, he suggested, have caused them to put success of the team above the reputation of the college.

The restriction is laid down in title IX, chapter 8, section 15, of the code.

but The man who fell [restrictive clause] broke his back.

The dam that gave way [restrictive clause] was poorly constructed.

He therefore gave up the search.

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

Mr. Green, the lawyer, spoke for the defense.

Mr. Jones, attorney for the plaintiff, signed the petition.

Mr. Smith, not Mr. Black, was elected.

James Roosevelt, Democrat, of California.

Jonathan's brother, Moses Taylor, was appointed. (Jonathan had more than one brother.)

but Jean's sister Joyce was the eldest. (Jean had one sister.)

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

red, white, and blue

horses, mules, and cattle; *but* horses and mules and cattle

by the bolt, by the yard, or in remnants

a, b, and c

neither snow, rain, nor heat

2 days, 3 hours, and 4 minutes (series); *but* 70 years 11 months 6 days (age)

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

Fish, mollusks, and crustaceans were plentiful in the lakes, and turtles frequented the shores.

The boy went home alone, and his sister remained with the crowd.

8.44. After a noun or phrase in direct address.

Senator, will the measure be defeated?

Mr. Chairman, I will reply to the gentleman later.

but Yes, sir; he did see it.

No, ma'am; I do not recall.

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

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

8.46. Between the title of a person and the name of an organization in the absence of the words *of* or *of the*.

Chief, Division of Finance
chairman, Committee on Appropriations
colonel, 12th Cavalry Regiment
president, University of Virginia

8.47. Inside closing quotation mark.

He said "four," not "five."
"Freedom is an inherent right," he insisted.
Items marked "A," "B," and "C," inclusive, were listed.

8.48. To separate thousands, millions, etc., in numbers of four or more digits.

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

8.49. After the year in complete dates (month, day, year) within a sentence.

The dates of September 11, 1943, to June 12, 1944, were erroneous.
This was reflected in the June 13, 1959, report.
but Production for June 1950 was normal.
The 10 February 1980 deadline passed.

The comma is omitted—

8.50. Between superior figures or letters in footnote references.

Numerous instances may be cited.[1 2]
Data are based on October production.[a b]

8.51. Before ZIP (Zone Improvement Plan) Code postal-delivery number.

Government Printing Office, Washington, DC 20401–0003
East Rochester, OH 44625–9701

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

June 1938
22d of May 1938
February and March 1938
January, February, and March 1938
January 24 A.D. 1938; 15th of June A.D. 1938
150 B.C.
Labor Day 1966
Easter Sunday 1966
5 January 1944 (military usage)
spring 1929
autumn 1997

8.53. Between the name and number of an organization.

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

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

1/2500
1.0947
page 2632
202–275–2303 (telephone number)
1721–1727 St. Clair Avenue
Executive Order 11242
motor No. 189463
1450 kilocycles; 1100 meters

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

The Children's Bureau's booklet "Infant Care" continues to be a best-seller.

8.56. Before an ampersand (&).

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

8.57. Before abbreviations of compass directions.

6430 Princeton Dr. SW.

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

American Library Association Bulletin 34:238, April 1940.

8.59. Wherever possible without danger of ambiguity.

$2 gold
$2.50 U.S. currency
$3.50 Mexican
Executive Order No. 21
General Order No. 12; *but* General Orders, No. 12
Public Law 85–1
He graduates in the year 2000 (*not* the year 2,000)
My age is 30 years 6 months 12 days.
John Lewis 2d (*or* II)
Murphy of Illinois; Murphy of New York (where only last name is used)
Carroll of Carrollton; Henry of Navarre (person closely identified with place); *but* Clyde Leo Downs, of Maryland; President Hadley, of Yale University
James Bros. et al.; *but* James Bros., Nelson Co., et al. (last element of series)

Dash

A 1-em dash is used—

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

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

8.61. To indicate an interruption or an unfinished word or sentence. A 2-em dash is used when the interruption is by a person other than the speaker, and a 1-em dash will show self-interrup-

tion. Note that extracts must begin with a true paragraph. Following extracts, colloquy must start as a paragraph.

"Such an idea can scarcely be——"
"The word 'donation'——"
"The word 'dona'——"
"He said: "Give me lib——"
"The bill reads "repeal," not "am——"
Q. Did you see——A. No, sir.
Mr. BROWN [reading]: "The report goes on to say that"—Observe this closely—"during the fiscal year * * *."

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

These are shore deposits—gravel, sand, and clay—but marine sediments underlie them.

8.63. Before a final clause that summarizes a series of ideas.

Freedom of speech, freedom of worship, freedom from want, freedom from fear—these are the fundamentals of moral world order.

8.64. After an introductory phrase reading into the following lines and indicating repetition of such phrase.

I recommend—
That we submit them for review and corrections;
That we then accept them as corrected; and
That we also publish them.

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

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

8.66. To precede a credit line or a run-in credit or signature.

Lay the proud usurpers low!
Tyrants fall in every foe!
Liberty's in every blow!
Let us do or die!
—*Robert Burns.*

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

8.67. After a run-in sidehead.

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

Q. Did he go?—A. No.

A 1-em dash is not used—

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

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

A 3-em dash is used—

8.71. In bibliographies to indicate repetition.

POWELL, JAMES W., Jr., Hunting in Virginia's lowlands. 1972. 200 pp.
——— Fishing off Delmarva. 1972. 28 pp.

An en dash is used—

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

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

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

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

but section 12(a)–(b) (en dash used for the word "to")
- ACF-Brill Motors Co. (hyphen with capital letters and a word)
- loran-C (hyphen with lowercase word and capital letter)
- MiG-25 (hyphen with mixed letters with figure)
- ALL-AMERICAN ESSAY CONTEST (hyphen in capitalized heading)

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

1935–37 January–June Monday–Friday

An en dash is not used—

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

From June 1 to July 30, 1951; *not* from June 1–July 30, 1951

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

Between 1923 and 1929; *not* between 1923–29

Ellipses

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

> The Senate having tried Andrew Johnson, President of the United States, upon articles of impeachment exhibited against him by the

House of Representatives, and two-thirds of the Senators present not having found him guilty of the charges contained in the second, third, and eleventh articles of impeachment, it is therefore

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

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

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

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

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

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

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

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

* * * * * * *

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

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

8.82. Equalize spacing above and below an ellipsis line.

Exclamation point

8.83. The exclamation point is used to mark surprise, incredulity, admiration, appeal, or other strong emotion which may be expressed even in a declarative or interrogative sentence.

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

8.84. In direct address, either to a person or a personified object, *O* is used without an exclamation point, or other punctuation; but

if strong feeling is expressed, an exclamation point is placed at the end of the statement.

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

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

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

Hyphen

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

8.86. To connect the elements of certain compound words. (See "Compounding Rules.")

8.87. To indicate continuation of a word divided at the end of a line. (See Word Division, supplement to the STYLE MANUAL.)

8.88. Between the letters of a spelled word.

The Style Board changed New Jerseyite to New J-e-r-s-e-y-a-n.
A native of Halifax is a H-a-l-i-g-o-n-i-a-n.
The Chinese repressive action took place in T-i-a-n-a-n-m-e-n Square.

8.89. To separate elements of chemical formulas.

The hyphen, as an element, may be used—

8.90. To represent letters deleted or illegible words in copy.

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

Parentheses

Parentheses are used—

8.91. To set off matter not intended to be part of the main statement or not a grammatical element of the sentence, yet important enough to be included. In colloquy, brackets must be substituted.

This case (124 U.S. 329) is not relevant.
The result (see fig. 2) is most surprising.
The United States is the principal purchaser (by value) of these exports (23 percent in 1995 and 19 percent in 1996).

8.92. To enclose a parenthetic clause where the interruption is too great to be indicated by commas.

You can find it neither in French dictionaries (at any rate, not in Littré) nor in English dictionaries.

8.93. To enclose an explanatory word not part of a written or printed statement.

the Winchester (VA) Star; *but* the Star of Winchester, VA
Portland (OR) Chamber of Commerce; *but* Athens, GA, schools

8.94. To enclose letters or numbers designating items in a series, either at the beginning of paragraphs or within a paragraph.

The order of delivery will be: (*a*) Food, (*b*) clothing, and (*c*) tents and other housing equipment.

You will observe that the sword is (1) old fashioned, (2) still sharp, and (3) unusually light for its size.

Paragraph 7(B)(1)(*a*) will be found on page 6. (Note parentheses closed up.)

8.95. To enclose a figure inserted to confirm a written or printed statement given in words if double form is specifically requested.

This contract shall be completed in sixty (60) days.

8.96. A reference in parentheses at the end of a sentence is placed before the period, unless it is a complete sentence in itself.

The specimen exhibits both phases (pl. 14, *A, B*).

The individual cavities show great variation. (See pl. 4.)

8.97. If a sentence contains more than one parenthetic reference, the one at the end is placed before the period.

This sandstone (see pl. 6) is in every county of the State (see pl. 1).

8.98. When a figure is followed by a letter in parentheses, no space is used between the figure and the opening parenthesis; but if the letter is not in parentheses and the figure is repeated with each letter, the letter is closed up with the figure.

15(*a*). Classes, grades, and sizes.

15*a*. Classes, grades, and sizes.

8.99. If both a figure and a letter in parentheses are used before each paragraph, a period and an en space are used after the closing parenthesis. If the figure is not repeated before each letter in parentheses but is used only before the first letter, the period is placed after the figure. However, if the figure is not repeated before each letter in parentheses and no period is used, space is inserted after the number if at least one other lettered subsection appears.

15(*a*). When the figure is used before the letter in each paragraph—

15(*b*). The period is placed after the closing parenthesis.

15. (*a*) When the figure is used before the letter in the first paragraph but not repeated with subsequent letters—

(*b*) The period is used after the figure only.

Sec. 12 (a) When no period is used and a letter in parentheses appears after a numbered item—

(b) Space must be used after the number if at least one other lettered subsection is shown.

8.100. Note position of the period relative to closing parenthesis:

The vending stand sells a variety of items (sandwiches, beverages, cakes, etc.).

The vending stand sells a variety of items (sandwiches, beverages, cakes, etc. (sometimes ice cream)).

The vending stand sells a variety of items. (These include sandwiches, beverages, cakes, etc. (6).)

8.101. To enclose bylines in congressional work.

(By Harvey Hagman, archeological correspondent)

8.102. When matter in parentheses makes more than one paragraph, start each paragraph with a parenthesis and place the closing parenthesis at the end of the last paragraph.

Period

The period is used—

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

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

8.104. After an indirect question or after a question intended as a suggestion and not requiring an answer.

Tell me how he did it.
May we hear from you.
May we ask prompt payment.

8.105. In place of a closing parenthesis after a letter or number denoting a series.

a. Bread well baked	1. Punctuate freely
b. Meat cooked rare	2. Compound sparingly
c. Cubed apples stewed	3. Index thoroughly

8.106. Sometimes to indicate ellipsis.

8.107. After a run-in sidehead.

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

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

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

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

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

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

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

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

NOTE.—The source material was furnished.

but Source: U.S. Department of Commerce, Bureau of the Census.

8.108. Paragraphs and subparagraphs may be arranged according to the following scheme. The sequence is not fixed, and varia-

tions, in addition to the use of center and side heads or indented paragraphs, may be adopted, depending on the number of parts.

I. Outlines can begin with a capital Roman numeral.
  A. The number of levels and the width of the column determine alignment and indention.
    1. A set space (en space) following the identifier aids alignment.
      a. Usually, typefaces and sizes are chosen to agree with the hierarchy of the head breakdowns.
        (1) Aligning runover lines with the first word which follows the number or letter aids readability.
          (*a*) It is important to vary (rotate) the use of letters and numbers in any outline.
            (i) The lowercase Roman numerals (i), (ii), etc. may be used as parts of the outline or to identify subparts of any previous parts.
              (*aa*) When absolutely necessary, double (or triple) lowercase letters may be used.
II. Where not needed, the capital Roman numerals may be discarded and the outline can begin with the letter A. As in any composition, consistency in indentions and order is essential.

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

13.75 percent	1.25 meters
$3.50	0.08 mile

8.110. In continental European languages, to indicate thousands.

1.317	72.190.175

8.111. After abbreviations, unless otherwise specified. (See "Abbreviations and Letter Symbols.")

Apr.	
fig.	*but*
Ph.D.	m (meter)
NE. (Northeast)	kc (kilocycle)
SSE. (South-Southeast)	NY (New York)
RR.	

8.112. After legends and explanatory matter beneath illustrations. Legends without descriptive language do not receive periods.

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

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

A center period is sometimes used—

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

$a \bullet b$	$(a \times b)$

The period is omitted—

8.115. After—

Lines in title pages
Center, side, and running heads; *but* is not omitted after run-in sideheads
Continued lines
Boxheads of tables
Scientific, chemical, or other symbols

This rule does not apply to abbreviation periods.

8.116. After a quotation mark that is preceded by a period.

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

8.117. After letters used as names without specific designation.

Officer B, Subject A, Brand X, etc.
A said to B that all is well.
Mr. A told Mr. B that the case was closed.
Mr. X (for unknown or censored name).
but Mr. A. [for Mr. Andrews]. I do not want to go.
Mr. K. [for Mr. King]. The meeting is adjourned.

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

Daniel D Tompkins
Ross T McIntire
but Harry S. Truman (president Truman's preference)

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

Alex Ed Mac Sam

8.120. After Roman numerals used as ordinals.

King George V Apollo XII insigne Super Bowl XXXI

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

8.122. After explanatory matter set in 6 point under leaders or rules.

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

8.123. Immediately before leaders, even if an abbreviation precedes the leaders.

Question mark

The question mark is used—

8.124. To indicate a direct query, even if not in the form of a question.

Did he do it?
He did what?
Can the money be raised? is the question.
Who asked, "Why?" (Note single question mark.)
"Did you hurt yourself, my son?" she asked.

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

Can he do it? or you? or anyone?

8.126. To express doubt.

He said the boy was 8(?) feet tall. (No space before question mark.)
The statue(?) was on the statute books.
The scientific identification *Dorothia*? was noted. (Roman "?".)

Quotation marks

Quotation marks are used—

8.127. To enclose direct quotations. (Each part of an interrupted quotation begins and ends with quotation marks.)

The answer is "No."
He said, "John said, 'No.'" (Note thin space between single and double closing quotes.)
"John," asked Henry, "why do you go?"

8.128. To enclose any matter following such terms as *entitled, the word, the term, marked, designated, classified, named, endorsed, cited as, referred to as,* or *signed;* but are not used to enclose expressions following the terms *known as, called, so-called,* etc., unless such expressions are misnomers or slang.

Congress passed the act entitled "An act * * *."
After the word "treaty", insert a comma.
Of what does the item "Miscellaneous debts" consist?
The column "Imports from foreign countries" was not * * *.
The document will be marked "Exhibit No. 21"; *but* The document may be made exhibit No. 2.
The check was endorsed "John Adamson."
It was signed "John."
but Beryllium is known as glucinium in some European countries.
It was called profit and loss.
The so-called investigating body.

8.129. To enclose titles of addresses, articles, awards, books, captions, editorials, essays, headings, subheadings, headlines, hearings, motion pictures and plays (including television and radio programs), operas, papers, short poems, reports, songs, studies, subjects, and themes. All principal words are to be capitalized.

An address on "Uranium-235 in the Atomic Age"
The article "Germany Revisited" appeared in the last issue.
He received the "Man of the Year" award.

"The Conquest of Mexico," a published work (book)
Under the caption "Long-Term Treasurys Rise"
The subject was discussed in "Punctuation." (chapter heading)
It will be found in "Part XI: Early Thought."
The editorial "Haphazard Budgeting"
"Compensation," by Emerson (essay)
"United States To Appoint Representative to U.N." (heading for headline)
In "Search for Paradise" (motion picture); "South Pacific" (play)
A paper on "Constant-Pressure Combustion" was read.
"O Captain! My Captain!" (short poem)
The report "Atomic Energy: What It Means to the Nation"; *but* annual report of the Public Printer
This was followed by the singing of "The Star-Spangled Banner."
Under the subhead "Sixty Days of Turmoil" will be found * * *.
The subject (or theme) of the conference is "Peaceful Uses of Atomic Energy."
also Account 5, "Management fees."
Under the heading "Management and Operation."
Under the appropriation "Building of ships, Navy."

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

8.131. To enclose a letter or communication, which bears both date and signature, within a letter.

8.132. To enclose misnomers, slang expressions, sobriquets, coined words, or ordinary words used in an arbitrary way.

His report was "bunk."
It was a "gentlemen's agreement."
The "invisible government" is responsible.
George Herman "Babe" Ruth.
but He voted for the lameduck amendment.

8.133. Quotation marks close up to adjacent characters except when they precede a fraction or an apostrophe or precede or follow a superior figure or letter, in which case a thin space is used. A thin space is used to separate double and single quotation marks.

Quotation marks are not used—

8.134. In poetry. The lines of a poem should align on the left, those that rhyme taking the same indention.

Why seek to scale Mount Everest,
  Queen of the air?
Why strive to crown that cruel crest
  And deathward dare?
Said Mallory of dauntless quest:
  "Because it's there."

8.135. To enclose titles of works of art: paintings, statuary, etc.

8.136. To enclose names of newspapers or magazines.

8.137. To enclose complete letters having date and signature.

8.138. To enclose extracts that are indented or set in smaller type, or solid extracts in leaded matter; but indented matter in text that is already quoted carries quotation marks.

8.139. In indirect quotations.

Tell her yes.
He could not say no.

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

8.141. The comma and the final period will be placed inside the quotation marks. Other punctuation marks should be placed inside the quotation marks only if they are a part of the matter quoted.

Ruth said, "I think so."
"The President," he said, "will veto the bill."
The trainman shouted, "All aboard!"
Who asked, "Why?"
The President suggests that "an early occasion be sought * * *."
Why call it a "gentlemen's agreement"?

8.142. In congressional and certain other classes of work showing amendments, and in courtwork with quoted language, punctuation marks are printed after the quotation marks when not a part of the quoted matter.

Insert the words "growth", "production", and "manufacture".
To be inserted after the words "cadets, U.S. Coast Guard;".
Change "February 1, 1983", to "June 30, 2001".
"Insert in lieu thereof 'July 1, 1983,'."

8.143. When occurring together, quotation marks should precede footnote reference numbers.

The commissioner claimed that the award was "unjustified."[1]
Kelly's exact words were: "The facts in the case prove otherwise."[2]

8.144. Quotation marks should be limited, if possible, to three sets (double, single, double).

"The question in the report is, 'Can a person who obtains his certificate of naturalization by fraud be considered a "bona fide" citizen of the United States?'"

Semicolon

The semicolon is used—

8.145. To separate clauses containing commas.

Donald A. Peters, Jr., president of the First National Bank, was also a director of New York Central; Harvey D. Jones was a director of Oregon Steel Co. and New York Central; Thomas W. Harrison, chairman of the board of McBride & Co., was also on the board of Oregon Steel Co.

Reptiles, amphibians, and predatory mammals swallow their prey whole or in large pieces, bones included; waterfowl habitually take shellfish entire; and gallinaceous birds are provided with gizzards that grind up the hardest seeds.

Yes, sir; he did see it.
No, sir; I do not recall.

8.146. To separate statements that are too closely related in meaning to be written as separate sentences, and also statements of contrast.

Yes; that is right.
No; we received one-third.
It is true in peace; it is true in war.
War is destructive; peace, constructive.

8.147. To set off explanatory abbreviations or words which summarize or explain preceding matter.

The industry is related to groups that produce finished goods; i.e., electrical machinery and transportation equipment.
There were three metal producers involved; namely, Jones & Laughlin, Armco, and Kennecott.

The semicolon is not used—

8.148. Where a comma will suffice.

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

Single punctuation

8.149. Single punctuation should be used wherever possible without ambiguity.

124 U.S. 321 (no comma)
SIR: (no dash)
Joseph replied, "It is a worthwhile effort." (no outside period)

Type

8.150. All punctuation marks, including parentheses, brackets, and superior reference figures, are set to match the type of the words which they adjoin. A lightface dash is used after a run-in boldface sidehead followed by lightface matter. Lightface brackets, parentheses, or quotation marks shall be used when both boldface and lightface matter are enclosed.

Charts: C&GS 5101 (N.O. **18320**), page **282 (see above);** N.O. **93491 (Plan);** page **271**.

9. ABBREVIATIONS AND LETTER SYMBOLS

9.1. Abbreviations and letter symbols are used to save space and to avoid distracting the reader by use of repetitious words or phrases.

9.2. The nature of the publication governs the extent to which abbreviations are used. In text of technical and legal publications, and in parentheses, brackets, footnotes, sidenotes, tables, leaderwork, and bibliographies, many words are frequently abbreviated. Heads, legends, tables of contents, and indexes follow the style of the text.

9.3. Internal and terminal punctuation in symbols representing units of measure are to be omitted to conform with practice adopted by scientific, technical, and industrial groups. Where omission of terminal punctuation causes confusion; e.g., the symbol *in* (inch) mistaken for the preposition *in,* the symbol should be spelled out.

9.4. Standard and easily understood forms are preferable, and they should be uniform throughout a job. Abbreviations not generally known should be followed in the text by the spelled-out forms in parentheses the first time they occur; in tables and leaderwork such explanatory matter should be supplied in a footnote. As the printer cannot rewrite the copy, the author should supply these explanatory forms.

9.5. In technical matter, symbols for units of measure should be used only with figures; similarly, many other abbreviations and symbols should not appear in isolation. For example, energy is measured in foot-pounds, *not* energy is measured in ft•lbs.

Capitals, hyphens, periods (points), and spacing

9.6. In general, an abbreviation follows the capitalization and hyphenation of the word or words abbreviated. It is followed by a period unless otherwise indicated.

c.o.d.	St.	*but* ft•lb

9.7. Abbreviations and initials of a personal name with points are set without spaces. Abbreviations composed of contractions and initials or numbers, will retain space.

H.S.T.	B.S., LL.D., Ph.D., B.Sc.
J.F.K.	H.R. 116 (*but* S. 116, S. Con. Res. 116)
L.B.J.	C.A.D.C. (*but* App. D.C.)
U.S.	A.B. Secrest, D.D.S.
U.N.	
U.S.C. (*but* Rev. Stat.)	

A.F. of L.-CIO (AFL–CIO preferred)
A.D., B.C.
e.s.t.
i.e., e.g. (*but* op. cit.)

but
AT&T
Texas A&M
R&D

9.8. Except as otherwise designated, points and spaces are omitted after initials used as shortened names of governmental agencies and of other organized bodies. "Other organized bodies" shall be interpreted to mean organized bodies that have become popularly identified with a symbol, such as MIT (Massachusetts Institute of Technology), GM (General Motors), GMAC (General Motors Acceptance Corp.), etc. (See "List of Abbreviations.") Symbols, when they appear in copy, may be used for acts of Congress. Example: ARA (Area Redevelopment Act).

VFW
NLRB
TVA
AFL–CIO
ARC
ASTM

Geographic terms

9.9. *United States* must be spelled out when appearing in a sentence containing the name of another country. The abbreviation *U.S.* will be used when preceding the word *Government* or the name of a Government organization, except in formal writing (treaties, Executive orders, proclamations, etc.); congressional bills; legal citations and courtwork; and covers and title pages.

U.S. Government
U.S. Congress
U.S. Department of Health and Human Services
U.S. district court
U.S. Supreme Court (*but* Supreme Court of the United States)
U.S. Army (*but* Army of the United States)
U.S. monitor *Nantucket*
U.S.-NATO assistance
U.S. Government efforts to control inflation must be successful if the United States is to have a stable economy.
but British, French, and United States Governments; United States-British talks

9.10. With the exceptions in the preceding rule, the abbreviation *U.S.* is used in the adjective position, but is spelled out when used as a noun.

U.S. foreign policy
U.S. farm-support program
U.S. attorney
U.S. citizen
United States Code (official title)
United States Steel Corp. (legal title)
Foreign policy of the United States
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, the Canal Zone, Puerto Rico, and the Virgin Islands are abbreviated immediately following any capitalized geographic term, including armory, arsenal, airbase, airport, barracks,

depot, fort, Indian agency, military camp, national cemetery (also forest, historic site, memorial, seashore, monument, park), naval shipyard, proving ground, reservation (forest, Indian, or military), and reserve or station (military or naval).

Prince George's County, MD
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
Arlington National Cemetery, VA
Aberdeen Proving Ground, MD
Baltimore-Washington International Airport, MD
Redstone Arsenal, AL

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)

AL	Alabama	IN	Indiana	ND	North Dakota
AK	Alaska	IA	Iowa	OH	Ohio
AZ	Arizona	KS	Kansas	OK	Oklahoma
AR	Arkansas	KY	Kentucky	OR	Oregon
AS	American Samoa	LA	Louisiana	PA	Pennsylvania
CA	California	ME	Maine	PR	Puerto Rico
CO	Colorado	MD	Maryland	RI	Rhode Island
CT	Connecticut	MA	Massachusetts	SC	South Carolina
CZ	Canal Zone	MI	Michigan	SD	South Dakota
DE	Delaware	MN	Minnesota	TN	Tennessee
DC	District of Columbia	MS	Mississippi	TX	Texas
		MO	Missouri	UT	Utah
FL	Florida	MT	Montana	VT	Vermont
FM	Federated States of Micronesia	NE	Nebraska	VA	Virginia
		NV	Nevada	VI	Virgin Islands
GA	Georgia	NH	New Hampshire	WA	Washington
GU	Guam	NJ	New Jersey	WV	West Virginia
HI	Hawaii	NM	New Mexico	WI	Wisconsin
ID	Idaho	NY	New York	WY	Wyoming
IL	Illinois	NC	North Carolina		

CANADA

AB	Alberta	NF	Newfoundland	PE	Prince Edward Island
BC	British Columbia	NT	Northwest Territories	PQ	Quebec
LB	Labrador			SK	Saskatchewan
MB	Manitoba	NS	Nova Scotia	YT	Yukon Territory
NB	New Brunswick	ON	Ontario		

9.14. The names of other insular possessions, trust territories, and *Long Island, Staten Island,* etc., are not abbreviated.

9.15. The names of Canadian Provinces and other foreign political subdivisions are not abbreviated except as noted in rule 9.13.

Addresses

9.16. Words such as *Street, Avenue, Place, Road, Square, Boulevard, Terrace, Drive, Court,* and *Building,* following a name or number, are abbreviated in footnotes, sidenotes, tables, leaderwork, and lists.

9.17. In addresses, a single period is used with the abbreviations *NW., SW., NE., SE.* (indicating sectional divisions of cities) follow-

ing name or number. *North, South, East,* and *West* are spelled out at all times.

9.18. The word *Street* or *Avenue* as part of a name is not abbreviated even in parentheses, footnotes, sidenotes, tables, lists, and leaderwork.

14th Street Bridge
Ninth Avenue Bldg.

9.19. The words *County, Fort, Mount, Point,* and *Port* are not abbreviated. *Saint* (*St.*) and *Sainte* (*Ste.*) should be abbreviated.

Descriptions of tracts of land

9.20. If fractions are spelled out in land descriptions, *half* and *quarter* are used (not *one-half* nor *one-quarter*).

south half of T. 47 N., R. 64 E.

9.21. In the description of tracts of public land the following abbreviations are used (periods are omitted after abbreviated compass directions that immediately precede and close up on figures):

SE¼NW¼ sec. 4, T. 12 S., R. 15 E., of the Boise Meridian
lot 6, NE¼ sec. 4, T. 6 N., R. 1 W.
N½ sec. 20, T. 7 N., R. 2 W., sixth principal meridian
Tps. 9, 10, 11, and 12 S., Rs. 12 and 13 W.
T. 2 S., Rs. 8, 9, and 10 E., sec. 26
T. 3 S., R. 1 E., sec. 34, W½E½, W½, and W½SE¼SE¼
sec. 32 (with or without a township number)

9.22. In case of an unavoidable break in a land-description symbol group at end of a line, use no hyphen and break after fraction.

Names and titles

9.23. The following forms are not always abbreviations, and copy should be followed as to periods:

Al	Ben	Fred	Walt
Alex	Ed	Sam	Will

9.24. In signatures, an effort should be made to retain the exact form used by the signer.

George Wythe
Geo. Taylor

9.25. In company and other formal names, if it is not necessary to preserve the full legal title, such forms as *Bro., Bros., Co., Corp., Inc., Ltd.,* and *&* are used. *Association* and *Manufacturing* are not abbreviated.

Radio Corp. of America
Aluminum Co. of America
Standard Oil Co. of New Jersey
Ronald G. Brown & Bro.
Jones Bros. & Co.
American Telephone & Telegraph Co.
Norton Enterprises, Inc.
Maryland Steamship Co., Ltd.
Chesapeake & Delaware Canal
Fairmount Building & Loan Association
Electronics Manufacturing Co.
Texas College of Arts & Industries
National Barrel & Drum Association
Robert Wilson & Associates, Inc.
U.S. News & World Report
Baltimore & Ohio Railroad
Mine, Mill & Smelter Workers

but
Little Theater Company
Senate Banking, Housing and Urban Affairs Committee

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

Commodity Credit Corporation
Federal Savings and Loan Insurance Corporation
Pension Benefit Guaranty Corporation

9.27. In parentheses, footnotes, sidenotes, tables, and leaderwork, abbreviate the words *railroad* and *railway* (*RR.* and *Ry.*), except in such names as "Washington Railway & Electric Co." and "Florida Railroad & Navigation Corp." *SS* for *steamship, MS* for *motorship,* etc., preceding name are used at all times.

9.28. In the names of informal companionships the word *and* is spelled out.

Gilbert and Sullivan Currier and Ives

9.29. In other than formal usage, a civil, military, or naval title preceding a name is abbreviated if followed by first or given name or initial; but *Mr., Mrs., Miss, Ms., M., MM., Messrs., Mlle., Mme.,* and *Dr.* are abbreviated with or without first or given name or initial.

ARMY, AIR FORCE, AND MARINE CORPS OFFICERS

GEN	General	CPT	Captain
LTG	Lieutenant General	1LT	First Lieutenant
MG	Major General	2LT	Second Lieutenant
BG	Brigadier General	MWO	Master Warrant Officer (Army)
COL	Colonel	CWO	Chief Warrant Officer
LTC	Lieutenant Colonel	WO	Warrant Officer
MAJ	Major		

NAVY OFFICERS

ADM	Admiral	LCDR	Lieutenant Commander
VADM	Vice Admiral	LT	Lieutenant
RADM	Rear Admiral	LTJG	Lieutenant Junior Grade
COMO	Commodore	ENS	Ensign
CAPT	Captain	WO	Warrant Officer
CDR	Commander		

ARMY ENLISTED PERSONNEL

SMA	Sergeant Major of the Army	1SG	First Sergeant
CSM	Command Sergeant Major	MSG	Master Sergeant
SGM	Sergeant Major	PSG	Platoon Sergeant
SFC	Sergeant First Class	PFC	Private First Class
SSG	Staff Sergeant	PVT	Private
SGT	Sergeant	SP4	Specialist Fourth Class
CPL	Corporal		

MARINE CORPS ENLISTED PERSONNEL

MGySgt	Master Gunnery Sergeant	Sgt	Sergeant
1stSgt	First Sergeant	Cpl	Corporal
MSgt	Master Sergeant	LCpl	Lance Corporal
GySgt	Gunnery Sergeant	PFC	Private First Class
SSgt	Staff Sergeant	PVT	Private

AIR FORCE ENLISTED PERSONNEL

CMSgt	Chief Master Sergeant	Sgt	Sergeant
SMSgt	Senior Master Sergeant	SrA	Senior Airman
MSgt	Master Sergeant	A1C	Airman First Class
TSgt	Technical Sergeant	Amn	Airman
SSgt	Staff Sergeant		

9.30. Spell out *Senator, Representative,* and *commandant.*

9.31. Unless preceded by *the,* abbreviate *Honorable, Reverend,* and *Monsignor* when followed by the first name, initials, or title.

Hon. Elihu Root; the Honorable Elihu Root; the Honorable Mr. Root
the Honorables William H. Rehnquist, John Paul Stevens, and Sandra Day O'Connor
Rev. Martin Luther King, Jr.; the Reverend Dr. King; Rev. Dr. King; Reverend King (*not* Rev. King, *nor* the Reverend King)
Rt. Rev. James E. Freeman; the Right Reverend James E. Freeman; Very Rev. Henry Boyd; the Very Reverend Henry Boyd
Rt. Rev. Msgr. John Bird; the Right Reverend Monsignor John Bird

9.32. The following and similar forms are used after a name:

Esq., Jr., Sr.
2d, 3d (*or* II, III) (not preceded by comma)
Degrees: LL.D., M.A., Ph.D., etc.
Fellowships, orders, etc.: FSA Scot, F.R.S., K.C.B., C.P.A., etc.

9.33. The abbreviation *Esq.* and other titles such as *Mr., Mrs.,* and *Dr.,* should not appear with any other title or with abbreviations indicating scholastic degrees.

John L. Smith, Esq., *not* Mr. John L. Smith, Esq., *nor* John L. Smith, Esq., A.M.; *but* James A. Jones, Jr., Esq.
Ford Maddox, A.B., Ph.D., *not* Mr. Ford Maddox, A.B., Ph.D.
George Gray, M.D., *not* Mr. George Gray, M.D., *nor* Dr. George Gray, M.D.
Dwight A. Bellinger, D.V.M.

9.34. *Sr.* and *Jr.* should not be used without first or given name or initials, but may be used in combination with any title.

A.K. Jones, Jr., or Mr. Jones, Junior, *not* Jones, Jr., *nor* Jones, Junior
President J.B. Nelson, Jr.

9.35. When name is followed by abbreviations designating religious and fraternal orders and scholastic and honorary degrees, their sequence is as follows: Orders, religious first; theological degrees; academic degrees earned in course; and honorary degrees in order of bestowal.

Henry L. Brown, D.D., A.M., D.Lit.
T.E. Holt, C.S.C., S.T.Lr., LL.D., Ph.D.
Samuel J. Deckelbaum, P.M.

9.36. Academic degrees standing alone may be abbreviated.

John was graduated with a B.A. degree; *but* bachelor of arts degree (lowercase when spelled out).
She earned her Ph.D. by hard work.

9.37. In addresses, signatures, lists of names, and leaderwork but not in tables nor in centerheads, *Mr., Mrs.,* and other titles

preceding a name, and *Esq., Jr., Sr., 2d,* and *3d* following a name, are set in roman caps and lowercase if the name is in caps and small caps. If the name is in caps, they are set in caps and small caps, if small caps are available—otherwise in caps and lowercase.

Parts of publications

9.38. The following abbreviations are used for parts of publications mentioned in parentheses, brackets, footnotes, sidenotes, list of references, tables, and leaderwork, when followed by figures, letters, or Roman numerals.

app., apps. (appendix, appendixes)
art., 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, subchapters)
subpar., subpars. (subparagraph, subparagraphs)
subpt., subpts. (subpart, subparts)
subsec., subsecs. (subsection, subsections)
supp., supps. (supplement, supplements)
vol., vols. (volume, volumes)

9.39. The word *article* and the word *section* are abbreviated when appearing at the beginning of a paragraph and set in caps and small caps followed by a period and an en space, except that the first of a series is spelled out.

ART. 2; SEC. 2; etc.; *but* ARTICLE 1; SECTION 1
ART. II; SEC. II; etc.; *but* ARTICLE I; SECTION I

9.40. At the beginning of a legend, the word *figure* preceding the legend number is not abbreviated.

FIGURE 4.—Landscape.

Terms relating to Congress

9.41. The words *Congress* and *session,* when accompanied by a numerical reference, are abbreviated in parentheses, brackets, and text footnotes. In sidenotes, lists of references, tables, leaderwork, and footnotes to tables and leaderwork, the following abbreviations are used:

106th Cong., 1st sess.
1st sess., 106th Cong.
Public Law 84, 102d Cong.
Private Law 68, 102d Cong.

9.42. In references to bills, resolutions, documents and reports in parentheses, brackets, footnotes, sidenotes, tables, and leaderwork, the following abbreviations are used:

H.R. 416 (House bill)
S. 116 (Senate bill)
The examples above may be abbreviated or spelled out in text.
H. Res. 5 (House resolution)
H. Con. Res. 10 (House concurrent resolution)
H.J. Res. 21 (House joint resolution)
S. Res. 50 (Senate resolution)
S. Con. Res. 17 (Senate concurrent resolution)
S.J. Res. 45 (Senate joint resolution)

H. Conf. Rept. 10 (House conference report)
H. Doc. 35 (House document)
S. Doc. 62 (Senate document)
H. Rept. 214 (House report)
S. Rept. 410 (Senate report)
Ex. Doc. B (Executive document)
Ex. F (92d Cong., 2d sess.)
Ex. Rept. 9 (92d Cong., 1st sess.)
Misc. Doc. 16 (miscellaneous document)
Public Res. 47

9.43. References to statutes in parentheses, footnotes, sidenotes, tables, leaderwork, and congressional work are abbreviated.

Rev. Stat. (Revised Statutes); 43 Rev. Stat. 801; 18 U.S.C. 38
Supp. Rev. Stat. (Supplement to the Revised Statutes)
Stat. L. (Statutes at Large)
but Public Law 85–1; Private Law 68

Calendar divisions

9.44. Names of months followed by the day, or day and year, are abbreviated in footnotes, tables, leaderwork, sidenotes, and in bibliographies. (See examples, rule 9.45.) *May, June,* and *July* are always spelled out. In narrow columns in tables, however, the names of months may be abbreviated even if standing alone. Preferred forms follow:

Jan.	Apr.	Oct.
Feb.	Aug.	Nov.
Mar.	Sept.	Dec.

9.45. In text only, dates as part of a citation or reference within parentheses or brackets are also abbreviated.

(Op. Atty. Gen., Dec. 4, 1985)
(Congressional Record, Sept. 25, 1981)
[From the New York Times, Mar. 4, 1978]
[From the Mar. 4 issue]
On Jan. 25 (we had commenced on Dec. 26, 1977) the work was finished. (In footnotes, tables, leaderwork, and sidenotes)
On January 25, a decision was reached (Op. Atty. Gen., Dec. 4, 1975). (Text, but with citation in parentheses)
but On January 25 (we had commenced on December 26, 1967) the work was finished. (Not a citation or reference in text)

9.46. Weekdays are not abbreviated, but the following forms are used, if necessary, in lists or in narrow columns in tables:

Sun.	Wed.	Fri.
Mon.	Thurs.	Sat.
Tues.		

Time zones

9.47. The following forms are to be used when abbreviating names of time zones:

A.s.t., Atlantic standard time
A.t., Atlantic time
c.s.t., central standard time
c.t., central time
d.s.t., daylight saving (no "s") time
e.d.s.t., eastern daylight saving time
e.d.t., eastern daylight time
e.s.t., eastern standard time
e.t., eastern time
G.c.t., Greenwich civil time
G.m.a.t., Greenwich mean astronomical time
G.m.t., Greenwich mean time
l.s.t., local standard time
m.s.t., mountain standard time
m.t., mountain time
P.s.t., Pacific standard time
P.t., Pacific time
UTC, universal time coordinated

Acronyms, coined words, and symbols

9.48. To obtain uniform treatment in the formation of acronyms, coined words, and symbols, apply the formulas that follow:

Use all capital letters when only the first letter of each word or selected words is used to make up the symbol:
- APPR (Army package power reactor)
- EPCOT (Experimental Prototype Community of Tomorrow)
- MAG (Military Advisory Group)
- MIRV (multiple independently targetable reentry vehicle)
- SALT (strategic arms limitation talks); (*avoid* SALT talks)
- STEP (supplemental training and employment program)

Use all capital letters where first letters of prefixes and/or suffixes are utilized as part of established expressions:
- CPR (*c*ardio*p*ulmonary *r*esuscitation)
- ESP (*e*xtra*s*ensory *p*erception)
- FLIR (*f*orward-*l*ooking *i*nfra*r*ed)

Copy must be followed where an acronym or abbreviated form is copyrighted or established by law:
- ACTION (agency of Government; not an acronym)
- MarAd (*Mar*itime *Ad*ministration)
- NACo (*N*ational *A*ssociation of *Co*unties)
- MEDLARS (*Med*ical *L*iterature *A*nalysis and *R*etrieval *S*ystem)

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 (*l*ong-*ra*nge *n*avigation)
- sonar (*s*ound *na*vigation *r*anging)
- secant (*se*paration *c*ontrol of *a*ircraft by *n*onsynchronous *t*echniques)

9.49. The words *infra* and *supra* are not abbreviated.

Terms of measure

9.50. Compass directions are abbreviated as follows:

N.	S.	ESE.
NE.	NNW.	10° N. 25° W.
E.	W.	NW. by N. ¼ W.
SW.		

9.51. The words *latitude* and *longitude,* followed by figures, are abbreviated in parentheses, brackets, footnotes, sidenotes, tables, and leaderwork, and the figures are always closed up.

lat. 52°33′05″ N. long. 13°21′10″ E.

9.52. Avoid breaking latitude and longitude figures at end of line; space out line instead. In case of an unavoidable break at end of line, use hyphen.

9.53. Temperature and gravity are expressed in figures. When the degree mark is used, it must appear closed up to the capital

letter, not against the figures. Note the following related abbreviations and letter symbols and their usages:

abs, absolute	API, American Petroleum Institute
Bé, Baumé	Twad, Twaddell
°C,[1] degree Celsius[2]	100 °C
°F, degree Fahrenheit	212 °F[1]
°R, degree Rankine	671.67 °R
K, kelvin	18 °API
273.15 K	
°API	

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

10 a.m. (*not* 10:00 a.m.)	12 a.m. (formerly 12 m.) (noon)
2:30 p.m.	12 p.m. (midnight)

9.55. The word *o'clock* is not used with abbreviations of time.

not 10 o'clock p.m.

9.56. Metric unit letter symbols are set lowercase roman unless the unit name has been derived from a proper name, in which case the first letter of the symbol is capitalized (for example Pa for pascal and W for watt). The exception is the letter L for liter. The same form is used for singular and plural. The preferred symbol for *cubic centimeter* is cm^3; use *cc* only when requested.

A space is used between a figure and a unit symbol except in the case of the symbols for degree, minute, and second of plane angle.

3 m 45 mm 25 °C *but* 33°15′21″

Prefixes for multiples and submultiples				*Metric units*	
E	exa (10^{18})	d	deci (10^{-1})	m	meter (for length)
P	peta (10^{15})	c	centi (10^{-2})	g	gram (for weight or mass)
T	tera (10^{12})	m	milli (10^{-3})	L	liter (for capacity)
G	giga (10^{9})	μ	micro (10^{-6})		
M	mega (10^{6})	n	nano (10^{-9})		
k	kilo (10^{3})	p	pico (10^{-12})		
h	hecto (10^{2})	f	femto (10^{-15})		
da	deka (10)	a	atto (10^{-18})		

Length		*Area*		*Volume*	
km	kilometer	km^2	square kilometer	km^3	cubic kilometer
hm	hectometer	hm^2	square hectometer	hm^3	cubic hectometer
dam	dekameter	dam^2	square dekameter	dam^3	cubic dekameter
m	meter	m^2	square meter	m^3	cubic meter
dm	decimeter	dm^2	square decimeter	dm^3	cubic decimeter
cm	centimeter	cm^2	square centimeter	cm^3	cubic centimeter
mm	millimeter	mm^2	square millimeter	mm^3	cubic millimeter

[1] Without figures preceding it, °*C* or °*F* should be used only in boxheads and over figure columns in tables.

[2] Preferred form (superseding Centigrade) approved by Ninth General Conference on Weights and Measures, October 1948.

Weight		*Land area*		*Capacity of containers*	
kg	kilogram	ha	hectare	kL	kiloliter
hg	hectogram	a	acre	hL	hectoliter
dag	dekagram			daL	dekaliter
g	gram			L	liter
dg	decigram			dL	deciliter
cg	centigram			cL	centiliter
mg	milligram			mL	milliliter
µg	microgram				

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

A	ampere	V	volt	mF	millifarad
VA	voltampere	W	watt	mH	millihenry
F	fared	kc	kilocycle	µF	microfarad (one-millionth of a farad)
H	Henry	kV	kilovolt		
Hz	Hertz	kVA	kilovoltampere		
J	joule	kW	kilowatt		

9.58. The following forms are used when units of English weight and measure and units of time are abbreviated, the same form of abbreviation being used for both singular and plural:

Length		*Area and volume*	
in	inch	in^2	square inch
ft	foot	in^3	cubic inch
yd	yard	mi^2	square mile
mi	mile (statute)	ft^3	cubic foot

Time		*Weight*		*Capacity*	
yr	year	gr	grain	gill	(not abbreviated)
mo	month	dr	dram	pt	pint
d	day	oz	ounce	qt	quart
h	hour	lb	pound	gal	gallon
min	minute	cwt	hundredweight	pk	peck
s	second	dwt	pennyweight	bu	bushel
		ton(s)	(not abbreviated)	bbl	barrel
		but t	metric ton (tonne)		

9.59. In astrophysical and similar scientific matter, magnitudes and units of time may be expressed as follows, if so written in copy.

$5^h3^m9^s$ 4.5^h

Money

9.60. The following are some of the abbreviations and symbols used for indicating money:

$, dol (dollar)	Mex$2,650
c, ct, ¢ (cent, cents)	₱ (peso)
LT175 (Turkish)	£ (pound)
US$15,000	d (pence)

Use "US$" if omission would result in confusion.

(For the abbreviations of other terms indicating currency, see the table "Foreign Money" in "Useful Tables.")

LIST OF ABBREVIATIONS

Standard word abbreviations

9.61. If abbreviations are required, use these forms:

AA, Alcoholics Anonymous
AARP, American Association of Retired Persons *also* AppleTalk Address Resolution Protocol
abbr., abbreviation
ABM, Asynchronous Balanced Mode
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
ADN, advanced digital network
ADP, automated data processing
ADSL, asymmetric digital subscriber line
AEF, American Expeditionary Forces
AF, audiofrequency
AFB, and similar military symbols (with name), 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 (no periods), amplitude modulation
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) (individual)
ANSI, American National Standards Institute
antilog (no period), antilogarithm
A1 (rating)
AOA, Administration on Aging
API, American Petroleum Institute
APO (no periods), Army post office
App. D.C., District of Columbia Appeal Cases
App. Div., Appellate Division
APPR, Army package power reactor
approx., approximately
ARC, American Red Cross
ARP, Address Resolution Protocol
ARS, Agricultural Research Service
ASCII, American Standard Code for Information Interchange
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
BBS, bulletin board service
B.C., before Christ (1200 B.C.)
BCG (bacillus Calmette-Guérin), antituberculosis vaccine
bf., boldface
BGN, Board on (*not* of) Geographic Names
BIA, Bureau of Indian Affairs
BIOS, Basic Input/Output System
BIS, Bank for International Settlements
BIT, BInary digiT
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
BPS, bits per second
B.S. or B.Sc., bachelor of science
ca. (circa), about
ca, centiare
CACM, Central American Common Market
CAD, computer-aided design
c. and s.c., caps and small caps
CAP, Civil Air Patrol
CARE, Cooperative for American Remittances to Everywhere, Inc.
CAT scan, computerized axial tomography

C.C.A., Circuit Court of Appeals
CCC, Commodity Credit Corporation
CCITT, Consultative Committee for International Telegraphy and Telephony
C.Cls., Court of Claims
C.Cls.R., Court of Claims Reports
C.C.P.A., Court of Customs and Patents Appeals
CCR, Commission on Civil Rights
CDC, Centers for Disease Control
CD–I, Compact Disk Interactive
CD–ROM, Compact Disk—Read Only Memory
CD–R, Compact Disk—Recordable
CEA, Council of Economic Advisers
cf. (confer), compare, or see
CFR, Code of Federal Regulations
CFR Supp., Code of Federal Regulations Supplement
CGI, Common Gateway Interface
CHAMPUS, Civilian Health and Medical Program of the Uniformed Services
CIA, Central Intelligence Agency
CIC, Counterintelligence Corps
C.J. (corpus juris), body of law; Chief Justice
CNN, Cable News Network
CO, commanding officer
Co., company (commercial)
c.o.d., cash on delivery
COLA, cost-of-living adjustment
Comp. Dec., Comptroller's Decisions (Treasury)
Comp. Gen., Comptroller General Decisions
con., continued
conelrad, control of electromagnetic radiation (civil defense)
Conrail, Consolidated Rail Corporation
Conus, continental United States
Corp., corporation (commercial)
cos (no period), cosine
cosh (no period), hyperbolic cosine
cot (no period), cotangent
coth (no period), hyperbolic cotangent
c.p., chemically pure
C.P.A., certified public accountant
CPI, Consumer Price Index
CPR, cardiopulmonary resuscitation
CPU, central processing unit (computer)
cr., credit; creditor
C–SPAN, Cable Satellite Public Affairs Network
csc (no period), cosecant
csch (no period), hyperbolic cosecant
CTI, computer-telephony integration
Ct., court
Dall., Dallas (U.S. Supreme Court Reports)
DAR, Daughters of the American Revolution
d.b.a., doing business as
d.b.h., diameter at breast height
DBMS, database management system
D.D., doctor of divinity
D.D.S., doctor of dental surgery
DDT, dichlorodiphenyltrichloroethane
DEW, distant early warning (DEW line)
Dist. Ct., District Court
D.Lit(t). or Lit(t).D., doctor of literature
DMI, Desktop Management Interface
DNC, Domestic Names Committee (BGN)
DNS, Domain Name Service
do. (ditto), the same
DOC, Department of Commerce
DOD, Department of Defense
DOE, Department of Energy
DOJ, Department of Justice
DOL, Department of Labor
DOS, Department of State; disk operating system
DOT, Department of Transportation
DP (no periods), displaced person
D.P.H., doctor of public health
dpi, dots per inch
D.P.Hy., doctor of public hygiene
DPT, diphtheria, pertussis, tetanus innoculation
dr., debit; debtor
Dr., doctor; drive
DSSL, Document Style and Semantics Language
d.s.t., daylight saving (no "s") time
DTP, desktop publishing
DVD, digital video disk
D.V.M., doctor of veterinary medicine
E., east
EBCDIC, Extended Binary Coded Decimal Interchange Code
e-mail, electronic mail
EEOC, Equal Employment Opportunity Commission
EFTA, European Free Trade Association
EFTS, electronic funds transfer system
e.g. (exempli gratia), for example
EHF, extremely high frequency
8°, octavo
emcee, master of ceremony
e.o.m., end of month
EOP, Executive Office of the President
EPA, Environmental Protection Agency

EPS, Encapsulated PostScript file
ERP, European Recovery Program
et al. (et alii), and others
et seq. (et sequentia), and the following
etc. (et cetera), and so forth
EU, European Union
Euratom, European Atomic Energy Community
Euro, currency (common)
Eurodollars, U.S. dollars used to finance foreign trade
Ex. Doc. (with letter), executive document
Ex-Im Bank, Export-Import Bank of the United States
f., ff., and following page (pages)
FAA, Federal Aviation Administration
FACS, Faculty of the American College of Surgeons
FAO, Food and Agriculture Organization
f.a.s., free alongside ship
FAS, Foreign Agricultural Service
FBB, Federal Bulletin Board
FBI, Federal Bureau of Investigation
FCA, Farm Credit Administration
FCC, Federal Communications Commission
FCIC, Federal Crop Insurance Corporation
FCSC, Foreign Claims Settlement Commission
FDA, Food and Drug Administration
FDDI, Fiber Distributed Data Interface
FDIC, Federal Deposit Insurance Corporation
FDLP, Federal Depository Library Program
Fed., Federal Reporter; F.3d, Federal Reporter, third series
FEOF, Foreign Exchange Operations Fund
FHA, Federal Housing Administration
FmHA, Farmers Home Administration
FHLBB, Federal Home Loan Bank Board
FHWA, Federal Highway Administration
FICA, Federal Insurance Contributions Act
FIPS, Federal Information Processing Standards
FLSA, Fair Labor Standards Act
FM, frequency modulation
FMC, Federal Maritime Commission
FMCS, Federal Mediation and Conciliation Service
FNMA, Federal National Mortgage Association (Fannie Mae)
FNS, Food and Nutrition Service
FOSI, Format Output Specification Instance
f°, folio
f.o.b., free on board
4°, quarto
FPC, Federal Power Commission
FPO (no periods), fleet post office
FR, Federal Register (publication)
FRG, Federal Republic of Germany
FRS, Federal Reserve System
FS, Forest Service
FSLIC, Federal Savings and Loan Insurance Corporation
FSS, Federal Supply Service
F.Supp., Federal Supplement
FTC, Federal Trade Commission
FTP, File Transfer Protocol
FWS, Fish and Wildlife Service
GAO, General Accounting Office
GATT, General Agreement on Tariffs and Trade
GB, gigabyte
GDI, Graphical Device Interface
GDR, German Democratic Republic
GGP, Gateway-to-Gateway Protocol
GI, general issue; Government issue
GIF, Graphical Interchange Format
GILS, Government Information Locator Service
GIS, Geographic Information System
G.M.&S., general, medical, and surgical
GNMA, Government National Mortgage Association (Ginnie Mae)
GNP, gross national product
Gov., Governor
GPO, Government Printing Office
gr. wt., gross weight
GSA, General Services Administration
GSE, Government-Sponsored Enterprise
GUI, Graphical User Interface
H.C., House of Commons
H. Con. Res. (with number), House concurrent resolution
H. Doc. (with number), House document
hazmat, hazardous material
HE (no periods), high explosive
HF (no periods), high frequency
HHS, Health and Human Services (Department of)
HIV, human immunodeficiency virus

H.J. Res. (with number), House joint resolution
HMO, health-maintenance organization
HOV, high-occupancy vehicle
How., Howard (U.S. Supreme Court Reports)
H.R. (with number), House bill
H. Rept. (with number), House report
H. Res. (with number), House resolution
HTML, HyperText Markup Language
HTTP, HyperText Transfer Protocol
HTTPD, HyperText Transfer Protocol Daemon
HUD, Housing and Urban Development
HYTELNET, HyperText-browser for Telnet Accessible Sites
IADB, Inter-American Defense Board
IAEA, International Atomic Energy Agency
ibid. (ibidem), in the same place
ICBM, intercontinental ballistic missile
ICC, Interstate Commerce Commission
ICMP, Internet Control Message Protocol
id. (idem), the same
IDA, International Development Association
IDE, integrated drive electronics
i.e. (id est), that is
IEEE, Institute of Electrical and Electronic Engineers
IF (no periods), intermediate frequency
IFC, International Finance Corporation
IMCO, Intergovernmental Maritime Consultative Organization
IMF, International Monetary Fund
INS, Immigration and Naturalization Service
Insp. Gen. (also IG), inspector general
Interpol, International Criminal Police Organization
IOU, I owe you
IP, Internet Protocol
IQ, intelligence quotient
IRA, individual retirement account
IRBM, intermediate range ballistic missile
IRE, Institute of Radio Engineers
IRO, International Refugee Organization
IRS, Internal Revenue Service
ISDN, Integrated Services Digital Network
ISO, International Standards Organization
ISP, Internet service provider
ITO, International Trade Organization
ITU, International Telecommunications Union
JAG, Judge Advocate General
jato, jet-assisted takeoff
J.D. (jurum or juris doctor), doctor of laws
JOBS, Job Opportunities in the Business Sector
JIT, just in time
JPEG, Joint Photographic Experts Group
Jpn., Japan or Japanese where necessary to abbreviate
Jr., junior
Judge Adv. Gen., Judge Advocate General
LAFTA, Latin American Free Trade Association
LAN, local area network
LAPM, Link Access Procedure for Modems
lat., latitude
LC, Library of Congress
LCD, liquid crystal display
lc., lowercase
L.Ed., Lawyer's edition (U.S. Supreme Court Reports)
liq., liquid
lf., lightface
LF, low frequency
LL.B., bachelor of laws
LL.D., doctor of laws
loc. cit. (loco citato), in the place cited
log (no period), logarithm
long., longitude
loran (no periods), long-range navigation
lox (no periods), liquid oxygen
LPG, liquefied petroleum gas
Ltd., limited
Lt. Gov., lieutenant governor
M, money supply: M1, M2, etc.
M., monsieur; MM., messieurs
m. (meridies), noon
M, more
MA (see MarAd)
MAC, Military Airlift Command
MAG, Military Advisory Group
MarAd, Maritime Administration
MB, megabyte
MC, Member of Congress (emcee, master of ceremonies)
M.D., doctor of medicine
MDAP, Mutual Defense Assistance Program
MediCal, Medicaid California
memo, memorandum
MF, medium frequency; microfiche
MFN, most favored nation
MIA, missing in action (plural, MIA's)

MIME, Multipurpose Internet Mail Extensions
MIPS, millions of instructions per second
MIRV, multiple independently targetable reentry vehicle
Misc. Doc. (with number), miscellaneous document
Mlle., mademoiselle
Mme., madam
Mmes., mesdames
mo., month
MOS, military occupational specialty
MPEG, Motion Pictures Experts Group
M.P., Member of Parliament
MP, military police
Mr., mister (plural, Messrs.)
MRI, magnetic resonance imaging
Mrs., mistress
Ms., coined 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 Science
NASA, National Aeronautics and Space Administration
NAT, network address translation module
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
N–ISDN, Narrowband ISDN
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.k., not specified by kind
n.s.p.f., not specifically provided for
NW., northwest
OAPEC, Organization of Arab Petroleum Exporting Countries
OAS, Organization of American States
OASDHI, Old-Age, Survivors, Disability, and Health Insurance Program
OASI, Old-Age and Survivors Insurance
OCD, Office of Civil Defense
OCR, optical character recognition
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. Atty. Gen., Opinions of the Attorney General
op. cit. (opere citato), in the work cited
OPEC, Organization of Petroleum Exporting Countries
OSD, Office of the Secretary of Defense
OTC, Organization for Trade Cooperation
PA, public address system
Pac., Pacific Reporter; P.2d, Pacific Reporter, second series
PAC, political action committee (plural, PAC's)
Passed Asst. Surg., passed assistant surgeon
PBS, Public Building Service
PC, personal computer
PCV, Peace Corps Volunteer
PDF, Adobe Acrobat Portable Document Format
PDL, Page Description Language
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
PING, Packet Internet Groper
Pl., place
p.m. (post meridiem), after noon
P.O. Box (with number); *but* post office box (in general sense)
POP, Point of Presence; Post Office Protocol
POW, prisoner of war (plural, POWs)
PPP, Point-to-Point Protocol
PPTP, Point-to-Point Tunneling Protocol
PTSD, post-traumatic-stress syndrome
PERL, practical extraction and report language
Private Res. (with number), private resolution
Prof., professor
pro tem (pro tempore), temporarily
P.S. (post scriptum), postscript; public school (with number)
PTA, parent-teachers' association
Public Res. (with number), public resolution
PX, post exchange
QT, on the quiet
racon, radar beacon
radar, radio detection and ranging
RAID, redundant array of inexpensive disks
RAM, Random-Access Memory
R&D, research and development
rato, rocket-assisted takeoff
Rd., road
RDT&E, research, development, testing, and evaluation
REA, Rural Electrification Administration
Rev., reverend
Rev. Stat., Revised Statutes
RF, radiofrequency
R.F.D., rural free delivery
Rh, Rhesus (blood factor)
RIF, reduction(s) in force; RIFed, RIFing, RIFs
R.N., registered nurse
ROTC, Reserve Officers' Training Corps
RPC, remote procedure call
RR., railroad
RRB, Railroad Retirement Board
Rt. Rev., right reverend
RTF, Rich Text Format
Ry., railway
S., south; Senate bill (with number)
SAC, Strategic Air Command
SAE, Society of Automotive Engineers
S&L(s), savings and loan(s)
SALT, strategic arms limitation talks
SAR, Sons of the American Revolution
SBA, Small Business Administration
sc. (scilicet), namely (see also ss)
s.c., small caps
S. Con. Res. (with number), Senate concurrent resolution
s.d. (sine die), without date
SDI, Strategic Defense Initiative
S. Doc. (with number), Senate document
SE., southeast
SEATO, Southeast Asia Treaty Organization
SEC, Securities and Exchange Commission
sec, secant
sech, hyperbolic secant
2d, 3d, second, third
SGML, Standard Generalized Markup Language
SHF, superhigh frequency
shoran, short range (radio)
SI, Systeme International d'Unités
sic, thus
sin, sine
sinh, hyperbolic sine
S.J. Res. (with number), Senate joint resolution
SLIP, Serial Line Internet Protocol
SMTP, Simple Mail Transfer Protocol
SNMP, Simple Network Management Protocol
sonar (no period), sound, navigation, and ranging
SOP, standard operating procedure
SOS, wireless distress signal
SP, shore patrol
SPAR, Coast Guard Women's Reserve (*s*emper *p*aratus—*a*lways *r*eady)
sp. gr., specific gravity
Sq., square (street)
Sr., senior
S. Rept. (with number), Senate report
S. Res. (with number), Senate resolution
SS, steamship
ss (scilicet), namely (in law) (see also sc.)
SSA, Social Security Administration
SSL, Secure Sockets Layer
SSS, Selective Service System
St., Ste., SS., Saint, Sainte, Saints
St., street
Stat., Statutes at Large
STP, standard temperature and pressure
Sup. Ct., Supreme Court Reporter

Supp. Rev. Stat., Supplement to the Revised Statutes
Supt., superintendent
Surg., surgeon
Surg. Gen., Surgeon General
SW., southwest
S.W.2d, Southwestern Reporter, second series
SWAIS, Simple Wide Area Information System
SWAT, special weapons and tactics (team)
T., Tps., township, townships
tan, tangent
tann, hyperbolic tangent
TB, tuberculosis
TCP/IP, Transmission Control Protocol/Internet Protocol
T.D., Treasury Decisions
TDMA, Time Division Multiplexing Access
TDY, temporary duty
Ter., terrace
TIFF, Tagged Image File Format
t.m., true mean
TNT, trinitrotoluol
TV, television
TVA, Tennessee Valley Authority
2,4-D (insecticide)
uc., uppercase
UDP, User Datagram Protocol
UHF, ultrahigh frequency
UMTA, Urban Mass Transportation Administration
U.N., United Nations
Unesco, United Nations Educational, Scientific, and Cultural Organization (copyrighted form)
UNICEF, United Nations Children's Fund
URL, Uniform Resource Locator
URN, Uniform Resource Name/Number
U.S., U.S. Supreme Court Reports
U.S.A., United States of America
USA, U.S. Army
USAF, U.S. Air Force
USB, universal serial bus
U.S.C., United States Code
U.S.C.A., United States Code Annotated
U.S.C. Supp., United States Code Supplement
USCG, U.S. Coast Guard
USDA, U.S. Department of Agriculture
USES, U.S. Employment Service
U.S. 40, U.S. No. 40, U.S. Highway No. 40
USGS, U.S. Geological Survey
USIA, U.S. Information Agency
USMC, U.S. Marine Corps
USN, U.S. Navy
USNR, U.S. Naval Reserve
U.S.P., United States Pharmacopeia
USPS, U.S. Postal Service
U.S.S., U.S. Senate; U.S. ship
U.S.S.R., Union of Soviet Socialist Republics
v. or vs. (versus), against
VA, Department of Veterans Affairs
VAT, value added tax
VCR, video cassette recorder
VHF, very high frequency
VIP, very important person
viz (videlicet), namely
VLAN, virtual LAN
VLF, very low frequency
VRML, Virtual Reality Modeling Language
VTR, video tape recording
W., west
WAC, Women's Army Corps; a Wac
w.a.e., when actually employed
WAF, Women in the Air Force; a Waf
WAIS, Wide Area Information Server
Wall., Wallace (U.S. Supreme Court Reports)
WAN, wide area network
WAVES, *w*omen *a*ccepted for *v*olunteer *e*mergency *s*ervice; a Wave
wf, wrong font
Wheat., Wheaton (U.S. Supreme Court Reports)
WHO, World Health Organization
WIPO, World Intellectual Property Organization
WMAL, WRC, etc., radio stations
w.o.p., without pay
WORM, write once, read many
WWW, World Wide Web
WYSIWYG, What you see is what you get.
Yale L.J., Yale Law Journal
ZIP Code, Zone Improvement Plan Code (Postal Service)
ZIP+4, 9-digit ZIP Code

Italic

GPO Access
CBD*Net*

Standard letter symbols for units of measure

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

A, ampere
Å, angstrom
a, are
a, atto (prefix, one-quintillionth)
aA, attoampere
abs, absolute (temperature and gravity)
ac, alternating current
AF, audiofrequency
Ah, ampere-hour
A/m, ampere per meter
AM, amplitude modulation
asb, apostilb
At, ampere-turn
at, atmosphere, technical
atm, atmosphere
at wt, atomic weight
au, astronomical units
avdp, avoirdupois
b, barn
B, bel
b, bit
bbl, barrel
bbl/d, barrel per day
Bd, baud
bd. ft., board foot (obsolete); use fbm
Bé, Baumé
Bev (obsolete); see GeV
Bhn, Brinell hardness number
bhp, brake horsepower
bm, board measure
bp, boiling point
Btu, British thermal unit
bu, bushel
c, ¢, ct; cent(s)
c, centi (prefix, one-hundredth)
C, coulomb
°C, degree Celsius
cal, calorie (also: cal_{IT}, International Table; cal_{th}, thermochemical)
cd/in^2, candela per square inch
cd/m^2, candela per square meter
cg, centigram
cd•h, candela-hour
Ci, curie
cL, centiliter
cm, centimeter
c/m, cycles per minute
cm^2, square centimeter
cm^3, 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
dam^2, square dekameter
dam^3, cubic dekameter
dB, decibel
dBu, decibel unit
dc, direct current
dg, decigram
dL, deciliter
dm, decimeter
dm^2, square decimeter
dm^3, cubic decimeter
dol, dollar
doz, dozen
dr, dram
dwt, deadweight tons
dwt, pennyweight
dyn, dyne
EHF, extremely high frequency
emf, electromotive force
emu, electromagnetic unit
erg, erg
esu, electrostatic unit
eV, electronvolt
°F, degree Fahrenheit
F, farad
f, femto (prefix, one-quadrillionth)
fbm, board foot; board foot measure
fc, footcandle
fL, footlambert
fm, fentometer
FM, frequency modulation
ft, foot
ft^2, square foot
ft^3, cubic foot
ftH_2O, conventional foot of water
ft•lb, foot-pound
ft•lbf, foot-pound force
ft/min, foot per minute
ft^2/min, square foot per minute
ft^3/min, cubic foot per minute
ft-pdl, foot poundal
ft/s, foot per second
ft^2/s, square foot per second
ft^3/s, cubic foot per second
ft/s^2, foot per second squared
ft/s^3, foot per second cubed
G, gauss
G, giga (prefix, 1 billion)
g, gram; acceleration of gravity
Gal, gal cm/s^2
gal, gallon
gal/min, gallons per minute
gal/s, gallons per second
GB, gigabyte
Gb, gilbert
g/cm^3, gram per cubic centimeter
GeV, gigaelectronvolt
GHz, gigahertz (gigacycle per second)
gr, grain; gross
h, hecto (prefix, 100)

H, henry
h, hour
ha, hectare
HF, high frequency
hg, hectogram
hL, hectoliter
hm, hectometer
hm^2, square hectometer
hm^3, cubic hectometer
hp, horsepower
hph, horsepower-hour
Hz, hertz (cycles per second)
id, inside diameter
ihp, indicated horsepower
in, inch
in^2, square inch
in^3, cubic inch
in/h, inch per hour
inH_2O, 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)
kL, kiloliter
klbf, kilopound-force
km, kilometer
km^2, square kilometer
km^3, 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, avdp, avoirdupois pound
lbf, pound-force
lbf/ft, pound-force foot
lbf/ft^2, pound-force per square foot
lbf/ft^3, pound-force per cubic foot
lbf/in^2, pound-force per square inch (*see* psi)
lb/ft, pound per foot
lb/ft^2, pound per square foot
lb/ft^3, pound per cubic foot
lct, long calcined ton
ldt, long dry ton
LF, low frequency
lin ft, linear foot
l/m, lines per minute
lm, lumen
lm/ft^2, lumen per square foot
lm/m^2, 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
m^3, cubic meter
m^2, square meter
μ, micro (prefix, one-millionth)
μm, micrometer
mA, milliampere
μA, microampere
MB, megabyte
mbar, millibar
μbar, microbar
Mc, megacycle; see also MHz (megahertz), megacycles per second
mc, millicycle; see also mHz (millihertz), millicycles per second
mD, millidarcy
meq, milliquivalent
MeV, megaelectronvolts
mF, millifarad
μF, microfarad
mG, milligauss
mg, milligram
μg, microgram
Mgal/d, million gallons per day
mH, millihenry
μH, microhenry
MHz, megahertz
mHz, millihertz
mi, mile (statute)
mi^2, 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
mm^2, square millimeter
mm^3, cubic millimeter
$μm^2$, square micrometer
$μm^3$, 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/m^2, newton per square meter
nmi, nautical mile
Np, neper
ns, nanosecond
$N•s/m^2$, newton second per square meter
nt, nit
od, outside diameter
Oe, oersted (use of A/m, amperes per meter, preferred)
oz, ounce (avoirdupois)
p, pico (prefix, one-trillionth)
P, poise
Pa, pascal
pA, picoampere
pct, percent
pdl, poundal
pF, picofarad (micromicrofarad, obsolete)
pF, water-holding energy
pH, hydrogen-ion concentration
ph, phot; phase
pk, peck,
p/m, parts per million
ps, picosecond
psi, pounds per square inch
pt, pint
pW, picowatt
qt, quart
quad, quadrillion (10^{15})
°R, rankine
°R, roentgen
R, degree rankine
R, degree reaumur
rad, radian
rd, rad
rem, roentgen equivalent man
r/min, revolutions per minute
rms, root mean square
r/s, revolutions per second
s, second (time)
s, shilling
S, siemens
sb, stilb
scp, spherical candlepower
s•ft, second-foot
shp, shaft horsepower
slug, slug
sr, steradian
sSf, standard saybolt fural
sSu, standard saybolt universal
$stdft^3$, standard cubic foot (feet)
Sus, saybolt universal second(s)
T, tera (prefix, 1 trillion)
Tft^3, trillion cubic feet
T, tesla
t, tonne (metric ton)
tbsp, tablespoonful
thm, therm
ton, ton
tsp, teaspoonful
Twad, twaddell
u, (unified) atomic mass unit
UHF, ultrahigh frequency
V, volt
VA, voltampere
var, var
VHF, very high frequency
V/m, volt per meter
W, watt
Wb, weber
Wh, watthour
W/(m•K), watt per meter kelvin
W/sr, watt per steradian
$W/(sr•m^2)$, watt per steradian square meter
x, unknown quantity (italic)
yd, yard
yd^2, square yard
yd^3, cubic yard
yr, year

Standard Latin abbreviations

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

a., annus, year; ante, before
A.A.C., anno ante Christum, in the year before Christ
A.A.S., Academiae Americanae Socius, Fellow of the American Academy [Academy of Arts and Sciences]
A.B., artium baccalaureus, bachelor of arts
ab init., ab initio, from the beginning
abs. re., absente reo, the defendant being absent
A.C., ante Christum, before Christ
A.D., anno Domini, in the year of our Lord
a.d., ante diem, before the day
ad fin., ad finem, at the end, to one end
ad h.l., ad hunc locum, to this place, on this passage
ad inf., ad infinitum, to infinity
ad init., ad initium, at the beginning
ad int., ad interim, in the meantime
ad lib., ad libitum, at pleasure
ad loc., ad locum, at the place
ad val., ad valorem, according to value
A.I., anno inventionis, in the year of the discovery
al., alia, alii, other things, other persons
A.M., anno mundi, in the year of the world; Annus mirabilis, the wonderful year [1666]; a.m., ante meridiem, before noon
an., anno, in the year; ante, before
ann., annales, annals; anni, years
A.R.S.S., Antiquariorum Regiae Societatis Socius, Fellow of the Royal Society of Antiquaries
A.U.C., anno urbis conditae, ab urbe conolita, in [the year from] the building of the City [Rome], 753 B.C.
B.A., baccalaureus artium, bachelor of arts
B. Sc., baccalaureus scientiae, bachelor of science
C., centum, a hundred; condemno, I condemn, find guilty
c., circa, about
cent., centum, a hundred
cf., confer, compare
C.M., chirurgiae magister, master of surgery
coch., cochlear, a spoon, spoonful
coch. amp., cochlear amplum, a tablespoonful
coch. mag., cochlear magnum, a large spoonful
coch. med., cochlear medium, a dessert spoonful
coch. parv., cochlear parvum, a teaspoonful
con., contra, against; conjunx, wife
C.P.S., custos privati sigilli, keeper of the privy seal
C.S., custos sigilli, keeper of the seal
cwt., c. for centum, wt. for weight, hundredweight
D., Deus, God; Dominus, Lord; d., decretum, a decree; denarius, a penny; da, give
D.D., divinitatis doctor, doctor of divinity
D.G., Dei gratia, by the grace of God; Deo gratias, thanks to God
D.N., Dominus noster, our Lord
D. Sc., doctor scientiae, doctor of science
d.s.p., decessit sine prole, died without issue
D.V., Deo volente, God willing
dwt., d. for denarius, wt. for weight pennyweight
e.g., exempli gratia, for example
et al., et alibi, and elsewhere; et alii, or aliae, and others
etc., et cetera, and others, and so forth
et seq., et sequentes, and those that follow
et ux., et uxor, and wife
F., filius, son
f., fiat, let it be made; forte, strong
fac., factum similis, facsimile, an exact copy
fasc., fasciculus, a bundle
fl., flores, flowers; floruit, 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
id., idem, the same
i.e., id est, that is
imp., imprimatur, sanction, let it be printed
I.N.D., in nomine Dei, in the name of God
in f., in fine, at the end
inf., infra, below
init., initio, in the beginning
in lim., in limine, on the threshold, at the outset
in loc., in loco, in its place
in loc. cit., in loco citato, in the place cited
in pr., in principio, in the beginning
in trans., in transitu, on the way
i.q., idem quod, the same as
i.q.e.d., id quod erat demonstrandum, what was to be proved
J., judex, judge
J.C.D., juris civilis doctor, doctor of civil law
J.D., jurum or juris doctor, doctor of laws
J.U.D., juris utriusque doctor, doctor of both civil and canon law
L., liber, a book; locus, a place
£, libra, pound; placed before figures, thus £10; if l., to be placed after, as 401.
L.A.M., liberalium artium magister, master of the liberal arts
L.B., baccalaureus literarum, bachelor of letters
lb., libra, pound (singular and plural)
L.H.D., literarum humaniorum doctor, doctor of the more humane letters
Litt. D., literarum doctor, doctor of letters
LL.B., legum baccalaureus, bachelor of laws
LL.D., legum doctor, doctor of laws
LL.M., legum magister, master of laws
loc. cit., loco citato, in the place cited
loq., loquitur, he, or she, speaks
L.S., locus sigilli, the place of the seal
l.s.c., loco supra citato, in the place above cited
£ s. d., librae, solidi, denarii, pounds, shillings, pence
M., magister, master; manipulus, handful; medicinae, of medicine; m., meridies, noon
M.A., magister artium, master of arts
M.B., medicinae baccalaureus, bachelor of medicine
M. Ch., magister chirurgiae, master of surgery
M.D., medicinae doctor, doctor of medicine
m.m., mutatis mutandis, with the necessary changes
m.n., mutato nomine, the name being changed
MS., manuscriptum, manuscript; MSS., manuscripta, manuscripts
Mus. B., musicae baccalaureus, bachelor of music
Mus. D., musicae doctor, doctor of music
Mus. M., musicae magister, master of music
N., Nepos, grandson; nomen, name; nomina, names; noster, our; n., natus, born; nocte, at night
N.B., nota bene, mark well
ni. pri., nisi prius, unless before
nob., nobis, for (or on) our part
nol. pros., nolle prosequi, will not prosecute
non cul., non culpabilis, not guilty
n.l., non licet, it is not permitted; non liquet, it is not clear; non longe, not far
non obs., non obstante, notwithstanding
non pros., non prosequitur, he does not prosecute
non seq., non sequitur, it does not follow logically
O., octarius, a pint
ob., obiit, he, or she, died; obiter, incidentally
ob. s.p., obiit sine prole, died without issue
o.c., opere citato, in the work cited
op., opus, work; opera, works
op. cit., opere citato, in the work cited
P., papa, pope; pater, father; pontifex, bishop; populus, people; p., partim, in part; per, by, for; pius, holy; pondere, by weight; post, after; primus, first; pro, for
p.a., or per ann., per annum, yearly; pro anno, for the year
p. ae., partes aequales, equal parts
pass., passim, everywhere
percent., per centum, by the hundred
pil., pilula, pill
Ph. B., philosophiae baccalaureus, bachelor of philosophy
P.M., post mortem, after death

p.m., post meridiem, afternoon
pro tem., pro tempore, for the time being
prox., proximo, in or of the next [month]
P.S., postscriptum, postscript; P.SS., postscripta, postscripts
q.d., quasi dicat, as if one should say; quasi dictum, as if said; quasi dixisset, as if he had said
q.e., quod est, which is
Q.E.D., quod erat demonstrandum, which was to be demonstrated
Q.E.F., quod erat faciendum, which was to be done
Q.E.I., quod erat inveniendum, which was to be found out
q.l., quantum libet, as much as you please
q. pl., quantum placet, as much as seems good
q.s., quantum sufficit sufficient quantity
q.v., quantum vis, as much as you will; quem, quam, quod vide, which see; qq. v., quos, quas, or quae vide, which see (plural)
R., regina, queen; recto, right-hand page; respublica, commonwealth
℞, recipe, take
R.I.P., requiescat, or requiescant, in pace, may he, she, or they, rest in peace
R.P.D., rerum politicarum doctor, doctor of political science
rr., rarissime, very rarely
R.S.S., Regiae Societatis Sodalis, Fellow of the Royal Society
S., sepultus, buried; situs, lies; societas, society; socius or sodalis, fellow; s., semi, half; solidus, shilling
s.a., sine anno, without date; secundum artem, according to art
S.A.S., Societatis Antiquariorum Socius, Fellow of the Society of Antiquaries
sc., scilicet, namely; sculpsit, he, or she, carved or engraved it
Sc. B., scientiae baccalaureus, bachelor of science
Sc. D., scientiae doctor, doctor of science
S.D., salutem dicit, sends greetings
s.d., sine die, indefinitely
sec., secundum, according to
sec. leg., secundum legem, according to law
sec. nat., secundum naturam, according to nature, or naturally
sec. reg., secundum regulam, according to rule
seq., sequens, sequentes, sequentia, the following
S.H.S., Societatis Historiae Socius, Fellow of the Historical Society
s.h.v., sub hac voce or sub hoc verbo, under this word
s.l.a.n., sine loco, anno, vel nomine, without place, date, or name
s.l.p., sine legitima prole, without lawful issue
s.m.p., sine mascula prole, without male issue
s.n., sine nomine, without name
s.p., sine prole, without issue
S.P.A.S., Societatis Philosophiae Americanae Socius, Fellow of the American Philosophical Society
s.p.s., sine prole superstite, without surviving issue
S.R.S., Societatis Regiae Socius or Sodalis, Fellow of the Royal Society
ss, scilicet, namely (in law)
S.S.C., Societas Sanctae Crucis, Society of the Holy Cross
stat., statim, immediately
S.T.B., sacrae theologiae baccalaureus, bachelor of sacred theology
S.T.D., sacrae theologiae doctor, doctor of sacred theology
S.T.P., sacrae theologiae professor, professor of sacred theology
sub., subaudi, understand, supply
sup., supra, above
t. or temp., tempore, in the time of
tal. qual., talis qualis, just as they come; average quality
U.J.D., utriusque juris doctor, doctor of both civil and canon law
ult., ultimo, last month (may be abbreviated in writing but should be spelled out in printing)
ung., unguentum, ointment
u.s., ubi supra, in the place above mentioned
ut dict., ut dictum, as directed
ut sup., ut supra, as above
ux., uxor, wife
v., versus, against; vide, see; voce, voice, word
v. —— a., vixit —— annos, lived [so many] years
verb. sap., verbum [satis] sapienti, a word to the wise suffices
v.g., verbi gratia, for example
viz, videlicet, namely
v.s., vide supra, see above

10. SIGNS AND SYMBOLS

10.1. The increased use of signs and symbols and their importance in technical and scientific work have emphasized the necessity of standardization on a national basis and of the consistent use of the standard forms.

10.2. Certain symbols are standardized—number symbols (the digits, 0, 1, 2, 3, 4, 5, 6, 7, 8, 9); letter symbols (the letters of the alphabet, a, b, c, d, etc.); and graphic symbols (the mathematical signs $+$, $-$, $\pm$, $\times$, $\div$).

10.3. The signs $+$, $-$, $\pm$, $\times$, and $\div$, etc., are closed against accompanying figures and symbols. When the $\times$ is used to indicate "crossed with" (in plant or animal breeding) or magnification, it will be separated from the accompanying words by a space.

i–vii + 1–288 pages
The equation $A+B$
The result is 4×4
20,000±5,000

Early June × Bright (crossed with)
× 4 (magnification)

Symbols with figures

10.4. In technical publications the degree mark is used in lieu of the word *degree* following a figure denoting measurement.

10.5. Following a figure, the spelled form is preferred. The percent symbol is used in areas where space will not allow the word *percent* to be used.

In that period the price rose 12, 15, and 19 percent.
not In that period the price rose 12 percent, 15 percent, and 19 percent.

10.6. Any symbol set close up to figures, such as the degree mark, dollar mark, or cent mark, is used before or after each figure in a group or series.

$5 to $8 price range
5′–7′ long, *not* 5–7′ long
3¢ to 5¢ (no spaces)
±2 to ±7; 2°±1°

but
§ 12 (thin space)
from 15 to 25 percent
45 to 65 °F *not* 45° to 65° F

Letter symbols

10.7. Letter symbols are set in italic (see rule 10.8) or in roman (see rule 9.56) without periods and are capitalized only if so shown in copy, since the capitalized form may have an entirely different meaning.

Equations

10.8. In mathematical equations, use italic for all letter symbols—capitals, lowercase, small capitals, and superiors and inferiors (exponents and subscripts); use roman for figures, including superiors and inferiors.

10.9. If an equation or a mathematical expression needs to be divided, break before +, −, =, etc. However, the equal sign is to clear on the left of other beginning mathematical signs.

10.10. A short equation in text should not be broken at the end of a line. Space out the line so that the equation will begin on the next line; or better, center the equation on a line by itself.

10.11. An equation too long for one line is set flush left, the second half of the equation is set flush right, and the two parts are balanced as nearly as possible.

10.12. Two or more equations in a series are aligned on the equal signs and centered on the longest equation in the group.

10.13. Connecting words of explanation, such as *hence, therefore,* and *similarly,* are set flush left either on the same line with the equation or on a separate line.

10.14. Parentheses, braces, brackets, integral signs, and summation signs should be of the same height as the mathematical expressions they include.

10.15. Inferiors precede superiors if they appear together; but if either inferior or superior is too long, the two are aligned on the left.

Chemical symbols

10.16. The names and symbols listed below are approved by the International Union of Pure and Applied Chemistry. They are set in roman without periods.

Element	Symbol	Atomic number	Atomic weight [1]	Element	Symbol	Atomic number	Atomic weight [1]
Actinium	Ac	89	227.0278	Mercury	Hg	80	200.59
Aluminum	Al	13	26.98154	Molybdenum	Mo	42	95.94
Americium	Am	95	(243)	Neodymium	Nd	60	144.24
Antimony	Sb	51	121.75	Neon	Ne	10	20.179
Argon	Ar	18	39.948	Neptunium	Np	93	237.0482
Arsenic	As	33	74.9216	Nickel	Ni	28	58.69
Astatine	At	85	(210)	Niobium	Nb	41	92.9064
Barium	Ba	56	137.33	Nitrogen	N	7	14.0067
Berkelium	Bk	97	(247)	Nobelium	No	102	(259)
Beryllium	Be	4	9.01218	Osmium	Os	76	190.2
Bismuth	Bi	83	208.9804	Oxygen	O	8	15.9994
Bohrium	Bh	107	(262.0)	Palladium	Pd	46	106.42
Boron	B	5	10.81	Phosphorus	P	15	30.97376
Bromine	Br	35	79.904	Platinum	Pt	78	195.08
Cadmium	Cd	48	112.41	Plutonium	Pu	94	(244)
Calcium	Ca	20	40.08	Polonium	Po	84	(209)
Californium	Cf	98	(251)	Potassium	K	19	39.0983
Carbon	C	6	12.011	Praseodymium	Pr	59	140.9077
Cerium	Ce	58	140.12	Promethium	Pm	61	(145)
Cesium	Cs	55	132.9054	Protactinium	Pa	91	231.0359
Chlorine	Cl	17	35.453	Radium	Ra	88	226.0254
Chromium	Cr	24	51.996	Radon	Rn	86	(222)
Cobalt	Co	27	58.9332	Rhenium	Re	75	186.207
Copper	Cu	29	63.546	Rhodium	Rh	45	102.9055
Curium	Cm	96	(247)	Rubidium	Rb	37	85.4678
Dubnium	Db	105	(262.0)	Ruthenium	Ru	44	101.07
Dysprosium	Dy	66	162.50	Rutherfordium	Rf	104	(261.0)
Einsteinium	Es	99	(252)	Samarium	Sm	62	150.36
Erbium	Er	68	167.26	Scandium	Sc	21	44.9559
Europium	Eu	63	151.96	Seaborgium	Sg	106	(263.0)
Fermium	Fm	100	(257)	Selenium	Se	34	78.96
Fluorine	F	9	18.998403	Silicon	Si	14	28.0855
Francium	Fr	87	(223)	Silver	Ag	47	107.8682
Gadolinium	Gd	64	157.25	Sodium	Na	11	22.98977
Gallium	Ga	31	69.72	Strontium	Sr	38	87.62
Germanium	Ge	32	72.59	Sulfur	S	16	32.06
Gold	Au	79	196.9665	Tantalum	Ta	73	180.9479
Hafnium	Hf	72	178.49	Technetium	Tc	43	(98)
Hassium	Hs	108	(265.0)	Tellurium	Te	52	127.60
Helium	He	2	4.00260	Terbium	Tb	65	158.9254
Holmium	Ho	67	164.9304	Thallium	Tl	81	204.383
Hydrogen	H	1	1.00794	Thorium	Th	90	232.0381
Indium	In	49	114.82	Thulium	Tm	69	168.9342
Iodine	I	53	126.9045	Tin	Sn	50	118.69
Iridium	Ir	77	192.22	Titanium	Ti	22	47.88
Iron	Fe	26	55.847	Tungsten	W	74	183.85
Krypton	Kr	36	83.80	Ununnilium	Uun	110	(269.0)
Lanthanum	La	57	138.9055	Unununium	Uuu	111	(272.0)
Lawrencium	Lr	103	(260)	Ununbium	Uub	112	(277.0)
Lead	Pb	82	207.2	Uranium	U	92	238.0289
Lithium	Li	3	6.941	Vanadium	V	23	50.9415
Lutetium	Lu	71	174.967	Xenon	Xe	54	131.29
Magnesium	Mg	12	24.305	Ytterbium	Yb	70	173.04
Manganese	Mn	25	54.9380	Yttrium	Y	39	88.9059
Meitnerium	Mt	109	(266.0)	Zinc	Zn	30	65.38
Mendelevium	Md	101	(258)	Zirconium	Zr	40	91.22

[1] The atomic weights of many elements are not invariant but depend on the origin and treatment of the material. The values of atomic weight given here apply to elements as they exist naturally on Earth and to certain artificial elements. Values in parentheses are used for radioactive elements whose atomic weights cannot be quoted precisely without knowledge of the origin of the elements. The value given is the atomic mass number of the isotope of that element of longest known half life.

Standardized symbols

10.17. Symbols duly standardized by any national scientific, professional, or technical group are accepted as preferred forms within the field of the group. The issuing office desiring or requiring the use of such standardized symbols should see that copy is prepared accordingly.

Signs and symbols

10.18. The following list contains some signs and symbols frequently used in printing. The forms and style of many symbols vary with the method of reproduction employed. It is important that editors and writers clearly identify signs and symbols when they appear within a manuscript.

ACCENTS

´ acute
˘ breve
¸ cedilla
^ circumflex
¨ dieresis
` grave
¯ macron
~ tilde

ARROWS

→ direction
↖ 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
⦿ dot in triangle in circle
⊕ cross in circle
© copyright
① Ceres
② Pallas
③ Juno
④ Vesta

CODE

· No. 1 6 pt. code dot
· No. 2 8 pt. code dot
· No. 3 10 pt. code dot
• No. 4 8 pt. code dot
• No. 4 10 pt. code dot
— No. 1 6 pt. code dash
— No. 2 8 pt. code dash
— No. 3 10 pt. code dash
▬ No. 4 8 pt. code dash
▬ No. 4 10 pt. code dash

COMPASS

° degree
° degree with period
′ minute
′ minute with period
″ second
″ second with period
″ canceled second

DECORATIVE

✚ bold cross
✠ cross patte
■ cross patte
✠ cross patte
❁ (184 N)
⚿ key
❦ (206 N)
¶ paragraph

ELECTRICAL

ℜ reluctance
↔ reaction goes both right and left
↕ reaction goes both up and down
↕ reversible
→ direction of flow; yields
→ direct current
⇆ electrical current
⇆ reversible reaction
⇄ reversible reaction
⇆ alternating current
⇄ alternating current
⇌ reversible reaction beginning at left
⇌ reversible reaction beginning at right
Ω ohm; omega
MΩ megohm; omega
μΩ microohm; mu omega
ω angular frequency, solid angle; omega
Φ magnetic flux; phi
Ψ dielectric flux; electrostatic flux; psi
γ conductivity; gamma

ELECTRICAL—Con.

ρ resistivity; rho
Λ equivalent conductivity
℔ horsepower

MATHEMATICAL

— vinculum (above letters)
∺ geometrical proportion
∸ difference, excess
∥ parallel
∥s parallels
∦ not parallels
| | absolute value
· multiplied by
: is to; ratio
÷ divided by
∴ therefore; hence
∵ because
∷ proportion; as
≪ is dominated by
> greater than
⊏ greater than
≥ greater than or equal to
≧ greater than or equal to
≧ greater than or less than
≯ is not greater than
< less than
⊐ less than
≦ less than or greater than
≮ is not less than
⋖ smaller than
≤ less than or equal to
≦ less than or equal to
≧ or ≥ greater than or equal to
≤ equal to or less than
≦ equal to or less than
≦ is not greater than equal to or less than
≥ equal to or greater than
≧ is not less 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
𝍸 score
≈ or ≒ nearly equal to
= equal to
∼ difference
≃ perspective to
≅ congruent to approximately equal
≏ difference between
≎ geometrically equivalent to
⊂ included in
⊃ excluded from
⊂ is contained in
∪ logical sum or union
∩ logical product or intersection
√ radical
√ root
$\sqrt[2]{}$ square root
$\sqrt[3]{}$ cube root
$\sqrt[4]{}$ fourth root
$\sqrt[5]{}$ fifth root
$\sqrt[6]{}$ sixth root
π pi
ϵ base (2.718) of natural system of logarithms; epsilon
ϵ is a member of; dielectric constant; mean error; epsilon
+ plus
+ bold plus
− minus
− bold minus
/ shill(ing); slash; virgule
± plus or minus
∓ minus or plus
× multiplied by
= bold equal
number
℗ per
% percent
∫ integral
| single bond
\ single bond
/ single bond

MATHEMATICAL—Con.

|| double bond
\\ double bond
// double bond
⬡ benzene ring
∂ or δ differential; variation
∂ Italian differential
→ approaches limit of
∼ cycle sine
∽ horizontal integral
∮ contour integral
∝ variation; varies as
Π product
Σ summation of; sum; sigma
! or ⌊ factorial product

MEASURE

℔ pound
ʒ dram
ƒʒ fluid dram
℥ ounce
ƒ℥ fluid ounce
O pint

MISCELLANEOUS

§ section
† dagger
‡ double dagger
a/c account of
c/o care of
𝍸 score
¶ paragraph
þ Anglo-Saxon
℄ center line
☌ conjunction
⊥ perpendicular to
″ or " ditto
∝ variation
℞ recipe
⊐ move right
⊏ move left
○ or ⊙ or ① annual
⊙⊙ or ② biennial
∈ element of
℈ scruple
ƒ function
! exclamation mark
⊞ plus in square
♃ perennial

MISCELLANEOUS—Con.

- ϕ diameter
- c̄ mean value of c
- ∪ mathmodifier
- ⊂ mathmodifier
- ⊡ dot in square
- △ dot in triangle
- ⊠ station mark
- @ at

MONEY

- ¢ cent
- ¥ yen
- £ pound sterling
- ₥ mills

MUSIC

- ♮ natural
- ♭ flat
- ♯ sharp

PLANETS

- ☿ Mercury
- ♀ Venus
- ⊕ Earth
- ♂ Mars
- ♃ Jupiter
- ♄ Saturn
- ♅ Uranus
- ♆ Neptune
- ♇ Pluto
- ☊ dragon's head, ascending node
- ☋ dragon's tail, descending node
- ☌ conjunction
- ☍ opposition
- ☉ or ☺ Sun
- ☉ Sun's lower limb
- ☉ Sun's upper limb
- ⦶ solar corona
- ⊕ solar halo
- ☽ Moon
- ● new Moon
- ☽ first quarter
- ◐ first quarter
- ☽ third quarter
- ◑ last quarter
- ☾ last quarter
- ☽ last quarter
- ○ full Moon
- ☺ full Moon

PLANETS—Con.

- ⊖ eclipse of Moon
- ⊍ lunar halo
- ⊎ lunar corona
- ⚳ Ceres
- ⚵ Juno

PUNCTUATION

- { } braces
- [ ] brackets
- ( ) parentheses
- ⟨ ⟩ square parentheses; angle brackets
- ¡ Spanish open quote
- ¿ Spanish open quote

SEX

- ♂ or ♂ male
- □ male, in charts
- ♀ female
- ○ female, in charts
- ⚥ hermaphrodite

SHAPES

- ◆ solid diamond
- ◇ open diamond
- ○ circle
- ▲ solid triangle
- △ triangle
- □ square
- ■ solid square
- ▱ parallelogram
- ▭ rectangle
- ▭ double rectangle
- ★ solid star
- ☆ open star
- ∟ right angle
- ∠ angle
- √ check
- ✓ check
- ß German ss
- ß italic German ss
- ☛ solid index
- ☛ solid index
- ☜ index
- ☞ index

GEOLOGIC SYSTEMS [1]

- Q Quaternary
- T Tertiary
- K Cretaceous
- J Jurassic
- Ꞧ Triassic
- P Permian
- Ꝑ Pennsylvanian
- M Mississippian
- D Devonian
- S Silurian
- O Ordovician
- Є Cambrian
- pЄ Precambrian
- C Carboniferous

VERTICAL

- | 5 unit vertical
- | 8 point vertical
- | 9 unit vertical

WEATHER

- ⊤ thunder
- ⟋ thunderstorm; sheet lightning
- ⟋ sheet lightning
- ↓ precipitate
- ◍ rain
- ← floating ice crystals
- ↔ ice needles
- ▲ hail
- ⊗ sleet
- ∞ glazed frost
- ⊔ hoarfrost
- ∨ frostwork
- ✳ snow or sextile
- ⊠ snow on ground
- ⁜ drifting snow (low)
- ≡ fog
- ∞ haze
- ⛢ Aurora

ZODIAC

- ♈ Aries; Ram
- ♉ Taurus; Bull
- ♊ Gemini; Twins
- ♋ Cancer; Crab
- ♌ Leo; Lion
- ♍ Virgo; Virgin
- ♎ Libra; Balance
- ♏ Scorpio; Scorpion
- ♐ Sagittarius; Archer
- ♑ Capricornus; Goat
- ♒ Aquarius; Water bearer
- ♓ Pisces; Fishes

[1] Standard letter symbols used by the Geological Survey on geologic maps. Capital letter indicates the system and one or more lowercased letters designate the formation and member where used.

11. ITALIC

(See also "Abbreviations and Letter Symbols" and "Datelines, Addresses, and Signatures")

11.1. Italic is sometimes used to differentiate or to give greater prominence to words, phrases, etc. However, an excessive amount of italic defeats this purpose and should be restricted.

Emphasis, foreign words, and titles of publications

11.2. Italic is not used for mere emphasis, foreign words, or the titles of publications.

11.3. In nonlegal work, *ante, post, infra,* and *supra* are italicized only when part of a legal citation. Otherwise these terms, as well as the abbreviations *id., ibid., op. cit., et seq.,* and other foreign words, phrases, and their abbreviations, are printed in roman.

11.4. When "emphasis supplied," "emphasis added," or "emphasis ours" appears in copy, it should not be changed; but "underscore supplied" should be changed to "italic supplied."

11.5. When copy is submitted with instructions to set "all roman (no italic)," these instructions will not apply to *Ordered, Resolved, Be it enacted,* etc.; titles following signatures or addresses; or the parts of datelines which are always set in italic.

Names of aircraft, vessels, and spacecraft

11.6. The names of aircraft, vessels, and spacecraft are italicized unless otherwise indicated. In lists set in columns and in stubs and reading columns of tables consisting entirely of such names they will be set in roman. Missiles and rockets will be set in caps and lowercase and will not be italicized.

SS America; the liner *America*
the Bermuda *Clipper*
USS *Nautilus* (submarine)
USS *Wisconsin*
ex-USS *Savannah*
USCGS (U.S. Coast and Geodetic Survey) ship *Pathfinder*
C.S.N. *Virginia*
CG cutter *Thetus*
the *U–7*
destroyer *31*
H.M.S. *Hornet*
HS (hydrofoil ship) *Denison*
MS (motorship) *Richard*
GTS (gas turbine ship) *Alexander*
NS (nuclear ship) *Savannah*
space station *Freedom*
MV (motor vessel) *Havtroll*
Freedom 7; Friendship 7 (U.S. spaceships)
West Virginia class or type
the *Missouri*'s (roman "s") turret
the *U–7*'s (roman "s") deck

but
Air Force One (President's plane)
B–50 (type of plane)
DD–882
LST–1155
MiG; MiG-21
PT–109
F–18 Hornet
F–15 Eagle

11.7. Names of vessels are quoted in matter printed in other than lowercase roman.

Sinking of the "Lusitania"	SINKING OF THE "LUSITANIA"
Sinking of the "Lusitania"	SINKING OF THE "LUSITANIA"

Names of legal cases

11.8. The names of legal cases are italicized, except for the *v.* When requested, the names of such cases may be set in roman with an italic *v.* In matter set in italic, legal cases are set in roman with the *v.* being set roman.

"The Hornet" and "The Hood," 124 F.2d 45	SMITH *v.* BROWN ET AL. (heading)
Smith v. *Brown et al.*	SMITH v. BROWN ET AL. (heading)
Smith Bros. case (172 App. Div. 149)	*Durham* rule
Smith Bros. case, *supra*	*Brown* decision
Smith Bros. case	*John Doe* v. *Richard Roe*
As cited in *Smith Bros.*	*but* John Doe against Richard Roe
	the *Cement* case

Scientific names

11.9. The scientific names of genera, subgenera, species, and subspecies (varieties) are italicized, but are set in roman in italic matter; the names of groups of higher rank than genera (phyla, classes, orders, families, tribes, etc.) are printed in roman.

A.s. perpallidus
Dorothia? sp. (roman "?")
Tsuga canadensis
Cypripedium parviflorum var. *pubescens*
the genera *Quercus* and *Liriodendron*
the family Leguminosae; the family Nessiteras rhombopteryx
Measurements of specimens of Cyanoderma erythroptera neocara

11.10. Quotation marks should be used in place of italic for scientific names appearing in lines set in caps, caps and small caps, or boldface, even if there is italic type available in the series.

Words and letters

11.11. The words *Resolved, Resolved further, Provided, Provided, however, Provided further, And provided further,* and *ordered,* in bills, acts, resolutions, and formal contracts and agreements are italicized; also the words *To be continued, Continued on p. —, Continued from p. —,* and *See* and *see also* (in indexes and tables of contents only).

Resolved, That (resolution)
Resolved by the Senate and House of Representatives of the United States of America in Congress assembled, That
[*To be continued*] (centered; no period)
[*Continued from p. 3*] (centered; no period)
see also Mechanical data (index entry)

11.12. All letters (caps, small caps, lowercase, superiors, and inferiors) used as symbols are italicized. In italic matter roman letters are used. Chemical symbols (even in italic matter) and certain other standardized symbols are set in roman.

nth degree; x dollars

$$D \div 0.025 V_m^{2.7} = 0.042/G - 1 V_m^{2.7}$$

$$5Cu_2S.2(Cu,Fe,Zn)S.2Sb_2S_3O_4$$

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.

12. NUMERALS

(See also "Tabular Work" and "Leaderwork")

12.1. Most rules for the use of numerals are based on the general principle that the reader comprehends numerals more readily than numerical word expressions, particularly in technical, scientific, or statistical matter. However, for special reasons, numbers are spelled out in certain instances, except in FIC & punc. and Fol. Lit. matter.

12.2. The following rules cover the most common conditions that require a choice between the use of numerals and words. Some of them, however, are based on typographic appearance rather than on the general principle stated above.

12.3. Arabic numerals are preferable to Roman numerals.

NUMBERS EXPRESSED IN FIGURES

12.4. A figure is used for a single number of *10* or more with the exception of the first word of the sentence. (See also rules 12.9 and 12.23.)

50 ballots	nearly 13 buckets
10 guns	about 40 men
24 horses	10 times as large

Numbers and numbers in series

12.5. When 2 or more numbers appear in a sentence and 1 of them is *10* or larger, figures are used for each number. (See supporting rule 12.6.)

Each of 15 major commodities (9 metal and 6 nonmetal) was in supply.
but Each of nine major commodities (five metal and four nonmetal) was in supply.

Petroleum came from 16 fields, of which 8 were discovered in 1956.
but Petroleum came from nine fields, of which eight were discovered in 1956.

That man has 3 suits, 2 pairs of shoes, and 12 pairs of socks.
but That man has three suits, two pairs of shoes, and four hats.

Of the 13 engine producers, 6 were farm equipment manufacturers, 6 were principally engaged in the production of other types of machinery, and 1 was not classified in the machinery industry.
but Only nine of these were among the large manufacturing companies, and only three were among the largest concerns.

There were three 6-room houses, five 4-room houses, and three 2-room cottages, and they were built by 20 carpenters. (See rule 12.21.)

There were three six-room houses, five four-room houses, and three two-room cottages, and they were built by nine carpenters.

but If two columns of sums of money add or subtract one into the other and one carries points and ciphers, the other should also carry points and ciphers.

At the hearing, only one Senator and one Congressman testified.

There are four or five things which can be done.

12.6. A unit of measurement, time, or money (as defined in rule 12.9), which is always expressed in figures, does not affect the use of figures for other numerical expressions within a sentence.

Each of the five girls earned 75 cents an hour.

Each of the 15 girls earned 75 cents an hour.

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

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

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

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

but There were two six-room houses, three four-room houses, and four two-room cottages, and they were built by nine workers in thirty 5-day weeks. (See rule 12.21.)

12.7. Figures are used for serial numbers.

Bulletin 725
Document 71
pages 352–357
lines 5 and 6
paragraph 1
chapter 2
290 U.S. 325
Genesis 39:20
202–512–0724 (telephone number)
the year 2001
1721–1727 St. Clair Avenue

but Letters Patent No. 2,189,463

12.8. A colon preceding figures does not affect their use.

The result was as follows: 12 voted yea, 4 dissented.

The result was as follows: nine voted yea, seven dissented.

Measurement and time

12.9. Units of measurement and time, actual or implied, are expressed in figures.

a. Age:

6 years old
52 years 10 months 6 days
a 3-year-old
at the age of 3 (*years* implied)

b. Clock time (see also Time):

4:30 p.m.; half past 4
10 o'clock *or* 10 p.m. (*not* 10 o'clock p.m.; 2 p.m. in the afternoon; 10:00 p.m.)
12 a.m. (noon); 12:15 p.m. (15 minutes past noon)
12 p.m. (midnight); 12:25 a.m. (25 minutes past midnight)
$4^{h}30^{m}$ *or* 4.5^{h}, in scientific work, if so written in copy
0025, 2359 (astronomical and military time)
08:31:04 (stopwatch reading)

c. Dates:

June 1985 (*not* June, 1985); June 29, 1985 (*not* June 29th, 1985)
March 6 to April 15, 1990 (*not* March 6, 1990, to April 15, 1990)
May, June, and July 1965 (*but* June and July 1965)
15 April 1951; 15–17 April 1951 (military)
4th of July (*but* Fourth of July, meaning the holiday)
the 1st [day] of the month (*but* the last of April or the first [part] of May, not referring to specific days)
in the year 2000 (*not* 2,000)

In referring to a fiscal year, consecutive years, or a continuous period of 2 years or more, when contracted, the forms 1900–11, 1906–38, 1931–32, 1801–2, 1875–79 are used (*but* upon change of century, 1895–1914 and to avoid multiple ciphers together, 2000–2001). For two or more separate years not representing a continuous period, a comma is used instead of a dash (1875, 1879); if the word *from* precedes the year or the word *inclusive* follows it, the second year is not shortened and the word *to* is used in lieu of the dash (from 1933 to 1936; 1935 to 1936, inclusive).

In dates, *A.D.* precedes the year (A.D. 937); *B.C.* follows the year (254 B.C.).

d. Decimals: In text a cipher should be supplied before a decimal point if there is no whole unit, and ciphers should be omitted after a decimal point unless they indicate exact measurement.

0.25 inch; 1.25 inches
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* 0.1234

f. Degrees, etc. (spaces omitted):

longitude 77°04′06″ E.
35°30′; 35°30′ N.
a polariscopic test of 85°
an angle of 57°
strike N. 16° E.
dip 47° W. *or* 47° N. 31° W.
25.5′ (preferred) *also* 25′.5

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

g. Game scores:

1 up (golf)
3 to 2 (baseball)

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

h. Market quotations:

4½ percent bonds
Treasury bonds sell at 95
Metropolitan Railroad, 109
Dow Jones average of 10500.76

gold is 109
wheat at 2.30
sugar, .03; *not* 0.03

i. Mathematical expressions:

multiplied by 3
divided by 6

a factor of 2
square root of 4

j. Measurements:

7 meters
about 10 yards
8 by 12 inches
8- by 12-inch page
2 feet by 1 foot 8 inches by 1 foot 3 inches
2 by 4 (lumber) (*not* 2 x 4 or 2×4)
1½ miles
6 acres
9 bushels
1 gallon
3 ems
20/20 (vision)
30/30 (rifle)
12-gauge shotgun
2,500 horsepower
15 cubic yards
6-pounder
80 foot-pounds
10s (for yarns and threads)
f/2.5 (lens aperture)

but
tenpenny nail
fourfold
three-ply
five votes
six bales
two dozen
one gross
zero miles
seven-story building

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
₱265

but
two pennies
three quarters
one half
six bits, etc.

l. Percentage:

12 percent; 25.5 percent; 0.5 percent (*or* one-half of 1 percent)
thirty-four one hundredths of 1 percent
3.65 bonds; 3.65s; 5–20 bonds; 5–20s; 4½s; 3s
50–50 (colloquial expression)
5 percentage points
a 1,100-percent increase, *or* an 1100-percent increase

m. Proportion:

1 to 4 1–3–5 1:62,500

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

but
four centuries
three decades
three quarters (9 months)
statistics of any one year
in a year or two
four afternoons
one-half hour
the eleventh hour

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_T, 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.)

29th of May, *but* May 29
First Congress; 102d Congress
ninth century; 20th century
Second Congressional District; 20th Congressional District
seventh region; 17th region
eighth parallel; 38th parallel
fifth ward; 12th ward
ninth birthday; 66th birthday
first grade; 11th grade
1st Army
1st Cavalry Division
323d Fighter Wing
12th Regiment
9th Naval District
7th Fleet
7th Air Force
7th Task Force

but
XII Corps (Army usage)
Court of Appeals for the Tenth Circuit
Seventeenth Decennial Census (title)

12.11. When ordinals appear in juxtaposition and one of them is *10th* or more, figures are used for such ordinal numbers.

This legislation was passed in the 1st session of the 102d Congress.
He served in the 9th and 10th Congresses.
From the 1st to the 92d Congress.
He represented the 1st, 4th, and 13th wards.
We read the 8th and 12th chapters.
but The district comprised the first and second precincts.
He represented the first, third, and fourth regions.
The report was the sixth in a series of 14.

12.12. Ordinals and numerals appearing in a sentence are treated according to the separate rules dealing with ordinals and numerals standing alone or in a group. (See rules 12.4, 12.5, and 12.24.)

The fourth group contained three items.
The fourth group contained 12 items.
The 8th and 10th groups contained three and four items, respectively.
The eighth and ninth groups contained 9 and 12 items, respectively.

12.13. Beginning with *10th*, figures are used in text matter for numbered streets, avenues, etc. However, figures are used at all times and *street, avenue,* etc. are abbreviated in sidenotes, tables, leaderwork, and footnotes to tables and leaderwork.

First Street NW.; *also* in parentheses: (Fifth Street) (13th Street); 810 West 12th Street; North First Street; 1021 121st Street; 2031 18th Street North; 711 Fifth Avenue; 518 10th Avenue; 51–35 61st Avenue

Punctuation

12.14. The comma is used in a number containing four or more digits, except in serial numbers, common and decimal fractions, astronomical and military time, and kilocycles and meters of not more than four figures pertaining to radio.

Chemical formulas

12.15. In chemical formulas full-sized figures are used before the symbol or group of symbols to which they relate, and inferior figures are used after the symbol.

$$6PbS\bullet(Ag,Cu)_2S\bullet2As_2S_3O_4$$

NUMBERS SPELLED OUT

12.16. Spell out numerals at the beginning of a sentence or head. Rephrase a sentence or head to avoid beginning with figures. (See rule 12.25 for related numbers.)

Five years ago * * *; *not* 5 years ago * * *
Five hundred and fifty men hired * * *; *not* 550 men hired * * *
"Five-Year Plan Announced"; *not* "5-Year Plan Announced" (head)
The year 1965 seems far off * * *; *not* 1965 seems far off * * *
Workers numbering 207,843 * * *; *not* 207,843 Workers * * *
Benefits of $69,603,566 * * *; *not* $69,603,566 worth of benefits * * *

1958 REPORT *change to* THE 1958 REPORT

$3,000 BUDGETED *change to* THE SUM OF $3,000 BUDGETED

4 MILLION JOBLESS *change to* JOBLESS NUMBER 4 MILLION

12.17. In testimony, hearings, transcripts, and question and answer matter, figures are used immediately following Q. and A. or name of interrogator or witness for years (e.g., 1999), sums of money, decimals, street numbers, and for numerical expressions beginning with *101.*

Mr. BIRCH, Junior. 1977 was a good year.
Mr. BELL. $1 per share was the return. Two dollars in 1956 was the alltime high. Nineteen hundred and seventy-eight may be another story.
Colonel DAVIS. 92 cents.
Mr. SMITH. 12.8 people.
Mr. JONES. 1240 Pennsylvania Avenue NW., Washington, DC 20004.
Mr. SMITH. Ninety-eight persons.
Q. 101 years? *But* Q. One hundred years?
A. 200 years.
Mr. SMITH. Ten-year average would be how much?

12.18. A spelled-out number should not be repeated in figures, except in legal documents. In such instances use these forms:

five (5) dollars, *not* five dollars (5)
ten dollars ($10), *not* ten ($10) dollars

12.19. Numbers appearing as part of proper names, used in a hypothetical or inexact sense, or mentioned in connection with serious and dignified subjects such as Executive orders, legal proclamations, and in formal writing are spelled out.

Three Rivers, PA, Fifteenmile Creek, etc.
the Thirteen Original States
in the year nineteen hundred and eighty-four
the One Hundred and Sixth Congress
millions for defense but not one cent for tribute

threescore years and ten
Ten Commandments
Air Force One (Presidential plane)
back to square one
behind the eight ball
our policy since day one

12.20. If spelled out, numbers larger than *1,000* should be set in the following form:

two thousand and twenty
one thousand eight hundred and fifty
one hundred and fifty-two thousand three hundred and five
eighteen hundred and fifty (serial number)

12.21. Numbers of less than *100* preceding a compound modifier containing a figure are spelled out.

two ¾-inch boards
twelve 6-inch guns
two 5-percent discounts

but
120 8-inch boards
three four-room houses

12.22. Indefinite expressions are spelled out.

the seventies; the early seventies; *but* the early 1870s *or* 1970s
in his eighties, *not* his '80's *nor* 80's
between two and three hundred horses (*better* between 200 and 300 horses)
twelvefold; thirteenfold; fortyfold; hundredfold; twentyfold to thirtyfold
midthirties (age, years, money)
a thousand and one reasons

but
1 to 3 million
mid-1971; mid-1970s
40-odd people; nine-odd people
40-plus people
100-odd people
3½-fold; 250-fold; 2.5-fold; 41-fold

Words such as *nearly, about, around, approximately,* etc., do not reflect indefinite expressions.

The bass weighed about 6 pounds.
She was nearly 8 years old.

12.23. Except as indicated in rules 12.5 and 12.9, a number less than *10* is spelled out within a sentence.

six horses
five wells
eight times as large

but
3½ cans
2½ times *or* 2.5 times

12.24. For typographic appearance and easy grasp of large numbers beginning with *million,* the word *million* or *billion* is used.

The following are guides to treatment of figures as submitted in copy. If copy reads—

$12,000,000, *change to* $12 million
2,750,000,000 dollars, *change to* $2,750 million
2.7 million dollars, *change to* $2.7 million
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 millions of assets
amounting to 4 millions

$1,270,000
$1,270,200,000
$2¾ billion; $2.75 billion; $2,750 million
$500,000 to $1 million
300,000; *not* 300 thousand
$½ billion to $1¼ billion (note full figure with second fraction); $1¼ to $1½ billion
three-quarters of a billion dollars
5 or 10 billion dollars' worth

12.25. Related numbers appearing at the beginning of a sentence, separated by no more than three words, are treated alike.

Fifty or sixty more miles away is snowclad Mount Everest.
Sixty and, quite often, seventy listeners responded.
but Fifty or, in some instances, almost 60 applications were filed.

Fractions

12.26. Mixed fractions are always expressed in figures. Fractions standing alone, however, or if followed by *of a* or *of an,* are generally spelled out. (See also rule 12.28.)

three-fourths of an inch; *not* ¾ inch *nor* ¾ of an inch
one-half inch
one-half of a farm; *not* ½ 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
½ to 1¾ pages
½-inch pipe
½-inch-diameter pipe
3½ cans
2½ times

12.27. Fractions (¼, ½, ¾, ⅜, ⅝, ⅞, 1/2954) or full-sized figures with the shilling mark (1/4, 1/2954) may be used only when either is specifically requested. A comma should not be used in any part of a built-up fraction of four or more digits or in decimals. (See rule 12.9e.)

12.28. Fractions are used in a unit modifier.

½-inch pipe; *not* one-half-inch pipe
¼-mile run
⅞-point rise

Roman numerals

12.29. A repeated letter repeats its value; a letter placed after one of greater value adds to it; a letter placed before one of greater value subtracts from it; a dashline over a letter denotes multiplied by 1,000.

NUMERALS

I	1	XXIX	29	LXXV	75	DC	600
II	2	XXX	30	LXXIX	79	DCC	700
III	3	XXXV	35	LXXX	80	DCCC	800
IV	4	XXXIX	39	LXXXV	85	CM	900
V	5	XL	40	LXXXIX	89	M	1,000
VI	6	XLV	45	XC	90	MD	1,500
VII	7	XLIX	49	XCV	95	MM	2,000
VIII	8	L	50	IC	99	MMM	3,000
IX	9	LV	55	C	100	$\bar{\text{M}}\bar{\text{M}}\bar{\text{M}}\bar{\text{M}}$ or $\text{M}\bar{\text{V}}$	4,000
X	10	LIX	59	CL	150	$\bar{\text{V}}$	5,000
XV	15	LX	60	CC	200	$\bar{\text{M}}$	1,000,000
XIX	19	LXV	65	CCC	300		
XX	20	LXIX	69	CD	400		
XXV	25	LXX	70	D	500		

DATES

MDC	1600	MCMXX	1920	MCMLXX	1970
MDCC	1700	MCMXXX	1930	MCMLXXX	1980
MDCCC	1800	MCMXL	1940	MCMXC	1990
MCM or MDCCCC	1900	MCML	1950	MM	2000
MCMX	1910	MCMLX	1960	MMX	2010

13. TABULAR WORK

(See also "Abbreviations and Letter Symbols"; and "Leaderwork")

13.1. The object of a table is to present in a concise and orderly manner information that cannot be presented as clearly in any other way.

13.2. Tabular material should be kept as simple as possible, so that the meaning of the data can be easily grasped by the user.

13.3. Tables shall be set without down (vertical) rules when there is at least an em space between columns, except where: (1) In the judgment of the Government Printing Office down rules are required for clarity; or (2) the agency has indicated on the copy they are to be used. The mere presence of down rules in copy or enclosed sample is not considered a request that down rules be used. The publication dictates the type size used in setting tables. Tabular work in the Congressional Record is set 6 on 7. The balance of congressional tabular work sets 7 on 8.

Abbreviations

13.4. To avoid burdening tabular text, commonly known abbreviations are used in tables. Metric and unit-of-measurement abbreviations are used with figures.

13.5. The names of months (except May, June, and July) when followed by the day are abbreviated.

13.6. The words *street, avenue, place, road, square, boulevard, terrace, drive, court,* and *building,* following name or number, are abbreviated. For numbered streets, avenues, etc., figures are used.

13.7. Abbreviate the words *United States* if preceding the word *Government,* the name of any Government organization, or as an adjective generally.

13.8. Use the abbreviations *RR.* and *Ry.* following a name, and *SS, MS,* etc., preceding a name.

13.9. Use *lat.* and *long.* with figures.

13.10. Abbreviate, when followed by figures, the various parts of publications, as *article, part, section,* etc.

13.11. Use, generally, such abbreviations and contractions as *98th Cong., 1st sess., H. Res. 5, H.J. Res. 21, S. Doc. 62, S. Rept. 410, Rev. Stat.,* etc.

13.12. In columns containing names of persons, copy is followed as to abbreviations of given names.

13.13. Periods are not used after abbreviations followed by leaders.

Bearoff (normally an en space)

13.14. An en space is used for all bearoffs.

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

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

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

Boxheads

13.18. Periods are omitted after all boxheads, but a dash is used after any boxhead which reads into the matter following.

13.19. Boxheads run crosswise.

13.20. Boxheads are set solid, even in leaded tables.

13.21. Boxheads are centered horizontally and vertically.

Down-Rule Style (See Rule 13.3)

Sex and age	Employed boys and girls whose work records were obtained						
	Total		Time of year at beginning work [depth of this box does not influence the depth of box on left]				
			June to August		September to May		Not reported
	Number	Distribution (percent)	Number	Distribution (percent)	Number	Distribution (percent)	
Boys (12 to 14)	3,869	45.5	1,415	9.6	2,405	15.8	49

No-Down-Rule Style (Preferred)

TABLE 9.—*Mine production of gold, silver, copper, lead, and zinc in 1953*

Class of material	Short tons	Gold (fine ounces)	Silver (fine ounces)	Copper (pounds)	Lead (pounds)	Zinc (pounds)
	Concentrate shipped to smelters and recoverable metals					
Copper	220,346	763	70,357	14,242,346	9,950	6,260
Lead	3,931	392	48,326	72,500	5,044,750	290,980
Zinc	25,159	269	41,078	263,400	581,590	26,441,270
Total:						
1953	249,436	1,424	159,756	14,578,246	5,636,290	26,738,510
1952	367,430	1,789	432,122	10,622,155	13,544,875	11,923,060

TABLE 9.—*Mine production of gold, silver, copper, lead, and zinc in 1953*—Continued

Class of material	Short tons	Gold (fine ounces)	Silver (fine ounces)	Copper (pounds)	Lead (pounds)	Zinc (pounds)
	Crude material shipped to smelters					
Dry gold, dry gold-silver ore	134	52	2,839	2,200	.....	.....
Copper:						
Crude ore	107,270	844	39,861	2,442,882	124,100	2,200
Slag	421	10	165	285,421	.....	.....
Lead	528	12	1,693	5,950	110,870	300
Mill cleanings (lead-zinc)	31	.....	254	1,450	8,100	4,300
Total:						
1953	125,749	919	45,444	30,375,754	249,710	6,890
1952	166,184	1,042	47,176	41,601,845	497,125	26,940

13.22. In referring to quantity of things, the word *Number* in boxheads is spelled if possible.

13.23. Column numbers or letters in parentheses may be set under boxheads, and are separated by a quadline below the deepest head. (If alignment of parentheses is required within the table, use brackets in boxhead.) These column references align across the table. Units of quantity are set in parentheses within boxheads.

States	Department of Agriculture				Department of Commerce		
	Commodity Credit Corporation, value of commodities donated	Special school milk program[1]	Value of commodities distributed within States	Disaster loans, etc. (payments to assist States in furnishing hay in droughtstricken areas)	Civil Aeronautics Administration—Federal airport program—regular grants	Bureau of Public Roads: Highway construction	
						Regular grants[2]	Emergency grants[3]
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Alabama	$4,730,154	$1,520,362	$7,970,875	.....	$79,284	$1,176,401	$247,515
Alaska	393,484	269,274	591,487	.....	297,266	12,366,106	472,749
Arizona	4,545,983	823,136	6,512,639	.....	127,749	9,317,853	.....

13.24. Leaders may be supplied in a column consisting entirely of symbols or years or dates or any combination of these.

Centerheads, flush entries, and subentries

13.25. Heads follow the style of the tables as to the use of figures and abbreviations.

13.26. Punctuation is omitted after centerheads. Flush entries and subentries over subordinate items are followed by a colon (single subentry to run in, preserving the colon), but a dash is used instead of a colon when the entry reads into the matter below.

25	Miscellaneous: Powerplant equipment	$245,040.37
26	Roads, railroads, and bridges	275,900.34
	Total	520,940.71

	TRANSMISSION PLANT	
42	Structures and improvements	26,253.53
43	Station equipment	966,164.41
	Total	992,417.94
	GENERAL PLANT	
	General plant:	
	Norris	753,248.97
	Other	15,335.81
	Total	768,584.78
	Grand total	2,281,943.43

13.27. In reading columns if the centerhead clears the reading matter below by at least an em the space is omitted; if it clears by less than an em, a space is used. If an overrun, rule, etc., in another column, or in the same column, creates a blank space above the head, the extra space is not added.

13.28. Units of quantity and years used as heads in reading and figure columns are set in italic with space above and no space below.

No-Down-Rule Style (Preferred). The rules are used here to aid readability.

1941								
Oct. 1	35.6	15	Jan. 16	45.2	15	May 8	46.5	15
Oct. 31	45.0	15	Feb. 4	50.2	15	May 22	45.1	18
Nov. 14	40.9	18	Feb. 17	43.4	15	June 9	47.1	14
Dec. 24	41.7	15	Mar. 4	45.6	15	June 24	48.2	16
			Mar. 19	42.7	15	July 9	46.6	17
1942			Apr. 2	40.9	15	July 24	45.9	16
Jan. 3	43.9	15	Apr. 28	47.7	13	Aug. 6	46.5	16

Down-Rule Style (See Rule 13.3)

1941								
Oct. 1	35.6	15	Jan. 16	45.2	15	May 8	46.5	15
Oct. 31	45.0	15	Feb. 4	50.2	15	May 22	45.1	18
Nov. 14	40.9	18	Feb. 17	43.4	15	June 9	47.1	14
Dec. 24	41.7	15	Mar. 4	45.6	15	June 24	48.2	19
			Mar. 19	42.7	15	July 9	46.6	17
1942			Apr. 2	40.9	15	July 24	45.9	16
Jan. 3	43.9	15	Apr. 28	47.7	13	Aug. 6	46.5	16

Ciphers

13.29. Where the first number in a column or under a cross rule is wholly a decimal, a cipher is added at the left of its decimal point. A cipher used alone in a money or other decimal column is placed in the unit row and is not followed by a period. In mixed units the cipher repeats before decimals unless the group totals.

January	+26.4	0	0	0	0	0	[1]+$0.7	27.1+	+40.4
February	+66.7	0	0	0	0	0	−.9	65.8+	+98.1
March	+143.1	+2.6	−7.5	0	0	0	+12.4	150.6	+224.1

13.30. In columns containing both dollars and cents, ciphers will be supplied on right of decimal point in the absence of figures.

13.31. Where column consists of single decimal, supply a cipher on the right, unless the decimal is a cipher.

0.6
0
3.0
4.2
5.0

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

0.22453
1.263
4
2.60
3.4567
78
12.6

102.14423

13.33. Copy is followed in the use of the word *None* or a cipher to indicate *None* in figure columns. If neither one appears in the copy, leaders are inserted, unless a clear is specifically requested.

13.34. In columns of figures under the heading £ *s d,* if a whole number of pounds is given, one cipher is supplied under *s* and one under *d;* if only shillings are given, one cipher is supplied under *d.*

13.35. In columns of figures under *Ft In,* if only feet are given, supply cipher under *In;* if only inches are given, clear under *Ft;* if ciphers are used for *None,* place one cipher under both *Ft* and *In.*

13.36. In any column containing sums of money, the period and ciphers are omitted if the column consists entirely of whole dollars.

Continued heads

13.37. In continued lines an em dash is used between the head and the word *Continued.* No period is carried after a continued line.

13.38. Continued heads over tables will be worded exactly like the table heading. Notes above tables are repeated; footnote references are repeated in boxheads and in continued lines.

Dashes or rules

13.39. Rules are not carried in reading columns or columns consisting of serial or tracing numbers, but are carried through all figure columns.

13.40. Parallel rules are used to cut off figures from other figures below that are added or subtracted; also, generally, above a grand total.

Ditto (do.)

13.41. The abbreviation *do.* is used to indicate that the previous line is being repeated instead of repeating the line, verbatim, over and over. It is used in reading columns only, lowercased and preceded by leaders (6 periods) when there is matter in preceding column. If ditto marks are requested, closing quotes will be used.

13.42. Capitalize *Do.* in the first and last columns. These are indented 1 or 2 ems, depending on the length of the word being repeated, or the width of the column; the situation will determine as it is encountered.

13.43. In mixed columns made up of figure and reading-matter items, *do.* is used only under the latter items.

13.44. *Do.* is not used—

(1) In a figure or symbol column (tracing columns are figure columns);

(2) In the first line under a centerhead in the column in which the centerhead occurs;

(3) Under a line of leaders or a rule;

(4) Under an item italicized or set in boldface type for a specific reason (italic or boldface *do.* is never used; item is repeated);

(5) Under an abbreviated unit of quantity or other abbreviations; or

(6) Under words of three letters or less.

13.45. *Do.* is used, however, under a clear space and under the word *None* in a reading column.

13.46. *Do.* does not apply to a reference mark on the preceding item. The reference mark, if needed, is added to *do.*

13.47. Leaders are not used before *Do.* in the first column or before or after *Do.* in the last column.

13.48. In a first and/or last column 6 ems or less in width, a 1-em space is used before *Do.* In all other columns 6 ems or less in width, six periods are used. Bearoff is not included.

13.49. In a first and/or last column more that 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 indention of *Do.* is increased accordingly.

13.50. *Do.* under an indented item in an inside reading column, with or without matter in preceding column, is preceded by six periods which are indented to align with item above.

Dollar mark

13.51. The dollar mark or any other money symbol is placed close to the figure; it is used only at the head of the table and under cross rules when the same unit of value applies to the entire column.

13.52. In columns containing mixed amounts (as money, tons, gallons, etc.), the dollar mark, pound mark, peso mark, or other symbol, as required, is repeated before each sum of money.

13.53. If several sums of money are grouped together, they are separated from the nonmoney group by a parallel rule, and the symbol is placed on the first figure of the separated group only.

	1958	1967
Water supply available (gallons)	4,000,000	3,000,000
Wheat production (bushels)	9,000,000	8,000,000
Operations:		
Water-dispatching operations	$442,496	$396,800
Malaria control	571,040	426,600
Plant protection	134,971	58,320
Total	1,148,507	881,720
Number of plants	642	525
Percent of budget	96.8	78.8

NOTE.—Preliminary figures.
Source: U.S. Department of Commerce, Bureau of the Census.

13.54. In a double money column, dollar marks are used in the first group of figures only; en dashes are aligned.

$7–$9
10–12
314–316
1,014–1,016

13.55. The dollar mark is omitted from a first item consisting of a cipher.

0	*but* $0.12
$300	13.43
500	15.07
700	23.18

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

0 to $0.99 .....
$1 to $24 .....
$25 to $49 .....
$50 to $74 .....

Figure columns

13.57. Figures align on the right, with an en space bearoff. There is no bearoff on leaders.

13.58. In a crowded table the bearoff may be reduced in figure columns only. It is preferable to retain the bearoff.

13.59. Figures in parentheses align if so required.

13.60. In double rows of figures in a single column, connected by a dash, a plus, or minus sign, and in dates appearing in the form *2–12–43,* the dashes or signs can be aligned.

13.61. Plus or minus signs at the left of figures are placed against the figures regardless of alignment; plus and minus signs at the right of figures are cleared.

13.62. Words and Roman numerals in figure columns are aligned on the right with the figures, without periods.

Median value of livestock	$224	$62	.....
Median value of machinery	$54	Small	.....
Median value of furniture	$211	$100	.....
Possessing automobiles (percent)	25	17	.....
Median age (years)	.....	.....	5.5
Median value	.....	.....	$144
Fraternal membership:			
Men	.....	IV	486
Women	.....	.....	None

13.63. Figures (including decimal and common fractions) expressing mixed units of quantity (feet, dollars, etc.) and figures in parentheses are aligned on the right.

13.64. Decimal points are aligned except in columns containing numbers that refer to mixed units (such as pounds, dollars, and percentage) and have irregular decimals.

13.65. It is preferred that all columns in a table consisting entirely of figure columns be centered.

Footnotes and references

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

13.67. Superior figures are used for footnote references, beginning with 1 in each table.

13.68. If figures might lead to ambiguity (for example, in connection with a chemical formula), asterisks, daggers, or italic superior letters, etc., may be used.

13.69. When items carry several reference marks, the superior-figure reference precedes an asterisk, dagger, or similar character used for reference. These, in the same sequence, precede mathematical signs. A thin space is used to bear off an asterisk, dagger, or similar character.

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

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

13.72. Footnote references are placed at the right in reading columns and symbol columns, and at the left in figure columns (also at the left of such words as *None* in figure columns), and are separated by a thin space.

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

13.74. In a figure column, a footnote reference standing alone is set in parentheses and flushed right. In a reading column, it is set at the left in parentheses and is followed by leaders, but in the last column it is followed by a period, as if it were a word. In a symbol column it is set at the left and cleared.

13.75. Numbered footnotes are placed immediately beneath the table. If a sign or letter reference in the heading of a table is to be followed, it is not changed to become the first numbered reference mark. The footnote to it precedes all other footnotes.

13.76. For better makeup or appearance, footnotes may be placed at the end of a lengthy table. A line reading "Footnotes at end of table." is supplied.

13.77. If the footnotes to both table and text fall together at the bottom of a page, the footnotes to the table are placed above the footnotes to the text, and the two groups are separated by a 50-point rule flush left; but if there are footnotes to the text and none to the table, the 50-point rule is retained.

13.78. Footnotes to cut-in and indented tables and tables in rules are set full measure, except when footnotes are short, they can be set in 1 em under indented table.

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

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

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

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

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

13.84. If a footnote consists entirely or partly of a table or leaderwork, it should always be preceded by introductory matter carrying the reference number; if necessary, the copy preparer should add an introductory line, such as "[1] See the following table:".

13.85. An explanatory paragraph without specific reference but belonging to the table rather than to the text follows the footnotes, if any, and is separated from them or from the table by space.

Fractions

13.86. All fractions are set flush right to the bearoff.

Total length	40¾	41	0.42	43	44	0.455	46	47	48	½ in.
Sleeve length	10⅝	10	10	10	11	11	11	11	11	1 in.
Armhole length	8⅝	8½	9	9½	9½	10	10½	10½	11	1 in.
Sleeve cuff length (if cuff is used).	5½	5½	5½	5 7/12	5½	5 7/12	5½	5½	5½	Maximum.
Neck opening	26½	26	27 17/32	28 15/32	28	29 17/32	30	30	31	2 in.
Waist:										
7, 8, 9, 10 cut	23½	24	25½	27 15/32	28	29½	31	32	33½	6 pct.
11, 12, 14 cut	22½	23½	25	26½	27½	29	30½	31½	33	6 pct.

13.87. Fractions standing alone are expressed in figures, even at the beginning of a line, but not at the beginning of a footnote.

Headnotes

13.88. Headnotes should be set lowercase, but not smaller than 6 point, bracketed, and period omitted at end, even if the statement is a complete sentence; but periods should not be omitted internally if required by sentence structure.

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

Indentions and overruns

Subentries

13.90. The indention of subentries is determined by the width of the stub or reading column. Subentries in columns more than 15 ems wide are indented in 2-em units; in columns 15 ems or less, with short entry lines and few overruns, 2-em indentions are also used. All overruns are indented 1 em more.

13.91. Subentries in columns of 15 ems or less are indented in 1-em units. Overruns are indented 1 em more.

Total, mean, and average lines

13.92. All total (also mean and average) lines are indented 3 ems. In very narrow stub columns, total lines may be reduced to 1- or 2-em indentions, depending on length of line.

13.93. Where overrun of item above conflicts, the total line is indented 1 em more. Runovers of total lines are also indented 1 em more.

13.94. It is not necessary to maintain uniform indention of the word *Total* throughout the same table. The word *Total* is supplied when not in copy.

Wide stub column—subentries 2 ems	Total, all banks	National banks	Non-national banks	Building associations
ASSETS				
Loans and discounts:				
Loans to banks	$74,518	$1,267,493	$947,289	$135,619

Wide stub column—subentries 2 ems	Total, all banks	National banks	Non-national banks	Building associations
Commercial and industrial loans	2,753,456	450,916	211,597	18,949
Total (total lines generally indent 3 ems)	2,827,974	718,409	1,158,886	154,568
Real estate loans:				
Secured by farmland	12,532	29,854	186,228	19,044
Secured by residential property other than rural and farm	1,011,856	167,765	1,554,084	3,172,837
Total (indent 1 em more to avoid conflict with line above)	1,024,388	194,619	1,740,312	3,191,881
Securities:				
U.S. Government obligations:				
Direct obligations:				
U.S. savings bonds	1,149,764	3,285,721	2,361,796	23,506
Nonmarketable bonds (including investment series A–1965)	242,500	490,677	732,689	167,735
Total (indent 1 em more than runover above)	1,392,264	3,776,398	3,094,485	191,241

Italic

13.95. Names of vessels and aircraft (except in columns consisting entirely of such names), titles of legal cases (except *v.* for *versus*), and certain scientific terms are set in italic. The word "Total" and headings in the column do not affect the application of this rule. In gothic typefaces without italic, quotes are allowed.

13.96. Set "See" and "See also" in roman.

Leaders

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

13.98. The style of leadering is guided by two rules: (1) Tables with a single reading column leader from the bottom line, and (2) tables with any combination of more than one reading or symbol column leader from the top line.

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

13.100. A column of dates is regarded as a reading column only if leaders are added; in all other cases it is treated as a figure column.

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

Numerals in tables

13.102. Figures, ordinals, and fractions are used in all parts of a table, except fractions which will be spelled out at the beginning of a footnote.

Parallel and divide tables are discouraged

13.103. Parallel tables are set in pairs of pages, beginning on a left-hand page and running across to facing right-hand page; leader from the top line.

13.104. Heads and headnotes center across the pair of pages, with 2-em hanging indention for three or more lines when combined measure exceeds 30 picas in width. Two-line heads are set across the pair of pages. A single-line head or headnote is divided evenly, each part set flush right and left, respectively. Words are not divided between pages.

13.105. Boxheads and horizontal rules align across both pages.

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

13.107. Tracing figures are carried through from the outside columns of both pages and are set to "leader from the top line."

13.108. In divide tables that are made up parallel, with stub column repeated, the head and headnote repeat on each succeeding page, with *Continued* added to the head only.

13.109. Tables with tracing figures or stub, or both, repeating on the left of odd pages, are divide tables and not parallel tables. Over such tables the heads are repeated, with *Continued* added.

Reading columns

13.110. Figures or combinations of figures and letters used to form a reading column align on left and are followed by leaders. *Do*. is not used under such items.

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

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

13.113. Run in single entry under colon line; retain the colon.

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

Symbol columns

13.115. A column consisting entirely of letters, letters and figures, symbols, or signs, or any combination of these, is called a symbol column. It should be set flush left and cleared, except when it takes the place of the stub, it should then be leadered. No closing period is used when such column is the last column. Blank lines in a last column are cleared. *Do.* is not used in a symbol column.

Symbol	Typical commercial designation	Army product symbol	Filing order symbol	General description	Specification symbol
GM(2)	Gasoline and diesel engine oil, SAE10 and SAE10W grades.	OR10	A	Fuel, grease, chassis, or soap base.	G.&D.
CG	Ball and roller bearing grease.	4l–X–59	N	Extreme pressure	BR
CW [1]	Wheel-bearing grease	OE20 [2]	X	.....do	WBG [3]
	Grease not typified	.....	.....	Further tests being conducted.	
G090	Universal gear lubricant ...	S.&T.	B	Water-pump grease ..	80D

13.116. Columns composed of both symbols and figures are treated as figure columns and are set flush right. In case of blank lines in a last column, leaders will be used as in figure columns.

Symbol or catalog number	Typical commercial designation	Symbol or product number	Symbol or filing order symbol	General description	Symbol or specification number
WBD	Chassis grease, cup grease, under pressure.	961	A	Especially adapted to very cold climates.	1359
14L88	Water-pump bearing grease	SWA	352	Under moderate pressure ...	.....
5190	Exposed gear chain lubricant.	12L	N	High-speed use	AE10
	E.P. hypoid lubricant	863	X	For experimental use only ..	NXL
376	Special grade for marine use.	.....	468	Free flowing in any weather	749

Tables without rules

13.117. It is preferable to set all tables alike; that is, without either down rules or cross rules and with roman boxheads. When so indicated on copy, by ordering agency, tabular matter may be set without rules, with italic boxheads.

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

13.119. Horizontal rules (spanner) used between a spread or upper level column heading carried over two or more lower level column headings are set continuous and without break, from left to right, between the two levels of such headings.

TABLE 9.—*Changes in fixed assets and related allowances*

	Fixed assets					
	Balance June 30, 1966 (table 9–a)	*Investment*		*Operations*		*Balance June 30, 1966*
		Current additions	*Adjustments*	*Transfers*	*Retirements*	
Supporting and general facilities:						
Transportation and utilities:						
Panama Railroad	$12,123,197	$306	.....	($539)	($284,358)	$11,838,606
Motor Transportation Division	2,242,999	122,597	.....	2,143	(147,561)	2,220,178

TABLE 9.—*Changes in fixed assets and related allowances*—Continued

	Fixed assets					
		Investment		Operations		
	Balance June 30, 1966 (table 9–a)	*Current additions*	*Adjustments*	*Transfers*	*Retirements*	*Balance June 30, 1966*
Steamship line	13,653,989	10,247	.....	.....	.....	13,664,236
Power system	19,364,373	366,311	.....	(342)	(290,174)	19,440,168
Communication system	2,739,012	151,819	($113,261)	.....	(26,100)	2,751,470
Water system and hydroelectric facilities	10,590,820	104,039	.....	1,661	(48,920)	10,647,600
Total, transportation and utilities	60,714,390	755,319	(113,261)	2,923	(797,113)	60,562,258
Employee service and facilities:						
Commissary Division	7,012,701	105,952	(130,891)	21,777	(36,418)	6,973,121
Service centers	3,684,670	29,086	.....	530	(230,276)	3,484,010
Housing Division	35,729,465	(10,336)	.....	(485,548)	(937,916)	34,295,665
Total employee service and facilities	46,426,836	124,702	(130,891)	(463,241)	(1,204,610)	44,752,796
Grand total	107,141,236	880,021	(244,152)	(466,164)	(2,001,723)	105,315,054

13.120. 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

	Quantity (million cubic feet)	*Value at point of consumption*
Use:		
Residential	34,842	$21,218,778
Commercial	14,404	5,257,468
Industrial:		
Field (drilling, pumping, etc.)	144,052	10,419,000
All other industrial:		
Fuel for petroleum refineries	96,702	.....
Other, including electric utility plants	346,704	61,440,000
Total	636,704	98,335,246

	Estimated		
	1953	*1957*	*Change*
General account:			
Receipts	$64,800	$69,800	+$5,000
Expenditures	(70,300)	(67,100)	(−3,200)
Net improvement, 1957 over 1953			1,800
Deduct 1953 deficit			1,500
Net surplus, estimated for 1957			300

[In U.S.-dollar equivalent]

Balance with the Treasury Department July 1, 1954		$165,367,704.85
Receipts:		
Collections	$564,944,502.99	
Return from agency accounts of currencies advanced for liquidation of obligations incurred prior to July 1, 1953	4,450,577.07	
Total receipts		569,395,080.06
Total available		734,762,784.91

Units of quantity

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

Coke (short tons)	4,468,437	[1] 25,526,646	5,080,403	[2] 29,519,871
Diatomite	([1 2 3])	([1])	([1])	([1 2 3])
Emery (pounds)	765	6,828	1,046	9,349
Feldspar (crude) (long tons)	([1])	([1])	([1])	([1])
Ferroalloys (short tons)	183,465	[2] 18,388,766	259,303	[2] 30,719,756

13.122. Units of quantity and other words as headings over figure columns are used at the beginning of a table or at the head of a continued page or continued column in a double-up table.

13.123. Over figure columns, units of quantity and other words used as headings, and the abbreviations *a.m.* and *p.m.,* if not included in the boxheads, are set in italic and are placed immediately above the figures, without periods other than abbreviating periods. In congressional work (gothic), or at any time when italic is not available, these units should be placed in the boxheads in parentheses. Any well-known abbreviation will be used to save an over-

run, but if one unit of quantity is abbreviated, all in the same table will be abbreviated. If units change in a column, the new units are set in italic with space above and no space below. The space is placed both above and below only when there is no italic available.

Quoted tabular work

13.124. When a table is part of quoted matter, quotation marks will open on each centerhead and each footnote paragraph, and if table is end of quoted matter, quotation marks close at end of footnotes. If there are no footnotes and the table is the end of the quotation, quotation marks close at end of last item.

14. LEADERWORK

(See also "Abbreviations and Letter Symbols" and "Tabular Work")

14.1. Leaderwork is a simple form of tabular work without 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: 1998	655,939
Fiscal year:	
1999	368,233
2000	100,000
Total	1,124,172

14.4. Where both columns are reading columns, they are separated by an em space.

Particulars	*Artist*
To the French Government:	
The entire collection of French paintings on loan, with the exception of Mlle. DuBourg (Mme. Fantin-Latour).	Degas.
Avant la Course	Do.
To Col. Axel H. Oxholm, Washington, DC:	
Martha Washington, George Washington, and Thomas Jefferson.	Attributed to Jonathan E. Earl, Los Angeles, CA.
Roses	Renoir.
Do	Forain.
Roses in a Chinese Vase and Sculpture by Maillol.	Vuillard.
Maternity	Gauguin.

Continued heads

14.5. The use of continued heads in leaderwork is not necessary.

Ditto (do.)

14.6. The abbreviation *do.* is indented and capitalized in the stub. It is capitalized and cleared in last reading column.

Dollar mark and ciphers

14.7. In a column containing mixed amounts (as money, tons, gallons, etc.) the figures are aligned on the right, and the dollar mark or other symbol is repeated before each sum of money. If several sums of money are grouped and added or subtracted to make a total, they are separated from the nonmoney group by a parallel rule, and the symbol is placed on the first figure of the separated group only.

14.8. If two columns of sums of money add or subtract one into the other and one carries points and ciphers, the other should also carry points and ciphers.

Flush items and subheads

14.9. Flush items clear the figure column.

14.10. Subheads are centered in full measure.

Footnotes

14.11. Footnotes to leaderwork follow the style of footnotes to tables.

14.12. Footnote references begin with 1 in each leadered grouping, and footnotes are placed at the end, separated from it by 4 points of space. Separate notes from matter following by not less than 6 points of space.

14.13. If the leaderwork runs over from one page to another, the footnotes will be placed at the bottom of the leadered material.[1]

Units of quantity

14.14. Units of quantity or other words over a stub or figure column are set italic.

14.15. The following example shows the style to be observed where there is a short colon line at left. In case of only one subentry, run in with colon line and preserve the colon.

	Tons
Baltimore & Ohio RR.:	
Freight carried:	
May	50,000
June	52,000
Coal carried	90,000
Dixie RR.: Freight carried Jan. 1, 1999, including freight carried by all its subsidiaries	[1] 2,000

[1] Livestock not included.

[1] If footnotes to leaderwork and text fall at bottom of page, leaderwork footnotes are placed above text footnotes. The two groups are separated by a 50-point rule.

14.16. If there is no colon line, the style is as follows:

	Tons
Freight carried by the Dixie RR. and the Baltimore & Ohio RR. in May	71,500

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

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

14.18. In blank forms, leaders used in place of complete words to be supplied are preceded and followed by a space.

On this ..... day of ..... 19 .....

14.19. In half measure doubled up, units of quantity are aligned across the page.

	Inches		*Inches*
Seedlings:			
Black locust	27	Osage-orange	20
Honey locust	16	Catalpa	16
Green ash	7	Black walnut	10

14.20. Mixed units of quantity and amounts and words in a figure column are set as follows:

Capital invested	$8,000
Value of implements and stock	$3,000
Land under cultivation (acres)	128.6
Orchard (acres)	21.4
Forest land (square miles)	50
Livestock:	
Horses:	
Number	8
Value	$1,500
Cows:	
Number	18
Estimated weekly production of butter per milk cow (pounds)	7½
Hogs:	
Number	46
Loss from cholera	None

15. FOOTNOTES, INDEXES, CONTENTS, AND OUTLINES

FOOTNOTES AND REFERENCE MARKS

15.1. Text footnotes follow the style of the text with the exception of those things noted in "Abbreviations and Letter Symbols." Footnotes appearing in tabular material follow the guidelines set forth in "Tabular Work."

15.2. In a publication divided into chapters, sections, or articles, each beginning a new page, text footnotes begin with 1 in each such division. In a publication without such divisional grouping, footnotes are numbered consecutively from 1 to 99, and then begin with 1 again. However, in supplemental sections, such as appendixes and bibliographies, which are not parts of the publication proper, footnotes begin with 1.

15.3. Copy preparers must see that references and footnotes are plainly marked.

15.4. If a reference is repeated on another page, it should carry the original footnote; but to avoid repetition of a long note, the copy preparer may use the words "See footnote 3 (6, 10, etc.) on p.—." instead of repeating the entire footnote.

15.5. Unless the copy is otherwise marked: (1) Footnotes to 12-point text are set in 8 point; (2) footnotes to 11-point text are set in 8 point, except in Supreme Court reports, in which they are set in 9 point; (3) footnotes to 10- and 8-point text are set in 7 point.

15.6. Footnotes are set as paragraphs at the bottom of the page and are separated from the text by a 50-point rule, set flush left, with no less than 2 points of space above and below the rule.

15.7. Footnotes to indented matter (other than excerpt footnotes) are set full measure.

15.8. To achieve faithful reproduction of indented excerpt material (particularly legal work) containing original footnotes, these footnotes are also indented and placed at the bottom of the excerpt, separated by 6 points of space. No side dash is used. Reference numbers are not changed to fit the numbering sequence of text footnotes.

15.9. Footnotes must always begin on the page where they are referenced. If the entire footnote will not fit on the page where it is cited, it will be continued at the bottom of the next page.[1]

15.10. Footnotes to charts, graphs, and other illustrations should be placed immediately beneath such illustrative material.

15.11. A cutoff rule is not required between a chart or graph and its footnotes.

15.12. For reference marks use: (1) Roman superior figures, (2) italic superior letters, and (3) symbols. Superior figures (preferred), letters, and symbols are separated from the words to which they apply by thin spaces, unless immediately preceded by periods or commas.

15.13. Where reference figures might lead to ambiguity (for example, in matter containing exponents), asterisks, daggers, etc., or italic superior letters may be used.

15.14. When symbols or signs are used for footnote reference marks, their sequence should be (*) asterisk, (†) dagger, (‡) double dagger, and (§) section mark. Should more symbols be needed, these may be doubled or tripled, but for simplicity and greater readability, it is preferable to extend the assortment by adding other single-character symbols.

15.15. Symbols with established meanings, such as the percent sign (%) and the number mark (#), are likely to cause confusion and should not be used for reference marks.

15.16. To avoid possible confusion with numerals and letters frequently occurring in charts and graphs, it is preferable in such instances to use symbols as reference marks.

15.17. When items carry several reference marks, the superior-figure reference precedes an asterisk, dagger, or similar character used for reference.

15.18. A superior reference mark follows all punctuation marks except a dash, but falls inside a closing parenthesis or bracket if applying only to matter within the parentheses or brackets.

15.19. Two or more superior footnote references occurring together are separated by thin spaces.

INDEXES AND TABLES OF CONTENTS

15.20. Indexes and tables of contents are set in the same style as the text, except that *See* and *see also* are set in italic.

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[1] When a footnote breaks from an odd (right-hand) page to an even (left-hand) page, the word (*Continued*) is set inside parentheses in italic below the last line of the footnote where the break occurs.

A 50-point rule is used above each part of the footnote.

When a footnote break occurs on facing pages, i.e., from an even page to an odd page, the (*Continued*) line is not set, but the 50-point rule is.

15.21. Where a word occurs in an index page column, either alone or with a figure, it is set flush on the right. If the word extends back into the leaders, it is preceded by an en space.

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 220, 224, 227, 230, 240
And this way when overrun folios make two or more lines 220, 224–225, 230–240, 245, 246, 250–255, 258, 300, 320, 330, 350, 360, 370, 380, 390, 400, 410–500, 510, 520, 530, 540, 550, 560, 570, 580, 590, 600–620, 630, 640, 650, 660, 670, 680, 690, 700

(For examples of item indentions in a reading column of indexes set with leaders, see index in this MANUAL.)

15.24. Overrun page numbers are indented 3½ ems in measures not over 20 picas and 7 ems in wider measures, more than one line being used if necessary. These indentions are increased as necessary to not less than 2 ems more than the line immediately above or below.

15.25. When copy specifies that all overs are to be a certain number of ems, the runovers of the figure column shall be held in 2 ems more than the specified indention.

15.26. Examples of block-type indexes:

Example 1

Medical officer, radiological defense, 3
Medicolegal dosage, 44
Military Liaison Committee, 4
Monitoring, 58
  Air, 62
  Personnel, 59
    Civilian, 60
    Military, 59
  Sea, 61
  Ship, 61
Monitors, radiological defense, 3

Example 2

Brazil—Continued
  Exchange restrictions—Continued
    Williams mission (*see also* Williams, John H., special mission), efforts in connection with exchange control situation, 586–588
  Trade agreement with United States, proposed:
    Draft text, 558–567
    Proposals for:
      Inclusion of all clauses, 531

15.27. In index entries the following forms are used:

Brown, A.H., Jr. (*not* Brown, Jr., A.H.)
Brown, A.H., & Sons (*not* Brown & Sons, A.H.)
Brown, A.H., Co. (*not* Brown Co., A.H.)
Brown, A.H., & Sons Co. (*not* Brown & Sons Co., A.H.)

15.28. In a table of contents, where *chapter, plate,* or *figure* is followed by a number and period, an en space is used after the period. The periods are aligned on the right.

	Page
Chapter	
I. Introduction	I
II. Summary	1
VI. Conclusions	7

15.29. Subheads in indexes and tables of contents are centered in the full measure.

15.30. In contents using two sizes of lightface type, or a combination of boldface and lightface type, all leaders and page numbers will be set in lightface roman type. Contents set entirely in boldface will use boldface page numbers. All page numbers will be set in the predominant size.

	Page
PART I. MAINTENANCE OF PEACE AND SECURITY	5
Disarmament	6
Peaceful Uses of Atomic Energy	7
Part I. Maintenance of Peace and Security	5
Disarmament	6
Peaceful Uses of Atomic Energy	7
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.

THE WHITE HOUSE,□□□
Washington, DC, January 1, 1999.□

THE WHITE HOUSE, *July 30, 1999.*□

TREASURY DEPARTMENT,□□□□□
OFFICE OF THE TREASURER,□□□
Washington, DC, January 1, 1999.□

TREASURY DEPARTMENT, *July 30, 1999.*□

DEPARTMENT OF COMMERCE,□□□
July 30, 1999.□

FAIRFAX COUNTY, VA.□

OFFICE OF JOHN SMITH & CO.,□□□
New York, NY, June 6, 1999.□

WASHINGTON, *May 20, 1999—10 a.m.*□

THURSDAY, MAY 8, 1999—2 P.M.□

JANUARY 24, 1999.□

WASHINGTON, *November 29, 1999* □□□
[Received December 6, 1999].□

ON BOARD U.S.S. "CONNECTICUT,"□□□
January 21, 1999.□

OFFICE OF THE COMMISSIONERS OF THE□□□□□
DISTRICT OF COLUMBIA,□□□
Washington, January 6, 1999.□

16.6. Congressional hearings:

MONDAY, OCTOBER 25, 1999 [1]

HOUSE OF REPRESENTATIVES,□□□□□□□
COMMITTEE ON THE JUDICIARY,□□□□□
SUBCOMMITTEE ON IMMIGRATION,□□□
Washington, DC.□

U.S. SENATE,□□□□□
COMMITTEE ON ARMED SERVICES,□□□
Washington, DC.□

CONGRESS OF THE UNITED STATES,□□□□□
JOINT COMMITTEE ON PRINTING,□□□
Washington, DC.□

16.7. Datelines at the end of a letter or paper, either above or below signatures, are set on left in caps and small caps for the address and italic for the date. When the word *dated* is used, dateline is set in roman caps and lowercase.

□MAY 7, 1999.

□STEUBENVILLE, OH.

□STEUBENVILLE, OH, *July 1, 1999.*

□Dated July 1, 1999.

□Dated Albany, March 12, 1999.

16.8. Datelines in newspaper extracts are set at the beginning of the paragraph, the address in caps and small caps and the date in roman caps and lowercase, followed by a period and a 1-em dash.

□ABOARD SS "HOPE," April 3, 1999.—

□NEW YORK, NY, August 21, 1999.—A dispatch received here from * * *.

[1] Normally, dates in House hearings on appropriation bills are set on the right in 10-point caps and small caps.

ADDRESSES

16.9. Addresses are set flush left at the beginning of a letter or paper in congressional work (or at end in formal usage).

16.10. At beginning or at end:

To SMITH & JONES and
□BROWN & GREEN, Esqs.,
Attorneys for Claimant.

(Attention of Mr. Green.)

Hon. TRENT LOTT,
U.S. Senate.

Hon. DENNIS HASTERT,
U.S. House of Representatives. (Collective address.)

The PRESIDENT,
The White House.

16.11. A long title following an address is set in italic caps and lowercase, the first line flush left and right, overruns indented 2 ems to clear a following 1-em paragraph indention.

Hon. JOHN WARNER,
Chairman, Subcommittee on Reorganization of the Committee on Government Opera-
□□tions, U.S. Senate, Washington, DC.

16.12. The name or title forming the first line of the address is set in caps and small caps, but *Mr., Mrs.,* or other title preceding a name, and *Esq., Jr., Sr.,* or *2d* following a name, are set in roman caps and lowercase; the matter following is set in italic. The words *U.S. Army* or *U.S. Navy* immediately following a name are set in roman caps and lowercase in the same line as the name.

Maj. Gen. EDWARD M. MARKHAM, Jr., U.S. Army,
Chief of Engineers.

CHIEF OF ENGINEERS, U.S. ARMY. (Full title, all caps and small caps.)

Maj. Gen. EDWARD M. MARKHAM,
Chief of Engineers, U.S. Army,
Washington, DC.

Hon. JEFF TRANDAHL,
Clerk of the House of Representatives.

Hon. ROBERT C. BYRD,
U.S. Senator, Washington, DC.

Hon. JOHN EDWARDS,
Senate Office Building, Washington, DC.

The COMMITTEE ON APPROPRIATIONS,
House of Representatives.

16.13. General (or collective) addresses are set in italic caps and lowercase, flush left, with overruns indented 2 ems and ending with a colon, except when followed by a salutation, in which case a period is used.

16.14. Examples of general addresses when not followed by salutation (note the use of colon at end of italic line):

To the Officers and Members of the Daughters of the American Revolution,
□□*Washington, DC:*

To the American Diplomatic and Consular Officers:

To Whom It May Concern:

Collectors of Customs:

To the Congress of the United States:

16.15. Example of general address when followed by salutation (note the use of period at end of italic line):

Senate and House of Representatives.
□GENTLEMEN: You are hereby * * *.

16.16. Examples illustrating other types of addresses:

To the EDITOR:

To JOHN L. NELSON, *Greeting:*

To JOHN L. NELSON, *Birmingham, AL, Greeting:*

To the CLERK OF THE HOUSE OF REPRESENTATIVES:

CHIEF OF ENGINEERS
(Through the Division Engineer).
□MY DEAR SIR: I have the honor * * *.
□MR. REED: I have the honor * * *.
□DEAR MR. REED: I have the honor * * *.

Lt. (jg.) JOHN SMITH,
Navy Department:
□The care shown by you * * *.

STATE OF NEW YORK,
County of New York, ss:
□Before me this day appeared * * *.

DISTRICT OF COLUMBIA, *ss:*
□Before me this day appeared * * *.

Envelope addresses

U.S. House of Representatives
Committee on Education and the Workforce
House Office Building
Washington, DC 20515

SIGNATURES

16.17. Signatures, preceded by an em dash, are sometimes run in with last line of text.

16.18. Signatures are set at the right side of the page. They are indented 1 em for a single line; 3 ems and 1 em, successively, for two lines; and 5 ems, 3 ems, and 1 em, successively, for three lines. In measures 30 picas or wider, these indentions are increased by 1 em.

16.19. The name or names are set in caps and small caps; *Mr., Mrs.,* and all other titles preceding a name, and *Esq., Jr., Sr.,* and *2d* following a name, are set in roman caps and lowercase; the title

following name is set in italic. Signatures as they appear in copy must be followed in regard to abbreviations.

16.20. If name and title make more than half a line, they are set as two lines.

16.21. Two to eight independent signatures, with or without titles, are aligned on the left, at approximately the center of the measure.

ANITA L. MORTON.
ANNE GOLDEN.
ROBIN MANCARUSO.
MARYLOU MUSSER.
CAROLYN PICCIRILLI.
THOMAS C. KINKAID,
Commander, U.S. Navy (Retired).□

VINCENT GONINO, *Chairman.*

16.22. More than eight signatures, with or without titles, are set full measure, roman caps and lowercase, run in, indented 5 and 7 ems in measures of 26½ picas or wider; in measures less than 26½ picas, indent 2 and 3 ems.

□□□□□Brown, Shipley & Co.; Denniston, Cross & Co.; Fruhling & Groschen, □□□□□□□Attorneys; C.J. Hambro & Sons; Hardy, Nathan & Co.; Heilbut, □□□□□□□Symons & Co.; Harrison Bros. & Co., by George Harrison; Hoare, □□□□□□□Miller & Co.; Thomas Eaton Co.

16.23. The punctuation of closing phrases is governed by the sense. A detached complimentary close is made a new paragraph.

16.24. Examples of various kinds of signatures:

UNITED STATES IMPROVEMENT CO.,
(By) JOHN SMITH, *Secretary.*

TEXARKANA TEXTILE MERCHANTS &
MANUFACTURERS' ASSOCIATION,
JOHN L. JONES, *Secretary.*

TEXARKANA TEXTILE MERCHANTS &
MANUFACTURERS' ASSOCIATION,
JOANNE WILDER,
Board Member and Secretary.□

JOHN W. SMITH□□□
(And 25 others).□

JOHN SMITH,□□□□□
Lieutenant Governor□□□
(For the Governor of Maine).□

NORTH AMERICAN ICE CO.,
SYLVIA ROONEY, *Secretary.*

JOHN [his thumbmark] SMITH.□

TOM DELAY,
FRANK WOLF,
Managers on the Part of the House.□

TRENT LOTT,
RICHARD LUGAR,
Managers on the Part of the Senate.□

□I am, very respectfully, yours,

(Signed)□FRED C. KLEINSCHMIDT,□□□
Assistant Clerk, Court of Claims.□

□On behalf of the Philadelphia Chamber of Commerce:
GEO. W. PHILIPS.
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.*□

□Approved.

JOHN SMITH, *Governor.*□

□By the President:

MADELEINE K. ALBRIGHT, *Secretary of State.*□

□Respectfully submitted.

MARY FARRELL, *U.S. Indian Agent.*□

□□□Yours truly,

Capt. JAMES STALEY, Jr.,□□□
Superintendent.□

□□□Respectfully yours,

Mrs. FRANK E. (BETTY) SHEFFIELD.□

□□□Very respectfully,

RON GOLDEN, *U.S. Indian Agent.*□

16.25. In quoted matter:

□□□"Very respectfully,

"WILLIAM KRAKAT.
"WILLIAM CERVENKA.
"CHRISTOPHER A. MORTON.
"JENNIFER A. MORTON.
"MATTHEW A. MORTON."

16.26. Examples of various kinds of datelines, addresses, and signatures:

Re weather reports submitted by the International Advisory Committee of the □□Weather Council.

Mr. WILLIAM E. JONES, Jr.,
Chairman, Commerce Committee,
Washington, DC.

□DEAR MR. JONES: We have been in contact with your office, etc.

CHARLES FARRELL,□□□□□
Executive Director,□□□
National Weather Service.□

LINCOLN PARK, MI, *February 15, 1999.*□

Re Romeo O. Umanos, Susanna M. Umanos, case No. S–254, Immigration and □□Naturalization Service, application pending.

Hon. LAMAR S. SMITH,
Chairman, Subcommittee on Immigration,
Committee on the Judiciary, Washington, DC.

□DEAR MR. SMITH: You have for some time * * *.
□□□Sincerely yours,

EDWARD PULTORAK,□□□
Architectural Designer.□

Hon. LAMAR S. SMITH,
Chairman, Subcommittee on Immigration of the Committee on the Judiciary, House □□*of Representatives, Washington, DC.*

□DEAR MR. SMITH: You have for some time * * *.

U.S. DEPARTMENT OF COMMERCE,□□□□□
WEATHER BUREAU,□□□
Washington, March 3, 1999.□

Hon. CHARLES E. CHAMBERLAIN,
House of Representatives,
Washington, DC.

□DEAR MR. CHAMBERLAIN: We will be glad to give you any further information desired.
□□□Sincerely yours,

F.W. REICHELDERFER,□□□
Chief of Bureau.□

NEW YORK, NY, *February 10, 1999.*□

To: All supervisory employees of production plants, northern and eastern divisions, □□New York State.
From: Production manager.
Subject: Regulations concerning vacations, health and welfare plans, and wage con- □□tract negotiations.

□It has come to our attention that the time * * *.

WASHINGTON, DC, *May 16, 1999.*□

The Honorable the SECRETARY OF THE NAVY.

□DEAR MR. SECRETARY: This is in response to your letter * * *.
□□□Very sincerely yours,

[SEAL]□WILLIAM J. CLINTON.□

EAST LANSING, MI, *June 10, 1999.*□

To Whom It May Concern:

□I have known Kyu Yawp Lee for 7 years and am glad to testify as to his fine 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.

DEPARTMENT OF VETERANS' AFFAIRS,□□□□□□□
OFFICE OF THE ADMINISTRATOR OF□□□□□
VETERANS' AFFAIRS,□□□
Washington, DC.□

Hon. ORRIN G. HATCH,
Chairman, Committee on the Judiciary,
U.S. Senate, Washington, DC.

□DEAR SENATOR HATCH: Further reference is made to your reply * * *.
□□□Sincerely yours,

JOHN S. PATTERSON,□□□□□□□
Deputy Administrator□□□□□
(For and in the absence of□□□
H.V. Higley, Administrator).□

WASHINGTON, DC, *September 16, 1999.*□

Mr. WILLIAM E. JONES, Jr.,
Special Assistant to the Attorney General, Attorney for Howard Sutherland, Direc-
□□tor, Office of Alien Property.

□DEAR MR. JONES: In reply to your letter * * *.
□□□Yours truly,

(Signed)□THOMAS E. RHODES,□□□
Special Assistant to the Attorney General.□

□P.S.—A special word of thanks to you from J.R. Brown for your fine help.

T.E.R.□

TOKYO, JAPAN, *November 13, 1999.*□

U.S. DEPARTMENT OF JUSTICE,
IMMIGRATION AND NATURALIZATION SERVICE,
Detroit, MI.

□GENTLEMEN: This letter will testify to the personal character * * *.
□□□Very truly yours,

Mrs. GRACE C. LOHR,□□□□□
Inspector General Section, HQ, 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, RICHARD NIXON, President of the United States of America, do hereby designate Saturday, September 23, 1972, as National Hunting and Fishing Day.

* * * * * * *

IN WITNESS WHEREOF, I have hereunto set my hand this second day of May, in the year of our Lord nineteen hundred seventy-two, and of the Independence of the United States of America the one hundred ninety-sixth.

RICHARD NIXON.□

17. USEFUL TABLES

GEOLOGIC TERMS

[With suggestions by the U.S. Geological Survey]

For capitalization, compounding, and use of quotations in geologic terms, copy is to be followed. The list below exemplifies common usage of both rock and time terms. The term *red beds* has been used to designate certain rocks of mixed lithologic character that are predominantly red; as a unit modifier the use should be *red-bed*.

The terms lower, middle, and upper (referring to rocks) are capitalized only as indicated in the list (Upper Devonian, lower Tertiary, lower Paleozoic); similarly, the terms early, middle, and late (referring to time) are capitalized only as indicated.

A formal geologic term is capitalized: Devonian System, Pliocene Series, San Rafael Group, Morrison Formation, Fayetteville Shale, Wedington Sandstone Member, Wisconsin Glaciation, Tazewell Stade. (Geologic terms quoted verbatim from published material should be left as the original author used them; however, it should be made clear that the usage is that of the original author.)

A structural term such as arch, anticline, syncline, dome, uplift, or basin is not capitalized even if preceded by a name: Cincinnati arch, Cedar Creek anticline, Ozark uplift, Michigan basin. (A physiographic term that is preceded by a name is capitalized: Bighorn Basin, Half Dome.)

Alexandrian
Animikie
Atoka
Belt
Cambrian:
  Upper, Late
  Middle, Middle
  Lower, Early
Carboniferous
  Systems
Cayuga
Cenozoic
Cincinnatian
Chester
Coahuila
Comanche
Cretaceous:
  Upper, Late
  Lower, Early
Des Moines
Devonian:
  Upper, Late
  Middle, Middle
  Lower, Early
Eocene:
  upper, late
  middle, middle
  lower, early
glacial:
  interglacial
  postglacial
  preglacial
Glenarm
Grand Canyon
Grenville
Guadalupe
Gulf
Gunnison River
Holocene
Jurassic:
  Upper, Late
  Middle, Middle
  Lower, Early
Keweenawan
Kinderhook
Leonard
Little Willow
Llano
Meramec
Mesozoic:
  pre-Mesozoic
  post-Mesozoic
Miocene:
  upper, late
  middle, middle
  lower, early
Mississippian:
  Upper, Late
  Lower, Early
Missouri
Mohawkian
Morrow
Niagara
Ochoa
Ocoee
Oligocene:
  upper, late
  middle, middle
  lower, early
Osage
Ordovician:
  Upper, Late
  Middle, Middle
  Lower, Early
Pahrump
Paleocene:
  upper, late
  middle, middle
  lower, early
Paleozoic
Pennsylvanian:
  Upper, Late
  Middle, Middle
  Lower, Early
Permian:
  Upper, Late
  Lower, Early
Pleistocene
Pliocene:
  upper, late
  middle, middle
  lower, early
Precambrian:
  upper
  middle
  lower
Quaternary
red beds
Shasta
Silurian:
  Upper, Late
  Middle, Middle
  Lower, Early
St. Croixan
Tertiary
Triassic:
  Upper, Late
  Middle, Middle
  Lower, Early
Virgil
Wolfcamp
Yavapai

PHYSIOGRAPHIC TERMS

[With suggestions by the U.S. Geological Survey]

The following table lists physical divisions of the United States approved by the Association of American Geographers and should be used as a guide to capitalization. The general terms *province* and *section,* used in the common-noun sense, are not capitalized; the other terms are proper names and are therefore capitalized.

PHYSICAL DIVISIONS OF THE UNITED STATES

Major division	Province	Section
Laurentian Upland	Superior Upland	
Atlantic Plain	Continental Shelf	
	Coastal Plain	Embayed Section.
		Sea Island Section.
		Floridian Section.
		East Gulf Coastal Plain.
		Mississippi Alluvial Plain.
		West Gulf Coastal Plain.
Appalachian Highlands	Piedmont Province	Piedmont Upland.
		Piedmont Lowland.
	Blue Ridge Province	Northern; Southern Section.
	Valley and Ridge Province	Tennessee Section.
		Middle Section.
		Hudson Valley.
	St. Lawrence Valley	Champlain Section.
		Northern Section.
	Appalachian Plateaus	Mohawk Section.
		Catskill Section.
		Southern New York Section.
		Allegheny Mountain Section.
		Kanawha Section.
		Cumberland Plateau.
		Cumberland Mountain Section.
	New England Province	Seaboard Lowland.
		New England Upland.
		White Mountain Section.
		Green Mountain Section.
		Taconic Section.
	Adirondack Province	
Interior Plains	Interior Low Plateaus	Highland Rim.
		Lexington Plain.
		Nashville Basin.
	Central Lowland	Eastern lake Section.
		Western lake Section.
		Wisconsin Driftless Section.
		Till Plains.
		Dissected Till Plains.
		Osage Plains.
	Great Plains	Missouri Plateau, glaciated.
		Missouri Plateau, unglaciated.
		Black Hills.
		High Plains.
		Plains Border.
		Colorado Piedmont.
		Raton Section.
		Pecos Valley.
		Edwards Plateau.
		Central Texas Section.
Interior Highlands	Ozark Plateaus	Springfield-Salem Plateaus.
		Boston "Mountains."
	Ouachita Province	Arkansas Valley.
		Ouachita Mountains.
Rocky Mountain System	Southern Rocky Mountain	
	Wyoming Basin	
	Middle Rocky Mountains	
	Northern Rocky Mountains	
Intermontane Plateaus	Columbia Plateaus	Walla Walla Plateau.
		Blue Mountain Section.
		Payette Section.
		Snake River Plain.
		Harney Section.
	Colorado Plateaus	High Plateaus of Utah.
		Uinta Basin.
		Canyon Lands.
		Navajo Section.
		Grand Canyon Section.
		Datil Section.
	Basin and Range Province	Great Basin.
		Sonoran Desert.
		Salton Trough.
		Mexican Highland.
		Sacramento Section.
Pacific Mountain System	Sierra-Cascade Mountains	Northern Cascade Mountains.
		Middle Cascade Mountains.
		Southern Cascade Mountains.
		Sierra Nevada.
	Pacific Border Province	Puget Trough.
		Olympic Mountains.
		Oregon Coast Range.
		Klamath Mountains.
		California Trough.
		California Coast Ranges.
		Los Angeles Ranges.
	Lower Californian Province	

THE PRINCIPAL AND GUIDE MERIDIANS AND BASE LINES OF THE UNITED STATES

First, second, etc., standard parallel.
First, second, etc., guide meridian.
First, second, etc., principal meridian.
Auxiliary (first, second, etc.) meridian.
Ashley Guide Meridian. (Utah)
Beaverhead Guide Meridian. (Montana)
Belt Mountain Guide Meridian. (Montana)
Big Hole Guide Meridian. (Montana)
Bitterroot Guide Meridian. (Montana)
Black Hills base line. (South Dakota)
Black Hills Guide Meridian. (South Dakota)
Boise Meridian. (Idaho)
Boulder Guide Meridian. (Montana)
Browning Guide Meridian. (Montana)
Buffalo Creek Guide Meridian. (Montana)
Carson River Guide Meridian. (Nevada)
Castle Valley Guide Meridian. (Utah)
Chickasaw Meridian. (Mississippi)
Choctaw base line. (Mississippi)
Choctaw Meridian. (Mississippi)
Cimarron Meridian. (Oklahoma)
Colorado Guide Meridian. (Utah)
Columbia Guide Meridian. (Washington)
Colville Guide Meridian. (Washington)
Copper River Meridian. (Alaska)
Coulson Guide Meridian. (Montana)
Deer Lodge Guide Meridian. (Montana)
Deschutes Meridian. (Oregon)
Emery Valley Guide Meridian. (Utah)
Fairbanks Meridian. (Alaska)
Flathead Guide Meridian. (Montana)
Fort Belknap Guide Meridian. (Montana)
Fremont Valley Guide Meridian. (Utah)
Gila and Salt River Meridian. (Arizona)
Grand River Guide Meridian. (Utah)
Grande Ronde Guide Meridian. (Oregon)
Green River Guide Meridian. (Utah)
Haystack Butte Guide Meridian. (Montana)
Helena Guide Meridian. (Montana)
Henry Mountain Guide Meridian. (Utah)
Horse Plains Guide Meridian. (Montana)
Humboldt Meridian. (California)
Humboldt River Guide Meridian. (Nevada)
Huntsville Meridian. (Alabama-Mississippi)
Indian Meridian. (Oklahoma)
Jefferson Guide Meridian. (Montana)
Judith Guide Meridian. (Montana)
Kanab Guide Meridian. (Utah)
Kolob Guide Meridian. (Utah)
Little Porcupine Guide Meridian. (Montana)
Louisiana Meridian. (Louisiana)
Maginnis Guide Meridian. (Montana)
Michigan Meridian. (Michigan-Ohio)
Mount Diablo base line. (California-Nevada)
Mount Diablo Meridian. (California-Nevada)
Musselshell Guide Meridian. (Montana)
Navajo base line. (Arizona-New Mexico)
Navajo Meridian. (Arizona-New Mexico)
New Mexico Guide Meridian. (New Mexico-Colorado)
New Mexico Principal Meridian. (New Mexico-Colorado)
Panguitch Guide Meridian. (Utah)
Passamari Guide Meridian. (Montana)
Pine Valley Guide Meridian. (Utah)
Principal Meridian. (Montana)
Red Rock Guide Meridian. (Montana)
Reese River Guide Meridian. (Nevada)
Ruby Valley Guide Meridian. (Nevada)
St. Helena Meridian. (Louisiana)
St. Stephens base line. (Alabama-Mississippi)
St. Stephens Meridian. (Alabama-Mississippi)
Salt Lake Meridian. (Utah)
San Bernardino base line. (California)
San Bernardino Meridian. (California)
Sevier Lake Guide Meridian. (Utah)
Seward Meridian. (Alaska)
Shields River Guide Meridian. (Montana)
Smith River Guide Meridian. (Montana)
Snake Valley Guide Meridian. (Utah)
Square Butte Guide Meridian. (Montana)
Sweet Grass Guide Meridian. (Montana)
Tallahassee Meridian. (Florida)
Teton Guide Meridian. (Montana)
Uinta Special Meridian. (Utah)
Ute Principal Meridian. (Colorado)
Valley Creek Guide Meridian. (Montana)
Wah Wah Guide Meridian. (Utah)
Washington Meridian. (Mississippi)
Willamette Meridian. (Oregon-Washington)
Willow Springs Guide Meridian. (Utah)
Wind River Meridian. (Wyoming)
Yantic Guide Meridian. (Montana)
Yellowstone Guide Meridian. (Montana)

PRINCIPAL FOREIGN COUNTRIES, TITLES OF CHIEFS OF STATE, NAMES OF LEGISLATIVE BODIES, ETC., AS OF DECEMBER 2, 1998

[With suggestions by the Department of State and the U.S. Board on Geographic Names]

Country	Chief of state	Legislative body	Form of government	Capital
Afghanistan	King	Revolutionary Council; Council of Ministers	Democratic Republic	Kabul (Kābul).
Albania	President of the Presidium	People's Assembly (unicameral)	People's Republic	Tirana (Tiranë).
Algeria	President	National Assembly (suspended)	Republic	Algiers.
Andorra	Bishop of Urgel (Spain). President of the French Republic.	General Council of the Valleys (unicameral)	Coprincipality	Andorra la Vella.
Angola	President	National Assembly (planned)	People's Republic	Luanda.
Antigua and Barbuda	Queen (represented by Governor General).	Parliament	Parliamentary State	Saint John's.
Argentina	President	National Congress: Senate, Chamber of Deputies (dissolved)	Republic	Buenos Aires.
Armenia	.....do	National Assembly (unicameral)	.....do	Yerevan.
Australia	Queen (represented by Governor General).	Federal Parliament: Senate, House of Representatives	Commonwealth	Canberra.
Austria	President	Parliament: Federal Council (Bundesrat), National Council (Nationalrat).	Federal Republic	Vienna (Wien).
Azerbaijan	.....do	National Assembly (unicameral)	Republic	Yerevan.
Bahamas, The	Queen (represented by Governor General).	Parliament: Senate, House of Assembly	Commonwealth	Nassau.
Bahrain	King	*None*	Traditional Monarchy	Manama.
Bangladesh	President	Constituent Assembly (unicameral)	Republic	Dhaka.
Barbados	Queen (represented by Governor General).	Parliament: Senate, House of Assembly	Parliamentary State	Bridgetown.
Belarus	President	Supreme Soviet-parliament (unicameral)	Republic	Minsk.
Belgium	King	Parliament: Senate, Chamber of Representatives	Constitutional Monarchy	Brussels (Bruxelles, Brussel).
Belize	Queen (represented by Governor General).	National Assembly: Senate, House of Representatives	Parliamentary State	Belmopan.
Benin	President	National Revolutionary Assembly	Military (Revolutionary Assembly).	Porto-Novo.
Bhutan	King	National Assembly (unicameral)	Monarchy	Thimphu.
Bolivia	President	Congress: Senate, Chamber of Deputies	Republic	La Paz (administrative). Sucre (legislative/judiciary).
Bosnia and Herzegovina	Chairman of the Presidency	Parliamentary Assembly	Emerging Democracy	Sarajevo.
Botswana	President	National Assembly (unicameral)	Republic	Gaborone.
Brazil	.....do	Congress: Senate, Chamber of Deputies	Federative Republic	Brasília.
Brunei	Sultan	*None*	Sultanate	Bandar Seri Begawan.
Bulgaria	President of the Presidium	National Assembly (unicameral)	People's Republic	Sofia (Sofiya).
Burkina Faso (Upper Volta)	President	.....do	Republic	Ouagadougou.
Burma	.....do	People's Assembly (unicameral)	Socialist Republic	Rangoon (Yangon).
Burundi	.....do	*None*	Republic	Bujumbura.
Cambodia	King		Monarchy	Phnom Penh.
Cameroon	President	National Assembly (unicameral)	Republic	Yaoundé.
Canada	Queen (represented by Governor General).	Parliament: Senate, House of Commons	Parliamentary State	Ottawa.
Cape Verde	President	National Assembly (unicameral)	Republic	Praia.
Central African Republic	.....do	National Assembly (unicameral) (dissolved)	.....do	Bangui.
Ceylon (see Sri Lanka).				
Chad	.....do	National Assembly (dissolved)	.....do	N'Djamena.

Chile	President	National Congress (dissolved)	Republic	Santiago.
China	Chairman, National People's Congress.	National People's Congress	People's Republic	Beijing.
Colombia	President	Congress: Senate, House of Representatives	Republic	Bogotá.
Comoros	.....do	*None*	.....do	Moroni.
Congo (Brazzaville)	.....do	Council of State	.....do	Brazzaville.
Congo (Kinshasa)	.....do	Legislative Council (unicameral)	Democratic Republic	Kinshasa.
Costa Rica	.....do	Legislative Assembly (unicameral)	People's Republic	San José.
Cote d'Ivoire	.....do	National Assembly (unicameral)	.....do	Yamoussoukro.
Croatia	.....do	Assembly	Democracy	Zagreb.
Cuba	.....do	National Assembly of People's Power	Socialist Republic	Havana (La Habana).
Cyprus	.....do	House of Representatives (unicameral)	Republic	Nicosia.
Czech Republic	.....do	Federal Assembly: Chamber of the People, Chamber of the Nations.	Socialist Republic	Prague.
Denmark	King	Parliament	Constitutional Monarchy	Copenhagen.
Djibouti	President	Parliament: Chamber of Deputies (unicameral)	Republic	Djibouti.
Dominica	.....do	House of Assembly (unicameral)	Commonwealth	Roseau.
Dominican Republic	.....do	Congress: Senate, Chamber of Deputies	Republic	Santo Domingo.
Ecuador	.....do	National Congress (unicameral)	.....do	Quito.
Egypt	.....do	People's Assembly (unicameral)	.....do	Cairo.
El Salvador	.....do	Constituent Assembly	.....do	San Salvador.
Equatorial Guinea	.....do	Legislature (suspended)	.....do	Malabo.
Eritrea	.....do	National Assembly	Transition	Asmara.
Estonia			Republic	Tallinn.
Ethiopia	Head of State	Parliament (dissolved)	Military	Addis Ababa.
Fiji	Queen (represented by Governor-General).	Parliament: Senate, House of Representatives	Parliamentary State	Suva.
Finland	President	Parliament (Eduskunta) (unicameral)	Republic	Helsinki.
France	.....do	Parliament: Senate, National Assembly	.....do	Paris.
Gabon	.....do	National Assembly (unicameral)	.....do	Libreville.
Gambia, The	.....do	House of Representatives (unicameral)	.....do	Banjul.
Georgia	.....do	Parliament (unicameral)	Republic	T'bilisi.
Germany	Chairman, Council of State	Parliament: Federal Council (Bundesrat), Federal Assembly (Bundestag).	Federal Republic	Berlin.
Ghana	President (suspended)	Parliament (unicameral)	Republic	Accra.
Greece	President	Parliament (Vouli) (unicameral) (suspended)	Parliamentary Republic	Athens.
Grenada	Queen (represented by Governor General).	Parliament (suspended)	Commonwealth	Saint George's.
Guatemala	President	Congress (unicameral)	Republic	Guatemala.
Guinea	.....do	National Assembly (unicameral)	.....do	Conakry.
Guinea-Bissau	.....do	National People's Assembly (dissolved)	.....do	Bissau.
Guyana	.....do	Parliament: National Assembly (unicameral)	.....do	Georgetown.
Haiti	.....do	Legislative Chamber (unicameral)	.....do	Port-au-Prince.
Holy See	Pope	*None*	Papacy	Vatican City.
Honduras	President	Congress (unicameral)	Republic	Tegucigalpa.
Hungary	President of the Presidential Council.	National Assembly (unicameral)	People's Republic	Budapest.
Iceland	President	Parliament (Althing): Upper Chamber (Efi Deild), Lower Chamber (Neore Deild).	Republic	Reykjavik.
India	.....do	Parliament: Council of States (Rajya Sabha), House of the People (Lok Sabha).	.....do	New Delhi.
Indonesia	.....do	Parliament: People's Consultative Assembly	.....do	Jakarta.
Iran	.....do	Parliament (Majlis) (unicameral)	Islamic Republic	Tehran.

PRINCIPAL FOREIGN COUNTRIES, TITLES OF CHIEFS OF STATE, NAMES OF LEGISLATIVE BODIES, ETC., AS OF DECEMBER 2, 1998—Continued

[With suggestions by the Department of State and the U.S. Board on Geographic Names]

Country	Chief of state	Legislative body	Form of government	Capital
Iraq	President	Revolutionary Command Council	Republic	Baghdad.
Ireland	do	National Parliament (Oireachtas): Senate (Seaned Eireann), House of Representatives (Dail Eireann).	do	Dublin.
Israel	do	Parliament (Knesset) (unicameral)	do	(1).
Italy	do	Parliament: Senate, Chamber of Deputies	do	Rome.
Jamaica	Queen (represented by Governor General).	Parliament: Senate, House of Representatives	Parliamentary State	Kingston.
Japan	Emperor	Diet: House of Councillors, House of Representatives	Constitutional Monarchy	Tokyo.
Jordan	King	National Assembly: Senate, Chamber of Deputies		Amman.
Kazakhstan	President	Parliament	Republic	Astana.
Kenya	do	National Assembly (unicameral)	Republic	Nairobi.
Kiribati	do	Parliament (unicameral)	do	Tarawa.
Korea, North	do	Supreme People's Assembly	People's Republic	P'yongyang.
Korea, South	do	National Assembly (unicameral)	Republic	Seoul.
Kuwait	Amir	do	Constitutional Monarchy	Kuwait.
Kyrgyzstan	President	Supreme Council	Republic	Bishkek.
Laos	do	Supreme People's Assembly	People's Republic	Vientiane.
Latvia			Republic	Riga (Rigā).
Lebanon	President	Chamber of Deputies (unicameral)	do	Beirut.
Lesotho	King	Parliament: Senate, National Assembly (dissolved)	Constitutional Monarchy	Maseru.
Liberia	President	Congress: Senate, House of Representatives (dissolved)	Republic	Monrovia.
Libya	Chief of State	General Peoples' Congress	do	Tripoli.
Liechtenstein	Prince	Diet (unicameral)	Constitutional Monarchy	Vaduz.
Lithuania			Republic	Vilnius.
Luxembourg	Grand Duke	Parliament: Chamber of Deputies, Council of State	Constitutional Monarchy	Luxembourg.
Macedonia, the Former Yugoslav Republic of.	President	Assembly (unicameral)	Emerging Democracy	Skopje.
Madagascar	do	National Popular Assembly	Republic	Antananarivo.
Malawi	do	National Assembly (unicameral)	do	Lilongwe.
Malaysia	Paramount Ruler	Parliament: Senate, House of Representatives	Constitutional Monarchy	Kuala Lumpur.
Maldives	President	National Legislature (Majlis) (unicameral)	Republic	Male.
Mali	do	National Assembly (unicameral)	do	Bamako.
Malta	do	House of Representatives (unicameral)	do	Valletta.
Marshall Islands	do	Parliament (unicameral)	Parliamentary Democracy	Majuro.
Mauritania	do	National Assembly (unicameral) (dissolved)	Islamic Republic	Nouakchott.
Mauritius	Queen	Legislative Assembly (unicameral)	Parliamentary State	Port Louis.
Mexico	President	Congress: Chamber of Deputies	Federal Republic	Mexico (Ciudad de México).
Micronesia, Federated States of	do	Congress (unicameral)	Constitutional Government	Palikir.
Moldova	do	Parliament (unicameral)	Republic	Chisinau.
Monaco	Prince	National Council (unicameral)	Constitutional Monarchy	Monaco.
Mongolia	Chairman, Presidum, People's Great Hural.	People's Great Hural (National Assembly) (unicameral)	People's Republic	Ulaanbaatar.
Morocco	King	Legislature (unicameral)	Constitutional Monarchy	Rabat.
Mozambique	President	People's Assembly (unicameral)	People's Republic	Maputo.
Namibia	do	National Assembly and National Council (bicameral)	Republic	Windhoek.
Nauru	do	Parliament (unicameral)	do	Yaren.
Nepal	King	National Assembly (Panchayat) (unicameral)	Constitutional Monarchy	Kathmandu.

Netherlands	Queen	States-General: First-Chamber, Second-Chamber	Constitutional Monarchy	Capital, Amsterdam. Seat of government, The Hague.
New Zealand	Queen (represented by Governor General).	Parliament: House of Representatives (unicameral)	Parliamentary State	Wellington.
Nicaragua	Coordinator, Junta of the Government of National Reconstruction.	Congress: Senate, Chamber of Deputies (suspended)	Republic	Managua.
Niger	President	National Assembly (unicameral) (suspended)	.....do	Niamey.
Nigeria	.....do	Parliament: Senate, House of Representatives	Federal Republic	Lagos.
Norway	King	Parliament (Storting): Lagting, Odelsting[2]	Constitutional Monarchy	Oslo.
Oman	Sultan	Absolute Monarchy	Sultanate	Muscat.
Pakistan	President (suspended)	Parliament: Senate, National Assembly (suspended)	Islamic Republic	Islamabad.
Palau	President	Bicameral legislature and consultative Council of Chiefs	Constitutional Government	Koror.
Panama	.....do	Legislature (unicameral)	Republic	Panama.
Papua New Guinea	Queen (represented by Governor General).	Parliament (unicameral)	Parliamentary State	Port Moresby.
Paraguay	President	Congress: Senate, Chamber of Deputies	Republic	Asunción.
Peru	.....do	.....do	.....do	Lima.
Philippines	.....do	National Assembly (unicameral)	.....do	Manila.
Poland	President of Council of State	Parliament (Sejm) (unicameral)	People's Republic	Warsaw.
Portugal	President	Assembly of the Republic (unicameral)	Republic	Lisbon.
Qatar	Amir	Advisory Council	Traditional Emirate	Doha.
Romania	President of Council of State	Grand National Assembly (unicameral)	Socialist Republic	Bucharest.
Russia	President	Federal Assembly (bicameral)	Federation	Moscow.
Rwanda	.....do	National Assembly (unicameral)	Republic	Kigali.
Saint Kitts and Nevis	Queen (represented by Governor General).	Appointed Senate and elected House of Representatives	Constitutional Monarchy	Basseterre.
Saint Lucia	.....do	Parliament: Senate, House of Assembly	Parliamentary State	Castries.
Saint Vincent and the Grenadines.	.....do	House of Assembly (unicameral)	.....do	Kingstown.
Samoa (Western Samoa)	Head of State	Legislative Assembly	Parliamentary Democracy	Apia.
San Marino	Captains-Regent	Grand and General Council (unicameral)	Republic	San Marino.
Sao Tome and Principe	President	National Popular Assembly (unicameral)	.....do	Sao Tome.
Saudi Arabia	King	Absolute Monarchy	Monarchy	Riyadh.
Senegal	President	National Assembly (unicameral)	Republic	Dakar.
Seychelles	.....do	People's Assembly (unicameral)	.....do	Victoria.
Sierra Leone	.....do	House of Representatives (unicameral)	.....do	Freetown.
Singapore	.....do	Parliament (unicameral)	.....do	Singapore.
Slovakia	.....do	National Council (unicameral)	Parliamentary Democracy	Bratislava.
Slovenia	.....do	National Assembly and National Council (bicameral)	.....do	Ljubljana.
Solomon Islands	Queen (represented by Governor General).	Legislative Assembly (unicameral)	Parliamentary State	Honiara.
Somalia	President	National Assembly	Republic	Mogadishu.
South Africa	.....do	Parliament: Senate, House of Assembly	.....do	Pretoria (administrative) Cape Town (legislative) Bloemfontein (judiciary).
Spain[3]	King	Cortes: Senate, Congress of Deputies	Monarchy	Madrid.
Sri Lanka	President	Parliament (unicameral)	Republic	Colombo.
Sudan	.....do	People's Assembly (unicameral)	.....do	Khartoum.
Suriname	.....do	Parliament (unicameral)	.....do	Paramaribo.
Swaziland	King	House of Assembly, Senate	Constitutional Monarchy	Mbabane (administrative) Lobamba (legislative).
Sweden	.....do	Parliament (Riksdag) (unicameral)	.....do	Stockholm.

PRINCIPAL FOREIGN COUNTRIES, TITLES OF CHIEFS OF STATE, NAMES OF LEGISLATIVE BODIES, ETC., AS OF DECEMBER 2, 1998—Continued

[With suggestions by the Department of State and the U.S. Board on Geographic Names]

Country	Chief of state	Legislative body	Form of government	Capital
Switzerland	President	Federal Assembly (Bundesversammlung): Council of States (Standerat), National Council (Nationalrat).	Confederation	Bern.
Syria	.....do	People's Council	Republic	Damascus.
Tajikistan	.....do	Supreme Assembly (unicameral)	.....do	Dushanbe.
Tanzania	.....do	National Assembly (unicameral)	Democracy	Dar es Salaam.
Thailand	King	.....do	Constitutional Monarchy	Bangkok.
Togo	President	.....do	Republic	Lomé.
Tonga	King	Legislative Assembly (unicameral)	Constitutional Monarchy	Nuku'alofa.
Trinidad and Tobago	President	Parliament: Senate, House of Representatives	Parliamentary State	Port-of-Spain.
Tunisia	.....do	National Assembly (unicameral)	Republic	Tunis.
Turkey	.....do	Grand National Assembly: Senate of the Republic, National Assembly.	.....do	Ankara.
Turkmenistan	.....do	Two parliamentary bodies: People's Council (unicameral), Assembly (unicameral).	.....do	Ashgabat.
Tuvalu	Queen (represented by Governor General).	House of Assembly (unicameral)	Parliamentary State	Funafuti.
Uganda	President	National Assembly (unicameral)	.....do	Kampala.
Ukraine	.....do	Parliament: Supreme Rada	Presidential-parliamentary	Kiev.
United Arab Emirates	.....do	Supreme Council of Rulers; National Assembly	Federation of Emirates	Abu Dhabi.
United Kingdom	Queen	Parliament: House of Lords, House of Commons	Constitutional Monarchy	London.
Uruguay	President	General Assembly: Senate, Chamber of Deputies (suspended)	Republic	Montevideo.
Uzbekistan	.....do	Supreme Assembly (unicameral)	.....do	Tashkent.
Vanuatu	Prime Minister	Representative Assembly (unicameral)		Port-Vila.
Venezuela	President	Congress: Senate, Chamber of Deputies	Republic	Caracas.
Vietnam	.....do	*None*	Socialist Republic	Hanoi.
Yemen	.....do	Assembly, Republican Council (suspended)	Republic	Sanaa.
Zambia	.....do	National Assembly (unicameral)	.....do	Lusaka.
Zimbabwe	.....do	Parliament: Senate, House of Assembly	Parliamentary State	Harare.

[1] 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. [2] No accurate English equivalents. [3] The Law of Succession, July 27, 1947, declared that Spain was constituted a Kingdom.

NOUNS AND ADJECTIVES DENOTING NATIONALITY

[Data from the Department of State and the Central Intelligence Agency]

Country or region	Noun (plural ending in parentheses)	Adjective
Afghanistan	Afghan(s)	Afghan.
Albania	Albanian(s)	Albanian.
Algeria	Algerian(s)	Algerian.
American Samoa	American Samoan(s)	American Samoan.
Andorra	Andorran(s)	Andorran.
Angola	Angolan(s)	Angolan.
Anguilla	Anguillan(s)	Anguillan.
Antigua and Barbuda	Antiguan(s), Barbudan(s)	Antiguan, Barbudan.
Argentina	Argentine(s)	Argentine.
Armenia	Armenian(s)	Armenian.
Aruba	Aruban(s)	Aruban.
Australia	Australian(s)	Australian.
Austria	Austrian(s)	Austrian.
Azerbaijan	Azerbaijani(s)	Azerbaijani.
Bahamas, The	Bahamian(s)	Bahamian.
Bahrain	Bahraini(s)	Bahraini.
Bangladesh	Bangladeshi(s)	Bangladesh.
Barbados	Barbadian(s)	Barbadian.
Belarus	Belarusian(s)	Belarusian.
Belgium	Belgian(s)	Belgian.
Belize	Belizean(s)	Belizean.
Benin	Beninese (singular, plural)	Beninese.
Bermuda	Bermudian(s)	Bermudian.
Bhutan	Bhutanese (singular, plural)	Bhutanese.
Bolivia	Bolivian(s)	Bolivian.
Bosnia and Herzegovina	Bosnian(s), Herzegovinian(s).	Bosnian, Herzegovinian.
Botswana	Motswana (singular), Batswana (plural).	Motswana (singular), Batswana (plural).
Brazil	Brazilian(s)	Brazilian.
British Virgin Islands	British Virgin Islander(s)	British Virgin Islander.
Brunei	Bruneian(s)	Bruneian.
Bulgaria	Bulgarian(s)	Bulgarian.
Burkina	Burkinabe (singular, plural)	Burkinabe.
Burma	Burmese (singular, plural)	Burmese.
Burundi	Burundian(s)	Burundi.
Cambodia	Cambodian(s)	Cambodian.
Cameroon	Cameroonian(s)	Cameroonian.
Canada	Canadian(s)	Canadian.
Cape Verde	Cape Verdean(s)	Cape Verdean.
Cayman Islands	Caymanian(s)	Caymanian.
Central African Republic	Central African(s)	Central African.
Chad	Chadian(s)	Chadian.
Chile	Chilean(s)	Chilean.
China	Chinese (singular, plural)	Chinese.
Christmas Island	Christmas Islander(s)	Christmas Island.
Cocos (Keeling) Islands	Cocos Islander(s)	Cocos Islander.
Colombia	Colombian(s)	Colombian.
Comoros	Comoran(s)	Comoran.
Congo	Congolese (singular, plural)	Congolese *or* Congo.
Cook Islands	Cook Islander(s)	Cook Islander.
Costa Rica	Costa Rican(s)	Costa Rican.
Cote d'Ivoire	Ivorian(s)	Ivorian.
Croatia	Croat(s)	Croatian.
Cuba	Cuban(s)	Cuban.
Cyprus	Cypriot(s)	Cypriot.
Czech Republic	Czech(s)	Czech.
Denmark	Dane(s)	Danish.
Djibouti	Djiboutian(s)	Djiboutian.
Dominica	Dominican(s)	Dominican.
Dominican Republic	.....do	Do.
Ecuador	Ecuadorian(s)	Ecuadorian.
Egypt	Egyptian(s)	Egyptian.
El Salvador	Salvadoran(s)	Salvadoran.
Equatorial Guinea	Equatorial Guinean(s) *or* Equatoguinean(s).	Equatorial Guinean *or* Equatoguinean.
Eritrea	Eritrean(s)	Eritrean.
Estonia	Estonian(s)	Estonian.
Ethiopia	Ethiopian(s)	Ethiopian.
Falkland Islands	Falkland Islander(s)	Falkland Island.
Faroe Islands	Faroese (singular, plural)	Faroese.
Fiji	Fijian(s)	Fijian.
Finland	Finn(s)	Finnish.
France	Frenchman(men)/Frenchwoman (women).	French.
French Guiana	French Guianese (singular, plural)	French Guianese.
French Polynesia	French Polynesian(s)	French Polynesian.
Gabon	Gabonese (singular, plural)	Gabonese.
Gambia, The	Gambian(s)	Gambian.
Gaza Strip	*None*	*None*.
Georgia	Georgian(s)	Georgian.
Germany	German(s)	German.
Ghana	Ghanaian(s)	Ghanaian.
Gibraltar	Gibraltarian(s)	Gibraltar.
Greece	Greek(s)	Greek.
Greenland	Greenlander(s)	Greenlandic.

NOUNS AND ADJECTIVES DENOTING NATIONALITY—Continued

[Data from the Department of State and the Central Intelligence Agency]

Country or region	Noun (plural ending in parentheses)	Adjective
Grenada	Grenadian(s)	Grenadian.
Guadeloupe	Guadeloupian(s)	Guadeloupe.
Guam	Guamanian(s)	Guamanian.
Guatemala	Guatemalan(s)	Guatemalan.
Guernsey	Channel Islander(s)	Channel Islander.
Guinea	Guinean(s)	Guinea.
Guinea-Bissau	Guinean(s)-Bissauan(s)	Guinean-Bissauan.
Guyana	Guyanese (singular, plural)	Guyanese.
Haiti	Haitian(s)	Haitian.
Honduras	Honduran(s)	Honduran.
Hong Kong	Chinese	Chinese.
Hungary	Hungarian(s)	Hungarian.
Iceland	Icelander(s)	Icelandic.
India	Indian(s)	Indian.
Indonesia	Indonesian(s)	Indonesian.
Iran	Iranian(s)	Iranian.
Iraq	Iraqi(s)	Iraqi.
Ireland	Irishman(men), Irishwoman(women), Irish (collective, plural).	Irish.
Israel	Israeli(s)	Israeli.
Italy	Italian(s)	Italian.
Ivory Coast (see Cote d'Ivoire).		
Jamaica	Jamaican(s)	Jamaican.
Japan	Japanese (singular, plural)	Japanese.
Jersey	Channel Islander(s)	Channel Islander.
Jordan	Jordanian(s)	Jordanian.
Kampuchea (see Cambodia).		
Kazakhstan	Kazakhstani(s)	Kazakhstani.
Kenya	Kenyan(s)	Kenyan.
Khmer Republic (see Cambodia).		
Kiribati	I-Kiribat (singular, plural)	I-Kiribati.
Korea, North	Korean(s)	Korean.
Korea, South	Korean(s)	Korean.
Kuwait	Kuwaiti(s)	Kuwaiti.
Kyrgyzstan	Kyrgyz(s)	Kyrgyz.
Laos	Lao(s) *or* Laotian(s)	Lao *or* Laotian.
Latvia	Latvian(s)	Latvian.
Lebanon	Lebanese (singular, plural)	Lebanese.
Lesotho	Mosotho (singular), Basotho (plural)	Basotho.
Liberia	Liberian(s)	Liberian.
Libya	Libyan(s)	Libyan.
Liechtenstein	Liechtensteiner(s)	Liechtenstein.
Lithuania	Lithuanian(s)	Lithuanian.
Luxembourg	Luxembourger(s)	Luxembourg.
Macau	Macanese (singular, plural)	Macau.
Macedonia, The Former Yugoslav Republic of.	Macedonian(s)	Macedonian.
Madagascar	Malagasy (singular, plural)	Malagasy.
Malawi	Malawian(s)	Malawian.
Malaysia	Malaysian(s)	Malaysian.
Maldives	Maldivian(s)	Maldivian.
Mali	Malian(s)	Malian.
Malta	Maltese (singular, plural)	Maltese.
Man, Isle of	Manxman, Manxwoman	Manx.
Marshall Islands	Marshallese (singular, plural)	Marshallese.
Martinique	Martiniquais (singular, plural)	Martiniquais.
Mauritania	Mauritanian(s)	Mauritanian.
Mauritius	Mauritian(s)	Mauritian.
Mayotte	Mahorais (singular, plural)	Mahoran.
Mexico	Mexican(s)	Mexican.
Micronesia, Federated States of	Micronesian(s)	Micronesian.
Moldova	Moldovan(s)	Moldovan.
Monaco	Monacan(s) *or* Monegasque(s)	Monacan *or* Monegasque.
Mongolia	Mongolian(s)	Mongolian.
Montserrat	Montserratian(s)	Montserratian.
Morocco	Moroccan(s)	Moroccan.
Mozambique	Mozambican(s)	Mozambican.
Namibia	Namibian(s)	Namibian.
Nauru	Nauruan(s)	Nauruan.
Nepal	Nepalese (singular, plural)	Nepalese.
Netherlands	Dutchman(men), Dutchwoman (women).	Dutch.
Netherlands Antilles	Netherlands Antillean(s)	Netherlands Antillean.
New Caledonia	New Caledonian(s)	New Caledonian.
New Zealand	New Zealander(s)	New Zealand.
Nicaragua	Nicaraguan(s)	Nicaraguan.
Niger	Nigerien(s)	Nigerien.
Nigeria	Nigerian(s)	Nigerian.
Nive	Nivean(s)	Nivean.
Norfolk Island	Norfolk Islander(s)	Norfolk Islander.
Northern Mariana Islands	*None*	*None*.
Norway	Norwegian(s)	Norwegian.
Oman	Omani(s)	Omani.
Pakistan	Pakistani(s)	Pakistani.
Palau	Palauan(s)	Palauan.

NOUNS AND ADJECTIVES DENOTING NATIONALITY—Continued

[Data from the Department of State and the Central Intelligence Agency]

Country or region	Noun (plural ending in parentheses)	Adjective
Panama	Panamanian(s)	Panamanian.
Papua New Guinea	Papua New Guinean(s)	Papua New Guinean.
Paraguay	Paraguayan(s)	Paraguayan.
Peru	Peruvian(s)	Peruvian.
Philippines	Filipino(s)	Philippine.
Pitcairn Islands	Pitcairn Islander(s)	Pitcairn Islander.
Poland	Pole(s)	Polish.
Portugal	Portuguese (singular, plural)	Portuguese.
Puerto Rico	Puerto Rican(s)	Puerto Rican.
Qatar	Qatari(s)	Qatari.
Reunion	Reunionese (singular, plural)	Reunionese.
Romania	Romanian(s)	Romanian.
Russia	Russian(s)	Russian.
Rwanda	Rwandan(s)	Rwandan.
Saint Helena	Saint Helenian(s)	Saint Helenian.
Saint Lucia	Saint Lucian(s)	Saint Lucian.
Saint Kitts and Nevis	Kittsian(s), Nevisian(s)	Kittsian, Nevisian.
Saint Lucia	Saint Lucian(s)	Saint Lucian.
Saint Pierre and Miquelon	Frenchman(men), Frenchwoman (women).	French.
Saint Vincent and the Grenadines	Saint Vincentian(s) *or* Vincentian(s)	Saint Vincentian *or* Vincentian.
San Marino	Sammarinese (singular, plural)	Sammarinese.
Sao Tome and Principe	Sao Tomean(s)	Sao Tomean.
Saudi Arabia	Saudi(s)	Saudi *or* Saudi Arabian.
Senegal	Senegalese (singular, plural)	Senegalese.
Serbia and Montenegro	Serb(s), Montenegrin(s)	Serbian and Montenegrin.
Seychelles	Seychellois (singular, plural)	Seychelles.
Sierra Leone	Sierra Leonean(s)	Sierra Leonean.
Singapore	Singaporean(s)	Singapore.
Slovakia	Slovak(s)	Slovak.
Slovenia	Slovene(s)	Slovenian.
Solomon Islands	Solomon Islander(s)	Solomon Islander.
Somalia	Somali (singular, plural)	Somali.
South Africa	South African(s)	South African.
Spain	Spaniard(s)	Spanish.
Sri Lanka	Sri Lankan(s)	Sri Lankan.
Sudan	Sudanese (singular, plural)	Sudanese.
Suriname	Surinamer(s)	Surinamese.
Svalbard	*None*	*None.*
Swaziland	Swazi(s)	Swazi.
Sweden	Swede(s)	Swedish.
Switzerland	Swiss (singular, plural)	Swiss.
Syria	Syrian(s)	Syrian.
Taiwan	Taiwanese (singular, plural)	Taiwanese.
Tajikistan	Tajik(s)	Tajik.
Tanzania	Tanzanian(s)	Tanzanian.
Thailand	Thai (singular, plural)	Thai.
Togo	Togolese (singular, plural)	Togolese.
Tokelau	Tokelauan(s)	Tokelauan.
Tonga	Tongan(s)	Tongan.
Trinidad and Tobago	Trinidadian(s), Tobagonian(s)	Trinidadian, Tobagonian.
Tunisia	Tunisian(s)	Tunisian.
Turkey	Turk(s)	Turkish.
Turkmenistan	Turkmen(s)	Turkmen.
Turks and Caicos Islands	*None*	*None.*
Tuvalu	Tuvaluan(s)	Tuvaluan.
Uganda	Ugandan(s)	Ugandan.
Ukraine	Ukrainian(s)	Ukrainian.
United Arab Emirates	Emirian(s)	Emirian.
United Kingdom	Briton(s), British (collective plural)	British.
United States	American(s)	American.
Uruguay	Uruguayan(s)	Uruguayan.
Uzbekistan	Uzbek(s)	Uzbek.
Vanuatu	Ni-Vanuatu (singular, plural)	Ni-Vanuatu.
Venezuela	Venezuelan(s)	Venezuelan.
Vietnam	Vietnamese (singular, plural)	Vietnamese.
Virgin Islands	Virgin Islander(s)	Virgin Islander.
Wake Island	*None*	*None.*
Wallis and Futuna Islands	Wallisian(s), Futunan(s) *or* Wallis and Futuna Islander(s).	Wallisian, Futunan *or* Wallis and Futuna Islander.
West Bank	*None*	*None.*
Western Sahara	Sahrawi(s), Sahraoi(s)	Sahrawian, Sahrauoian.
Western Samoa	Western Samoan(s)	Western Samoan.
Yemen	Yemini(s)	Yemeni.
Zaire	Zairian(s)	Zairian.
Zambia	Zambian(s)	Zambian.
Zimbabwe	Zimbabwean(s)	Zimbabwean.

FOREIGN MONEY

[Based on information provided by the International Monetary Fund updated to July 26, 2000]

Country or area	Currency unit	Abbreviation	Subsidiary unit
Afghanistan, Islamic State of	Afghani	Af	pul
Albania	lek	lek	quindar
Algeria	dinar	DA	centime
Andorra	French franc [1]	Fr. F	French centime
	Spanish peseta [1]	Sp. Pta	Spanish céntimo
Angola	readjusted kwanza	KZR	centimo
Anguilla	dollar	EC$	cent
Antigua and Barbuda	dollar	EC$	cent
Argentina	peso	Arg$	centavo
Armenia	dram	dram	luma
Aruba	florin	Af.	cent
Australia	dollar	$A	cent
Austria	euro [2]	EUR	schilling
Azerbaijan	manat	manat	kepik
Azores	escudo	Esc	centavo
Bahamas, The	dollar	B$	cent
Bahrain	dinar	BD	fils
Bangladesh	taka	Tk	poisha
Barbados	dollar	BDS$	cent
Belarus	rubel	Rbl	—
Belgium	euro [2]	EUR	franc
Belize	dollar	BZ$	cent
Benin	franc	CFAF	centime [3]
Bermuda	dollar	Ber$	cent
Bhutan	ngultrum	Nu	chhetrum
Bolivia	boliviano	Bs	centavo
Bosnia and Herzegovina	convertible marka	KM	pfening
Botswana	pula	P	thebe
Brazil	real	R$	centavo
British Virgin Islands	dollar	$ or US$ [4]	cent
Brunei Darussalam	dollar	B$	cent
Bulgaria	lev	lev	stotinka
Burkina Faso	franc	CFAF	centime [3]
Burundi	franc	FBu	centime
Cambodia	riel	CR	sen
Cameroon	franc	CFAF	centime [3]
Canada	dollar	Can$	cent
Canary Islands	peseta	Pta	céntimo
Cape Verde	escudo	CVEsc	centavo
Cayman Islands	dollar	C$	cent
Central African Republic	franc	CFAF	centime [3]
Chad	franc	CFAF	centime [3]
Chile	peso	Ch$	centavo
China	yuan [5]	Y	fen [6]
Colombia	peso	Col$	centavo
Comoros	franc	CF	centime
Congo, Democratic Republic of	franc	CGF	centime
Congo, Republic of	franc	CFAF	centime [3]
Costa Rica	colón	C	céntimo
Côte d'Ivoire	franc	CFAF	centime [3]
Croatia	kuna	HRK	lipa
Cuba	peso	$	centavo
Cyprus	pound	£C	cent
Czech Republic	koruna	CZK	halér
Denmark	krone	DKr	øre
Djibouti	franc	DF	centime
Dominica	dollar	EC$	cent
Dominican Republic	peso	RD$	centavo
Ecuador	sucre	S/.	centavo
Egypt	pound	LE	piastre [7]
El Salvador	colón	₡	centavo
Equatorial Guinea	franc	CFAF	centime [3]
Eritrea	nakfa	ERN	cent
Estonia	kroon	EEK	sent
Ethiopia	birr	Br	cent
Faeroe Islands	krone	DKr	øre
Falkland Islands	pound	£	new penny
Fiji	dollar	F$	cent
Finland	euro [2]	EUR	markka
France	euro [2]	EUR	franc
French Guiana	franc	F	centime
French Polynesia	franc	CFPF	centime
Gabon	franc	CFAF	centime [3]
Gambia, The	dalasi	D	butut
Georgia	lari	lari	tetri
Germany	euro [2]	EUR	deutsche mark
Ghana	cedi	₵	pesewa
Gibraltar	pound	£	new penny
Greece	drachma	Dr	lepton
Greenland	krone	DKr	øre
Grenada	dollar	EC$	cent
Guadeloupe	franc	F	centime
Guatemala	quetzal	Q	centavo
Guinea	franc	GF	—
Guinea-Bissau	franc	CFAF	centime [3]

FOREIGN MONEY—Continued

[Based on information provided by the International Monetary Fund updated to July 26, 2000]

Country or area	Currency unit	Abbreviation	Subsidiary unit
Guyana	dollar	G$	cent
Haiti	gourde	G	centime
Honduras	lempira	L	centavo
Hong Kong SAR	dollar	HK$	cent
Hungary	forint	Ft	fillér
Iceland	króna	ISK	eyrir
India	rupee	Re	paisa
Indonesia	rupiah	Rp	sen
Iran, Islamic Republic of	rial	Rl	—
Iraq	dinar	ID	fils
Ireland	euro[2]	EUR	pound
Israel	new sheqel	NIS	agora
Italy	euro[2]	EUR	lira
Jamaica	dollar	J$	cent
Japan	yen	¥	sen
Jordan	dinar	JD	fils
Kazakhstan	tenge	T	tiyn
Kenya	shilling	K Sh	cent
Kiribati	dollar	$A	cent
Korea, Democratic People's Republic of	won	—	chun
Korea, Republic of	won	W	chun
Kuwait	dinar	KD	fils
Kyrgyz Republic	som	som	tyiyn
Lao People's Democratic Republic	kip	KN	—
Latvia	lats	LVL	santims
Lebanon	pound	LL	—
Lesotho	loti[8]	M	sente
Liberia	dollar	$	cent
Libya	dinar	LD	dirham
Liechtenstein	franc	Sw F	centime
Lithuania	litas	LTL	centas
Luxembourg	euro[2]	EUR	franc
Macao SAR	pataca	P	avo
Macedonia	denar	MDen	deni
Madagascar	franc	FMG	centime
Madeira	escudo	Esc	centavo
Malawi	kwacha	MK	tambala
Malaysia	ringgit	RM	sen
Maldives	rufiyaa	Rf	laari
Mali	franc	CFAF	centime[3]
Malta	lira	Lm	cent[9]
Marshall Islands	dollar	$ or US$[4]	cent
Martinique	franc	F	centime
Mauritania	ouguiya[10]	UM	khoum
Mauritius	rupee	MUR	cent
Mexico	new peso	MEX$	centavo
Micronesia, Federated States of	dollar	$ or US$[4]	cent
Moldova	leu	MDL	ban
Monaco	franc	F	centime
Mongolia	togrog	Tug	möngö
Montserrat	dollar	EC$	cent
Morocco	dirham	DH	centime
Mozambique	metical	Mt	centavo
Myanmar	kyat	K	pya
Namibia	dollar	N$	cent
	rand	R	cent
Nauru	dollar	$A	cent
Nepal	rupee	Nrs	paisa
Netherlands, The	euro[2]	EUR	guilder
Netherlands Antilles	guilder	NA f.	cent
New Caledonia	franc	CFPF	centime
New Zealand	dollar	$NZ	cent
Nicaragua	córdoba	C$	centavo
Niger	franc	CFAF	centime[3]
Nigeria	naira	₦	kobo
Norway	krone	NKr	øre
Oman	rial Omani	RO	baisa
Pakistan	rupee	PRs	paisa
Palau	dollar	$ or US$[4]	cent
Panama	balboa	B	centésimo
Papua New Guinea	kina	K	toea
Paraguay	guaraní	₲	céntimo
Peru	nuevo sol	S/.	céntimo
Philippines	peso	₱	centavo
Poland	zloty	Zl	grosz
Portugal	euro[2]	EUR	escudo
Qatar	riyal	QR	dirham
Réunion	franc	F	centime
Romania	leu	leu[11]	—
Russia	ruble	Rub	kopek
Rwanda	franc	RF	centime
St. Helena	pound[12]	£ or £ stg.[12]	new penny
St. Kitts and Nevis	dollar	EC$	cent
St. Lucia	dollar	EC$	cent
St. Pierre and Miquelon	franc	F	centime

FOREIGN MONEY—Continued

[Based on information provided by the International Monetary Fund updated to July 26, 2000]

Country or area	Currency unit	Abbreviation	Subsidiary unit
St. Vincent and the Grenadines	dollar	EC$	cent
Samoa	tala	SAT	sene
San Marino	euro [2]	EUR	lira
São Tomé and Principe	dobra	Db	centavo
Saudi Arabia	riyal	SRl	halala
Senegal	franc	CFAF	centime [3]
Seychelles	rupee	SR	cent
Sierra Leone	leone	Le	cent
Singapore	dollar	S$	cent
Slovak Republic	koruna	Sk	halier
Slovenia	tolar	SIT	stotin
Solomon Islands	dollar	SI$	cent
Somalia	shilling	So. Sh.	cent
South Africa	rand	R	cent
Spain	euro [2]	EUR	peseta
Sri Lanka	rupee	SL Re	cent
Sudan [13]	pound	LSd	piastre [7]
Suriname	guilder	Sf	cent
Swaziland	lilangeni	E	cent
Sweden	krona	SKr	öre
Switzerland	franc	Sw F	centime
Syrian Arab Republic	pound	LS	piastre [7]
Taiwan Province of China	dollar	NT$	fen [14]
Tajikistan	ruble	TR	—
Tanzania	shilling	T Sh	cent
Thailand	baht	B	satang
Togo	franc	CFAF	centime [3]
Tonga	pa'anga	T$	seniti
Trinidad and Tobago	dollar	TT$	cent
Tunisia	dinar	D	millime
Turkey	lira	TL	kurus
Turkmenistan	manat	manat	tenge
Turks and Caicos Islands	dollar	$ or US$ [4]	cent
Tuvalu	dollar	$A	cent
Uganda	shilling	U Sh	cent
Ukraine	hryvnia	HRV	kopiyka
United Arab Emirates	dirham	Dh	fil
United Kingdom	pound	£ or £ stg.	penny
United States	dollar	$ or US$ [4]	cent
Uruguay	peso	Ur$	centésimo
Uzbekistan	sum	SUM	tiyin
Vanuatu	vatu	VT	—
República Bolivariana de Venezuela	bolívar	Bs	centavo
Vietnam	dong	D	—
Wallis and Futuna Islands	franc	CFPF	centime
Yemen, Republic of	dinar [15]	YD	fils
	rial [15]	YRl	fils
Yugoslavia, Federal Republic of (Serbia/Montenegro)	dinar	YUD	para
Zambia	kwacha	K	ngwee
Zimbabwe	dollar	Z$	cent

[1] Both the French franc and the Spanish peseta are legal tender in Andorra.

[2] Use the term "euro area," not "euro zone." It is incorrect to refer to the euro by nationality, for example, as an Austrian euro or a Belgian euro. However, one may refer to a country's holdings of euros, for example, euro (France) or euro (Germany). The subsidiary units, which used to be the national currencies of the euro area countries, will be used only during the transition period, that is, through June 30, 2002.

[3] There is no subsidiary unit issued for the CFA franc. However, it is useful to retain the concept of the centime.

[4] Use US$ instead of $ when it is not clear that the reference is to the U.S. dollar.

[5] The currency is the renminbi, while the currency unit is the yuan.

[6] Second subsidiary currency unit: jiao; 10 fen = 1 jiao; 10 jiao = 1 yuan.

[7] Second subsidiary currency: millième; 10 millièmes = 1 piastre.

[8] The loti is interchangeable with the South African rand, which remains legal tender.

[9] Second subsidiary currency: mil, 10 mils = 1 cent.

[10] For accounting purposes, the ouguiya is also divided into the dixième (= UM 0.10) and the centième (= UM 0.01).

[11] Use the plural form lei before a figure (e.g., lei 100).

[12] "Sterling" is at times used in place of "pounds." When used as an adjective to describe the currency, "sterling" follows "pounds" (i.e., "pounds sterling").

[13] Sudan has introduced the Sudanese dinar to circulate alongside the Sudanese pound. The Sudanese dinar is worth 10 pounds.

[14] Second subsidiary currency: chiao; 10 fen = 1 chiao.

[15] Both the Yemeni dinar and the Yemeni rial are legal tender in the Republic of Yemen.

METRIC TABLES

LENGTH

Myriameter (obs.)	10,000 meters	6.2137 miles.	Meter	1 meter	39.37 inches.
Kilometer	1,000 meters	0.62137 mile.	Decimeter	0.1 meter	3.937 inches.
Hectometer	100 meters	328 feet 1 inch.	Centimeter	0.01 meter	0.3937 inch.
Dekameter	10 meters	393.7 inches.	Millimeter	0.001 meter	0.0394 inch.

AREA

Hectare	10,000 square meters	2.471 acres.
Are	100 square meters	119.6 square yards.
Centare	1 square meter	1,550 square inches.

WEIGHT

Name	Number of grams	Volume of water corresponding to weight	Avoirdupois weight of water
Metric ton, millier or tonneau	1,000,000	1 cubic meter	2,204.6 pounds.
Kilogram or kilo	1,000	1 liter	2.2046 pounds.
Hectogram	100	1 deciliter	3.5274 ounces.
Dekagram	10	10 cubic centimeters	0.3527 ounce.
Gram	1	1 cubic centimeter	15.432 grains.
Decigram	.1	0.1 cubic centimeter	1.5432 grains.
Centigram	.01	10 cubic millimeters	0.1543 grain.
Milligram	.001	1 cubic millimeter	0.0154 grain.

CAPACITY

Name	Number of liters	Metric cubic measure	United States measure	British measure
Kiloliter or stere	1,000	1 cubic meter	1.308 cubic yards	1.308 cubic yards.
Hectoliter	100	0.1 cubic meter	2.838 bushels; 26,417 gallons.	2.75 bushels; 22.00 gallons.
Dekaliter	10	10 cubic decimeters	1.135 pecks; 2.6417 gallons.	8.80 quarts; 2.200 gallons.
Liter	1	1 cubic decimeter	0.908 dry quart; 1.0567 liquid quarts.	0.880 quart.
Deciliter	.1	0.1 cubic decimeter	6.1023 cubic inches; 0.845 gill.	0.704 gill.
Centiliter	.01	10 cubic centimeters	0.6102 cubic inch; 0.338 fluid ounce.	0.352 fluid ounce.
Milliliter	.001	1 cubic centimeter	0.061 cubic inch; 0.271 fluid dram.	0.284 fluid dram.

COMMON MEASURES AND THEIR METRIC EQUIVALENTS

[*United States measure]

Common measure	Equivalent	Common measure	Equivalent
Inch	2.54 centimeters.	Dry quart*	1.101 liters.
Foot	0.3048 meter.	Quart, imperial	1.136 liters.
Yard	0.9144 meter.	Gallon*	3.785 liters.
Rod	5.029 meters.	Gallon, imperial	4.546 liters.
Mile	1.6093 kilometers.	Peck*	8.810 liters.
Square inch	6.452 square centimeters.	Peck, imperial	9.092 liters.
Square foot	0.0929 square meter.	Bushel*	35.24 liters.
Square yard	0.836 square meter.	Bushel, imperial	36.37 liters.
Square rod	25.29 square meters.	Ounce, avoirdupois	28.35 grams.
Acre	0.4047 hectare.	Pound, avoirdupois	0.4536 kilogram.
Square mile	259 hectares.	Ton, long	1.0160 metric tons.
Cubic inch	16.39 cubic centimeters.	Ton, short	0.9072 metric ton.
Cubic foot	0.0283 cubic meter.	Grain	0.0648 gram.
Cubic yard	0.7646 cubic meter.	Ounce, troy	31.103 grams.
Cord	3.625 steres.	Pound, troy	0.3732 kilogram.
Liquid quart*	0.9463 liter.		

U.S. EQUIVALENTS OF THE PRINCIPAL WEIGHTS AND MEASURES USED IN FOREIGN AGRICULTURAL STATISTICS

[With suggestions by the Department of Agriculture]

Weight or measure	Country
1 ardeb = 1.98 hectoliters = 5.6189 Winchester or United States bushels	Egypt.
1 arroba = 25 pounds, avoirdupois	Cuba.
1 batman = 6.5 pounds, avoirdupois	Iran.
1 bouw = 7,096.5 square meters = 1.754 acres	Indonesia.
1 cantar = 44.928 kilograms = 99.049 pounds, avoirdupois	Egypt.
1 catty (kati) = 1⅓ pounds, avoirdupois	China.
1 central = 100 pounds, avoirdupois	United States, Canada, Republic of South Africa.[1]
1 centner = 110.23 pounds, avoirdupois	Denmark.
1 chetvert = 5.9568 Winchester bushels	Russia.
1 cho = 2.4506 acres	Japan.
1 dekar = 0.2471 acre	Norway.
1 dessiatine = 2.6997 acres	Russia.
1 donum = 0.227 acre	Turkey.
1 doppelzentner = 220.46 pounds, avoirdupois	Germany.
1 feddan = 1.038 acres	Egypt.
1 hectare = 2.471 acres	(2).
1 hectoliter = 2.8378 Winchester bushels	(2).
1 hectoliter = 26.418 United States gallons	(2).
1 hundredweight (long) = 112 pounds, avoirdupois	United Kingdom, Australia.[1]
1 hundredweight (or cental) = 100 pounds, avoirdupois	United States, Canada, Republic of South Africa.[1]
1 imperial bushel = 1.03205 Winchester bushels	United Kingdom, Canada, Australia, Republic of South Africa.[1]
1 imperial gallon = 1.2009 United States gallons	Do.[1]
1 joch (cadastral hold or cadastral arpent) = 1.422 acres	Hungary.
1 kilogram = 2.2046 pounds, avoirdupois	(2).
1 kin = 1.3228 pounds, avoirdupois	Japan.
1 ko = 2.3966 acres	Taiwan.
1 koku = 4.9602 imperial bushels = 5.1192 Winchester bushels	Japan.
1 koku = 47.655 United States standard gallons	Do.
1 kwan = 8.2673 pounds, avoirdupois	Do.
1 liter = 0.028378 Winchester bushel = 0.26418 United States gallon	(2).
1 manzana = 1.7266 acres	Guatemala.
1 maund = 82.2857 pounds, avoirdupois	British India.
1 mesana = 0.6397 acre	Cuba.
1 morgen = 2.1165 acres	Republic of South Africa.
1 mow = 0.1518 acre (varying)	China.
1 oke = 1.248 kilograms = 2.751 pounds, avoirdupois	Egypt.
1 oke = 2.822 pounds, avoirdupois	Greece.
1 picul = 133⅓ pounds, avoirdupois	China.
1 picul = 61.761 kilograms = 136.16 pounds, avoirdupois	Indonesia.
1 picul = 132.28 pounds, avoirdupois	Japan.
1 pood = 36.1128 pounds, avoirdupois	Russia.
1 pound, Great Venetian = 1.0582 pounds, avoirdupois	Greece.
1 quintal (double centner or metric centner) = 220.46 pounds, avoirdupois	(2).
1 quarter = 8 imperial bushels = 8.2564 Winchester bushels	United Kingdom.
1 rai = 0.3954 acre	Thailand.
1 Russian pound = 1/40 pood = 0.90282 pound, avoirdupois	Russia.
1 stremma (royal) = 0.2471 acre	Greece.
1 tan (or picul) = 133⅓ pounds, avoirdupois	China.
1 ton (long) = 2,240 pounds, avoirdupois	United States (foreign trade) and United Kingdom.
1 ton (metric) = 2,204.6 pounds, avoirdupois	(2).
1 ton (short) = 2,000 pounds, avoirdupois	United States (internal trade) and Canada (foreign trade).
1 zentner = 110.23 pounds, avoirdupois	Germany.

[1] List of countries given may not be complete or reflect current name changes due to political restructuring.
[2] Metric system.

NOTE.—The values given are believed to be carried to a sufficient number of decimal places to meet the purpose for which the units may be used.

PICAS TRANSLATED TO INCHES

Picas	Inches	Picas	Inches	Picas	Inches	Picas	Inches	Picas	Inches	Picas	Inches
1	0.166	18	2.988	35	5.811	52	8.634	69	11.457	86	14.279
2	.332	19	3.154	36	5.977	53	8.800	70	11.623	87	14.445
3	.498	20	3.320	37	6.143	54	8.966	71	11.789	88	14.611
4	.664	21	3.487	38	6.309	55	9.132	72	11.955	89	14.778
5	.830	22	3.653	39	6.475	56	9.298	73	12.121	90	14.944
6	.996	23	3.819	40	6.641	57	9.464	74	12.287	91	15.110
7	1.162	24	3.985	41	6.807	58	9.630	75	12.453	92	15.276
8	1.328	25	4.151	42	6.973	59	9.796	76	12.619	93	15.442
9	1.494	26	4.317	43	7.139	60	9.962	77	12.785	94	15.608
10	1.660	27	4.483	44	7.306	61	10.128	78	12.951	95	15.774
11	1.826	28	4.649	45	7.472	62	10.294	79	13.117	96	15.940
12	1.992	29	4.815	46	7.638	63	10.460	80	13.283	97	16.106
13	2.158	30	4.981	47	7.804	64	10.626	81	13.449	98	16.272
14	2.324	31	5.147	48	7.970	65	10.792	82	13.615	99	16.438
15	2.490	32	5.313	49	8.136	66	10.959	83	13.781	100	16.604
16	2.656	33	5.479	50	8.302	67	11.125	84	13.947	125	20.750
17	2.822	34	5.645	51	8.468	68	11.291	85	14.113	150	24.900

INCREASE OF TEXT BY SPACING

If lines are spaced 2 points—
- 6-point type is increased one-third.
- 8-point type is increased one-fourth.
- 10-point type is increased one-fifth.
- 11-point type is increased two-elevenths.
- 12-point type is increased one-sixth.

NUMBER OF WORDS AND EMS TO THE SQUARE INCH

Size of type	Number of words		Number of ems	Size of type	Number of words		Number of ems
	Solid	Leaded[1]			Solid	Leaded[1]	
14 point	11	8	26½	8 point	32	23	81
12 point	14	11	36	6 point	47	34	144
11 point	17	14	43	5 point	69	50	207
10 point	21	16	52				

[1] "Leaded" refers to 2 points of space between lines.

18. COUNTIES AND GEOGRAPHIC DIVISIONS

[Parishes, boroughs, Census divisions, districts, islands, municipalities, and municipios of the 50 States, U.S. possessions, and Freely Associated States (formerly the Trust Territory of the Pacific Islands)]

Geographers and cartographers omit the possessive apostrophe in placenames; however, apostrophes appearing in legally constituted names of counties should not be changed.

The names of the following counties are often misspelled and/or confused:

Allegany in Maryland and New York
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
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
Linn in Iowa, Kansas, Missouri, and Oregon
Lynn in Texas
Loudon in Tennessee
Loudoun in Virginia
Manatee in Florida
Manistee in Michigan
Merced in California
Mercer in all other States
Morton in Kansas
Norton in Kansas
Muscogee in Georgia
Muskogee in Oklahoma
Park in Colorado and Montana
Parke in Indiana
Pottawatomie in Kansas and Oklahoma
Pottawattamie in Iowa
Prince George in Virginia
Prince George's in Maryland
Sanders in Montana
Saunders in Nebraska
Smyth in Virginia
Smith in all other States
Stafford in Virginia

Strafford in New Hampshire
Stanley in South Dakota
Stanly in North Carolina
Stark in Illinois, North Dakota, and Ohio
Starke in Indiana
Stephens in Georgia, Oklahoma, and Texas
Stevens in Kansas, Minnesota, and Washington
Storey in Nevada
Story in Iowa
Terrell in Georgia and Texas
Tyrrell in North Carolina
Tooele in Utah
Toole in Montana
Vermillion in Indiana
Vermilion in all other States
Woods in Oklahoma
Wood in all other States
Wyandot in Ohio
Wyandotte in Kansas
Yellowstone in Montana
Yellowstone National Park in Montana

ALABAMA (AL) (67 counties)

Autauga
Baldwin
Barbour
Bibb
Blount
Bullock
Butler
Calhoun
Chambers
Cherokee
Chilton
Choctaw
Clarke
Clay
Cleburne
Coffee
Colbert
Conecuh
Coosa
Covington
Crenshaw
Cullman
Dale
Dallas
De Kalb
Elmore
Escambia
Etowah
Fayette
Franklin
Geneva
Greene
Hale
Henry
Houston
Jackson
Jefferson
Lamar
Lauderdale
Lawrence
Lee
Limestone
Lowndes
Macon
Madison
Marengo
Marion
Marshall
Mobile
Monroe
Montgomery
Morgan
Perry
Pickens
Pike
Randolph
Russell
St. Clair
Shelby
Sumter
Talladega
Tallapoosa
Tuscaloosa
Walker
Washington
Wilcox
Winston

ALASKA (AK) (* signifies boroughs; all others are Census divisions)

Anchorage*
Bethel
Bristol Bay*
Dillingham
Fairbanks North Star*
Haines*
Juneau*
Kenai Peninsula*
Ketchikan Gateway*
Kodiak Island*
Matanuska-Susitna*
Nome
North Slope*
Prince of Wales-Outer Ketchikan
Sitka*
Southeast Fairbanks
Valdez-Cordova
Wade Hampton
Wrangell-Petersburg
Yukon-Koyukuk

AMERICAN SAMOA (AS) (5 entities: 3 districts* and 2 islands)

Eastern*
Manu'a*
Rose
Swains
Western*

ARIZONA (AZ) (15 counties)

Apache
Cochise
Coconino
Gila
Graham
Greenlee
La Paz
Maricopa
Mohave
Navajo
Pima
Pinal
Santa Cruz
Yavapai
Yuma

ARKANSAS (AR) (75 counties)

Arkansas
Ashley
Baxter
Benton
Boone
Bradley
Calhoun
Carroll
Chicot
Clark
Clay
Cleburne
Cleveland
Columbia
Conway
Craighead
Crawford
Crittenden
Cross
Dallas
Desha
Drew
Faulkner
Franklin
Fulton
Garland
Grant
Greene
Hempstead
Hot Spring
Howard
Independence
Izard
Jackson
Jefferson
Johnson
Lafayette
Lawrence
Lee
Lincoln
Little River
Logan
Lonoke
Madison
Marion
Miller
Mississippi
Monroe
Montgomery
Nevada
Newton
Ouachita
Perry
Phillips
Pike
Poinsett
Polk
Pope
Prairie
Pulaski
Randolph
St. Francis
Saline
Scott
Searcy
Sebastian
Sevier
Sharp
Stone
Union
Van Buren
Washington
White
Woodruff
Yell

CALIFORNIA (CA) (58 counties)

Alameda	Inyo	Monterey	San Joaquin	Sutter
Alpine	Kern	Napa	San Luis Obispo	Tehama
Amador	Kings	Nevada	San Mateo	Trinity
Butte	Lake	Orange	Santa Barbara	Tulare
Calaveras	Lassen	Placer	Santa Clara	Tuolumne
Colusa	Los Angeles	Plumas	Santa Cruz	Ventura
Contra Costa	Madera	Riverside	Shasta	Yolo
Del Norte	Marin	Sacramento	Sierra	Yuba
El Dorado	Mariposa	San Benito	Siskiyou	
Fresno	Mendocino	San Bernardino	Solano	
Glenn	Merced	San Diego	Sonoma	
Humboldt	Modoc	San Francisco	Stanislaus	
Imperial	Mono			

COLORADO (CO) (63 counties)

Adams	Custer	Hinsdale	Mineral	Rio Grande
Alamosa	Delta	Huerfano	Moffat	Routt
Arapahoe	Denver	Jackson	Montezuma	Saguache
Archuleta	Dolores	Jefferson	Montrose	San Juan
Baca	Douglas	Kiowa	Morgan	San Miguel
Bent	Eagle	Kit Carson	Otero	Sedgwick
Boulder	Elbert	Lake	Ouray	Summit
Chaffee	El Paso	La Plata	Park	Teller
Cheyenne	Fremont	Larimer	Phillips	Washington
Clear Creek	Garfield	Las Animas	Pitkin	Weld
Conejos	Gilpin	Lincoln	Prowers	Yuma
Costilla	Grand	Logan	Pueblo	
Crowley	Gunnison	Mesa	Rio Blanco	

CONNECTICUT (CT) (8 counties)

Fairfield	Litchfield	New Haven	Tolland
Hartford	Middlesex	New London	Windham

DELAWARE (DE) (3 counties)

Kent	New Castle	Sussex

DISTRICT OF COLUMBIA (DC) (single entity)

FEDERATED STATES OF MICRONESIA (FM) (4 States)

Chuuk (formerly Truk)	Kosrae	Pohnpei (formerly Ponape)	Yap

FLORIDA (FL) (67 counties)

Alachua	Dixie	Hillsborough	Martin	Santa Rosa
Baker	Duval	Holmes	Monroe	Sarasota
Bay	Escambia	Indian River	Nassau	Seminole
Bradford	Flagler	Jackson	Okaloosa	Sumter
Brevard	Franklin	Jefferson	Okeechobee	Suwannee
Broward	Gadsden	Lafayette	Orange	Taylor
Calhoun	Gilchrist	Lake	Osceola	Union
Charlotte	Glades	Lee	Palm Beach	Volusia
Citrus	Gulf	Leon	Pasco	Wakulla
Clay	Hamilton	Levy	Pinellas	Walton
Collier	Hardee	Liberty	Polk	Washington
Columbia	Hendry	Madison	Putnam	
Dade	Hernando	Manatee	St. Johns	
De Soto	Highlands	Marion	St. Lucie	

GEORGIA (GA) (159 counties)

Appling	Baldwin	Ben Hill	Brantley	Burke
Atkinson	Banks	Berrien	Brooks	Butts
Bacon	Barrow	Bibb	Bryan	Calhoun
Baker	Bartow	Bleckley	Bulloch	Camden

Candler	Douglas	Houston	Morgan	Tattnall
Carroll	Early	Irwin	Murray	Taylor
Catoosa	Echols	Jackson	Muscogee	Telfair
Charlton	Effingham	Jasper	Newton	Terrell
Chatham	Elbert	Jeff Davis	Oconee	Thomas
Chatta-hoochee	Emanuel	Jefferson	Oglethorpe	Tift
	Evans	Jenkins	Paulding	Toombs
Chattooga	Fannin	Johnson	Peach	Towns
Cherokee	Fayette	Jones	Pickens	Treutlen
Clarke	Floyd	Lamar	Pierce	Troup
Clay	Forsyth	Lanier	Pike	Turner
Clayton	Franklin	Laurens	Polk	Twiggs
Clinch	Fulton	Lee	Pulaski	Union
Cobb	Gilmer	Liberty	Putnam	Upson
Coffee	Glascock	Lincoln	Quitman	Walker
Colquitt	Glynn	Long	Rabun	Walton
Columbia	Gordon	Lowndes	Randolph	Ware
Cook	Grady	Lumpkin	Richmond	Warren
Coweta	Greene	McDuffie	Rockdale	Washington
Crawford	Gwinnett	McIntosh	Schley	Wayne
Crisp	Habersham	Macon	Screven	Webster
Dade	Hall	Madison	Seminole	Wheeler
Dawson	Hancock	Marion	Spalding	White
Decatur	Haralson	Meriwether	Stephens	Whitfield
De Kalb	Harris	Miller	Stewart	Wilcox
Dodge	Hart	Mitchell	Sumter	Wilkes
Dooly	Heard	Monroe	Talbot	Wilkinson
Dougherty	Henry	Montgomery	Taliaferro	Worth

GUAM (GU) (single entity)

HAWAII (HI) (5 counties)

Hawaii	Honolulu	Kalawao	Kauai	Maui

IDAHO (ID) (44 counties)

Ada	Bonneville	Custer	Kootenai	Owyhee
Adams	Boundary	Elmore	Latah	Payette
Bannock	Butte	Franklin	Lemhi	Power
Bear Lake	Camas	Fremont	Lewis	Shoshone
Benewah	Canyon	Gem	Lincoln	Teton
Bingham	Caribou	Gooding	Madison	Twin Falls
Blaine	Cassia	Idaho	Minidoka	Valley
Boise	Clark	Jefferson	Nez Perce	Washington
Bonner	Clearwater	Jerome	Oneida	

ILLINOIS (IL) (102 counties)

Adams	Du Page	Jo Daviess	Massac	Schuyler
Alexander	Edgar	Johnson	Menard	Scott
Bond	Edwards	Kane	Mercer	Shelby
Boone	Effingham	Kankakee	Monroe	Stark
Brown	Fayette	Kendall	Montgomery	Stephenson
Bureau	Ford	Knox	Morgan	Tazewell
Calhoun	Franklin	Lake	Moultrie	Union
Carroll	Fulton	La Salle	Ogle	Vermilion
Cass	Gallatin	Lawrence	Peoria	Wabash
Champaign	Greene	Lee	Perry	Warren
Christian	Grundy	Livingston	Piatt	Washington
Clark	Hamilton	Logan	Pike	Wayne
Clay	Hancock	McDonough	Pope	White
Clinton	Hardin	McHenry	Pulaski	Whiteside
Coles	Henderson	McLean	Putnam	Will
Cook	Henry	Macon	Randolph	Williamson
Crawford	Iroquois	Macoupin	Richland	Winnebago
Cumberland	Jackson	Madison	Rock Island	Woodford
De Kalb	Jasper	Marion	St. Clair	
De Witt	Jefferson	Marshall	Saline	
Douglas	Jersey	Mason	Sangamon	

INDIANA (IN) (92 counties)

Adams
Allen
Bartholomew
Benton
Blackford
Boone
Brown
Carroll
Cass
Clark
Clay
Clinton
Crawford
Daviess
Dearborn
Decatur
De Kalb
Delaware
Dubois
Elkhart
Fayette
Floyd
Fountain
Franklin
Fulton
Gibson
Grant
Greene
Hamilton
Hancock
Harrison
Hendricks
Henry
Howard
Huntington
Jackson
Jasper
Jay
Jefferson
Jennings
Johnson
Knox
Kosciusko
LaGrange
Lake
La Porte
Lawrence
Madison
Marion
Marshall
Martin
Miami
Monroe
Montgomery
Morgan
Newton
Noble
Ohio
Orange
Owen
Parke
Perry
Pike
Porter
Posey
Pulaski
Putnam
Randolph
Ripley
Rush
St. Joseph
Scott
Shelby
Spencer
Starke
Steuben
Sullivan
Switzerland
Tippecanoe
Tipton
Union
Vanderburgh
Vermillion
Vigo
Wabash
Warren
Warrick
Washington
Wayne
Wells
White
Whitley

IOWA (IA) (99 counties)

Adair
Adams
Allamakee
Appanoose
Audubon
Benton
Black Hawk
Boone
Bremer
Buchanan
Buena Vista
Butler
Calhoun
Carroll
Cass
Cedar
Cerro Gordo
Cherokee
Chickasaw
Clarke
Clay
Clayton
Clinton
Crawford
Dallas
Davis
Decatur
Delaware
Des Moines
Dickinson
Dubuque
Emmet
Fayette
Floyd
Franklin
Fremont
Greene
Grundy
Guthrie
Hamilton
Hancock
Hardin
Harrison
Henry
Howard
Humboldt
Ida
Iowa
Jackson
Jasper
Jefferson
Johnson
Jones
Keokuk
Kossuth
Lee
Linn
Louisa
Lucas
Lyon
Madison
Mahaska
Marion
Marshall
Mills
Mitchell
Monona
Monroe
Montgomery
Muscatine
O'Brien
Osceola
Page
Palo Alto
Plymouth
Pocahontas
Polk
Pottawattamie
Poweshiek
Ringgold
Sac
Scott
Shelby
Sioux
Story
Tama
Taylor
Union
Van Buren
Wapello
Warren
Washington
Wayne
Webster
Winnebago
Winneshiek
Woodbury
Worth
Wright

KANSAS (KS) (105 counties)

Allen
Anderson
Atchison
Barber
Barton
Bourbon
Brown
Butler
Chase
Chautauqua
Cherokee
Cheyenne
Clark
Clay
Cloud
Coffey
Comanche
Cowley
Crawford
Decatur
Dickinson
Doniphan
Douglas
Edwards
Elk
Ellis
Ellsworth
Finney
Ford
Franklin
Geary
Gove
Graham
Grant
Gray
Greeley
Greenwood
Hamilton
Harper
Harvey
Haskell
Hodgeman
Jackson
Jefferson
Jewell
Johnson
Kearny
Kingman
Kiowa
Labette
Lane
Leavenworth
Lincoln
Linn
Logan
Lyon
McPherson
Marion
Marshall
Meade
Miami
Mitchell
Montgomery
Morris
Morton
Nemaha
Neosho
Ness
Norton
Osage
Osborne
Ottawa
Pawnee
Phillips
Pottawatomie
Pratt
Rawlins
Reno
Republic
Rice
Riley
Rooks
Rush
Russell
Saline
Scott
Sedgwick
Seward
Shawnee
Sheridan
Sherman
Smith
Stafford
Stanton
Stevens
Sumner
Thomas
Trego
Wabaunsee
Wallace
Washington
Wichita
Wilson
Woodson
Wyandotte

KENTUCKY (KY) (120 counties)

Adair	Clark	Harrison	McCracken	Perry
Allen	Clay	Hart	McCreary	Pike
Anderson	Clinton	Henderson	McLean	Powell
Ballard	Crittenden	Henry	Madison	Pulaski
Barren	Cumberland	Hickman	Magoffin	Robertson
Bath	Daviess	Hopkins	Marion	Rockcastle
Bell	Edmonson	Jackson	Marshall	Rowan
Boone	Elliott	Jefferson	Martin	Russell
Bourbon	Estill	Jessamine	Mason	Scott
Boyd	Fayette	Johnson	Meade	Shelby
Boyle	Fleming	Kenton	Menifee	Simpson
Bracken	Floyd	Knott	Mercer	Spencer
Breathitt	Franklin	Knox	Metcalfe	Taylor
Breckinridge	Fulton	Larue	Monroe	Todd
Bullitt	Gallatin	Laurel	Montgomery	Trigg
Butler	Garrard	Lawrence	Morgan	Trimble
Caldwell	Grant	Lee	Muhlenberg	Union
Calloway	Graves	Leslie	Nelson	Warren
Campbell	Grayson	Letcher	Nicholas	Washington
Carlisle	Green	Lewis	Ohio	Wayne
Carroll	Greenup	Lincoln	Oldham	Webster
Carter	Hancock	Livingston	Owen	Whitley
Casey	Hardin	Logan	Owsley	Wolfe
Christian	Harlan	Lyon	Pendleton	Woodford

LOUISIANA (LA) (64 parishes)

Acadia	Concordia	Jefferson Davis	Rapides	Tangipahoa
Allen	De Soto	Lafayette	Red River	Tensas
Ascension	East Baton Rouge	Lafourche	Richland	Terrebonne
Assumption	East Carroll	La Salle	Sabine	Union
Avoyelles	East Feliciana	Lincoln	St. Bernard	Vermilion
Beauregard	Evangeline	Livingston	St. Charles	Vernon
Bienville	Franklin	Madison	St. Helena	Washington
Bossier	Grant	Morehouse	St. James	Webster
Caddo	Iberia	Natchitoches	St. John the Baptist	West Baton Rouge
Calcasieu	Iberville	Orleans	St. Landry	West Carroll
Caldwell	Jackson	Ouachita	St. Martin	West Feliciana
Cameron	Jefferson	Plaquemines	St. Mary	Winn
Catahoula		Pointe Coupee	St. Tammany	
Claiborne				

MAINE (ME) (16 counties)

Andro-scoggin	Franklin	Lincoln	Sagadahoc	York
Aroostook	Hancock	Oxford	Somerset	
Cumberland	Kennebec	Penobscot	Waldo	
	Knox	Piscataquis	Washington	

MARSHALL ISLANDS (MH) (33 municipalities)

Ailinginae	Bokak	Kili	Mejit	Ujae
Ailinglaplap	Ebon	Kwajalein	Mili	Ujelang
Ailuk	Enewetak	Lae	Namorik	Utrik
Arno	Erikub	Lib	Namu	Wotho
Aur	Jabat	Likiep	Rongelap	Wotje
Bikar	Jaluit	Majuro	Rongrik	
Bikini	Jemo	Maloelap	Toke	

MARYLAND (MD) (23 counties)

Allegany	Carroll	Garrett	Prince George's	Talbot
Anne Arundel	Cecil	Harford	Queen Anne's	Washington
Baltimore	Charles	Howard	St. Mary's	Wicomico
Calvert	Dorchester	Kent	Somerset	Worcester
Caroline	Frederick	Montgomery		

MASSACHUSETTS (MA) (14 counties)

Barnstable
Berkshire
Bristol
Dukes
Essex
Franklin
Hampden
Hampshire
Middlesex
Nantucket
Norfolk
Plymouth
Suffolk
Worcester

MICHIGAN (MI) (83 counties)

Alcona
Alger
Allegan
Alpena
Antrim
Arenac
Baraga
Barry
Bay
Benzie
Berrien
Branch
Calhoun
Cass
Charlevoix
Cheboygan
Chippewa
Clare
Clinton
Crawford
Delta
Dickinson
Eaton
Emmet
Genesee
Gladwin
Gogebic
Grand Traverse
Gratiot
Hillsdale
Houghton
Huron
Ingham
Ionia
Iosco
Iron
Isabella
Jackson
Kalamazoo
Kalkaska
Kent
Keweenaw
Lake
Lapeer
Leelanau
Lenawee
Livingston
Luce
Mackinac
Macomb
Manistee
Marquette
Mason
Mecosta
Menominee
Midland
Missaukee
Monroe
Montcalm
Montmorency
Muskegon
Newaygo
Oakland
Oceana
Ogemaw
Ontonagon
Osceola
Oscoda
Otsego
Ottawa
Presque Isle
Roscommon
Saginaw
St. Clair
St. Joseph
Sanilac
Schoolcraft
Shiawassee
Tuscola
Van Buren
Washtenaw
Wayne
Wexford

MINNESOTA (MN) (87 counties)

Aitkin
Anoka
Becker
Beltrami
Benton
Big Stone
Blue Earth
Brown
Carlton
Carver
Cass
Chippewa
Chisago
Clay
Clearwater
Cook
Cottonwood
Crow Wing
Dakota
Dodge
Douglas
Faribault
Fillmore
Freeborn
Goodhue
Grant
Hennepin
Houston
Hubbard
Isanti
Itasca
Jackson
Kanabec
Kandiyohi
Kittson
Koochiching
Lac qui Parle
Lake
Lake of the Woods
Le Sueur
Lincoln
Lyon
McLeod
Mahnomen
Marshall
Martin
Meeker
Mille Lacs
Morrison
Mower
Murray
Nicollet
Nobles
Norman
Olmsted
Otter Tail
Pennington
Pine
Pipestone
Polk
Pope
Ramsey
Red Lake
Redwood
Renville
Rice
Rock
Roseau
St. Louis
Scott
Sherburne
Sibley
Stearns
Steele
Stevens
Swift
Todd
Traverse
Wabasha
Wadena
Waseca
Washington
Watonwan
Wilkin
Winona
Wright
Yellow Medicine

MISSISSIPPI (MS) (82 counties)

Adams
Alcorn
Amite
Attala
Benton
Bolivar
Calhoun
Carroll
Chickasaw
Choctaw
Claiborne
Clarke
Clay
Coahoma
Copiah
Covington
De Soto
Forrest
Franklin
George
Greene
Grenada
Hancock
Harrison
Hinds
Holmes
Humphreys
Issaquena
Itawamba
Jackson
Jasper
Jefferson
Jefferson Davis
Jones
Kemper
Lafayette
Lamar
Lauderdale
Lawrence
Leake
Lee
Leflore
Lincoln
Lowndes
Madison
Marion
Marshall
Monroe
Montgomery
Neshoba
Newton
Noxubee
Oktibbeha
Panola
Pearl River
Perry
Pike
Pontotoc
Prentiss
Quitman
Rankin
Scott
Sharkey
Simpson
Smith
Stone
Sunflower
Tallahatchie
Tate
Tippah
Tishomingo
Tunica
Union
Walthall
Warren
Washington
Wayne
Webster
Wilkinson
Winston
Yalobusha
Yazoo

MISSOURI (MO) (114 counties)

Adair
Andrew
Atchison
Audrain
Barry
Barton
Bates
Benton
Bollinger
Boone
Buchanan
Butler
Caldwell
Callaway
Camden
Cape Girardeau
Carroll
Carter
Cass
Cedar
Chariton
Christian
Clark
Clay
Clinton
Cole
Cooper
Crawford
Dade
Dallas
Daviess
De Kalb
Dent
Douglas
Dunklin
Franklin
Gasconade
Gentry
Greene
Grundy
Harrison
Henry
Hickory
Holt
Howard
Howell
Iron
Jackson
Jasper
Jefferson
Johnson
Knox
Laclede
Lafayette
Lawrence
Lewis
Lincoln
Linn
Livingston
McDonald
Macon
Madison
Maries
Marion
Mercer
Miller
Mississippi
Moniteau
Monroe
Montgomery
Morgan
New Madrid
Newton
Nodaway
Oregon
Osage
Ozark
Pemiscot
Perry
Pettis
Phelps
Pike
Platte
Polk
Pulaski
Putnam
Ralls
Randolph
Ray
Reynolds
Ripley
St. Charles
St. Clair
St. Francois
Ste. Genevieve
St. Louis
Saline
Schuyler
Scotland
Scott
Shannon
Shelby
Stoddard
Stone
Sullivan
Taney
Texas
Vernon
Warren
Washington
Wayne
Webster
Worth
Wright

MONTANA (MT) (57 counties)

Beaverhead
Big Horn
Blaine
Broadwater
Carbon
Carter
Cascade
Chouteau
Custer
Daniels
Dawson
Deer Lodge
Fallon
Fergus
Flathead
Gallatin
Garfield
Glacier
Golden Valley
Granite
Hill
Jefferson
Judith Basin
Lake
Lewis and Clark
Liberty
Lincoln
McCone
Madison
Meagher
Mineral
Missoula
Musselshell
Park
Petroleum
Phillips
Pondera
Powder River
Powell
Prairie
Ravalli
Richland
Roosevelt
Rosebud
Sanders
Sheridan
Silver Bow
Stillwater
Sweet Grass
Teton
Toole
Treasure
Valley
Wheatland
Wibaux
Yellowstone
Yellowstone National Park

NEBRASKA (NE) (93 counties)

Adams
Antelope
Arthur
Banner
Blaine
Boone
Box Butte
Boyd
Brown
Buffalo
Burt
Butler
Cass
Cedar
Chase
Cherry
Cheyenne
Clay
Colfax
Cuming
Custer
Dakota
Dawes
Dawson
Deuel
Dixon
Dodge
Douglas
Dundy
Fillmore
Franklin
Frontier
Furnas
Gage
Garden
Garfield
Gosper
Grant
Greeley
Hall
Hamilton
Harlan
Hayes
Hitchcock
Holt
Hooker
Howard
Jefferson
Johnson
Kearney
Keith
Keya Paha
Kimball
Knox
Lancaster
Lincoln
Logan
Loup
McPherson
Madison
Merrick
Morrill
Nance
Nemaha
Nuckolls
Otoe
Pawnee
Perkins
Phelps
Pierce
Platte
Polk
Red Willow
Richardson
Rock
Saline
Sarpy
Saunders
Scotts Bluff
Seward
Sheridan
Sherman
Sioux
Stanton
Thayer
Thomas
Thurston
Valley
Washington
Wayne
Webster
Wheeler
York

NEVADA (NV) (16 counties)

Churchill
Clark
Douglas
Elko
Esmeralda
Eureka
Humboldt
Lander
Lincoln
Lyon
Mineral
Nye
Pershing
Storey
Washoe
White Pine

NEW HAMPSHIRE (NH) (10 counties)

Belknap	Cheshire	Grafton	Merrimack	Strafford
Carroll	Coos	Hillsborough	Rockingham	Sullivan

NEW JERSEY (NJ) (21 counties)

Atlantic	Cumberland	Mercer	Passaic	Warren
Bergen	Essex	Middlesex	Salem	
Burlington	Gloucester	Monmouth	Somerset	
Camden	Hudson	Morris	Sussex	
Cape May	Hunterdon	Ocean	Union	

NEW MEXICO (NM) (33 counties)

Bernalillo	Dona Ana	Lincoln	Rio Arriba	Socorro
Catron	Eddy	Los Alamos	Roosevelt	Taos
Chaves	Grant	Luna	Sandoval	Torrance
Cibola	Guadalupe	McKinley	San Juan	Union
Colfax	Harding	Mora	San Miguel	Valencia
Curry	Hidalgo	Otero	Santa Fe	
De Baca	Lea	Quay	Sierra	

NEW YORK (NY) (62 counties)

Albany	Dutchess	Madison	Putnam	Sullivan
Allegany	Erie	Monroe	Queens	Tioga
Bronx	Essex	Montgomery	Rensselaer	Tompkins
Broome	Franklin	Nassau	Richmond	Ulster
Cattaraugus	Fulton	New York	Rockland	Warren
Cayuga	Genesee	Niagara	St. Lawrence	Washington
Chautauqua	Greene	Oneida	Saratoga	Wayne
Chemung	Hamilton	Onondaga	Schenectady	Westchester
Chenango	Herkimer	Ontario	Schoharie	Wyoming
Clinton	Jefferson	Orange	Schuyler	Yates
Columbia	Kings	Orleans	Seneca	
Cortland	Lewis	Oswego	Steuben	
Delaware	Livingston	Otsego	Suffolk	

NORTH CAROLINA (NC) (100 counties)

Alamance	Chowan	Guilford	Mitchell	Rutherford
Alexander	Clay	Halifax	Montgomery	Sampson
Alleghany	Cleveland	Harnett	Moore	Scotland
Anson	Columbus	Haywood	Nash	Stanly
Ashe	Craven	Henderson	New Hanover	Stokes
Avery	Cumberland	Hertford	Northampton	Surry
Beaufort	Currituck	Hoke	Onslow	Swain
Bertie	Dare	Hyde	Orange	Transylvania
Bladen	Davidson	Iredell	Pamlico	Tyrrell
Brunswick	Davie	Jackson	Pasquotank	Union
Buncombe	Duplin	Johnston	Pender	Vance
Burke	Durham	Jones	Perquimans	Wake
Cabarrus	Edgecombe	Lee	Person	Warren
Caldwell	Forsyth	Lenoir	Pitt	Washington
Camden	Franklin	Lincoln	Polk	Watauga
Carteret	Gaston	McDowell	Randolph	Wayne
Caswell	Gates	Macon	Richmond	Wilkes
Catawba	Graham	Madison	Robeson	Wilson
Chatham	Granville	Martin	Rockingham	Yadkin
Cherokee	Greene	Mecklenburg	Rowan	Yancey

NORTH DAKOTA (ND) (53 counties)

Adams	Burleigh	Emmons	Kidder	Mercer
Barnes	Cass	Foster	La Moure	Morton
Benson	Cavalier	Golden Valley	Logan	Mountrail
Billings	Dickey	Grand Forks	McHenry	Nelson
Bottineau	Divide	Grant	McIntosh	Oliver
Bowman	Dunn	Griggs	McKenzie	Pembina
Burke	Eddy	Hettinger	McLean	Pierce

Ramsey	Rolette	Slope	Towner	Wells
Ransom	Sargent	Stark	Traill	Williams
Renville	Sheridan	Steele	Walsh	
Richland	Sioux	Stutsman	Ward	

NORTHERN MARIANA ISLANDS (MP) (4 municipalities)

Northern Islands	Rota	Tinian
	Saipan	

OHIO (OH) (88 counties)

Adams	Darke	Hocking	Miami	Scioto
Allen	Defiance	Holmes	Monroe	Seneca
Ashland	Delaware	Huron	Montgomery	Shelby
Ashtabula	Erie	Jackson	Morgan	Stark
Athens	Fairfield	Jefferson	Morrow	Summit
Auglaize	Fayette	Knox	Muskingum	Trumbull
Belmont	Franklin	Lake	Noble	Tuscarawas
Brown	Fulton	Lawrence	Ottawa	Union
Butler	Gallia	Licking	Paulding	Van Wert
Carroll	Geauga	Logan	Perry	Vinton
Champaign	Greene	Lorain	Pickaway	Warren
Clark	Guernsey	Lucas	Pike	Washington
Clermont	Hamilton	Madison	Portage	Wayne
Clinton	Hancock	Mahoning	Preble	Williams
Columbiana	Hardin	Marion	Putnam	Wood
Coshocton	Harrison	Medina	Richland	Wyandot
Crawford	Henry	Meigs	Ross	
Cuyahoga	Highland	Mercer	Sandusky	

OKLAHOMA (OK) (77 counties)

Adair	Cotton	Jackson	Mayes	Roger Mills
Alfalfa	Craig	Jefferson	Murray	Rogers
Atoka	Creek	Johnston	Muskogee	Seminole
Beaver	Custer	Kay	Noble	Sequoyah
Beckham	Delaware	Kingfisher	Nowata	Stephens
Blaine	Dewey	Kiowa	Okfuskee	Texas
Bryan	Ellis	Latimer	Oklahoma	Tillman
Caddo	Garfield	Le Flore	Okmulgee	Tulsa
Canadian	Garvin	Lincoln	Osage	Wagoner
Carter	Grady	Logan	Ottawa	Washington
Cherokee	Grant	Love	Pawnee	Washita
Choctaw	Greer	McClain	Payne	Woods
Cimarron	Harmon	McCurtain	Pittsburg	Woodward
Cleveland	Harper	McIntosh	Pontotoc	
Coal	Haskell	Major	Pottawatomie	
Comanche	Hughes	Marshall	Pushmataha	

OREGON (OR) (36 counties)

Baker	Deschutes	Josephine	Morrow	Wasco
Benton	Douglas	Klamath	Multnomah	Washington
Clackamas	Gilliam	Lake	Polk	Wheeler
Clatsop	Grant	Lane	Sherman	Yamhill
Columbia	Harney	Lincoln	Tillamook	
Coos	Hood River	Linn	Umatilla	
Crook	Jackson	Malheur	Union	
Curry	Jefferson	Marion	Wallowa	

PALAU (PW) (16 States)

Aimeliik	Kayangel	Ngarchelong	Ngeremlengui
Airai	Koror	Ngardmau	Ngiwal
Angaur	Melekeok	Ngatpang	Peleliu
Hatobohei	Ngaraard	Ngchesar	Sonsorol

PENNSYLVANIA (PA) (67 counties)

Adams
Allegheny
Armstrong
Beaver
Bedford
Berks
Blair
Bradford
Bucks
Butler
Cambria
Cameron
Carbon
Centre
Chester
Clarion
Clearfield
Clinton
Columbia
Crawford
Cumberland
Dauphin
Delaware
Elk
Erie
Fayette
Forest
Franklin
Fulton
Greene
Huntingdon
Indiana
Jefferson
Juniata
Lackawanna
Lancaster
Lawrence
Lebanon
Lehigh
Luzerne
Lycoming
McKean
Mercer
Mifflin
Monroe
Montgomery
Montour
Northampton
Northumberland
Perry
Philadelphia
Pike
Potter
Schuylkill
Snyder
Somerset
Sullivan
Susquehanna
Tioga
Union
Venango
Warren
Washington
Wayne
Westmoreland
Wyoming
York

PUERTO RICO (PR) (78 municipios)

Adjuntas
Aguada
Aguadilla
Aguas Buenas
Aibonito
Añasco
Arecibo
Arroyo
Barceloneta
Barranquitas
Bayamón
Cabo Rojo
Caguas
Camuy
Canóvanas
Carolina
Cataño
Cayey
Ceiba
Ciales
Cidra
Coamo
Comerío
Corozal
Culebra
Dorado
Fajardo
Florida
Guánica
Guayama
Guayanilla
Guaynabo
Gurabo
Hatillo
Hormigueros
Humacao
Isabela
Jayuya
Juana Díaz
Juncos
Lajas
Lares
Las Marías
Las Piedras
Loíza
Luquillo
Manatí
Maricao
Maunabo
Mayagüez
Moca
Morovis
Naguabo
Naranjito
Orocovis
Patillas
Peñuelas
Ponce
Quebradillas
Rincón
Río Grande
Sabana Grande
Salinas
San Germán
San Juan
San Lorenzo
San Sebastián
Santa Isabel
Toa Alta
Toa Baja
Trujillo Alto
Utuado
Vega Alta
Vega Baja
Vieques
Villalba
Yabucoa
Yauco

RHODE ISLAND (RI) (5 counties)

Bristol
Kent
Newport
Providence
Washington

SOUTH CAROLINA (SC) (46 counties)

Abbeville
Aiken
Allendale
Anderson
Bamberg
Barnwell
Beaufort
Berkeley
Calhoun
Charleston
Cherokee
Chester
Chesterfield
Clarendon
Colleton
Darlington
Dillon
Dorchester
Edgefield
Fairfield
Florence
Georgetown
Greenville
Greenwood
Hampton
Horry
Jasper
Kershaw
Lancaster
Laurens
Lee
Lexington
McCormick
Marion
Marlboro
Newberry
Oconee
Orangeburg
Pickens
Richland
Saluda
Spartanburg
Sumter
Union
Williamsburg
York

SOUTH DAKOTA (SD) (67 counties)

Aurora
Beadle
Bennett
Bon Homme
Brookings
Brown
Brule
Buffalo
Butte
Campbell
Charles Mix
Clark
Clay
Codington
Corson
Custer
Davison
Day
Deuel
Dewey
Douglas
Edmunds
Fall River
Faulk
Grant
Gregory
Haakon
Hamlin
Hand
Hanson
Harding
Hughes
Hutchinson
Hyde
Jackson
Jerauld
Jones
Kingsbury
Lake
Lawrence
Lincoln
Lyman
McCook
McPherson
Marshall
Meade
Mellette
Miner
Minnehaha
Moody
Pennington
Perkins
Potter
Roberts
Sanborn
Shannon
Spink
Stanley
Sully
Todd
Tripp
Turner
Union
Walworth
Washabaugh
Yankton
Ziebach

TENNESSEE (TN) (95 counties)

Anderson	Decatur	Henderson	Marion	Sequatchie
Bedford	DeKalb	Henry	Marshall	Sevier
Benton	Dickson	Hickman	Maury	Shelby
Bledsoe	Dyer	Houston	Meigs	Smith
Blount	Fayette	Humphreys	Monroe	Stewart
Bradley	Fentress	Jackson	Montgomery	Sullivan
Campbell	Franklin	Jefferson	Moore	Sumner
Cannon	Gibson	Johnson	Morgan	Tipton
Carroll	Giles	Knox	Obion	Trousdale
Carter	Grainger	Lake	Overton	Unicoi
Cheatham	Greene	Lauderdale	Perry	Union
Chester	Grundy	Lawrence	Pickett	Van Buren
Claiborne	Hamblen	Lewis	Polk	Warren
Clay	Hamilton	Lincoln	Putnam	Washington
Cocke	Hancock	Loudon	Rhea	Wayne
Coffee	Hardeman	McMinn	Roane	Weakley
Crockett	Hardin	McNairy	Robertson	White
Cumberland	Hawkins	Macon	Rutherford	Williamson
Davidson	Haywood	Madison	Scott	Wilson

TEXAS (TX) (254 counties)

Anderson	Comal	Grayson	Kinney	Orange
Andrews	Comanche	Gregg	Kleberg	Palo Pinto
Angelina	Concho	Grimes	Knox	Panola
Aransas	Cooke	Guadalupe	Lamar	Parker
Archer	Coryell	Hale	Lamb	Parmer
Armstrong	Cottle	Hall	Lampasas	Pecos
Atascosa	Crane	Hamilton	La Salle	Polk
Austin	Crockett	Hansford	Lavaca	Potter
Bailey	Crosby	Hardeman	Lee	Presidio
Bandera	Culberson	Hardin	Leon	Rains
Bastrop	Dallam	Harris	Liberty	Randall
Baylor	Dallas	Harrison	Limestone	Reagan
Bee	Dawson	Hartley	Lipscomb	Real
Bell	Deaf Smith	Haskell	Live Oak	Red River
Bexar	Delta	Hays	Llano	Reeves
Blanco	Denton	Hemphill	Loving	Refugio
Borden	De Witt	Henderson	Lubbock	Roberts
Bosque	Dickens	Hidalgo	Lynn	Robertson
Bowie	Dimmit	Hill	McCulloch	Rockwall
Brazoria	Donley	Hockley	McLennan	Runnels
Brazos	Duval	Hood	McMullen	Rusk
Brewster	Eastland	Hopkins	Madison	Sabine
Briscoe	Ector	Houston	Marion	San Augustine
Brooks	Edwards	Howard	Martin	San Jacinto
Brown	Ellis	Hudspeth	Mason	San Patricio
Burleson	El Paso	Hunt	Matagorda	San Saba
Burnet	Erath	Hutchinson	Maverick	Schleicher
Caldwell	Falls	Irion	Medina	Scurry
Calhoun	Fannin	Jack	Menard	Shackelford
Callahan	Fayette	Jackson	Midland	Shelby
Cameron	Fisher	Jasper	Milam	Sherman
Camp	Floyd	Jeff Davis	Mills	Smith
Carson	Foard	Jefferson	Mitchell	Somervell
Cass	Fort Bend	Jim Hogg	Montague	Starr
Castro	Franklin	Jim Wells	Montgomery	Stephens
Chambers	Freestone	Johnson	Moore	Sterling
Cherokee	Frio	Jones	Morris	Stonewall
Childress	Gaines	Karnes	Motley	Sutton
Clay	Galveston	Kaufman	Nacogdoches	Swisher
Cochran	Garza	Kendall	Navarro	Tarrant
Coke	Gillespie	Kenedy	Newton	Taylor
Coleman	Glasscock	Kent	Nolan	Terrell
Collin	Goliad	Kerr	Nueces	Terry
Collingsworth	Gonzales	Kimble	Ochiltree	Throckmorton
Colorado	Gray	King	Oldham	Titus

Tom Green
Travis
Trinity
Tyler
Upshur
Upton
Uvalde
Val Verde
Van Zandt
Victoria
Walker
Waller
Ward
Washington
Webb
Wharton
Wheeler
Wichita
Wilbarger
Willacy
Williamson
Wilson
Winkler
Wise
Wood
Yoakum
Young
Zapata
Zavala

TRUST TERRITORY OF THE PACIFIC ISLANDS (abandoned term)

UTAH (UT) (29 counties)

Beaver
Box Elder
Cache
Carbon
Daggett
Davis
Duchesne
Emery
Garfield
Grand
Iron
Juab
Kane
Millard
Morgan
Piute
Rich
Salt Lake
San Juan
Sanpete
Sevier
Summit
Tooele
Uintah
Utah
Wasatch
Washington
Wayne
Weber

VERMONT (VT) (14 counties)

Addison
Bennington
Caledonia
Chittenden
Essex
Franklin
Grand Isle
Lamoille
Orange
Orleans
Rutland
Washington
Windham
Windsor

VIRGINIA (VA) (95 counties)

Accomack
Albemarle
Alleghany
Amelia
Amherst
Appomattox
Arlington
Augusta
Bath
Bedford
Bland
Botetourt
Brunswick
Buchanan
Buckingham
Campbell
Caroline
Carroll
Charles City
Charlotte
Chesterfield
Clarke
Craig
Culpeper
Cumberland
Dickenson
Dinwiddie
Essex
Fairfax
Fauquier
Floyd
Fluvanna
Franklin
Frederick
Giles
Gloucester
Goochland
Grayson
Greene
Greensville
Halifax
Hanover
Henrico
Henry
Highland
Isle of Wight
James City
King and Queen
King George
King William
Lancaster
Lee
Loudoun
Louisa
Lunenburg
Madison
Mathews
Mecklenburg
Middlesex
Montgomery
Nelson
New Kent
Northampton
Northumberland
Nottoway
Orange
Page
Patrick
Pittsylvania
Powhatan
Prince Edward
Prince George
Prince William
Pulaski
Rappahannock
Richmond
Roanoke
Rockbridge
Rockingham
Russell
Scott
Shenandoah
Smyth
Southampton
Spotsylvania
Stafford
Surry
Sussex
Tazewell
Warren
Washington
Westmoreland
Wise
Wythe
York

VIRGIN ISLANDS (VI) (3 islands)

St. Croix
St. Thomas
St. John

WASHINGTON (WA) (39 counties)

Adams
Asotin
Benton
Chelan
Clallam
Clark
Columbia
Cowlitz
Douglas
Ferry
Franklin
Garfield
Grant
Grays Harbor
Island
Jefferson
King
Kitsap
Kittitas
Klickitat
Lewis
Lincoln
Mason
Okanogan
Pacific
Pend Oreille
Pierce
San Juan
Skagit
Skamania
Snohomish
Spokane
Stevens
Thurston
Wahkiakum
Walla Walla
Whatcom
Whitman
Yakima

WEST VIRGINIA (WV) (55 counties)

Barbour
Berkeley
Boone
Braxton
Brooke
Cabell
Calhoun
Clay
Doddridge
Fayette
Gilmer
Grant
Greenbrier
Hampshire
Hancock
Hardy
Harrison
Jackson
Jefferson
Kanawha
Lewis
Lincoln
Logan
McDowell
Marion
Marshall
Mason
Mercer
Mineral
Mingo
Monongalia
Monroe
Morgan
Nicholas
Ohio

Pendleton	Putnam	Roane	Tyler	Wetzel
Pleasants	Raleigh	Summers	Upshur	Wirt
Pocahontas	Randolph	Taylor	Wayne	Wood
Preston	Ritchie	Tucker	Webster	Wyoming

WISCONSIN (WI) (72 counties)

Adams	Douglas	Kewaunee	Ozaukee	Taylor
Ashland	Dunn	La Crosse	Pepin	Trempealeau
Barron	Eau Claire	Lafayette	Pierce	Vernon
Bayfield	Florence	Langlade	Polk	Vilas
Brown	Fond du Lac	Lincoln	Portage	Walworth
Buffalo	Forest	Manitowoc	Price	Washburn
Burnett	Grant	Marathon	Racine	Washington
Calumet	Green	Marinette	Richland	Waukesha
Chippewa	Green Lake	Marquette	Rock	Waupaca
Clark	Iowa	Menominee	Rusk	Waushara
Columbia	Iron	Milwaukee	St. Croix	Winnebago
Crawford	Jackson	Monroe	Sauk	Wood
Dane	Jefferson	Oconto	Sawyer	
Dodge	Juneau	Oneida	Shawano	
Door	Kenosha	Outagamie	Sheboygan	

WYOMING (WY) (23 counties)

Albany	Crook	Laramie	Platte	Uinta
Big Horn	Fremont	Lincoln	Sheridan	Washakie
Campbell	Goshen	Natrona	Sublette	Weston
Carbon	Hot Springs	Niobrara	Sweetwater	
Converse	Johnson	Park	Teton	

19. CONGRESSIONAL RECORD

LAWS AND RULES FOR PUBLICATION OF THE CONGRESSIONAL RECORD

CODE OF LAWS OF THE UNITED STATES

TITLE 44, SECTION 901. CONGRESSIONAL RECORD: ARRANGEMENT, STYLE, CONTENTS, AND INDEXES.—The Joint Committee on Printing shall control the arrangement and style of the Congressional Record, and while providing that it shall be substantially a verbatim report of proceedings, shall take all needed action for the reduction of unnecessary bulk. It shall provide for the publication of an index of the Congressional Record semimonthly during and at the close of sessions of Congress.

TITLE 44, SECTION 904. CONGRESSIONAL RECORD: MAPS, DIAGRAMS, ILLUSTRATIONS.—Maps, diagrams, or illustrations may not be inserted in the Record without the approval of the Joint Committee on Printing.

GENERAL RULES

The rules governing document work (FIC & punc.) apply to the Congressional Record, except as may be noted herein. The same general style should be followed in the permanent (bound) Record as is used in the daily Record. All should familiarize themselves with the exceptions and the forms peculiar to the Record.

Much of the data printed in the Congressional Record is forwarded to the GPO via fiber optic transmission using the captured keystrokes of the floor reporters. Element identifier codes are programmatically inserted, and galley output is accomplished without manual intervention. It is not cost effective to prepare the accompanying manuscript as per the GPO Style Manual and it is too time-consuming to update and change the data once it is already in type form. Therefore, the Record is to be FIC & punc. It is not necessary to stamp the copy FIC & punc. because of its volume. However, Record style, as stated in the following rules, will be followed.

Daily and permanent Record texts are set in 8-point type on a 9-point body. Extracts are set in 7-point type on an 8-point body.

An F-dash will be used preceding 8-point cap lines in the proceedings of the Senate and House.

All 7-point extracts and poetry will carry 2 points of space above and below unless heads appear, which generate their own space.

All extracts are set 7 point unless otherwise ordered by the Joint Committee on Printing.

Except as noted below, all communications from the President must be set in 8 point, but if such communications contain extracts, etc., the extracts are set in 7 point.

An address of the President delivered outside of Congress or referred to as an extract is set in 7 point.

A letter from the President to the Senate is set in 7 point when any form of treaty is enclosed that is to be printed in the Record in connection therewith. The letter is set in 7 point whether the treaty follows or precedes it or is separated from it by intervening matter.

In all quoted amendments and excerpts of bills and in reprinting bills, the style and copy as printed in the bill will be followed.

Except where otherwise directed, profanity, obscene wording, or extreme vulgarisms are to be deleted and a 3-em dash substituted therefor.

All manuscript submitted in a foreign language will not be printed. It will be returned for translation and resubmitted for printing in the next Record.

Extreme caution must be used in making corrections in copy, and no important change will be made without proper authorization.

Observe the lists of names of Senators, Representatives, and Delegates, committees of both Houses, and duplicate names. Changes caused by death, resignation, or otherwise must be noted. There is no excuse for error in the spelling of names of Senators, Representatives, or department officials. In case of doubt, the Congressional Directory will be the authority.

Datelines should be followed on Extensions of Remarks. If any question arises as to the proper date to be used, a supervisor must be consulted.

Indented matter in leaderwork will be 1 em only.

Queries must not be made on proofs. In case of doubt, readers will consult the Referee.

CAPITALIZATION

(See also "Capitalization")

If the name of the Congressional Record is mentioned, it must be set in caps and small caps and never abbreviated, even when appearing in citations.

The name of a Senator or a Representative preceding his or her direct remarks is set in caps and is followed by a period with equal spacing to be used.

The name of a Senator or a Representative used in connection with a bill or other paper—that is, in an adjectival sense—is 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 copy as to the use of numerals. Dollar amounts in Record copy are to be followed.

Figures appearing in copy as "20 billion 428 million 125 thousand dollars" should be followed.

TABULAR MATTER AND LEADERWORK

Record tables may be set either one or three columns in width, as follows:

One-column table: 14 picas (168 points).

Three-column table: 43½ picas (522 points). Footnote(s) will be set 43½ picas.

All short footnotes should be run in with 2 ems between each.

ITALIC

Italic, boldface, caps, or small caps shall not be used for emphasis; nor shall unusual indentions be used. This does not apply to literally reproduced quotations from historical, legal, or official documents. If italic other than restricted herein is desired, the words should be underscored and "Fol. ital." written on each folio. Do not construe this to apply to *"Provided," "Provided further," "Ordered," "Resolved," "Be it enacted,"* etc.

Names of vessels must be set in italic, except in headings, where they will be quoted.

The prayer delivered in either House must be set in 8-point roman. If prefaced or followed by a quotation from the Bible, such quotation must be set in 8-point italic. Extracts from the Bible or other literature contained in the body of the prayer will be set in 8-point roman and quoted.

When general or passing mention is made of a case in 8 point, the title is set in roman, as Smith Bros. case. When a specific citation is indicated and reference follows, use italic for title, as *Smith Bros.* case (172 App. Div. 149).

In 8 point copy, titles of cases are always set in italic if followed by references. In 7 point, copy is followed.

In 8-point matter, when only the title of a case is given, set in roman, as United States versus 12 Diamond Rings.

When *versus* is used in other than legal phrases and for the purposes of showing contrast, it is not abbreviated or set in italic, as "airplanes versus battleships."

MISCELLANEOUS

Do not quote any communication carrying date and signature. However, a letter (or other communication) bearing both date and signature that appears within a letter shall be quoted.

Do not put quotation marks on centerheads in 7-point extracts unless centerheads belong to original matter.

In newspaper extracts, put place and date at beginning of paragraph. Use caps and small caps for name of place and roman lowercase for spelled-out date. Connect date and extract by a period and an em dash. If date and place are credited in a bracket line above extract, they need not be used again at the beginning of the paragraph.

Each *Whereas* in a preamble must begin a new paragraph. The *Therefore be it* must be preceded by a colon and be run in with the last *Whereas. Be it* will run in with the word *Therefore,* but must not be supplied when not in copy. Note the following:

Whereas it has been deemed advisable to, etc.: Therefore be it	*Resolved,* That the committee, etc.

In the titles of legal cases copy is followed as to spelling, abbreviations, and use of figures.

Use single punctuation in citations of cases and statutes:

> *United States* v. *12 Diamond Rings* (124 U.S. 329; R.S. p. 310, sec. 1748).

Indent asterisk lines 2 ems on each side. Use five asterisks.

If a title is used as part of the name of an organization, vessel, etc., spell; thus, General Ulysses S. Grant Post No. 76, Grand Army of the Republic.

The order of subdivision of the Constitution of the United States is as follows: article I, section 2, clause 3.

If an exhibit appears at the end of a speech, the head *Exhibit* is set in 7-point caps and small caps.

In extracts containing votes the names must be run in, as Mr. Smith of Texas, AuCoin, and Clay, etc.

In a Senator's or a Representative's remarks, when amendments, sections, etc., are referred to by number, follow the copy.

In text references to Senate and House reports and in executive and miscellaneous documents, follow the copy.

In headings and text references to resolutions and memorials, follow the copy.

IN GROSS OR EN GROS

When a bill comes to final action, in the presentment of amendments collectively for a vote, either the term *"in gross"* or the French equivalent *"en gros"* may be used.

[All the following examples are for sample purposes only]

USE OF CAPS AND SMALL CAPS

[Note the use of parentheses and brackets in the following examples. Each will be used as submitted, as long as they are consistent throughout.]

Mr. LOTT. (Name all caps when visitor addresses Senate or House.)

On motion by (or of) Mr. LUCAS of Oklahoma, it was, etc.

The VICE PRESIDENT resumed the chair.

The PRESIDING OFFICER (Mr. BURNS in the chair). Shall the bill pass?

The SPEAKER called the House to order.

Mr. LARGENT's amendment was adopted.

Mr. BROWN of Ohio took the floor and yielded to Mr. HOYER.

During the rollcall,

Mr. HOYER said: If not paired, I would vote ''no'' on this bill.

A MEMBER. And debate it afterward.

SEVERAL SENATORS. I object.

But: Several Senators addressed the Chair.

Mr. KENNEDY, Mr. GLENN (and others). Let it be read.

Mr. JACKSON (and others). Yes.

Mrs. HAWKINS (and other Members). No.

Mr. SMITH of Oregon objected.

The ACTING SECRETARY. In line 11, after the word *''Provided''*, it is proposed, etc.

Mr. SPENCE was recognized, and yielded his time to Mr. COBLE.

Mrs. BOXER, a Senator from the State of California, appeared in her seat today.

[When two Members from the same State have the same surname, full name is used.]

Mr. WILLIAM COYNE and Mr. JAMES COYNE rose to a point of order.

The SPEAKER proceeded to put the question on the motion of Mr. YATES.

The CHAIRMAN appointed Mr. WALKER and Mr. TAYLOR as tellers.

Mr. HOYER. I desire to withdraw my vote of ''no'' and vote ''present.''

The Clerk (House) called the name of Mr. MURTHA, and he answered ''present.''

The clerk (Senate) read Mr. GLENN's amendment.

The legislative clerk will read it.

The LEGISLATIVE CLERK. This bill will * * *.

[Extracts that consist of colloquies will use caps and small caps for names of persons speaking, as shown below:]

Mr. STIGLER. I think this bill is so well understood that no time will be required for its discussion.

Mrs. NORTON. Does this bill come from the Committee on Armed Services?

The SPEAKER. It does.

SPECIAL ORDERS GRANTED

By unanimous consent, permission to address the House, following the legislative program and any special orders heretofore entered, was granted to:

Mr. HOYER, for 1 hour, on Wednesday, February 2.

Mr. GONZALEZ (at the request of Mr. HOYER), for 1 hour, on February 2.

(The following Members (at the request of Mr. BASS) and to revise and extend their remarks and include therein extraneous matter:)

Mr. BLUTE, for 5 minutes, today.

Mr. MILLER of Ohio, for 5 minutes, today.

Mr. YOUNG, for 30 minutes, today.

[Note the following double action:]

(Mr. HOYER asked and was given permission to extend his remarks at this point in the RECORD and to include extraneous matter.)

[Mr. HOYER's remarks will appear hereafter in the Extensions of Remarks.]

PUNCTUATION

Mr. REID. Mr. President, I call up my amendment which is identified as ''unprinted amendment No. 1296,'' and ask that it be stated.

The bill was reported to the Senate as amended, and the amendment was concurred in.

The bill was reported to the Senate without amendment, ordered to be engrossed for a third reading, read the third time, and passed.

The bill was ordered to be engrossed for a third reading, read the third time, and passed.

[Use this form when title of bill is given:]

The bill was ordered to be engrossed and read a third time, was read the third time, and passed.

The title was amended so as to read: ''A bill for the relief of Maude S. Burman.''

A motion to reconsider was laid on the table. [House.]

[Use this form when title of bill is not given:]

The bill was ordered to be engrossed and read a third time, was read the third time, and passed, and a motion to reconsider was laid on the table. [House.]

The bill was ordered to be engrossed and read a third time, was read the third time, and passed.

The amendments were ordered to be engrossed and the bill to be read a third time.

The amendment was agreed to, and the bill as amended was ordered to be engrossed and read a third time; and being engrossed, it was accordingly read the third time and passed.

There was no objection, and, by unanimous consent, the Senate proceeded, etc.

The question was taken, and the motion was agreed to.

The question being taken, the motion was agreed to.

Ordered to lie on the table and to be printed.

Mr. COYNE. Mr. Chairman, I move to strike the requisite number of words.

(Mr. COYNE asked and was given permission to revise and extend his remarks.)

[Note use of interrogation mark in the following:]

Mr. KERRY. Mr. President, what does this mean?—

We have never received a dollar of this amount.

A resolution of the Senate of the State of California; to the Committee on Interior and Insular Affairs:

''SENATE RESOLUTION 126

''Whereas the great storms of December 1964 caused widespread flooding along the Sacramento River and its tributaries; and

''Whereas this flooding caused extensive damage along the Sacramento River and its tributaries in Tehama and Shasta Counties; and

''Whereas these projects could be integrated with the Federal Central Valley project: Now, therefore, be it

''*Resolved by the Senate of the State of California,* That the Congress of the United States, the U.S. Army Corps of Engineers, and the Bureau of Reclamation are respectfully * * *''.

[Note use of italic in title of cases:]

* * * This is the occasion America did not have to consider what other options might guarantee maternal safety while protecting the unborn. This is our national opportunity to reconsider *Roe* v. *Wade*, 410 U.S. 113 (1973).

Roe against Wade and its companion case, *Doe* v. *Bolton*, 410 U.S. 179 (1973), granted abortion the elevated status of a fundamental constitutional right and invalidated almost all effective restrictions on abortion throughout the 9 months of pregnancy.* * *

PARENTHESES AND BRACKETS

[The use of parentheses and brackets will be followed as submitted.]

This legislation would exempt certain defined Central Intelligence Agency [CIA] operational files from the search and review process of the Freedom of Information Act [FOIA], thus permitting the Agency to respond much more quickly to those FOIA requests which are at all likely to result in the release of information.

[Acronyms, symbols, or abbreviations should be bracketed as shown above.]

Mr. CALVERT. Mr. Speaker, I now yield 5 minutes to the gentleman from Oklahoma [Mr. COBURN].

(Mr. GILLMOR of Ohio asked and was given permission to revise and extend his remarks in the RECORD.)

Mr. TAYLOR. There is no ''may not'' about it. Here is the form in which they are printed.

Mr. GOSS. I am in hopes we shall be able to secure a vote on the bill tonight.

[''Vote! Vote!'']

Mr. YOUNG. The Chair rather gets me on that question. [Laughter.] I did not rise. [Cries of ''Vote! Vote!'']

Mr. LUGAR [one of the tellers]. I do not desire to press the point that no quorum has voted.

The CHAIRMAN [after a pause]. If no gentleman claims the floor, the Clerk will proceed with the reading of the bill.

Mr. DUNCAN. Then he is endeavoring to restrict the liberty of the individual in the disbursement of his own money. [Applause on the Republican side.]

Mr. KENNEDY. Mr. Speaker, I desire to ask unanimous consent that the time of the gentleman——[Cries of ''Regular order!'']

[Laughter.]

The SPEAKER. Is there objection to the consideration of this bill at this time? [After a pause.] There is no objection.

The CHAIRMAN [rapping with his gavel]. Debate is exhausted.

Mr. JONES of North Carolina [reading]:

When in the course of human events, etc.

[Mr. MILLER of Florida addressed the House. His remarks will appear hereafter in the Extensions of Remarks.]

[Mr. HOYER addressed the Committee [or House]. His remarks will appear hereafter in the Extensions of Remarks.]

[Names of Senators or Representatives appearing in remarks of other Members of Congress should be enclosed in brackets, except in listing of tellers or when some title other than "Mr." is used, as in the following examples:]

Mr. SMITH of Washington. The gentleman from Florida [Mr. BOYD]

stated that he would support the measure.

Mr. CLAY. The gentleman from Michigan, Mr. BARCIA, stated that he would support the measure.

[In Senate copy a Senator is referred to as "the Senator from —— [Mr. ——]." Do not supply name and brackets if name does not appear in copy.]

[Note that brackets are used only when *Mr.*, etc., appears in copy.]

[See also use of *Mr.*, *Mrs.*, *Miss*, *Ms.* in explanation of votes under "Pairs."]

VOTING IN THE HOUSE AND IN COMMITTEE OF THE WHOLE

[Note that a dash is used only when a comma is necessary to separate the ayes and noes. If only the ayes or the noes are given, no punctuation is to be used. If the word *and* is used to connect the ayes and noes, as *ayes 52 and noes 65*, or *52 ayes and 65 noes*, the dash is omitted after the word *were* or *being*.]

On the question of ordering the yeas and nays there were 18 ayes and 88 noes.

The House divided; and there were—ayes 52, noes 65.

So (no further count being called for) the amendment of Mr. SMITH of Virginia was not agreed to.

So (two-thirds having voted in favor thereof) the rules were suspended, and the bill was passed.

So (two-thirds not having voted in favor thereof) the motion was rejected.

The CHAIRMAN. The gentleman raises the point of no quorum. The Chair will count. [After counting.] Two hundred and seventeen present, a quorum. The noes have it, and the amendment is rejected.

The question being taken on the motion of Mr. HOYER to suspend the rules and pass the bill, it was agreed to (two-thirds voting in favor thereof).

So (the affirmative not being one-fifth of the whole vote) the yeas and nays were not ordered.

The question was taken by a viva voce vote, and the Speaker announced that two-thirds appeared to have voted in the affirmative and [after a pause] that the bill was passed.

The yeas and nays were ordered, there being 43 in the affirmative, more than one-fifth of the last vote.

The question being taken on Mr. KENNEDY'S motion, there were—ayes 18, noes 35.

The question being taken on concurring in the amendments of the Senate, there were—ayes 101, noes 5.

The question was taken; and on a division [demanded by Mr. HOYER] there were—ayes 17, noes 29.

Mr. HOYER. Mr. Chairman, I demand a recorded vote, and pending that, I make the point of order that a quorum is not present.

The CHAIRMAN. Evidently a quorum is not present.

The Chair announces that pursuant to clause 2, rule XXIII, he will vacate proceedings under the call when a quorum of the Committee appears.

Members will record their presence by electronic device.

The call was taken by electronic device.

□ 1700

[The above box followed by a four-digit number indicates floor time in the House.]

QUORUM CALL VACATED

The CHAIRMAN. One hundred Members have appeared. A quorum of the Committee of the Whole is present. Pursuant to rule XXIII, clause 2, further proceedings under the call shall be considered as vacated.

The Committee will resume its business.

The pending business is the demand of the gentleman from Minnesota [Mr. OBERSTAR] for a recorded vote.

A recorded vote was refused.

So the amendment to the amendment offered as a substitute for the amendment was rejected.

The CHAIRMAN. The question is on the amendment offered by the gentleman from Pennsylvania [Mr. ENGLISH] as a substitute for the amendment offered by the gentleman from South Dakota [Mr. JOHNSON].

The question was taken; and the Chairman announced that the noes appeared to have it.

RECORDED VOTE

Mr. ENGLISH. Mr. Chairman, I demand a recorded vote.

A recorded vote was ordered.

The vote was taken by electronic device, and there were—ayes 223, noes 162, answered ''present'' 1, not voting 47, as follows:

[Roll No. 275]

AYES—223

Addabbo	Duncan	Hubbard
Akaka	Dwyer	Huckaby
Albosta	Dyson	Hunter
Anderson	Eckart	Jenkins
Andrews	Howard	Kasich
Dowdy	Hoyer	Lantos

NOES—162

Alexander	Foley	Moakley
Annunzio	Forsythe	Molinari
Archer	Fountain	Mollohan
Atkinson	Frank	Neal
Beard	Miller (CA)	Obey
Fish	Mineta	Packard

ANSWERED ''PRESENT''—1

Brown (OH)

NOT VOTING—47

Ashbrook	Clay	Garcia
Bafalis	Collins (TX)	Gilman
Barnard	Corcoran	Jackson

[The Speaker's vote is recorded only in the "Ayes" or "Noes." It is never recorded as "not voting."]

[If the Speaker votes, his name is not used, but at the end of the "yeas" or "nays," according to his vote, insert: "The Speaker."]

So the amendment offered as a substitute for the amendment was agreed to.

The result of the vote was announced as above recorded.

VOTING BY YEAS AND NAYS

Senate

QUORUM CALL

The clerk will call the roll.

The assistant legislative clerk proceeded to call the roll, and the following Senators entered the Chamber and answered to their names:

[Quorum No. 42]

Abraham	Frist	Mikulski
Akaka	Glenn	Moseley-Braun
Baucus	Gorton	Moynihan
Bennett	Graham	Murkowski
Biden	Grams	Nunn
Bingaman	Grassley	Pell
Boxer	Gregg	Pressler
Bradley	Harkin	Reid
Breaux	Hatch	Robb
Bryan	Hatfield	Rockefeller

The PRESIDING OFFICER. A quorum is not present.

Mr. LOTT. Mr. President, I move that the Sergeant at Arms be instructed to require the attendance of absent Senators, and I ask for the yeas and nays on the motion.

The PRESIDING OFFICER. Is there a sufficient second? There is a sufficient second.

The yeas and nays were ordered.

The PRESIDING OFFICER. The question is on agreeing to the motion of the Senator from Mississippi. On this question the yeas and nays have been ordered, and the clerk will call the roll.

The assistant legislative clerk called the roll.

Mr. STEVENS. I announce that the Senator from New York [Mr. SCHUMER] is necessarily absent.

Mr. DASCHLE. I announce that the Senator from Florida [Mr. GRAHAM], the Senator from Massachusetts [Mr. KENNEDY], the Senator from Michigan [Mr. LEVIN], and the Senator from West Virginia [Mr. ROCKEFELLER] are necessarily absent.

The PRESIDING OFFICER (Mr. KENNEDY). Are there any other Senators in the Chamber who desire to vote?

The result was announced—yeas 90, nays 5, as follows:

[Rollcall Vote No. 264 Leg.]

YEAS—90

Abraham	Feinstein	Lott
Akaka	Ford	Lugar
Ashcroft	Frahm	Mack
Baucus	Frist	McCain
Bennett	Glenn	McConnell

NAYS—5

Biden	Hollings	Wellstone
Boxer	Kohl	

NOT VOTING—5

Graham	Levin	Schumer
Kennedy	Rockefeller	

So the motion was agreed to.

PAIRS

[The word *with* must always be used in pairs in the House, not *and;* and copy must be altered to conform thereto, as Mr. Smith with Mr. Jones—*not* Mr. Smith and Mr. Jones. Note use of lowercase for names in list of pairs in House.]

The Clerk announced the following pairs:

On this vote:

Mr. Hefner for, with Mr. Richmond against.

Until further notice:

Mr. Biaggi with Mr. Jeffords.
Mr. Florio with Mr. Horton.
Mr. Bartlett of Maryland with Mr. Coyne.
Mr. Rangel with Mr. Simon.
Mr. Fascell with Mr. Minish.
Mr. Volkmer with Mr. Borski.
Mr. Andrews with Mr. Gibbons.

Messrs. EMERSON, EVANS of Georgia, and MARLENEE changed their votes from ''nay'' to ''yea.''

So the bill was passed.

The result of the vote was announced as above recorded.

A motion to reconsider was laid on the table.

Mr. COBLE. Mr. Speaker, I voted, but, being paired with the gentleman from Pennsylvania, Mr. COX, I withdraw my vote.

Mr. GORDON. Mr. Speaker, I have a pair with the gentleman from Mississippi, Mr. TAYLOR, who, if present, would have voted ''yea.'' I voted ''nay.'' I withdraw my vote and vote ''present.''

[In House pairs do not use brackets when Members are referred to by name. In Senate pairs observe following use of brackets:]

Mr. THOMAS (when his name was called). I am paired on this question with the senior Senator from Massachusetts [Mr. KENNEDY]. If he were here, I should vote ''yea.''

CALL OF THE HOUSE

Mr. MURTHA. Mr. Speaker, I move a call of the House.

A call of the House was ordered.

The call was taken by electronic device and the following Members responded to their names:

[Roll No. 281]

Addabbo	Applegate	Coyne, William
Akaka	Ashbrook	Craig
Albosta	Conte	Crane, Daniel
Alexander	Courter	Crane, Philip
Anderson	Coyne, James	Crockett
Annunzio		
Flippo	Ford (MI)	Fountain
Foglietta	Ford (TN)	Fowler
Foley	Forsythe	

[No reference will be made of the names of those not voting.]

□ 1840

The CHAIRMAN. Three hundred ninety-three Members have answered to their names, a quorum is present, and the Committee will resume its business.

FORMS OF TITLES

[Always in roman lowercase, flush and hang 1 em, if more than two lines.]

H.J. RES. 2

Joint resolution authorizing the Secretary of the Treasury to issue 2 per centum bonds or certificates, etc.

Resolved by the Senate and House of Representatives of the United States of America in Congress assembled, That the * * *

H.R. 4487

A bill to authorize the Rock Island and Southwestern Railway Company to construct a bridge, etc.

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That it shall be lawful for the Rock Island and Southwestern Railway Company, a corporation organized under the general incorporations, etc.

ADDRESSES AND SIGNATURES

[No line spacing, street addresses, or ZIP Code numbers are to be used in communications in the Record.]

The Honorable the SECRETARY OF THE □□NAVY.

□DEAR MR. SECRETARY: This is in response to your letter, etc.

□□□Very sincerely yours,

RONALD REAGAN.□

COLUMBIA, MO,□□□
January 17, 1999.□

Hon. MORGAN M. MOULDER,
Cannon House Office Building,
Washington, DC:

□The President's farm message of today

* * * * *

farmers and prevent the spread of this depression to every part of our country.

MISSOURI FARMERS
ASSOCIATION,
F.V. HEINKEL, *President.*

JANUARY 20, 1966.□

Hon. JOHN B. CONNALLY, Jr.,
The Secretary of the Treasury, Depart-
□□ment of the Treasury, Washington,
□□DC.

□DEAR MR. SECRETARY: Mindful of the tremendous workload, etc.

I would appreciate your comment on the foregoing proposal.

Your proposal seems to be in the best interest of all concerned.

□□□Sincerely yours,

HERBERT ZELENKO,□□□
Member of Congress.□

ALEXANDRIA, MN,□□□
November 17, 1971.□

Hon. WALTER MONDALE,
Senate Office Building,
Washington, DC:

□We oppose the nomination of Earl Butz for Secretary of Agriculture because he resists family farms.

RAYMOND WAGNER.□

□BRANDON, MN.

JANUARY 17, 1972.□

Re resignation from committee.

Hon. CARL ALBERT,
The Speaker, U.S. House of Representa-
□□tives, U.S. Capitol, Washington, DC.

□DEAR MR. SPEAKER: Having changed my politics from Republican to Democratic, etc.

□With my best wishes.

□□□Sincerely,

VINCENT J. DELLAY.□

U.S. SENATE,□□□□□
PRESIDENT PRO TEMPORE,□□□
Washington, DC, March 17, 1999.□

To the Senate:

□Being temporarily absent from the Senate, I appoint Hon. CONRAD BURNS, a Senator from the State of Montana, to perform the duties of the Chair during my absence.

STROM THURMOND,□□□
President pro tempore.□

WASHINGTON, DC,□□□
March 28, 1999.□

□I hereby designate the Honorable JACK METCALF to act as Speaker pro tempore today.

DENNIS HASTERT,□□□
Speaker of the House of Representatives.□

□□THE INTERNATIONAL UNION OF□□□
□□□UNITED BREWERY, FLOUR, CE-□□□
□□□REAL, SOFT DRINKS & DISTILL-□□□
□□□ERY WORKERS OF AMERICA,
Cincinnati, OH, March 25, 1966.□

To the Senate of the United States.
To the U.S. House of Representatives.

□HONORABLE SIRS: April 7, 1966, being the 25th anniversary of the modification, etc.

[Two to eight independent signatures, with or without titles, are aligned on the left.]

To the Honorable Senate and House of
□□Representatives of the United States
□□of America Now Assembled at Wash-
□□ington, DC:

□The undersigned, officers of the Navy of the United States, respectfully show unto your honorable bodies, etc.

JAMES G. GREEN.
W.H. SOUTHERLAND.
THOMAS HARRISON
F.F. FLETCHER.
ROBERT WHELAN
C.C. WILSON.

□Respectfully submitted,

KARL F. FELLER,
International President.

THOMAS RUSCH,
Director of Organization.

ARTHUR GILDEA,
Secretary-Treasurer.□

JOSEPH E. BRADY,
Director of Legislation.

[More than eight signatures, with or without titles, are set full measure, caps and lowercase, run in, indented 2 and 3 ems, as follows:]

□□Gene H. Rosenblum, Cochairman; □□□Paul H. Ray, Cochairman; Cynthia □□□Asplund, James Pedersen, George □□□Doty; Thomas St. Martin; Joan □□□O'Neill; Lloyd Moosebrugger; Sam □□□Kaplan; Ronald Nemer; Dean Pot- □□□ter; Philip Archer; Thomas □□□McDonough; Mrs. Lloyd □□□Moosebrugger, Minnesota Young □□□Democratic Civil Rights Commit- □□□tee.

JOHN SMITH,□□□□□
Lieutenant Governor□□□
(For the Governor of Maine).□

TEXARKANA TEXTILE MERCHANTS & MANUFACTURERS' ASSOCIATION,

JOHN L. JONES,
Secretary.

CREDITS

[From the Sacramento (CA) Bee, July 22, 1983]

THE KISSINGER SMOKE SCREEN

(By C.K. McClatchy)

The Reagan administration has embarked on a dangerously aggressive, confrontational policy in Latin America that should be sending shock waves of anger and fear through the American public. Thus far, however, the opposition has been muted by a combination of the administration's anti-Communist rhetoric and public relations molasses.

[From the Wall Street Journal, Aug. 1, 1983]

THE SKY HASN'T FALLEN

Backers of the proposal to increase the U.S. contribution to the International Monetary Fund by $8.4 billion staved off several attacks in the House Friday, but the bill still faces an uncertain future. It has been languishing in the House for nearly three months, and the 40 or so amendments still awaiting it testify to the difficulty of putting together a winning coalition.

POETRY

***If* poetry is quoted, each stanza should start with quotation marks, but only the last stanza should end with them. The lines of the poem should align on the left, those that rhyme taking the same indention. Poems are flush left; overs 3 ems; 2 points of space between stanzas, and 2 points of space above and below.**

CASEY AT THE BAT

The outlook wasn't brilliant for the Mudville nine that day:
The score stood four to two, with but one inning more to play,
And then when Cooney died at first, and Barrows did the same,
A pall-like silence fell upon the patrons of the game.

A straggling few got up to go in deep despair.
The rest cling to that hope which springs eternal in the human breast;
The thought, "If only Casey could but get a whack at that—
We'd put up even money now, with Casey at the bat."

But Flynn preceded Casey, as did also Jimmy Blake,
And the former was a hoodoo, while the latter was a cake;
So upon that stricken multitude grim melancholy sat,
For there seemed but little chance of Casey getting to the bat.

But Flynn let drive a single, to the wonderment of all,
And Blake, the much despised, tore the cover off the ball;
And when the dust had lifted, and men saw what had occurred,
There was Jimmy safe at second and Flynn—hugging third.

Then from five thousand throats and more there rose a lusty yell;
It rumbled through the valley, it rattled in the dell;
It pounded on the mountain and recoiled upon the flat,
For Casey, mighty Casey, was advancing to the bat.

There was ease in Casey's manner as he stepped into his place;
There was pride in Casey's bearing and a smile lit Casey's face.
And when, responding to the cheers, he lightly doffed his hat,
No stranger in the crowd could doubt 'twas Casey at the bat.

Ten thousand eyes were on him as he rubbed his hands with dirt;
Five thousand tongues applauded when he wiped them on his shirt;
Then while the writhing pitcher ground the ball into his hip,
Defiance flashed in Casey's eye, a sneer curled Casey's lip.

And now the leather-covered sphere came hurtling through the air,
And Casey stood a-watching it in haughty grandeur there.

Close by the sturdy batsman the ball unheeded sped—
"That ain't my style," said Casey. "Strike one!" the umpire said.

From the benches, black with people, there went up a muffled roar,
Like the beating of the storm-waves on a stern and distant shore;
"Kill him! Kill the umpire!" shouted some one in the stand;
And it's likely they'd had killed him had not Casey raised his hand.

With a smile of Christian charity great Casey's visage shone;
He stilled the rising tumult; he bade the game go on;
He signaled to the pitcher, and once more the dun sphere flew;
But Casey still ignored it, and the umpire said "Strike two!"

"Fraud!" cried the maddened thousands, and echo answered "Fraud!"
But one scornful look from Casey and the audience was awed.
They saw his face grow stern and cold, they saw his muscles strain,
And they knew that Casey wouldn't let that ball go by again.

The sneer has fled from Casey's lip, his teeth are clenched in hate;
He pounds with cruel violence his bat upon the plate.
And now the pitcher holds the ball, and now he lets it go,
And now the air is shattered by the force of Casey's blow.

Oh, somewhere in this favored land the Sun is shining bright;
The band is playing somewhere, and somewhere hearts are light,
And somewhere men are laughing, and little children shout;
But there is no joy in Mudville—great Casey has struck out.

—*Ernest L. Thayer.*

EXTRACTS

[Extracts must be set in 7 point unless ordered otherwise by the Joint Committee on Printing.]

[This does not refer to a casual quotation of a few words or a quotation that would not make more than 3 lines of 7 point. The beginning of the 7-point extract must start with a true paragraph; 8 point following is always a paragraph.]

Mr. BENNETT. Let us see what that is:

The stipulations of this treaty are to be a full settlement of all claims of said Creek Nation for damages and losses of every kind growing out of the late rebellion—

I do not think he means that—

and all expenditures by the United States of annuities in clothing and feeding refugee and destitute Indians since the diversion of annuities for that purpose consequent upon the late war with the so-called Confederate States; and the Creeks hereby ratify and confirm—

What?—

all such diversions of annuities heretofore made from the funds of the Creek Nation by the United States; and the United States agree that no annuities—

And so forth. I believe that shows clearly the purpose of the treaty.

[Note, as above, that following an excerpt, the 8 point must begin with a paragraph.]

[An address of the President delivered outside of Congress or referred to as an extract will be set in 7 point.]

SCHEME OF TEXT HEADINGS

In 8-point, heads are 8-point caps. After the cap head, all subheads are 7 point small caps, regardless of any perceived hierarchy.

In 7-point, the progression is as follows (in descending order):

7-point caps and small caps.
7-point small caps.
7-point italic lowercase.
7-point roman caps and lowercase.
7-point roman lowercase.

USE OF DOUBLE HEADS

This is something which has been entirely overlooked by the * * *.

ANALYSIS OF SPECIFIC PROVISIONS OF THE COMMITTEE BILL

AMENDMENTS CHANGING THE INTERSTATE COMMERCE PROVISIONS OF THE ACT

As the law stands today, it applies only to an employee who * * *.

EXECUTIVE PROGRAM

ESTATE TAX CONVENTION WITH CANADA

ADDITIONAL COSPONSORS OF BILLS AND JOINT RESOLUTIONS

S. 659

AMENDMENTS SUBMITTED

RECIPROCAL TRADE AGREEMENTS

SPECTER AMENDMENT NO. 1194

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 copy and is an indication that that particular Extension of Remarks is to be inserted in the proceedings of the bound Record of the date used in the heading.]

MISSING CHILDREN

HON. ORRIN G. HATCH

OF UTAH

IN THE SENATE OF THE UNITED STATES

Wednesday, February 3, 1999

Mr. HATCH. Mr. President, I rise before this distinguished assembly to focus additional attention on the tragedy of missing children. The Department of Health and Human Services has estimated that approximately 1.3 million children disappear each year. A significant number do not leave of their own accord.* * *

CONGRESSIONAL PROCEEDINGS

SENATE

TUESDAY, JULY 13, 1999

(Legislative day of Monday, July 12, 1999) [1]

The Senate met at 10 a.m., on the expiration of the recess, and * * *.

[Above line to be used only when Senate had been in recess.]

The Senate met at 12 noon, and was called to order by the President pro tempore [Mr. THURMOND].

[Note.—Entire prayer set in 8 point.]

PRAYER

The Chaplain, Dr. Lloyd John Ogilvie, offered the following prayer:

Let us pray:

Lord, Thou hast been our dwelling place in all generations. Before the mountains were brought forth, or ever Thou hadst formed the earth and the world, from everlasting to everlasting Thou art God.—Psalm 90:1–2 RSV.

Almighty God, eternal Father, make Thy presence felt in this place today. Grant that all who do business here may experience a fresh touch from Thee. As the Senators enter into this very full week, help them to have a perspective which sees the parts in light of the whole. Free them from the tyranny of urgency which makes it impossible to see the forest for the trees. Help them not to allow the transitory to obliterate the transcendent. Give them vision which sees the temporary in light of the permanent, the temporal in light of the eternal.

Guide them to decisions which will honor Thee and bless the people. In Jesus' name. Amen.

APPOINTMENT OF ACTING PRESIDENT PRO TEMPORE

The PRESIDING OFFICER. The clerk will please read a communication to the Senate from the President pro tempore [Mr. THURMOND].

The assistant legislative clerk read the following letter:

U.S. SENATE,
PRESIDENT PRO TEMPORE,
Washington, DC, April 15, 1999.

To the Senate:

Under the provisions of rule I, section 3, of the Standing Rules of the Senate, I hereby appoint the Honorable JESSE HELMS, a Senator from the State of North Carolina, to perform the duties of the Chair.

STROM THURMOND,
President pro tempore.

Mr. HELMS thereupon assumed the chair as Acting President pro tempore.

RECOGNITION OF THE MAJORITY LEADER

The ACTING PRESIDENT pro tempore. The majority leader is recognized.

THE JOURNAL

Mr. LOTT. Mr. President, I ask unanimous consent that the Journal of the proceedings of the Senate be approved to date.

The ACTING PRESIDENT pro tempore. Without objection, it is so ordered.

JOINT SESSION OF THE TWO HOUSES—MESSAGE OF THE PRESIDENT OF THE UNITED STATES (H. DOC. NO. 98–1)

The PRESIDENT pro tempore. Under the previous order, the Senate will now proceed to the Hall of the House of Representatives.

Thereupon, at 8:38 p.m., the Senate, preceded by the Sergeant at Arms, Howard O. Greene; the Secretary of the Senate, Gary Sisco; and the President pro tempore (Mr. THURMOND), proceeded to the Hall of the House of Representatives to hear the address by the President of the United States, William Clinton.

(The address by the President of the United States, this day delivered by him to the joint session of the two Houses of Congress, appears in

[1] To be used only when the Senate had been in recess.

the proceedings of the House of Representatives in today's RECORD.)

RESERVATION OF LEADER TIME

The PRESIDING OFFICER. Under the previous order, leadership time is reserved.

ORDER FOR ROUTINE MORNING BUSINESS

Mr. STEVENS. Mr. President, I ask unanimous consent that following the time for the two leaders under the standing order and the special order for Senator SPECTER, there be a period for the transaction of routine morning business, not to exceed 30 minutes, in which Senators may make speeches for not to exceed 3 minutes each.

The PRESIDING OFFICER (Mr. CHAFEE). Without objection, it is so ordered.

MESSAGES FROM THE PRESIDENT

Messages from the President of the United States were communicated to the Senate by Mr. Saunders, one of his secretaries.

EXECUTIVE MESSAGES REFERRED

As in executive session, the Acting President pro tempore laid before the Senate messages from the President of the United States submitting a sundry nomination which was referred to the Committee on Armed Services.

(The nomination received today is printed at the end of the Senate proceedings.)

BUDGET OF THE DISTRICT OF COLUMBIA—MESSAGE FROM THE PRESIDENT—PM 126

The PRESIDING OFFICER laid before the Senate the following message from the President of the United States, together with an accompanying document; which was referred to the Committee on Governmental Affairs:

To the Congress of the United States:

In accordance with the District of Columbia Self-Government and Governmental Reorganization Act, I am transmitting the 1983 Budget of the District of Columbia.

I am informed that the proposals for Federal payments to the District of Columbia reflected in this document are consistent with those shown in the 1983 Budget of the United States submitted to the Congress on February 8, 1982.

RONALD REAGAN.☐

☐THE WHITE HOUSE, *April 15, 1982.*

EXECUTIVE AND OTHER COMMUNICATIONS

The following communications were laid before the Senate, together with accompanying papers, reports, and documents, which were referred as indicated:

EC–3155. A communication from the Secretary of Health and Human Services transmitting a draft of proposed legislation to incorporate the supplemental food programs into the maternal and child health block grant; to the Committee on Agriculture, Nutrition, and Forestry.

PRESIDENTIAL APPROVALS

A message from the President of the United States reported that he had approved and signed the following acts and joint resolution:

On July 19, 1982:

S. 2651. An act to extend the expiration date of section 252 of the Energy Policy and Conservation Act.

ENROLLED BILLS AND JOINT RESOLUTION SIGNED

The message further announced that the Speaker pro tempore of the House had affixed his signature to the following enrolled bills and joint resolution, and they were signed by the Acting President pro tempore:

S. 171. An act for the relief of Arthur A. Schipke;

S. 518. An act for the relief of Robert T. Groom, Daisy Groom, and Margaret Groom Turpin; and

HOUSE BILLS AND JOINT RESOLUTIONS REFERRED OR PLACED ON THE CALENDAR

The following bills and joint resolutions were severally read twice by

their titles and referred, or ordered to be placed on the calendar, as indicated:

H.R. 1408. An act to amend section 301 (a)(1) of the Agricultural Adjustment Act of 1938, as amended, and the first sentence of paragraph (1) of section 2 of the Agricultural Adjustment Act of 1933, as amended, and as reenacted and amended by the Agricultural Marketing Agreement Act of 1937, approved June 3, 1937, as amended, so as to include the cost of all farm labor in determining the parity price of agricultural commodities; to the calendar; and

H.R. 777. An act to amend an act entitled ''An act to regulate the hours of employment and safeguard the health of females employed in the District of Columbia,'' approved February 24, 1914.

MESSAGES FROM THE HOUSE

At 2:11 p.m., a message from the House of Representatives was delivered by Mr. Berry, one of its reading clerks, announcing that the Speaker had signed the following enrolled bills and joint resolution:

S. 272. An act to improve small business access to Federal procurement information.

H.J. Res. 338. Joint resolution to correct Public Law 98–63 due to an error in the enrollment of H.R. 3069.

The bills and joint resolution were subsequently signed by the President pro tempore (Mr. THURMOND).

At 3:18 p.m., a message from the House of Representatives was delivered by Ms. Goetz, one of its reading clerks, announcing that the House agrees to the amendments of the Senate to the bill (H.R. 2355).

PETITIONS AND MEMORIALS

The following petitions and memorials were laid before the Senate and were referred or ordered to lie on the table as indicated:

POM–724. A resolution adopted by the Legislature of the State of Arizona; to the Committee on Banking, Housing, and Urban Affairs.

HOUSE CONCURRENT MEMORIAL 2002

Whereas, article I, section 8, Constitution of the United States, provides that only the Congress of the United States shall have the power 'to borrow money on the credit of the United States'; and

Whereas, article I, section 8, Constitution of the United States, directs that only the Congress of the United States is permitted ''to coin money and regulate the value thereof''; and

Whereas, the Federal Reserve Act of 1913 transferred the power to borrow money on the credit of the United States to a consortium of private bankers in violation of the prohibitions of article I, section 8, Constitution of the United States; and

Whereas, the Congress of the United States is without authority to delegate any powers which it has received under the Constitution of the United States established by the people of the United States; and

Whereas, article I, section 1, Constitution of the United States, provides that ''all legislative Powers herein granted shall be vested in a Congress of the United States, which shall consist of a Senate and House of Representatives''; and

Whereas, the Federal Reserve Act of 1913 was imposed upon the People of the State of Arizona in violation of the provisions of article I, section 1, Constitution of the United States.

REPORTS OF COMMITTEES

The following reports of committees were submitted:

By Mr. MCCAIN, from the Committee on Commerce, Science, and Transportation, with an amendment in the nature of a substitute and an amendment to the title:

S. 2172. A bill to amend the Communications Act of 1934 (Rept. No. 97–518).

EXECUTIVE REPORTS OF COMMITTEES

The following executive reports of committees were submitted:

By Mr. D'AMATO, from the Committee on Banking, Housing, and Urban Affairs:

Ralph D. DeNunzio, of Connecticut, to be a Director of the Securities Investor Protection Corporation for a term expiring December 31, 1982;

David F. Goldberg, of Illinois, to be a Director of the Securities Investor Protection Corporation for a term expiring December 31, 1984; and

Roger A. Yurchuck, of Ohio, to be a Director of the Securities Investor Protection Corporation for a term expiring December 31, 1984.

INTRODUCTION OF BILLS AND JOINT RESOLUTIONS

The following bills and joint resolutions were introduced, read the

first and second time by unanimous consent, and referred as indicated:

By Mr. JEFFORDS (for himself, Mr. SMITH, Mr. LIEBERMAN, Mr. KERRY, Mr. GREGG, Mr. KENNEDY, Mr. DODD, and Mr. LEAHY):

S. 2835. A bill to grant the consent and approval of the Congress to an interstate agreement or compact relating to the restoration of Atlantic salmon in the Connecticut River Basin, and to allow the Secretary of Commerce and the Secretary of the Interior to participate as members in a Connecticut River Atlantic Salmon Commission; to the Committee on the Judiciary.

SUBMISSION OF CONCURRENT AND SENATE RESOLUTIONS

The following concurrent resolutions and Senate resolutions were read, and referred (or acted upon), as indicated:

By Mr. MURKOWSKI (for himself, Mr. KENNEDY, Mr. SHELBY, and Mr. CHAFEE):

S. Con. Res. 62. A concurrent resolution to direct the Commissioner of Social Security and the Secretary of Health and Human Services to develop a plan outlining the steps which might be taken to correct the social security benefit disparity known as the notch problem; to the Committee on Finance.

By Mr. D'AMATO:

S. Res. 446. Resolution to honor Michael R. Masone; to the Committee on the Judiciary.

STATEMENTS ON INTRODUCED BILLS AND JOINT RESOLUTIONS

By Ms. SNOWE:

S. 1778. A bill to provide for a block grant to States for health planning activities, and for other purposes; to the Committee on Labor and Human Resources.

HEALTH PLANNING BLOCK GRANT ACT OF 1983

● Ms. SNOWE. Mr. President, I introduce S. 1778, a bill to establish a block grant to the States to support health planning.

The latest authorization for the Federal health planning program expired at the conclusion of the last fiscal year. The program has been funded under a continuing resolution despite the fact that it has not been reauthorized. Health planning has been useful in many States in containing health care costs and assuring equitable access to health services. It is important that the Federal Government continue to encourage health planning on the State and local levels but the current health planning law should be replaced.●

[Note the use of bullets signifying that which was not spoken on the floor.]

AMENDMENTS SUBMITTED

DEPARTMENT OF HEALTH AND HUMAN SERVICES APPROPRIATIONS, 1995

FAIRCLOTH AMENDMENT NO. 5239

(Ordered to lie on the table.)

Mr. FAIRCLOTH submitted an amendment intended to be proposed by him to the bill, H.R. 3756, supra; as follows:

At the appropriate place, insert the following:

SEC. . (a) SENSE OF THE SENATE REGARDING TRANSFERS FROM MEDICARE TRUST FUNDS.—It is the sense of the Senate that * * *.

WARNER AMENDMENT NO. 5240

Mr. WARNER proposed an amendment to the bill, H.R. 3756, supra; as follows:

On page 53, beginning on line 23, strike "and in compliance with the reprogramming guidelines of the appropriate Committee of the House and Senate."

DEWINE AMENDMENTS NOS. 5241–5242

Mr. SMITH (for Mr. DEWINE) proposed two amendments to the bill, H.R. 3363, supra; as follow:

AMENDMENT NO. 5241

At the appropriate place in the bill insert the following:

"That notwithstanding any other provision of law, the Secretary of the Interior (hereinafter in this Act referred to as * * *.

AMENDMENT NO. 5242

(Purpose: To authorize the Secretary of the Interior * * *)

At the appropriate place, etc.

ADDITIONAL STATEMENTS

NATIONAL PARALYZED VETERANS RECOGNITION DAY

● Mr. KYL. Mr. President, I am pleased today to call attention here to the fact that this is National Paralyzed Veterans Recognition Day. Legislation to establish this observance was signed by the President on August 1 (Public Law 98–62). In the Senate, the legislation was designated Senate Joint Resolution 106 and authored by the distinguished chairman of the Veterans' Affairs Committee, Senator SIMPSON. I am proud to have been a cosponsor.●

CONCLUSION OF MORNING BUSINESS

The PRESIDING OFFICER. Is there further morning business?

If not, morning business is closed.

BLANCHE H. KARSCH, ADMINISTRATRIX OF THE ESTATE OF KATE E. HAMILTON—VETO MESSAGE (S. DOC. NO. 108)

The VICE PRESIDENT laid before the Senate the following veto message from the President of the United States, which was read, and with the accompanying bill, referred to the Committee on the Judiciary and ordered to be printed:

To the Senate:

I return herewith, without my approval, S. 514, entitled ''An act for the relief of Blanche H. Karsch, administratrix of the estate of Kate E. Hamilton.''

I know of no circumstances which would justify the exception made by S. 514 to the long-continued policy of Congress, and do not believe that the field of special legislation should be opened * * *

HARRY S. TRUMAN.□

THE WHITE HOUSE, *March 17, 1952.*

[The above to be 8 point.]

[When communications from the President contain extracts, etc., such extracts must be in 7 point.]

REPORT ON CLASSIFIED INFORMATION (S. DOC. NO. 107)

Mr. WARNER. Mr. President, the Committee on Armed Services of the Senate has recently requested the Office of Public Relations of the Department of the Navy to submit to it a report on classified information. The Department of the Navy has complied with the request, and I now present the report and ask that it be published as a Senate document.

The VICE PRESIDENT. Without objection, the report will be printed as a document as requested by the Senator from Virginia.

PAWNEE INDIANS v. THE UNITED STATES (S. DOC. NO. 311)

The VICE PRESIDENT laid before the Senate a communication from the Assistant Clerk of the Court of Claims, transmitting a certified copy of the findings of fact and conclusion filed by the court in the case of the Pawnee Tribe of Indians against the United States, which was referred to the Committee on Finance and ordered to be printed.

[Note the insertion of *S. Doc. No.* — in cases where papers are ordered to be printed as a document. To be inserted only when *ordered to be printed* or its equivalent is in copy.]

Third reading and passage of a bill

MISSOURI RIVER BRIDGE NEAR ST. CHARLES, MO

The bill (S. 4174) to extend the times for commencing and completing the construction of a bridge across the Missouri River at or near St. Charles, MO, was considered, ordered to be engrossed for a third reading, read the third time, and passed, as follows:

S. 4174

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the times for commencing and completing the construction of the bridge across the Missouri River, etc.

Amendment, third reading, and passage of a bill

GOVERNMENT OF THE TERRITORY OF HAWAII

The Senate proceeded to consider the bill (S. 1881) to amend an act entitled ''An act to provide a govern-

ment for the Territory of Hawaii,'' approved April 30, 1900, as amended, to establish a Hawaiian Homes Commission, and for other purposes, which had been reported from the Committee on Interior and Insular Affairs with amendments.

The first amendment was, on page 4, line 22, to strike out ''Keaaupaha'' and insert ''Keaaukaha''.

The amendment was agreed to.

The next amendment was, on page 6, line 19, after the figure ''(1)'', to insert ''by further authorization of Congress and'', so as to make the paragraph read:

(1) by further authorization of Congress and for a period of five years after the first meeting of the Hawaiian Homes Commission only those lands situated on the island of Molokai, etc.

The amendment was agreed to.

The bill was ordered to be engrossed for a third reading, read the third time, and passed.

Forms of amendments

The joint resolution (S.J. Res. 4) requesting the President to negotiate a treaty or treaties for the protection of salmon in certain parts of the Pacific Ocean was announced as next in order.

Mr. MCCAIN. Mr. President, I have just had an opportunity to examine this joint resolution. I offer this amendment.

The PRESIDING OFFICER. The Secretary will state the amendment offered by the Senator from Arizona.

The READING CLERK. On page 1, line 11, it is proposed to strike out the words ''both within and'', so as to make the joint resolution read:

Resolved by the Senate and House of Representatives of the United States of America in Congress assembled, That the President of the United States be, and he is hereby, requested to negotiate on behalf of the United States, as promptly as is practicable, etc.

Mr. FRIST. Mr. President, I observe in the report of the bill by the chairman of the Foreign Relations Committee that it is reported as a Senate joint resolution. I ask for a modification of it so that it will be a Senate resolution instead of a Senate joint resolution.

The LEGISLATIVE CLERK. It is proposed to strike out ''S.J. Res. 4'' and insert ''S. Res. 85''.

The PRESIDING OFFICER. Is there objection to the modification? The Chair hears none, and it will be so modified.

Mr. MCCAIN. Would it not be necessary to change the resolving clause also? The resolving clause reads:

Resolved by the Senate and House of Representatives of the United States of America in Congress assembled,

The amendment was agreed to.

[Note use of words, figures, and punctuation in the following example. Follow copy.]

The next amendment was, on page 34, in line 9, under the heading ''Employees' Compensation Commission'', before the word ''assistants'', to strike out ''five'' and insert ''three''; in line 10, after the word ''clerks'' and before the words ''of class 3'', to strike out ''seven'' and insert ''five''; in line 11, before the words ''of class 2'', to strike out ''twelve'' and insert ''nine''; in the same line, before the words ''of class 1'', to strike out ''twenty-seven'' and insert ''twenty''; in line 12, before the words ''at $1,000 each'', to strike out ''three'' and insert ''two''; and in line 18, to strike out ''$124,940'' and insert ''$102,590'', so as to read:

EMPLOYEES' COMPENSATION COMMISSION

Salaries: Three Commissioners at $4,000 each; secretary, $2,750; attorney, $4,000; chief statistician, $3,000; chief of accounts, $2,500; accountant, $2,250; claim examiners—chief $2,250, assistant $2,000, assistant $1,800, three assistants at $1,600 each; special agents—two at $1,800 each, two at $1,600 each; clerks—five of class 3; nine of class 2, twenty of class 1, two at $1,000 each; in all $102,590.

Mr. THOMPSON submitted an amendment intended to be proposed by him to the sundry civil appropriation bill, which was ordered to lie on the table and to be printed, as follows:

Add a new section, as follows: ''*That the President of the Senate appoint three Members of the Senate; and the Speaker of the House three Members of the House.*''

The Senate resumed the consideration of the bill (H.R. 4075) to limit the immigration of aliens into the United States.

Mr. BYRD. Mr. President, I offer an amendment, which I send to the desk.

The VICE PRESIDENT. The amendment will be stated.

The ASSISTANT SECRETARY. On page 9, line 3, it is proposed to amend by striking out ''3'' and inserting ''1'', so that it will read:

SEC. 2. (a) That the number of aliens of any nationality who may be admitted under the immigration laws to the United States in any fiscal year shall be limited to 1 per centum of the number of foreign-born persons of such nationality resident in the United States.

The VICE PRESIDENT. The question is on agreeing to the amendment offered by the Senator from West Virginia to the amendment of the committee.

The amendment to the amendment was rejected.

The PRESIDING OFFICER. The question is, Shall the bill pass?

Mr. BREAUX. I ask for the yeas and nays on the passage of the bill.

Mr. INHOFE. Let us have the yeas and nays.

The yeas and nays were ordered, and the reading clerk proceeded to call the roll.

Ms. MIKULSKI (when her name was called). I am paired with the senior Senator from New Hampshire [Mr. SMITH]. I am informed that if he were present he would vote as I intend to vote on the passage of the bill. I therefore feel at liberty to vote, and vote ''yea.''

Mr. CRAIG. I announce that the Senator from Iowa [Mr. GRASSLEY], the Senator from New Hampshire [Mr. SMITH], and the Senator from Delaware [Mr. ROTH] are necessarily absent.

I further announce that, if present and voting, the Senator from New Hampshire [Mr. SMITH] would vote ''yea.''

The result was announced—yeas 78, nays 1, as follows:

YEAS—96

Abraham	Faircloth	Moynihan
Akaka	Feingold	Murkowski

NAY—1

Helms

NOT VOTING—3

Grassley	Roth	Smith

EXECUTIVE SESSION

The PRESIDING OFFICER. The Senate will now proceed to executive session. There will now be 5 minutes debate on Calendar Order No. 156, which the clerk will state.

EXECUTIVE SESSION

Mr. LOTT. Mr. President, I ask unanimous consent that the Senate now go into executive session for the purpose of considering those nominations on page 2, with the exception of Calendar Order No. 43; those nominations on page 3, with the exception of Calendar Order No. 46; all of the nominations on page 4, and all of the nominations on page 5.

The PRESIDING OFFICER. Without objection, it is so ordered.

LEGISLATIVE SESSION

Mr. LOTT. Mr. President, I ask unanimous consent that the Senate now return to legislative session.

The PRESIDING OFFICER. Without objection, it is so ordered.

[An executive session usually being open, the following precedes the recess or adjournment heading:]

TREATY OF ARBITRATION AND CONCILIATION WITH SWITZERLAND

The Chief Clerk proceeded to read Executive B, a treaty of arbitration and conciliation with Switzerland, signed at Washington on March 17, 1952, which was considered as in Committee of the Whole, and is as follows:

To the Senate of the United States:

To the end that I may receive the advice and consent of the Senate to ratification, I transmit herewith a treaty of arbitration and conciliation between the United States and Switzerland, signed at Washington on March 17, 1952.

HARRY S. TRUMAN.□

THE WHITE HOUSE, *March 17, 1952.*

[A letter from the President to the Senate is set in 7-point type when any form of treaty is enclosed that is to be printed in the Record in connection therewith. The letter is set in 7-point type whether the treaty follows or precedes it or is separated from it by intervening matter.]

RECESS UNTIL TOMORROW AT 10:30 A.M.

Mr. LOTT. Mr. President, I know of no further business to come be-

fore the Senate. I move, in accordance with the order previously entered, that the Senate stand in recess until the hour of 10:30 a.m. tomorrow.

The motion was agreed to and, at 7:20 p.m., the Senate recessed until Wednesday, November 18, 1996, at 10:30 a.m.

ADJOURNMENT UNTIL MONDAY, SEPTEMBER 12, 1996

Mr. LOTT. Mr. President, no other matter is cleared for action by either side. The time for the transaction of routine morning business has long since expired, as has the patience of most Senators.

In view of that, Mr. President, I move, in accordance with the provisions of House Concurrent Resolution 153 the Senate now do adjourn until September 12 at 12 noon.

The motion was agreed to; and the Senate, at 7:03 p.m., adjourned until Monday, September 12, 1996, at 12 noon.

[After the recess or adjournment the following may appear:]

NOMINATIONS

Executive nominations received by the Senate March 17 (legislative day of March 9), 1996:

[Under heading *Postmaster*, omit the State subheading if only one nomination or confirmation is given. Under the heads *Nominations, Confirmations, Withdrawal,* and *Rejection,* the following scheme for subheads is to be followed:

[Heads indicating service, or branch or department of Government and subheads indicating subdivision or type of service—7-point small caps.

[Subheads indicating new rank of appointee—7-point italic initial cap.

[Text is set in 5 point caps.

[Note: Nominations will be set first name, middle name (or first middle initial), and last name throughout followed by period. Asterisks, if any, precede names as in executive nominations.]

DIPLOMATIC AND FOREIGN SERVICE

MERLIN E. SMITH, OF OHIO, TO BE A FOREIGN SERVICE OFFICER, UNCLASSIFIED, A VICE CONSUL OF CAREER, AND A SECRETARY IN THE DIPLOMATIC SERVICE OF THE UNITED STATES OF AMERICA.

THE JUDICIARY

TOM C. CLARK OF TEXAS, TO BE ASSISTANT ATTORNEY GENERAL OF THE UNITED STATES, VICE HON. THURMAN ARNOLD, RESIGNED.

HUGH B. COX, OF THE DISTRICT OF COLUMBIA, TO BE ASSISTANT ATTORNEY GENERAL OF THE UNITED STATES; NEW POSITION.

TEMPORARY APPOINTMENT IN THE ARMY OF THE UNITED STATES

LT. GEN. JOSEPH STEVENS MCCULLOCH III (MAJOR GENERAL, U.S. ARMY), ARMY OF THE UNITED STATES.

APPOINTMENTS, BY TRANSFER, IN THE REGULAR ARMY OF THE UNITED STATES

ORDNANCE DEPARTMENT

LT. COL. GEORGE DEVERE BARNES, QUARTERMASTER CORPS (TEMPORARY COLONEL), WITH RANK FROM JANUARY 11, 1952.

IN THE AIR FORCE

To be brigadier general

MAJ. GEN. MICHAEL GLEN CHEEK, 209A, (COLONEL U.S. AIR FORCE), AIR FORCE OF THE UNITED STATES, MEDICAL.

BRIG. GEN. JOHN FERRAL MCBLAIN, 203A (COLONEL, U.S. AIR FORCE), AIR FORCE OF THE UNITED STATES.

To be major general

BRIG. GEN. HERBERT R. TEMPLE, JR.

IN THE AIR FORCE

THE FOLLOWING AIR NATIONAL GUARD OF THE UNITED STATES OFFICERS FOR PROMOTION IN THE RESERVE OF THE AIR FORCE UNDER THE PROVISIONS OF SECTION 593(A) TITLE 10 OF THE UNITED STATES CODE, AS AMENDED.

LINE OF THE AIR FORCE

To be lieutenant colonel

MAJ. CLAYTON B. ANDERSON
MAJ. GEORGE C. ARVANETAKI
MAJ. GEORGE D. BROOKS
MAJ. RAYMOND A. CLINE, JR.

SUPPLY CORPS

To be captain

PAUL R. ALWINE, JR.
CHARLES V. BARR
ANTHONY JOHN BARTUSKA
GORDON J. BENTSON

MEDICAL CORPS

MAJ. POMP T. CARNEY
MAJ. GERALD D. LOOS
MAJ. HUGH E. MCGEE, JR.

IN THE ARMY

THE FOLLOWING-NAMED OFFICERS FOR APPOINTMENT IN THE REGULAR ARMY OF THE UNITED STATES, IN THEIR ACTIVE DUTY GRADES, UNDER THE PROVISIONS OF TITLE 10, UNITED STATES CODE, SECTIONS 531, 532, AND 533:

To be colonel

ROBERT O. PORTER

To be lieutenant colonel

EDWARD F. SMITH

To be major

RUDY P. DAVIS
HERBERT L. HEROD
LAFAYETTE JONES, JR.

To be captain

GEORGE M. DUQUE

CONFIRMATIONS

Executive nominations confirmed by the Senate February 9, 1996:

NATIONAL COMMISSION ON LIBRARIES AND INFORMATION SCIENCE

HAROLD C. CROTTY, OF MICHIGAN, TO BE A MEMBER OF THE NATIONAL COMMISSION.

HOUSE OF REPRESENTATIVES

TUESDAY, SEPTEMBER 7, 1999

The House met at 12 o'clock noon and was called to order by the Speaker pro tempore [Mr. HOYER].

DESIGNATION OF SPEAKER PRO TEMPORE

The SPEAKER pro tempore laid before the House the following communication from the Speaker.

WASHINGTON, DC,
March 25, 1999.

I hereby designate the Honorable JACK METCALF to act as Speaker pro tempore on Friday, March 26, 1999.

DENNIS HASTERT,
Speaker of the House of Representatives.

PRAYER[1]

The Chaplain, Rev. James David Ford, D.D., offered the following prayer:

O sing to the Lord a new song, for He has done marvelous things!—Psalm 98:1.

O Lord, You have been with us all our days and blessed us with gifts both great and small. We give thanks that when our spirits were low, You gave new strength, and when we were discouraged, You gave new hope. As You have promised to Your people a new song of joy and peace, so enable us to commit ourselves to the way of truth that we may be ministers of righteousness and heralds of peace in our own day and time. Amen.

The House met at 2 p.m.

The Chaplain, Rev. James David Ford, D.D., offered the following prayer:

We and all the generations before us have found assurance and strength in the Book of Psalms and so we are bold to pray: We give thanks to the Lord, for He is good, for His steadfast love endures forever. We give thanks to the God of gods, for His steadfast love endures forever. O let us give thanks to the Lord of lords, for His steadfast love endures forever.

We pray, gracious God, that You would lift our eyes and hearts and minds so that we would see Your steadfast love in all we do. And help us to translate that abiding grace so that we relate to other people with deeds of justice and with hearts of mercy. This is our earnest Prayer. Amen.

THE JOURNAL

The SPEAKER. The Chair has examined the Journal of the last day's proceedings and announces to the House his approval thereof.

Pursuant to clause 1, rule I, the Journal stands approved.

SWEARING IN OF MEMBERS

The SPEAKER. The Chair understands there are some Members present who desire to take the oath at this time. Will those Members who have not taken the oath of office kindly step to the well.

The Speaker administered the oath of office to the following Members-elect:

OATH OF OFFICE OF MEMBER

The oath of office required by the sixth article of the Constitution of the United States, and as provided by section 3 of the act of May 13, 1884 (23 Stat. 22), to be administered to Members of the House of Representatives, the text of which is carried in section 1757 of title XIX of the Revised Statutes of the United States and being as follows:

> ''I, A B, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office on which I am about to enter. So help me God.''

[1] Head is not used when the Speaker is in the chair. See following example.

has been subscribed to in person and filed in duplicate with the Clerk of the House of Representatives by the following Member of the 92d Congress, pursuant to Public Law 412 of the 80th Congress entitled "An act to amend section 30 of the Revised Statutes of the United States" (2 U.S.C. 25), approved February 18, 1948:

RICHARD W. MALLARY, at Large District of Vermont.

MESSAGE FROM THE SENATE

A message from the Senate by Mr. Lundregan, one of its clerks, announced that the Senate had passed without amendment a concurrent resolution of the House of the following title:

H. Con. Res. 290. Concurrent resolution reaffirming that deposits, up to the statutorily prescribed amount, in federally insured depository institutions are backed by the full faith and credit of the United States.

The message also announced that the Senate had passed a bill of the following title, in which the concurrence of the House is requested:

S. 2158. An act to amend title 23, United States Code, to authorize and direct the payment of an incentive grant for highway safety programs to any State in the first fiscal year during which the State adopts provisions relating to driving while intoxicated; to establish a national driver register, and for other purposes.

The message also announced that the Secretary be directed to request the House of Representatives to return to the Senate the bill (S. 907) entitled "An act to amend sections 351 and 1751 of title 18 of the United States Code to provide penalties for crimes against Cabinet officers, Supreme Court Justices, and Presidential staff members, and for other purposes."

[Observe that bills from the Senate to the House read *An act.* If the copy should read *A bill,* change to *An act* in conformity with this rule, and place number first. Note also the following forms:]

The message also announced that the Senate had passed a joint resolution (S.J. Res. 20) making available the sum of $150,000 for the construction, etc.

The message also announced that the Senate had adopted the following resolution:

S. RES. 209

Resolved, That the Senate has heard with profound sorrow the announcement of the death of Hon. Henry B. Steagall, late a Representative from the State of Alabama, etc.

MESSAGE FROM THE PRESIDENT

A message in writing from the President of the United States was communicated to the House by Mr. Leomar, one of his secretaries, who also informed the House that on the following dates the President approved and signed bills and a joint resolution of the House of the following titles:

On June 2, 1971:

H.R. 4209. An act to amend the Revised Organic Act of the Virgin Islands.

On June 4, 1971:

H.R. 5765. An act to extend for 6 months the time for filing the comprehensive report of the Commission on the Organization of the Government of the District of Columbia; and

H.J. Res. 583. Joint resolution designating the last full week in July of 1971 as "National Star Route Mail Carriers Week."

[Observe that bills coming from the President take the form of *An act.* This rule must be followed invariably, even if the copy reads *A bill.*]

AT LAST—SOME GOOD NEWS IN SOCIAL SECURITY

(Mr. HOYER asked and was given permission to address the House for 1 minute and to revise and extend his remarks.)

Mr. HOYER. Mr. Speaker, last Friday, for the first time since the early 1970's * * *.

MRS. VIRGINIA THRIFT

Mr. GOSS. Mr. Speaker, by direction of the Committee on House Administration, I offer a privileged resolution (H. Res. 321) and ask for its immediate consideration.

The Clerk read as follows:

H. RES. 321

Resolved, That there shall be paid out of the contingent fund of the House to Mrs. Virginia Thrift, widow of Chester R. Thrift, late an employee of the House, an

amount equal to six months' salary compensation at the rate he was receiving at the time of his death, and an additional amount not to exceed $250 to defray funeral expenses of the said Chester R. Thrift.

The resolution was agreed to.

A motion to reconsider was laid on the table.

BILLS PRESENTED TO THE PRESIDENT

Mr. SOLOMON, from the Committee on Rules, reported that that committee did on this day present to the President, for his approval, bills of the House of the following titles:

H.R. 3331. An act for the relief of Harry L. Smith; and

H.R. 3366. An act to amend section 409 of the Interstate Commerce Act, relating to joint rates of freight forwarders and common carriers by motor vehicle.

ENROLLED BILLS SIGNED

Mr. HAYES, from the Committee on House Administration, reported that that committee had examined and found truly enrolled bills of the House of the following titles, which were thereupon signed by the Speaker:

H.R. 4209. An act to amend the Revised Organic Act of the Virgin Islands; and

H.R. 8190. An act making supplemental appropriations for the fiscal year ending June 30, 1971, and for other purposes.

THE PRIVATE CALENDAR

The SPEAKER. The Clerk will call the first bill on the Private Calendar.

JOHN SIMS

The Clerk called the first bill on the Private Calendar, H.R. 399, for the relief of John Sims.

There being no objection, the Clerk read the bill, as follows:

H.R. 399

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Secretary of the Treasury is authorized and directed to pay to John Sims, Mobile, Alabama, the sum of $5,000.

The SPEAKER. The gentleman from Florida offers an amendment, which the Clerk will report.

The Clerk read as follows:

Amendment by Mr. GOSS: In line 4, after the word "pay", add a comma and the following words: "out of any money in the Treasury not otherwise appropriated".

The SPEAKER. The question is on agreeing to the amendment.

The amendment was agreed to.

On motion of Mr. GOSS, a motion to reconsider the vote by which the bill was passed was laid on [*not* upon] the table.

SENATE BILLS REFERRED

Bills of the Senate of the following titles were taken from the Speaker's table and, under the rule, referred as follows:

S. 962. An act for the relief of Mr. and Mrs. Frank Holehan; to the Committee on the Judiciary; and

S. 1077. An act for the relief of William A. Haag; to the Committee on the Judiciary.

[In the reference of Senate acts to House committees the name of the committee will be repeated after each act, though there may be several acts referred to the same committee.]

COMMITTEE OF THE WHOLE HOUSE ON THE STATE OF THE UNION

RAIL SAFETY AND SERVICE IMPROVEMENT ACT OF 1982

The SPEAKER. Pursuant to House Resolution 336 and rule XXIII, the Chair declares the House in the Committee of the Whole House on the State of the Union for the consideration of the bill (H.R. 6308), to ensure rail safety, provide for the preservation of rail service, transfer responsibility for the Northeast corridor improvement project to Amtrak * * *.

The SPEAKER pro tempore. The Chair designates the gentleman from Massachusetts [Mr. FRANK] as Chairman of the Committee of the Whole and requests the gentleman

from New York [Mr. MCHUGH] to assume the chair temporarily.

IN THE COMMITTEE OF THE WHOLE

Accordingly the House resolved itself into the Committee of the Whole House on the State of the Union for the consideration of the bill, H.R. 6308, with Mr. MCHUGH, Chairman pro tempore, in the chair.

The Clerk read the title of the bill.

The CHAIRMAN pro tempore. Pursuant to the rule, the first reading of the bill is dispensed with.

Under the rule, the gentleman from New Jersey [Mr. ANDREWS] will be recognized for 30 minutes and the gentleman from New York [Mr. GILMAN] will be recognized for 30 minutes.

The CHAIRMAN. Pursuant to the rule, the text of H.R. 6911 shall be considered by titles as an original bill for the purpose of amendment under the 5-minute rule in lieu of the amendments recommended by the Committees on Energy and Commerce and Interior and Insular Affairs. Each title shall be considered as having been read.

The Clerk will designate section 1.

The Clerk read as follows:

That this Act may be referred to as the ''Rail Safety and Service Improvement Act of 1982''.

The CHAIRMAN. Are there any amendments to section 1? If not, the Clerk will designate title I.

The text of title I is as follows:

AMENDMENT OFFERED BY MR. HOYER

Mr. HOYER. Mr. Chairman, I offer an amendment.

The Clerk read as follows:

Amendment offered by Mr. HOYER: Page 2, line 4, strike out ''a new subsection as follows'' and insert in lieu thereof ''the following new subsections''.

Page 2, line 16, strike out the quotation mark and the period which follows it.

Page 2, after line 16, insert the following:

''(j) The Secretary shall within 30 days report to Congress on whether it should issue rules, regulations, orders, and standards to require that the leading car of any railroad train in operation after July 1, 1983, be equipped with an acceptable form of mounted oscillating light.''.

CONFERENCE REPORT AND STATEMENT

Conference reports and statements to be set in 7 point.

Use 3-point space before and after conference report and statement.

In the House the names of Members are to be first.

Follow copy literally in the report. Observe the form *Amendments numbered 1, 2, 3, etc.,* and when the amendment is to make an independent paragraph, the phrase *And the Senate* [or *House*] *agree to the same* will be a paragraph by itself; otherwise it will be run in after the amendment with a semicolon. Examples of each are given in the report following.

In the statement change *numbered,* when in copy, to *No.,* as *amendment No. 1,* but do not supply *No.* or *amendment* if omitted in copy; otherwise regular style will prevail.

CONFERENCE REPORT (H. REPT. NO. 97–747)

The committee of conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H.R. 6863) making supplemental appropriations for the fiscal year ending September 30, 1982, and for other purposes, having met, after full and free conference, have agreed to recommend and do recommend to their respective Houses as follows:

That the Senate recede from its amendments numbered 7, 9, 14, 31, 38, 39, 40, 52, 53, 56, 75, 76, 80, 81, 94, 102, 109, 116, 118, 129, 133, 141, 142, 148, 152, 154, 155, 162, 163, 164, 171, 173, 179, and 181.

That the House recede from its disagreement to the amendments of the Senate numbered 20, 23, 25, 26, 28, 30, 32, 33, 34, 35, 36, 46, 48, 54, 61, 68, 70, 77, 78, 79, 87, 99, 101, 104, 105, 106, 110, 111, 125, 127, 134, 136, 139, 156, 157, 165, 167, 168, 170, 174, 175, and 176, and agree to the same.

Amendment numbered 16:

That the House recede from its disagreement to the amendment of the Sen-

ate numbered 16, and agree to the same with an amendment, as follows:

In lieu of the sum proposed by said amendment insert *$4,400,000*; and the Senate agree to the same.

Amendment numbered 27:

That the House recede from its disagreement to the amendment of the Senate numbered 27, and agree to the same with an amendment, as follows:

In lieu of the sum proposed by said amendment insert *$53,700,000*; and the Senate agree to the same.

JOHN T. MYERS
(except amendments 54 and 177),
CLARENCE E. MILLER,
LAWRENCE COUGHLIN,
STENY H. HOYER,
GEORGE M. O'BRIEN,
Managers on the Part of the House.

DALE BUMPERS,
DANIEL K. INOUYE,
ERNEST F. HOLLINGS,
TOM HARKIN,
RICHARD H. BRYAN,
J. BENNETT JOHNSTON,
RON WYDEN,
PATRICK J. LEAHY,
DIANNE FEINSTEIN,
Managers on the Part of the Senate.

JOINT EXPLANATORY STATEMENT OF THE COMMITTEE OF CONFERENCE

The managers on the part of the House and the Senate at the conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H.R. 6863), making supplemental appropriations for the fiscal year 1982, rescinding certain budget authority, and for other purposes, submit the following joint statement to the House and the Senate in explanation of the effect of the action agreed upon by the managers and recommended in the accompanying conference report:

TITLE I

CHAPTER I—DEPARTMENT OF AGRICULTURE

SOIL CONSERVATION SERVICE
CONSERVATION OPERATIONS

Amendment No. 1: Reported in technical disagreement. The managers on the part of the House will offer a motion to recede and concur in the amendment of the Senate which allows the Soil Conservation Service to exchange a parcel of land in Bellingham, Washington, for other land.

In lieu of the matter inserted by said amendment, insert the following:

FOOD AND NUTRITION SERVICE
CHILD NUTRITION PROGRAMS

If the funds available for Nutrition Education and Training grants authorized under section 19 of the Child Nutrition Act of 1966, as amended, require a ratable reduction in those grants, the minimum grant for each State shall be $50,000.

The managers on the part of the Senate will move to concur in the amendment of the House to the amendment of the Senate.

Committee on Agriculture: Solely for consideration of title I of the House bill and title I of the Senate amendment:

E DE LA GARZA,
THOMAS S. FOLEY,
DAVID R. BOWEN,
FRED RICHMOND,
BILL WAMPLER,
PAUL FINDLEY
(on all matters except as listed below),
TOM HAGEDORN
(on all matters except as listed below),

Amendments

[As figures are used in bills to express sums of money, dates, paragraph numbers, etc., amendments involving such expressions must be set in figures thus: Strike out "$840" and insert "$1,000", etc. For other enumerations, etc., follow the copy as the data is picked up from the bill and used for the Record and then picked up from the Record and used for the report.]

EMANUEL F. LENKERSDORF

The Clerk called the bill (H.R. 2520) for the relief of Emanuel F. Lenkersdorf.

There being no objection, the Clerk read the bill as follows:

H.R. 2520

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That for the purposes of the Immigration and Nationality Act, Emanuel F. Lenkersdorf shall be held and considered to have been lawfully admitted to the United States for permanent residence as of the date of the enactment of this Act, upon payment of the required visa fee. Upon the granting of permanent residence to such alien as provided for in this Act, the Secretary of State shall instruct the proper officer to deduct one number from the total number of immigrant visas and conditional entries which are made available to natives of the country of the alien's birth under paragraphs (1) through (8) of section 203(a) of the Immigration and Nationality Act.

With the following committee amendment:

On page 2, strike lines 4 through 6 and insert in lieu thereof: ''which are made

available to natives of the country of the alien's birth under section 203(a) of the Immigration and Nationality Act or, if applicable, from the total number of such visas which are made available to such natives under section 202(e) of such Act.''.

The committee amendment was agreed to.

The bill was ordered to be engrossed and read a third time, was read the third time, and passed, and a motion to reconsider was laid on the table.

CONTESTED ELECTION, CARTER AGAINST LECOMPTE—MESSAGE FROM THE CLERK OF THE HOUSE OF REPRESENTATIVES (H. DOC. NO. 235)

The SPEAKER laid before the House the following message from the Clerk of the House of Representatives, which was read and, with the accompanying papers, referred to the Committee on House Administration:

AUGUST 23, 1997.

The Honorable the SPEAKER,
House of Representatives.

SIR: I have the honor to lay before the House of Representatives the contest for a seat in the House of Representatives from the Fourth Congressional District of the State of Iowa, Steven V. Carter against Karl M. LeCompte, notice of which has been filed in the office of the Clerk of the House; and also transmit herewith original testimony, papers, and documents relating thereto.

LEAVE OF ABSENCE

By unanimous consent, leave of absence was granted to:

Mr. YATES (at the request of Mr. FOLEY), on account of illness in the family.

Mr. BROYHILL (at the request of Mr. MICHEL), for today, on account of a death in the family.

Mr. D'AMOURS (at the request of Mr. WRIGHT), for today, on account of a death in the family.

SPECIAL ORDERS GRANTED

By unanimous consent, permission to address the House, following the legislative program and any special orders heretofore entered, was granted to:

(The following Members (at the request of Mr. HASTERT) to revise and extend their remarks and include extraneous material:)

Mr. BETHUNE, for 60 minutes, today.

Mr. MARTIN of North Carolina, for 30 minutes, today.

EXTENSION OF REMARKS

By unanimous consent, permission to revise and extend remarks was granted to:

Mr. ECKART, to revise and extend his remarks on H.R. 6324 at the conclusion of general debate.

(The following Members (at the request of Mr. HASTERT) and to include extraneous matter:)

Mr. MICHEL.

Mr. MADIGAN in two instances.

ADJOURNMENT

Mr. ANDREWS. Mr. Speaker, I move that the House do now adjourn.

The motion was agreed to; accordingly (at 6 o'clock and 9 minutes p.m.), the House adjourned until tomorrow, Wednesday, August 18, 1982, at 10 a.m.

RECESS

The SPEAKER pro tempore. Pursuant to the order of the House of December 17, 1982, the Chair declares a recess subject to the call of the Chair. Bells will be rung 15 minutes prior to the reconvening of the House.

Accordingly (at 5 o'clock and 56 minutes p.m.), the House stood in recess subject to the call of the Chair.

□ 2130

AFTER RECESS

The recess having expired, the House was called to order by the Speaker pro tempore [Mr. HOYER] at 9 o'clock and 35 minutes p.m.

[Follow copy as to expressing time of adjournment as 6 o'clock and 25 minutes p.m., or 6:25 p.m.]

MOTION TO DISCHARGE COMMITTEE

MARCH 17, 1952.

To the CLERK OF THE HOUSE OF REPRESENTATIVES:

Pursuant to clause 4 of rule XXVII, I, PERCY J. PRIEST, move to discharge the Committee on Banking and Currency from the consideration of the bill (H.R. 2887) entitled ''A bill transferring certain functions of the Price Administrator, with respect to petroleum and petroleum products, to the Petroleum Administrator for War,'' which was referred to said committee March 7, 1952, in support of which motion the undersigned Members of the House of Representatives affix their signatures, to wit:

1. Percy J. Priest.
2. Oren Harris.
217. William E. Hess.
218. James G. Polk.

This motion was entered upon the Journal, entered in the CONGRESSIONAL RECORD with signatures thereto, and referred to the Calendar of Motions To Discharge Committees, February 21, 1952.

House briefs

[The briefs follow at end of day's proceedings. Heads and dashes to be used as shown here. This data is supplied from the House and is printed as submitted.]

EXECUTIVE COMMUNICATIONS, ETC.

Under clause 2 of rule XXIV, executive communications were taken from the Speaker's table and referred as follows:

4593. A communication from the President of the United States, transmitting proposed requests for transfer authority and appropriation language for fiscal year 1982, amended appropriation requests, and amended appropriation language for fiscal year 1983 (H. Doc. No. 97–228); to the Committee on Appropriations and ordered to be printed.

4594. A letter from the Assistant Secretary of Defense (Comptroller), transmitting notice of the proposed obligation of $4.8 million in the Navy stock fund for war reserve stocks, pursuant to section 734, Public Law 97–114; to the Committee on Appropriations.

4595. A letter from the Director for Facility Requirements and Resources, Department of Defense, transmitting notice of the location, nature, and estimated cost of various construction projects proposed to be undertaken by the Naval and Marine Corps Reserve, pursuant to 10 U.S.C. 2233a(1); to the Committee on Armed Services.

[Use the following form if only one communication is submitted—8 point:]

194. Under clause 2 of rule XXIV, a letter from the Secretary of the Treasury, transmitting a statement of the estimated cost of revised central heating, lighting, and powerplant project, Washington, DC (H. Doc. No. 97–102), was taken from the Speaker's table, referred to the Committee on Public Works, and ordered to be printed.

REPORTS OF COMMITTEES ON PUBLIC BILLS AND RESOLUTIONS

Under clause 2 of rule XIII, reports of committees were delivered to the Clerk for printing and reference to the proper calendar, as follows:

Mr. DINGELL: Committee on Energy and Commerce. H.R. 5008. A bill to amend the Communications Act of 1934 to make certain technical revisions regarding the administration of such act, and for other purposes; with an amendment (Rept. No. 97–751). Referred to the Committee of the Whole House on the State of the Union.

REPORTS OF COMMITTEES ON PRIVATE BILLS AND RESOLUTIONS

Under clause 2 of rule XIII, reports of committees were delivered to the Clerk for printing and reference to the proper calendar, as follows:

Mr. GLICKMAN: Committee on the Judiciary. H.R. 3171. A bill for the relief of Dr. David Pass (Rept. No. 97–440). Referred to Committee of the Whole House.

Mr. KINDNESS: Committee on the Judiciary. H.R. 3835. A bill for the relief of Rutherford K. Clarke and his wife, Ida T. Clarke (Rept. No. 97–441). Referred to Committee of the Whole House.

Mr. MOORHEAD: Committee on the Judiciary. H.R. 4350. A bill for the relief of Arthur J. Grauf (Rept. No. 97–442). Referred to the Committee of the Whole House.

[Use above form also when only one report is submitted.]

PUBLIC BILLS AND RESOLUTIONS

Under clause 5 of rule X and clause 4 of rule XXII, public bills and resolutions were introduced and severally referred as follows:

By Mr. CUNNINGHAM:

H.R. 3876. A bill to amend the Juvenile Justice and Delinquency Prevention Act of 1974 to authorize appropriations for fiscal years 1997, 1998, 1999, 2000; and for other purposes; to the Committee on Economic and Educational Opportunities.

By Mr. DICKEY (for himself, Mr. HUTCHINSON, Mrs. LINCOLN, and Mr. THORNTON):

H.R. 3877. A bill to designate the U.S. post office building in Camden, AR, as the ''Honorable David H. Pryor Post Office Building''; to the Committee on Government Reform and Oversight.

[Use the following form when only one bill or resolution is submitted:]

Under clause 5 of rule X and clause 4 of rule XXII:

Mr. DORNAN introduced a bill (H.R. 4344) to amend title 10, United States Code, to provide that a member of the Armed Forces who is diagnosed as being HIV-positive within 1 year of entering military service shall be considered to have entered the Armed Forces under a fraudulent enlistment or appointment; which was referred to the Committee on National Security.

MEMORIALS

Under clause 4 of rule XXII, memorials were presented and referred as follows:

[Use the following form when submitted by the Speaker if *By the Speaker* is not in copy:]

200. By the SPEAKER: Memorial of the Senate of the Commonwealth of Massachusetts, relative to the persecution of Soviet Jews; to the Committee on Foreign Affairs.

201. Also, memorial of the Legislature of the State of Oklahoma, relative to the development of Oklahoma's water resources; to the Committee on Interior and Insular Affairs.

202. Also, memorial of the Legislature of the State of Alabama, relative to the posthumous restoration of Robert E. Lee's citizenship; to the Committee on the Judiciary.

[Use the following form when only one memorial is submitted:]

Under clause 4 of rule XXII,

203. The SPEAKER presented a memorial of the Legislature of the State of Rhode Island, ratifying the proposed amendment to the Constitution of the United States extending the right to vote to citizens 18 years of age and older; to the Committee on the Judiciary.

PRIVATE BILLS AND RESOLUTIONS

Under clause 1 of rule XXII, private bills and resolutions were introduced and severally referred as follows:

By Mr. ATKINSON:

H.R. 6583. A bill for the relief of Mohamed 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 on the Judiciary.

[Use the following form when only one bill or resolution is submitted:]

Under clause 1 of rule XXII,

Mr. LANTOS introduced a bill (H.R. 6766) for the relief of Shanna Teresa Millich; which was referred to the Committee on the Judiciary.

ADDITIONAL SPONSORS

Under clause 4 of rule XXII, sponsors were added to public bills and resolutions as follows:

H.R. 756: Mr. KEMP.
H.R. 757: Mr. KEMP.
H.R. 767: Mr. FAZIO.
H.R. 768: Mr. GOODLING.
H.R. 1368: Mr. SIMON.
H.R. 1918: Mr. LUKEN.
H.R. 2034: Mr. ROUSSELOT, Mr. EMERY, and Mrs. COLLINS of Illinois.

[Note.—Set sponsors caps and Members caps and lower case.]

DISCHARGE PETITIONS

Under clause 3 of rule XXVII, the following discharge petitions were filed:

Petition 6, October 7, 1993, by Mr. SENSENBRENNER on H.R. 1025 has been signed by the following Members: F. James Sensenbrenner, Jr., John Edward Porter, Marjorie Margolies-Mezvinsky, Henry J. Hyde, and Porter J. Goss.

DISCHARGE PETITIONS—ADDITIONS OR DELETIONS

The following Members added their names to the following discharge petitions:

Petition 1 by Mr. SOLOMON on H.R. 493: Bill Emerson, Craig Thomas, F. James Sensenbrenner, Jr., Dave Camp, Dick Swett, and Bob Franks.

PETITIONS, ETC.

Under clause 1 of rule XXII, petitions and papers were laid on the Clerk's desk and referred as follows:

468. By the SPEAKER: Petition of Board of County Commissioners, Citrus County, Inverness, FL, relative to defense contracts; to the Committee on Armed Services.

469. Also, petition of the Transport Workers Union of America, Railroad Division, relative to railroad retirement funds; to the Committee on Energy and Commerce.

470. Also, petition of the Monroe County Legislature, Rochester, NY, relative to nuclear weapons; to the Committee on Foreign Affairs.

AMENDMENTS

Under clause 6 of rule XXIII, proposed amendments were submitted as follows:

H.R. 1817

OFFERED BY: MR. BROWDER

AMENDMENT NO. 1: Page 2, line 12, strike ''$625,608,000'' and insert ''$611,608,000''.

CONGRESSIONAL RECORD INDEX

GENERAL INSTRUCTIONS

Set in 7 point on 8 point, Record measure (168 points, 14 picas).

Cap lines and italic lines are set flush left.

Entries are indented 1 em, with overs 2 ems.

Bill introductions are to be identified as to sponsor or cosponsor.

Bullet following page number in index identifies unspoken material.

Pages are identified as S (Senate), H (House), and E (Extensions).

Pages in bound Record index are entered numerically, without S, H, or E prefixes.

ABBREVIATIONS AND ACRONYMS

(for use on notation of content line)

ABBREVIATIONS:

Streets: St.; Ave.; Ct.; Dr.; Blvd.; Rd.; Sq.; Ter.

Names: Jr.; Sr.; II (etc.)

Businesses: Co.; Corp. (this includes all Federal corporations); Inc.; Ltd.; Bros.

Dept. of Agriculture	Sec. of Agriculture.
Dept. of Commerce	Sec. of Commerce.
Dept. of Defense	Sec. of Defense.
Dept. of Education	Sec. of Education.
Dept. of Energy	Sec. of Energy.
Dept. of Health and Human Services	Sec. of Health and . . .
Dept. of Housing and Urban Development	Sec. of Housing and . . .
Dept. of the Interior	Sec. of the Interior.
Dept. of Justice	Attorney General.
Dept. of Labor	Sec. of Labor.
Dept. of State	Sec. of State.
Dept. of Transportation	Sec. of Transportation.
Dept. of the Treasury	Sec. of the Treasury.
Dept. of Veterans Affairs	Sec. of Veterans Affairs.

States: See page 149, GPO STYLE MANUAL, rule 9.13.

ACRONYMS:

Agency for International Development	AID
Acquired Immunodeficiency Syndrome	AIDS
Aid to families with dependent children	AFDC
American Association of Retired Persons	AARP
American Bar Association	ABA
American Civil Liberties Union	ACLU
American Federation of Labor and Congress of Industrial Organizations	AFL–CIO
American Medical Association	AMA
British Broadcasting Corp	BBC
Bureau of Alcohol, Tobacco and Firearms	ATF
Bureau of Indian Affairs	BIA
Bureau of Land Management	BLM
Bureau of Labor Statistics	BLS
Cable News Network	CNN
Cable Satellite Public Affairs Network	C–SPAN
Central Intelligence Agency	CIA
Civil Service Retirement System	CSRS

Civilian Health and Medical Program of the Uniformed Services	CHAMPUS
Commodity Credit Corp	CCC
Commodity Futures Trading Commission	CFTC
Comprehensive Environmental Response, Compensation and Liability Act	CERCLA
Congressional Budget Office	CBO
Consolidated Omnibus Budget Reconciliation Act	COBRA
Consumer Product Safety Commission	CPSC
Daughters of the American Revolution	DAR
Defense Intelligence Agency	DIA
Deoxyribonucleic acid	DNA
Disabled American Veterans	DAV
Drug Enforcement Administration	DEA
Employee Retirement Income Security Act	ERISA
Environmental Protection Agency	EPA
Equal Employment Opportunity Commission	EEOC
Export-Import Bank	Eximbank
Federal Aviation Administration	FAA
Federal Bureau of Investigation	FBI
Federal Communications Commission	FCC
Federal Crop Insurance Corp	FCIC
Federal Deposit Insurance Corp	FDIC
Federal Election Commission	FEC
Federal Emergency Management Agency	FEMA
Federal Employee Retirement System	FERS
Federal Energy Regulatory Commission	FERC
Federal Housing Administration	FHA
Federal Insurance Contribution Act	FICA
Federal National Mortgage Association	Fannie Mae
Federal Reserve System	FRS
Federal Trade Commission	FTC
Food and Drug Administration	FDA
General Accounting Office	GAO
General Agreement on Tariffs and Trade	GATT
General Services Administration	GSA
Government Printing Office	GPO
Grand Old Party (Republican Party)	GOP
Health maintenance organization(s)	HMO(s)
Human immunodeficiency virus	HIV
Gross national product	GNP
Immigration and Naturalization Service	INS
Internal Revenue Service	IRS
International Business Machines Corp	IBM
International Monetary Fund	IMF
International Trade Commission	ITC
Legal Services Corp	LSC
Low-Income Home Energy Assistance Program	LIHEAP
Missing in action	MIA(s)
National Aeronautics and Space Administration	NASA
National Association for the Advancement of Colored People	NAACP
National Broadcasting Co	NBC
National Collegiate Athletic Association	NCAA
National Institute of Standards and Technology	NIST
National Institutes of Health	NIH
National Labor Relations Board	NLRB
National Oceanic and Atmospheric Administration	NOAA
National Railroad Passenger Corp	Amtrak
National Rifle Association	NRA
National Security Council	NSC
National Science Foundation	NSF
National Transportation Safety Board	NTSB
North American Free Trade Agreement	NAFTA
North Atlantic Treaty Organization	NATO
Nuclear Regulatory Commission	NRC
Occupational Safety and Health Administration	OSHA
Office of Management and Budget	OMB
Office of Personnel Management	OPM
Office of Thrift Supervision	OTS
Organization of American States	OAS

Organization of Petroleum Exporting Countries	OPEC
Overseas Private Investment Corp	OPIC
Palestine Liberation Organization	PLO
Parent-Teachers Association	PTA
Prisoners of war	POW
Public Broadcasting Service	PBS
Racketeer Influenced Corrupt Organization Act	RICO
Reserve Officers' Training Corps	ROTC
Securities Exchange Commission	SEC
Small Business Administration	SBA
Social Security Administration	SSA
Strategic arms limitation talks	SALT
Strategic arms reduction talks	START
Strategic defense initiative	SDI
Supplemental security income	SSI
Tennessee Valley Authority	TVA
United Auto Workers	UAW
United Nations	U.N.
United Nations Children's Fund	UNICEF
United Nations Educational Scientific and Cultural Organization	UNESCO
Veterans of Foreign Wars	VFW
Voice of America	VOA
Women, Infants, and Children Program	WIC
World Health Organization	WHO
Young Men's Christian Association	YMCA
Young Women's Christian Association	YWCA

SPACING

Biweekly Record index folioed in upper right and left corner; no extra spacing.

Bound Record index folioed in upper right and left corner; no extra spacing.

History of Bills folioed in upper right and left corner using H.B. numbers; no extra spacing.

Bound History of Bills folioed in lower right and left corner, first folio numerically higher than the last folio of index; no extra spacing.

CAPITALIZATION

Guide for Capitalization

Capitalize principal words after these formats:

Addresses
Analyses
Appendices
Article or 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
Reports to constituents
Resolutions of ratification
Résumés
Sermons

Songs
Statements
Studies
Summaries
Surveys
Synopses
Testimonies
Transcripts
Treaties

Lowercase after these formats:

Advertisements
Affidavits
Agenda
Agreements
Amendments
Announcements
Appointments
Awards
Bills and resolutions
Bills and resolutions cosponsored
Bills and resolutions introduced
Bills and resolutions relative to
Briefs
Briefings
Broadcasts
Bulletins
Cables
Certificate of election
Chronologies
Citations
Civilian
Cloture motions
Colloquies
Commentaries
Comments
Communications from
Communiques
Comparisons
Cost estimates
Court decisions
Court documents
Declarations
Dedications
Definitions
Description
Designation acting president pro tem
Designation acting speaker pro tem
Digests
Dispatches
Examples
Excerpts
Executive orders
Financial statements
Granted
Granted in the House
Granted in the Senate
Guidelines
Hearings
Inscriptions
Interviews
Introductions
Invocations
Journals
Letters
Lists
Meetings
Military
Motions
Newsletters
Notices
Obituaries
Opinion polls
Orders
Outlines
Petitions
Petitions and memorials
Press conferences
Privilege of the floor
Programs
Projects
Proposals
Questionnaires
Questions
Questions and answers
Quotations
Recorded
Regulations
Remarks
Remarks in House
Remarks in House relative to
Remarks in Senate
Remarks in Senate relative to
Resignations
Resolutions by organizations
Results
Reviews
Rollcalls
Rosters
Rules
Rulings of the chair
Schedules
Subpoena notices
Subpoenas
Tables
Telegrams
Tests
Texts of
Transmittals
Tributes
Voting record

PUNCTUATION

Comma precedes folio figures.

If numbers of several bills are given, use this form: S. 24, 2586; H.R. 217, 2887, etc.; that is, do not repeat S. or H.R. with each number. Separate the Senate and House bills with a semicolon: S. 24; H.R. 217.

In consecutive numbers (more than two) use an en dash to connect first with last: S46–S48, 518–520.

Quotes are used for book titles.

A 3-em dash is used as a ditto for word or words leading up to colon: example:

Taxation: farm property
———tuition
———withholding

ROMAN AND ITALIC

Use italic for Members of Congress descriptive data:

THURMOND, STROM *(a Senator from South Carolina);*
GILMAN, BENJAMIN A. *(a Representative from New York).*

Names of vessels in italic:

Brooklyn (USS);
Savannah (nuclear ship);
Columbia (space shuttle).

FLUSH CAP LINES

All cap lines are separate entries. They are set flush with overs indented 2 ems. Examples:

THURMOND, STROM *(a Senator from South Carolina)*
GILMAN, BENJAMIN A. *(a Representative from New York)*
PRESIDENT OF THE UNITED STATES (William J. Clinton)
VICE PRESIDENT OF THE UNITED STATES (Al Gore)
COMMITTEE ON PUBLIC WORKS AND TRANSPORTATION (House)
COMMITTEE ON PUBLIC WORKS (Senate)
FARMS *see* AGRICULTURE
SENATE *see also* COMMITTEES OF THE SENATE; HOUSE OF REPRESENTATIVES; LEGISLATIVE BRANCH OF THE GOVERNMENT; MEMBERS OF CONGRESS; VOTES IN SENATE
DEPARTMENT OF THE INTERIOR *see also* SECRETARY OF THE INTERIOR
PRESIDENTIAL APPOINTMENTS
VOTES IN HOUSE
VOTES IN SENATE

Style of Biweekly Index

No. VII

Congressional Record Index

PROCEEDINGS AND DEBATES OF THE 106th CONGRESS, SECOND SESSION

Vol. 146 APRIL 25 TO MAY 4, 2000 *Nos. 48 to 54*

NOTE.—For debate and action on bills and resolutions see "History of Bills and Resolutions" at end of Index, under numbers referred to in Index entry.

DATES, ISSUE NUMBERS, AND PAGES INCLUDED IN INDEX VII

April 25	No. 48	S2817–S2888			D384–D388
April 26	No. 49	S2889–S2948		E593–E594	D390–D394
April 27	No. 50	S2949–S3042			D395–D402
May 1	No. 51	S3043–S3200		E595–E596	D403–D406
May 2	No. 52	S3201–S3273	H2345–H2412	E597–E616	D407–D414
May 3	No. 53	S3275–S3451	H2413–H2512	E617–E632	D415–D422
May 4	No. 54	S3453–S3568	H2513–H2616	E633–E661	D423–D432

NOTE: Elements in brackets which follow page numbers in the Index refer to the dates of the Congressional Record in which those pages may be found. Unspoken material is indicated by a bullet (•).

ABDYIRIM, ABLIKIM
Remarks in Senate
China, People's Republic of: release of Rebiya Kadeer, Ablikim Abdyirim, and Kahriman Abdukirim (S. Con. Res. 81), S3269, S3270 [2MY]
Texts of
S. Con. Res. 81, People's Republic of China release of Rebiya Kadeer, Ablikim Abdyirim, and Kahriman Abdukirim, S3270 [2MY]
ABERCROMBIE, NEIL ***(a Representative from Hawaii)***
Bills and resolutions cosponsored
BATF: expand powers to regulate firearms, ammunition, firearm products, and non-powder firearms (see H.R. 920), H2411 [2MY]
Capital punishment: reduce the risk that innocent persons may be executed (see H.R. 4167), H2607 [4MY]
Children and youth: provide State grants to improve child care (see H.R. 2175), H2512 [3MY]
Fish and fishing: establish a fisheries habitat protection, restoration, and enhancement program (see H.R. 4278), H2412 [2MY]
Foreign aid: prohibit application of certain restrictive eligibility requirements to foreign nongovernmental and multilateral organizations (see H.R. 4211), H2412 [2MY]
Higher Education Act: repeal provisions prohibiting persons convicted of drug offenses from receiving student financial assistance (see H.R. 1053), H2411 [2MY]
King, Martin Luther, Jr.: mint coins in commemoration (see H.R. 3633), H2411 [2MY]
Medicare: coverage of marriage and family therapist services (see H.R. 2945), H2607 [4MY]
———demonstration project to provide coverage for cancer patients enrolled in certain clinical trials (see H.R. 1388), H2606 [4MY]
———revise inflation update factor used in making payments to prospective payment system hospitals (see H.R. 3580), H2411 [2MY]
Petroleum: prohibit use of methyl tertiary-butyl ether (MTBE), provide flexibility within the EPA's oxygenate requirements, and promote the use of renewable ethanol (see H.R. 4011), H2411 [2MY]
Pope John Paul II: award Congressional Gold Medal (see H.R. 3544), H2411 [2MY]
Postal Service: amend pay policies and schedules and fringe benefit programs for postmasters (see H.R. 3842), H2512 [3MY]
Taxation: allow credit to businesses who employ military reservists and a comparable credit to self-employed military reservists, and restore deductions for services performed by military reservists (see H.R. 3915), H2411 [2MY]
Bills and resolutions introduced
Equal Pay Day: observance (see H. Con. Res. 318), H2606 [4MY]
ABORTION
Amendments
Women: prohibit partial-birth abortions (S. 1692), S2833 [25AP]
Remarks in Senate
Civil liberties: pro choice versus right to life, S2832–S2835 [25AP]
Women: prohibit partial-birth abortions, S2832–S2835 [25AP]
ABRAHAM, SPENCER ***(a Senator from Michigan)***
Amendments
Elementary and Secondary Education Act: extend programs and activities (S. 2), S3547 [4MY]
Bills and resolutions cosponsored
FEMA: make grants to fire departments to improve public safety against fire and fire-related hazards (see S. 1941), S3544 [4MY]
Financial institutions: allow payment of Financing Corporation interest obligations from excess deposit insurance fund reserves (see S. 2293), S3031 [27AP]
Food: improve safety of imported foods (see S. 2480), S3023 [27AP]
Latvia: independence anniversary (see S. Con. Res. 110), S3514 [4MY]
Medicaid: coverage of breast and cervical cancer treatment services for certain women screened

under federally funded programs (see S. 662), S2870 [25AP]
National Child's Day: designate (see S. Res. 296), S2865 [25AP]
National Correctional Officers and Employees Week: designate (see S. Res. 248), S3545 [4MY]
Navajo Code Talkers: award Congressional Gold Medal (see S. 2408), S3264 [2MY]
Reagan, Ronald and Nancy: award Congressional Gold Medal (see S. 2459), S2865 [25AP]
Bills and resolutions introduced
Children's Internet Safety Month: designate (see S. Res. 294), S2865 [25AP]
Remarks
Armenia: anniversary of genocide, S2851 [25AP]
Children's Internet Safety Month: designate (S. Res. 294), S2873 [25AP]
Detroit, MI: Comerica Park Construction Management Team recipient of Great Lakes Construction Alliance Gender and Race Diversification Excellence Award, S2860• [25AP]
———Dept. of Human Rights recipient of Great Lakes Construction Alliance Gender and Race Diversification Excellence Award, S2861• [25AP]
———Greater Detroit Building and Construction Trades Council recipient of Great Lakes Construction Alliance Gender and Race Diversification Excellence Award, S2860• [25AP]
Elementary and Secondary Education Act: allow State and local agencies to use professional development funding for teacher testing, merit-based pay, and tenure reform programs, S3454, S3455, S3493, S3494 [4MY]
———extend programs and activities (S. 2), S3453, S3454, S3455, S3469, S3493, S3494 [4MY]
Grand Rapids, MI: anniversary, S2935• [26AP]
Lansing, MI: tribute to Waverly High School boys' basketball team, S2861• [25AP]
Latin Americans for Social and Economic Development, Inc.: tribute, S2861• [25AP]
National Charter Schools Week: observance, S3016• [27AP]
Trumbull, Robin: Battle Creek (MI) Enquirer George Award recipient, S2860• [25AP]
Tributes
Halik, Richard J., S3507• [4MY]
ACKERMAN, GARY L. ***(a Representative from New York)***
Bills and resolutions cosponsored
Children and youth: construction and renovation of child care facilities (see H.R. 3889), H2607 [4MY]
Equal Pay Day: observance (see H. Con. Res. 318), H2606 [4MY]
King, Martin Luther, Jr.: mint coins in commemoration (see H.R. 3633), H2607 [4MY]
Remarks
Hassan, Ayhan: Residents for a More Beautiful Port Washington (organization) Annual Spring Gala honoree, E618• [3MY]
ADAIR, E. ROSS ***(a former Representative from Indiana)***
Remarks in Senate relative to
E. Ross Adair Federal Building and U.S. Courthouse, Fort Wayne, IN: designate (H.R. 2412), S3557 [4MY]
ADELPHI UNIVERSITY
Remarks in House
School of Social Work: anniversary, E622 [3MY]
ADERHOLT, ROBERT B. ***(a Representative from Alabama)***
Bills and resolutions cosponsored
Elementary and Secondary Education Act: allow States and local school districts flexibility in allocating Federal funds (see H.R. 4141), H2607 [4MY]
Water pollution: exempt discharges from certain silviculture activities from permit requirements of the national pollutant discharge elimination system (see H.R. 3625), H2512 [3MY]
Remarks
Winfield, AL: tribute to Carraway Methodist Health Systems, E656• [4MY]
ADMINISTRATIVE OFFICE, U.S. COURTS *see* **COURTS**
ADOPTION *see* **FAMILIES AND DOMESTIC RELATIONS**
ADVERTISING
Bills and resolutions
Entertainment industry: develop, use, and enforce a system for labeling violent content in audio and visual media products and services (see S. 2497), S3258 [2MY]
Remarks in House
Computers: regulate the transmission of unsolicited commercial electronic mail (H.R. 3113), H2514 [4MY]
Remarks in Senate
Political campaigns: ethics reform and contribution limits, S3011 [27AP]
AERONAUTICS *see* **AVIATION**
AFRICA
Appointments
Conferees: H.R. 434, Trade and Development Act, H2469 [3MY]
Articles and editorials
Still Wanted, S2868 [25AP]
Bills and resolutions
Dept. of Agriculture: support exchange programs whereby African-American farmers and other agricultural specialists share technical knowledge with African farmers to improve farming in Africa (see H.R. 4378), H2605 [4MY]
Dept. of State: provide rewards for information relative to serious violations of international law in Rwanda (see S. 2460), S2865 [25AP]
Disasters: efforts to avert drought and famine (see H. Con. Res. 316), H2511 [3MY]
Foreign policy: authorize trade and investment policy relative to sub-Saharan Africa (H.R. 434), consideration of conference report (see H. Res. 489), H2605 [4MY]
House Rules: same-day consideration of certain resolutions (see H. Res. 488), H2511 [3MY]
Conference reports
Trade and Development Act (H.R. 434), H2514–H2552 [4MY]
Letters
Human rights violations by rebel forces in Sierra Leone: Representative Wolf, H2430, H2431 [3MY]
Trade and investment policy relative to sub-Saharan Africa and certain beneficiary countries in the Caribbean: John D. Podesta, Executive Office of the President, H2581 [4MY]

History of bills and resolutions in biweekly index

In history of bills, sequence is: Senate bills, Senate joint resolutions, Senate concurrent resolutions, and Senate resolutions; then House bills, House joint resolutions, House concurrent resolutions, and House resolutions: S. 14, S.J. Res. 7, S. Con. Res. 26, S. Res. 5, H. 980, H.J. Res. 9, H. Con. Res. 16, and H. Res. 50.

SENATE BILLS

S. 2—A bill to extend programs and activities under the Elementary and Secondary Education Act of 1965; to the Committee on Health, Education, Labor, and Pensions.
Reported with amendment (S. Rept. 106–261), S2615 [12AP]
Debated, S3051 [1MY], S3230 [2MY], S3284 [3MY], S3453 [4MY], S3575 [8MY], S3629, S3665 [9MY]
Amendments, S3051, S3197 [1MY], S3265, S3266 [2MY], S3284, S3333, S3334, S3447, S3448, S3449 [3MY], S3460, S3547, S3548, S3549, S3550, S3552 [4MY], S3616 [8MY], S3638, S3739, S3772, S3773, S3774, S3775, S3778, S3781 [9MY], S3851 [10MY], S4026 [16MY]
Removal of cosponsors, S3331 [3MY]

S. 11—A bill for the relief of Wei Jingsheng; to the Committee on the Judiciary.
Reported (no written report), S5240 [15JN]

S. 12—A bill to amend the Internal Revenue Code of 1986 to eliminate the marriage penalty by providing that income tax rate bracket amounts, and the amount of the standard deduction, for joint returns shall be twice the amounts applicable to unmarried individuals; to the Committee on Finance.
Cosponsors added, S334 [3FE]

S. 13—A bill to amend the Internal Revenue Code of 1986 to provide additional tax incentives for education; to the Committee on Finance.
Cosponsors added, S1127 [2MR]

S. 20—A bill to assist the States and local governments in assessing and remediating brownfield sites and encouraging environmental cleanup programs, and for other purposes; to the Committee on Environment and Public Works.
Cosponsors added, S2870 [25AP]

S. 26—A bill entitled the ''Bipartisan Campaign Reform Act of 1999''; to the Committee on Rules and Administration.
Cosponsors added, S1029 [1MR]

S. 28—A bill to authorize an interpretive center and related visitor facilities within the Four Corners Monument Tribal Park, and for other purposes; to the Committee on Energy and Natural Resources.
Message from the House, S15 [24JA]
Examined and signed in the Senate (November 30, 1999), S15 [24JA]
Presented to the President (November 30, 1999), S16 [24JA]
Approved [Public Law 106–143] (signed December 7, 1999)

S. 38—A bill to amend the Internal Revenue Code of 1986 to phase out the estate and gift taxes over a 10-year period; to the Committee on Finance.
Cosponsors added, S689 [22FE]

S. 39—A bill to provide a national medal for public safety officers who act with extraordinary valor above the call of duty, and for other purposes; to the Committee on the Judiciary.
Cosponsors added, S689 [22FE]

S. 56—A bill to repeal the Federal estate and gift taxes and the tax on generation-skipping transfers; to the Committee on Finance.
Cosponsors added, S334 [3FE]

S. 59—A bill to provide Government wide accounting of regulatory costs and benefits, and for other purposes; to the Committee on Governmental Affairs.
Cosponsors added, S1749 [27MR]

S. 60—A bill to amend the Internal Revenue Code of 1986 to provide equitable treatment for contributions by employees to pension plans; to the Committee on Finance.
Cosponsors added, S870 [28FE]

S. 63—A bill to amend the Internal Revenue Code of 1986 to provide a credit against tax for employers who provide child care assistance for dependents of their employees, and for other purposes; to the Committee on Finance.
Cosponsors added, S4024 [16MY]

S. 67—A bill to designate the headquarters building of the Department of Housing and Urban Development in Washington, District of Columbia, as the ''Robert C. Weaver Federal Building''; to the Committee on Environment and Public Works.
Message from the House, S15 [24JA]
Examined and signed in the Senate (November 30, 1999), S15 [24JA]
Presented to the President (November 30, 1999), S16 [24JA]
Approved [Public Law 106–162] (signed December 9, 1999)

S. 71—A bill to amend title 38, United States Code, to establish a presumption of service-connection for certain veterans with Hepatitis C, and for other purposes; to the Committee on Veterans' Affairs.
Cosponsors added, S689 [22FE], S1127 [2MR], S1610 [22MR]

S. 74—A bill to amend the Fair Labor Standards Act of 1938 to provide more effective remedies to victims of discrimination in the payment of wages on the basis of sex, and for other purposes; to the Committee on Health, Education, Labor, and Pensions.
Cosponsors added, S119 [27JA], S3615 [8MY], S3922 [11MY], S4207 [18MY]

S. 85—A bill to amend the Internal Revenue Code of 1986 to reduce the tax on vaccines to 25 cents per dose; to the Committee on Finance.
Cosponsors added, S4024 [16MY]

S. 92—A bill to provide for a biennial budget process and a biennial appropriations process and to enhance oversight and the performance of the Federal Government; to the Committee on the Budget and the Committee on Governmental Affairs, jointly, pursuant to the order of August 4, 1977, with instructions that if one Committee reports, the other Committee have thirty days to report or be discharged.
Cosponsors added, S119 [27JA], S634 [10FE], S1185 [6MR], S2117 [4AP]

S. 96—A bill to regulate commerce between and among the several States by providing for the orderly resolution of disputes arising out of computer-based problems related to processing data that includes a 2- digit expression of that year's date; to the Committee on Commerce, Science, and Transportation.
Indefinitely postponed, S646 [10FE]

S. 109—A bill to improve protection and management of the Chattahoochee River National Recreation Area in the State of Georgia; to the Committee on Energy and Natural Resources.
Indefinitely postponed, S646 [10FE]

S. 113—A bill to increase the criminal penalties for assaulting or threatening Federal judges, their family members, and other public servants, and for other purposes; to the Committee on the Judiciary.
Cosponsors added, S4692 [7JN]

S. 116—A bill to establish a training voucher system, and for other purposes; to the Committee on Health, Education, Labor, and Pensions.
Cosponsors added, S334 [3FE]

S. 119—A bill to establish a Northern Border States-Canada Trade Council, and for other purposes; to the Committee on Finance.
Cosponsors added, S492 [8FE], S689 [22FE]

S. 132—A bill to amend the Internal Revenue Code of 1986 to provide comprehensive pension protection for women; to the Committee on Finance.
Cosponsors added, S870 [28FE]

S. 135—A bill to amend the Internal Revenue Code of 1986 to increase the deduction for the health insurance costs of self-employed individuals, and for other purposes; to the Committee on Finance.
Cosponsors added, S1610 [22MR]

SENATE JOINT RESOLUTIONS

S.J. Res. 3—A joint resolution proposing an amendment to the Constitution of the United States to protect the rights of crime victims; to the Committee on the Judiciary.
Cosponsors added, S551 [9FE], S747 [23FE], S1467 [20MR], S1914 [29MR], S2546 [11AP]
Reported (S. Rept. 106–254), S2106 [4AP]
Debated, S2696 [13AP]
Consideration of motion to proceed to consideration, S2818, S2820, S2835 [25AP], S2897 [26AP], S2966 [27AP]
Removal of cosponsors, S2872 [25AP]

S.J. Res. 14—A joint resolution proposing an amendment to the Constitution of the United States authorizing Congress to prohibit the physical desecration of the flag of the United States; to the Committee on the Judiciary.
Reported (S. Rept. 106–246), S1461 [20MR]
Debated, S1706 [27MR], S1765 [28MR], S1833, S1857 [29MR]
Amendments, S1706, S1722, S1750, S1751 [27MR]
Failed of passage, S1874 [29MR]

S.J. Res. 26—A joint resolution expressing the sense of Congress with respect to the courtmartial conviction of the late Rear Admiral Charles Butler McVay, III, and calling upon the President to award a Presidential Unit Citation to the final crew of the *U.S.S. Indianapolis.*
Cosponsors added, S691 [22FE]

S.J. Res. 30—A joint resolution proposing an amendment to the Constitution of the United States relative to equal rights for women and men; to the Committee on the Judiciary.
Cosponsors added, S160 [31JA], S217 [1FE]

S.J. Res. 38—A joint resolution to provide for a Balanced Budget Constitutional Amendment that prohibits the use of Social Security surpluses to achieve compliance; to the Committee on the Judiciary.
By Mr. VOINOVICH (for himself and Mr. Gramm), S285 [2FE]
Text, S291 [2FE]
Cosponsors added, S1030 [1MR]

S.J. Res. 39—A joint resolution recognizing the 50th anniversary of the Korean War and the service by members of the Armed Forces during such war, and for other purposes; to the Committee on the Judiciary.
By Mr. CAMPBELL, S328 [3FE]
Text, S334 [3FE], S1437 [9MR]
Cosponsors added, S493 [8FE], S551 [9FE], S635 [10FE], S692 [22FE], S1030 [1MR], S1186 [6MR], S1328 [8MR], S1422 [9MR]
Reported (no written report), S1391 [9MR]
Passed Senate, S1437 [9MR]
Message from the Senate, H923 [13MR]

S.J. Res. 40—A joint resolution providing for the appointment of Alan G. Spoon as a citizen regent of the Board of Regents of the Smithsonian Institution; to the Committee on Rules and Administration.
By Mr. COCHRAN (for himself, Mr. Moynihan, and Mr. Frist), S930 [29FE]
Text, S951 [29FE], S2645 [12AP]
Committee discharged. Passed Senate, S2645 [12AP]
Message from the Senate, H2242 [13AP]
Referred to the Committee on House Administration, H2334 [13AP]
Rules suspended. Passed House, H2364 [2MY]
Text, H2364 [2MY]
Message from the House, S3326 [3MY]
Examined and signed in the House, H2511 [3MY]
Presented to the President (May 4, 2000), S3510 [4MY]
Approved [Public Law 106–198] (signed May 5, 2000)

20. REPORTS AND HEARINGS

The data for these publications arrives at the GPO from many different sources. The congressional committee staff people are responsible for the gathering of the information printed in these publications.

The report language is compiled from the meetings of the attorneys and congressional members and submitted along with the bill language to the clerks of the respective Houses. The clerks assign the report numbers, etc., and forward to the GPO for typesetting and printing. In many instances the reports are camera ready copy, needing only insertion of the assigned report number.

Likewise, hearings are also compiled by committee staff members. The data or captured keystrokes as submitted by the various reporting services are forwarded to the GPO where the element identifier codes are programmatically inserted and galley or page output is accomplished without manual intervention. It is not cost effective to prepare the manuscript as per the GPO Style Manual as it is too time-consuming to update and change the data once it is already in type form. Therefore, these publications are to be FIC & punc., unless specifically requested otherwise by the committee. It is not necessary to stamp the copy. However, style, as stated in the following rules, will be followed.

STYLE AND FORMAT OF CONGRESSIONAL REPORTS

[In either Senate or House reports, follow bill style in extracts from bills. Report numbers run consecutively from first to second session.]

There are set forth below certain rules which the Government Printing Office has been authorized to follow in the makeup of congressional numbered reports:

1. All excerpts to be set in 10-point type, cut in 2 ems on each side, except as noted in paragraph 3 below. For ellipses in cut-in matter, lines of five stars are used.

2. Contempt proceedings to be considered as excerpts.

3. The following are to be set in 10-point type, but not cut in:

   (*a*) Letters which are readily identified as such by salutation and signature.

   (*b*) Appendixes and/or exhibits which have a heading readily identifying them as such; and

   (*c*) Matter printed in compliance with the Ramseyer rule.[1]

[1] Ramseyer rule.—House: If report has "Changes in Existing Law" use caps and small caps for heads, except for breakdown within a cap and small cap head.

4. All leaderwork and lists of more than six items to be set in 8-point type.

5. All tabular work to be set in 7-point gothic type.

6. An amendment in the nature of a substitute to be set in 8-point type, but quotations from such amendment later in the report to be treated as excerpts, but set full measure (see 10 below).

7. Any committee print having a report head indicated on original copy to be set in report type and style.

8. Committee prints not having a report head indicated on original copy to be set in committee print style; that is, excerpts to be set in 8 point, full measure.

9. If a committee print set as indicated in paragraph 8 is later submitted as a report or included in a report, and the type is available for pickup, such type shall be picked up and used as is in the report.

10. On matter that is cut in on the left only for purposes of breakdown, no space is used above and below, but on all matter that is cut in on both sides, 4 points are used above and below. If a bill is submitted as an excerpt, it will not be squeezed because of the indentions and the limited number of element identifiers.

11. On reports of immigration cases, set memorandums full measure unless preceded or followed directly by committee language. Memorandums are indented on both sides if followed by such language. Preparers should indicate the proper indention on copy.

12. Order of printing (Senate reports only): (1) Report, (2) minority or additional views, (3) Cordon rule[2] (last unless an appendix is used), (4) appendix (if any).

13. Minority or additional views will begin a new page with 10-point cap heading. In Senate reports, "Changes in Existing Law" begins a new page if following "views." In conference reports, "Joint Explanatory Statement" begins a new odd page.

14. Minority or additional views are only printed if they have been signed by the authoring congressperson.

[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.

[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.

[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:

MARCH 21, 1999.

Hon. DENNIS HASTERT,
Speaker of the House of Representatives,
Washington, DC.

MY DEAR MR. SPEAKER: There is forwarded herewith a draft of legislation to amend section 303 of the Career Compensation Act.

* * * * * * *

Sincerely yours,

DEBORAH P. CHRISTIE,
Assistant Secretary of the Navy
(Financial Management).

[Sample of cut-in for purposes of breakdown; no spacing above or below]

Under uniform regulations prescribed by the Secretaries concerned, a member of the uniformed services who—

(1) is retired for physical disability or placed upon the temporary disability retired list; or

(2) is retired with pay for any other reason, or is discharged with severance pay, immediately following at least eight years of continuous active duty (no single break therein of more than ninety days);

may select his home for the purposes of the travel and transportation allowances payable under this subsection, etc.

[Sample of leaderwork]

Among the 73 vessels mentioned above, 42 are classified as major combatant ships (aircraft carriers through escort vessels), in the following types:

Forrestal-class aircraft carriers	4
Destroyers	10
* * * * * * *	
Guided-missile submarine	1
Total	42

[Sample of sectional analysis]

SECTIONAL ANALYSIS

Section 1. Increase of 1 year in constructive service for promotion purposes

The principal purpose of the various subsections of section 1 is to provide a 1-year increase for medical and dental officers in * * *

* * * * * * *

Subsection 101(a) is in effect a restatement of the existing law

This subsection authorizes the President to make regular appointments in the grade of first lieutenant through * * *.

* * * * * * *

[Sample of amendment under Ramseyer rule]

CHANGES IN EXISTING LAW

In compliance with clause 3 of rule XII of the Rules of the House of Representatives, changes in existing law made by the bill, as introduced, are shown as follows (existing law proposed to be omitted is enclosed in black brackets, new matter is printed in italic, existing law in which no change is proposed is shown in roman):

EXPORT CONTROL ACT OF 1949

* * * * * * *

TERMINATION DATE

SEC. 12. The authority granted herein shall terminate on June 30, [1956] *1959,* or upon any prior date which the Congress by concurrent resolution or the President may designate.

[The following examples are for sample purposes only]

[Sample of "Report" Skeleton]

106TH CONGRESS *1st Session* } HOUSE OF REPRESENTATIVES { REPT. 106–8 Part 1

SMALL BUSINESS PAPERWORK REDUCTION ACT AMENDMENTS OF 1999 [1]

FEBRUARY 5, 1999.—Ordered to be printed [2]

Mr. BURTON of Indiana, from the Committee on Government Reform, submitted the following

REPORT

together with

MINORITY VIEWS

[To accompany H.R. 391]

[Including cost estimate of the Congressional Budget Office]

The Committee on Government Reform, to whom was referred the bill (H.R. 391) to amend chapter 35 of title 44, United States Code, for the purpose of facilitating compliance by small businesses with certain Federal paperwork requirements, to establish a task force to examine the feasibility of streamlining paperwork requirements applicable to small businesses, and for other purposes, having considered the same, report favorably thereon without amendment and recommend that the bill do pass.[3]

GENERAL STATEMENT [4]

The issue of whether or not * * *.

[1] If title makes more than three lines in 10-point caps, set in 8-point caps.

[2] Must be set as indicated in copy. If illustrations accompany copy and are not ordered to be printed, do not add *with illustrations.* Return copy to Production Manager.

[3] If the wording in this paragraph is prepared in the singular form, follow.

[4] For *Senate Committee on Finance* and *House Committee on Ways and Means,* heads are set in bold caps.

[Sample of "Report" Skeleton]

Calendar No. 13 [1]

106TH CONGRESS *1st Session*	SENATE	REPORT 106–1

THE SOLDIERS', SAILORS', AIRMEN'S AND MARINES' BILL OF RIGHTS ACT OF 1999

FEBRUARY 2, 1999.—Ordered to be printed

Filed under authority of the order of the Senate of February 2 (legislative day, February 1), 1999 [2]

Mr. WARNER, from the Committee on Armed Services, submitted the following

REPORT

together with

ADDITIONAL VIEWS

[To accompany S. 4]

The Committee on Armed Services, to which was referred the bill (S. 4), having considered the same, reports favorably thereon with an amendment and recommends that the bill do pass.

PURPOSE OF THE BILL

S. 4 would authorize a 4.8 percent military pay raise, effective January 1, 2000, reform the military pay tables, revise * * *

[1] Use this type and form only on Senate reports. There is only one calendar in the Senate.
[2] Style for filed line, if present.

[Sample of "Report" Skeleton]

Calendar No. 28

106TH CONGRESS *1st Session*	SENATE	REPORT 106–8

MAKING[1] EMERGENCY SUPPLEMENTAL APPROPRIATIONS AND RESCISSIONS FOR RECOVERY FROM NATURAL DISASTERS AND FOREIGN ASSISTANCE, FOR THE FISCAL YEAR ENDING SEPTEMBER 30, 1999, AND FOR OTHER PURPOSES[2]

MARCH 4, 1999.—Ordered to be printed

Mr. STEVENS, from the Committee on Appropriations, submitted the following

REPORT

[To accompany S. 544]

The Committee on Appropriations reports the bill (S. 544) making emergency supplemental appropriations and rescissions for recovery from natural disasters and foreign assistance, for the fiscal year ending September 30, 1999, and for other purposes, reports favorably thereon and recommends that the bill do pass.

[Sample of amendments]

The amendments are as follows:

Strike all after the enacting clause and insert in lieu thereof the following language:

That the first sentence of section 80 of the Hawaiian Organic Act as amended (48 U.S.C. 546), is amended further by inserting immediately following * * *

Amend the title so as to read:

A bill to amend section 80 of the Hawaiian Organic Act, and for other purposes.

The amendments are as follows:

The amendment to the text strikes all after the enacting clause and inserts a complete new text which is printed in italic type in the reported bill.

The amendment to the title is as follows:

Amend the title so as to read:

An Act to amend the Federal Water Pollution Control Act to establish a Federal Water Pollution Control * * *

[1] If copy reads "To make" change to "Making", "To provide" change to "Providing", "To amend" change to "Amending".

[2] Sample of 8-point head.

[Sample of "Report" Skeleton]

106TH CONGRESS, 1st Session | HOUSE OF REPRESENTATIVES | REPORT 106–91

CONCURRENT RESOLUTION ON THE BUDGET FOR FISCAL YEAR 2000

APRIL 14 (legislative day, APRIL 13), 1999.—Ordered to be printed

Mr. KASICH, from the committee of conference, submitted the following

CONFERENCE REPORT [1]

[To accompany H. Con. Res. 68]

The committee of conference on the disagreeing votes of the two Houses on the amendment of the Senate to the concurrent resolution (H. Con. Res. 68), establishing the congressional budget for the United States Government for fiscal year 2000 and * * *

That the House recede from its disagreement to the amendment of the Senate to the text of the resolution and agree to the same with an amendment as follows:

In lieu of the matter proposed to be inserted by the Senate amendment, insert the following:

SECTION 1. CONCURRENT RESOLUTION ON THE BUDGET FOR FISCAL YEAR 2000.

*(a) DECLARATION.—Congress determines and declares that this resolution is the concurrent resolution on the budget * * **

[1] Paragraph indent for conference reports is 2 ems.

JOINT EXPLANATORY STATEMENT OF THE COMMITTEE OF CONFERENCE [1]

The managers on the part of the Senate and the House at the conference on disagreeing votes of the two Houses on the amendments of the Senate to the concurrent resolution (House Concurrent Resolution 68), setting forth the congressional budget for the United States for the fiscal years * * *

JOHN R. KASICH,
SAXBY CHAMBLISS,
CHRISTOPHER SHAYS,
Managers on the Part of the House.

PETE V. DOMENICI,
CHUCK GRASSLEY,
DON NICKLES,
PHIL GRAMM,
SLADE GORTON,
Managers on the Part of the Senate.

[1] Statement of managers begins new page; in a Conference Report it begins a new odd page.

[House Appropriation Hearing, Cover sample]

DEPARTMENTS OF LABOR, HEALTH AND HUMAN SERVICES, EDUCATION, AND RELATED AGENCIES APPROPRIATIONS FOR 2000

HEARINGS

BEFORE A

SUBCOMMITTEE OF THE

COMMITTEE ON APPROPRIATIONS

HOUSE OF REPRESENTATIVES

ONE HUNDRED SIXTH CONGRESS

FIRST SESSION

SUBCOMMITTEE ON THE DEPARTMENTS OF LABOR, HEALTH AND HUMAN SERVICES, EDUCATION, AND RELATED AGENCIES

JOHN EDWARD PORTER, Illinois, *Chairman*

C. W. BILL YOUNG, Florida
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ROSA L. DELAURO, Connecticut
JESSE L. JACKSON, JR., Illinois

NOTE: Under Committee Rules, Mr. Young, as Chairman of the Full Committee, and Mr. Obey, as Ranking Minority Member of the Full Committee, are authorized to sit as Members of all Subcommittees.

S. ANTHONY MCCANN, ROBERT L. KNISELY, CAROL MURPHY, SUSAN ROSS FIRTH, and FRANCINE SALVADOR, *Subcommittee Staff*

PART 7A

(Pages 1–1658)

TESTIMONY OF MEMBERS OF CONGRESS AND OTHER INTERESTED INDIVIDUALS AND ORGANIZATIONS

Printed for the use of the Committee on Appropriations

[House Appropriation Hearing, Title Page sample]

DEPARTMENTS OF LABOR, HEALTH AND HUMAN SERVICES, EDUCATION, AND RELATED AGENCIES APPROPRIATIONS FOR 2000

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COMMITTEE ON APPROPRIATIONS

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NOTE: Under Committee Rules, Mr. Young, as Chairman of the Full Committee, and Mr. Obey, as Ranking Minority Member of the Full Committee, are authorized to sit as Members of all Subcommittees.

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(Pages 1–1658)

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Printed for the use of the Committee on Appropriations

U.S. GOVERNMENT PRINTING OFFICE
57–710 WASHINGTON : 1999

[Back Title Page sample]

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[House Appropriation Hearing sample]

DEPARTMENTS OF LABOR, HEALTH AND HUMAN SERVICES, EDUCATION, AND RELATED AGENCIES APPROPRIATIONS FOR 2000

TESTIMONY OF MEMBERS OF CONGRESS AND OTHER INTERESTED INDIVIDUALS AND ORGANIZATIONS

TUESDAY, APRIL 13, 1999.

EHLERS-DANLOS SYNDROME

WITNESS

MEG HARMON, CITIZEN

Mr. PORTER [presiding]. The subcommittee will come to order.

We begin today 10 sessions of public witnesses. We have largely completed the hearings with the three departments and the 14 agencies under the * * *

[Note styles for questions and answers]

QUESTIONS FROM MR. * * *

IMPACT OF FISCAL YEAR 2000 PAY RAISE COSTS

Question. What are the costs associated with the October 1, 1999 4.8 percent general pay raise and the raising of the executive pay cap on January 1, 2000 for fiscal year 2000?

Answer. The pay raise for the general scale employees increased the budgeted amount by $4,826 for fiscal year 2000.

[Note the following style for questions and answers when a person is either asking or answering:]

QUESTION. How are you financing these costs?

Mr. NAME. The general scale increase costing $4,826 was absorbed by a turnover in one secretarial position, a position which was budgeted at the GS–6 level but filled by a GS–4 level employee who was hired to replace the former * * *

Mr. NAME. In what program areas are you absorbing these costs?

ANSWER. Because of the BIB's ability to absorb these fiscal year 2000 costs in a manner described in the foregoing answer, it has not been necessary to absorb them in program areas.

TUESDAY, APRIL 13, 1999.□

MUSEUM OF SCIENCE AND INDUSTRY AND NATIONAL HEALTH SCIENCES CONSORTIUM

WITNESS

DAVID R. MOSENA, PRESIDENT, MUSEUM OF SCIENCE AND INDUSTRY, CHICAGO, ILLINOIS

Mr. PORTER. Next, we would like to welcome to the witness table, Dr. David R. Mosena, this one is mine—the president of the Museum of Science and Industry in Chicago. One of not only our city's great treasures, but one of the great treasures of the United States.

[Senate Appropriation Hearing sample]

AGRICULTURE, RURAL DEVELOPMENT AND RELATED AGENCIES APPROPRIATIONS FOR FISCAL YEAR 2000

WEDNESDAY, MARCH 18, 1999

U.S. SENATE,□□□□□
SUBCOMMITTEE OF THE COMMITTEE ON APPROPRIATIONS,□□□
Washington, DC.□

The subcommittee met at 9:40 a.m., in room 1224, Everett McKinley Dirksen Senate Office Building, Hon. Ted Stevens (chairman) presiding.

Present: Senators Cochran and Inouye.

DEPARTMENT OF AGRICULTURE

OFFICE OF THE INSPECTOR GENERAL

STATEMENT OF ROGER C. VIADERO, INSPECTOR GENERAL

ACCOMPANIED BY:
SALLY THOMPSON, CHIEF FINANCIAL OFFICER
IRWIN T. DAVID, DEPUTY CHIEF FINANCIAL OFFICER

GENERAL ACCOUNTING OFFICE

STATEMENT OF GENE L. DODARO, ASSISTANT COMPTROLLER GENERAL, ACCOUNTING AND INFORMATION MANAGEMENT DIVISION

ACCOMPANIED BY:
NAME, TITLE
NAME, TITLE

INTRODUCTION OF WITNESSES

Senator STEVENS. The hearing will come to order.

This morning we are happy to have representatives of the Office of Inspector General and the General Accounting Office with us, and I would like to ask that all of you who are here to testify come forward. Let's all of you act as one panel, and the questions that we have will be directed to both.

SUCCESS OF AMERICAN AGRICULTURE

With a great deal of hard work, ingenuity and technology, the United States has become the most productive agricultural nation in the world. Modern agriculture, as practiced in the United States, has become a technological marvel, soundly based on advanced science and finely tuned to economic conditions.

[Standard Hearing sample]

IMPACT OF BUDGET CUTS ON FEDERAL STATISTICAL PROGRAMS

MARCH 16, 1999

HOUSE OF REPRESENTATIVES,□□□□□□□
SUBCOMMITTEE ON CENSUS AND POPULATION,□□□□□
COMMITTEE ON POST OFFICE AND CIVIL SERVICE,□□□
Washington, DC.□

□□HOUSE OF REPRESENTATIVES, COMMITTEE ON SCIENCE AND□□□
□□□TECHNOLOGY, SUBCOMMITTEE ON SCIENCE, RESEARCH□□□
□□□AND TECHNOLOGY AND THE SUBCOMMITTEE ON INVESTI-□□□
□□□GATIONS AND OVERSIGHT, [1]
Washington, DC.□

The subcommittee met, pursuant to call, at 9:35 a.m., in room 304, Cannon House Office Building, Hon. Name (chairman of the subcommittee) presiding.

Mr. NAME. Today the House Census and Population Subcommittee continues its series of hearings on the impact of the President's budget cuts on the information this Nation will have today, tomorrow, and in the future.

With that we will call up our first panel: Dr. James T. Bonnen, Department of Agricultural Economics, Michigan State University, and the director of the President's Reorganization Project for the Federal Statistical System; and Dr. Stephen E. Fienberg, Department of Statistics, the Carnegie-Mellon University, and the Chairman of the Committee on National Statistics in the National Academy of Sciences.

STATEMENTS OF JAMES T. BONNEN, DEPARTMENT OF AGRICULTURAL ECONOMICS, MICHIGAN STATE UNIVERSITY AND STEPHEN E. FIENBERG, DEPARTMENT OF STATISTICS, CARNEGIE-MELLON UNIVERSITY

Mr. BONNEN. Thank you, Mr. Garcia. It is a pleasure and a privilege to be here.

I have been asked to comment primarily on the central coordination of statistical planning and policy which was the focus of the study that I directed, as you mentioned.

Ours is an increasingly complex economy and society. If we do not have objective, accurate and relevant information in making decisions, our comprehension of the world will forever run behind events.

---

[1] Note style for a long committee name.

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[Numbers in parentheses refer to rules; italic indicates exact terminology; bold indicates chapter heading]

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