

U.S. Government Printing Office

# Style Manual

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An official guide to the form and style of Federal Government printing

2008



U.S. GOVERNMENT PRINTING OFFICE  
Keeping America Informed | [www.gpo.gov](http://www.gpo.gov)

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

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Robert C. Tapella

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# EXTRACT FROM THE PUBLIC PRINTING LAW

(TITLE 44, U.S.C.)

## **§ 1105. Form and style of work for departments**

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

(Pub. L. 90-620, Oct. 22, 1968, 82 Stat. 1261.)

### HISTORICAL AND REVISION NOTES

Based on 44 U.S. Code, 1964 ed., § 216 (Jan. 12, 1895, ch. 23, § 51, 28 Stat. 608).



## About This Manual

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

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

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

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

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

The GPO Style Board made significant revisions to update this edition of the GPO STYLE MANUAL. The changes include redesigning the format to make it more modern and easier to read; replacing "What is *GPO Access*?" with "GPO's Online Initiatives"; removing the atomic weights column from the Chemical Symbols table; expanding and updating time zone abbreviations;

listing additional entries to the Post Office abbreviations; extensively reviewing the capitalization chapter to remove outdated entries and include new ones; realigning the abbreviations lists to create a new list of technical abbreviations and initialisms; updating old and adding new tables to the Useful Tables chapter; expanding military titles; creating new sample pages for the Reports and Hearings chapter; providing many URLs as references; and including many suggestions by users.

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

GPO Style Board  
Mail Stop PDE  
U.S. Government Printing Office  
732 North Capitol Street, NW.  
Washington, DC 20401  
email address: [gpostyle@gpo.gov](mailto:gpostyle@gpo.gov)

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

## **Acknowledgments**

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## **GPO's Online Initiatives**

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

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

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

To meet continued public demand for online access to Government publications, provide for an increased range of search and retrieval options, and

ensure the preservation of official Government information content in the 21st century, in 2004 GPO embarked on the construction of a more comprehensive online capability, called GPO's Federal Digital System, or FDsys. Scheduled to become available for public use in late 2008, the new system will serve as GPO's digital platform for the production, storage, and dissemination of official Government publications for the years to come.

### **GPO Access**

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

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

### **GPO Access services**

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

Users can find information on the Federal Depository Library Program, which provides no-fee public access to publications disseminated by GPO, regardless of format. *GPO Access* enables users to locate a depository library in their area.

Users may also locate and order publications available for sale through GPO's Publication and Information Sales Program. Orders may be placed online securely through the U.S. Government Bookstore at <http://bookstore.gpo.gov>.

Ben's Guide to the U.S. Government provides learning tools for K–12 students, parents, and educators. The site provides age-specific explanations about how the Federal Government works, explains the use of the primary source materials available on *GPO Access*, and explains GPO's role in the Federal Government.

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

### **Authentication of digital documents**

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

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

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

### **GPO's Federal Digital System (FDsys)**

A critical part of GPO's mission of *Keeping America Informed* is ensuring permanent access to published Government documents. GPO is developing a

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

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

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

For a comprehensive discussion of system capabilities by release, see the FDsys documentation at [http://www.gpo.gov/projects/fdsys\\_documents.htm](http://www.gpo.gov/projects/fdsys_documents.htm).



**Information**

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

## **1. Advice to Authors and Editors**

---

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

- 1.1. Making changes after submission of copy delays the production of the publication and adds to the expense of the work; therefore, copy must be carefully edited before being submitted to the Government Printing Office.
- 1.2. Legible copy, not faint reproductions, must be furnished.
- 1.3. Copy should be on one side only with each sheet numbered consecutively. If both sides of copy are to be used, a duplicate set of copy must be furnished.
- 1.4. To avoid unnecessary expense, it is advisable to have each page begin with a new paragraph.
- 1.5. Proper names, signatures, figures, foreign words, and technical terms should be written plainly.
- 1.6. Chemical symbols, such as Al, Cl, Tl are sometimes mistaken for A1, C1, T1. Editors must indicate whether the second character is a letter or a figure.
- 1.7. Footnote reference marks in text and tables should be arranged consecutively from left to right across each page of copy.
- 1.8. Photographs, drawings, and legends being used for illustrations should be placed in the manuscript where they are to appear in the publication. They should be on individual sheets, as they are handled separately during typesetting.
- 1.9. If a publication is composed of several parts, a scheme of the desired arrangement must accompany the first installment of copy.
- 1.10. To reduce the possibility of costly blank pages, avoid use of new odd pages and halftitles whenever possible. Generally these refinements should be limited to quality bookwork.

- 1.11. Samples should be furnished if possible. They should be plainly marked showing the desired type, size of type page, illustrations if any, paper, trim, lettering, and binding.
- 1.12. In looseleaf or perforated-on-fold work, indicate folio sequence, including blank pages, by circling in blue. Begin with first text page (title). Do not folio separate covers or dividers.
- 1.13. Indicate on copy if separate or self-cover. When reverse printing in whole or in part is required, indicate if solid or tone.
- 1.14. Avoid use of oversize fold-ins wherever possible. This can be done by splitting a would-be fold-in and arranging the material to appear as facing pages in the text. Where fold-ins are numerous and cannot be split, consideration should be given to folding and inserting these into an envelope pasted to the inside back cover.
- 1.15. Every effort should be made to keep complete jobs of over 4 pages to signatures (folded units) of 8, 12, 16, 24, or 32 pages. Where possible, avoid having more than two blank pages at the end.
- 1.16. Indicate alternative choice of paper on the requisition. Where possible, confine choice of paper to general use items carried in inventory as shown in the GPO Paper Catalog.
- 1.17. If nonstandard trim sizes and/or type areas are used, indicate head and back margins. Otherwise, GPO will determine the margins.
- 1.18. Customers should submit copy for running heads and indicate the numbering sequence for folios, including the preliminary pages.
- 1.19. Corrections should be made on first proofs returned, as later proofs are intended for verification only. All corrections must be indicated on the "R" (revise) set of proofs, and only that set should be returned to GPO.
- 1.20. Corrections should be marked in the margins of a proof opposite the indicated errors, not by writing over the print or between the lines. All queries on proofs must be answered.

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

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

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

### **Government Paper Specifications**

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

### **GPO Paper Samples**

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

For the latest information about the availability of these and other such publications, go to: <http://bookstore.gpo.gov>.

## 1.22. Corrections made to proofs should be indicated as follows:

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

<sup>1</sup>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.

<sup>2</sup>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.

<sup>3</sup>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

reset 8pt. C & SC

(SC) It does not appear that the earliest printers had e  
 of # any method of correcting errors before the form  
 was on the press. The learned The learned cor-  
 rectors of the first two centuries of printing were  
 # not proofreaders in our sense, they were rather ;/S  
 what we should term office editors. Their labors  
 not were chiefly to see that the proof corresponded to  
 the copy, but that the printed page was correct  
 in its latinity ~~that the words were there,~~ and stat  
 that the sense was right. They cared but little  
 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  
 not 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 under-  
 gone little change, was very fluctuating until after  
 the publication of Johnson's Dictionary, and capi-  
 tals, which have been used with considerable regu-  
 larity for the past 80 years, were previously used  
 (tr) on the miss or hit plan. The approach to regu-  
 larity, so far as we have, may be attributed to the  
 growth of a class of professional proofreaders, and  
 it is to them that we owe the correctness of mod-  
 ern printing. More errors have been found in the  
 Bible than in any other one work. For many gen-  
 erations it was frequently the case that Bibles  
 were brought out stealthily, from fear of govern-  
 [ mental interference. They were frequently out, see copy  
 printed from imperfect texts, and were often mod-  
 ified to meet the views of those who published  
 them. The story is related that a certain woman  
 in Germany, who was the wife of a printer, 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 En-  
 gland in 1632, in printing the seventh commandment  
 He was fined £3000 on this account.

(81?)

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.

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- 1.17. If nonstandard trim sizes and/or type areas are used, indicate head and back margins. Otherwise, GPO will determine the margins.
- 1.18. Customers should submit copy for running heads and indicate the numbering sequence for folios, including the preliminary pages.
- 1.19. Corrections should be made on first proofs returned, as later proofs are intended for verification only. All corrections must be indicated on the "R" (revise) set of proofs, and only that set should be returned to GPO.
- 1.20. Corrections should be marked in the margins of a proof opposite the indicated errors, not by writing over the print or between the lines. All queries on proofs must be answered.

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

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

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

### **Government Paper Specifications**

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

### **GPO Paper Samples**

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

For the latest information about the availability of these and other such publications, go to: <http://bookstore.gpo.gov>.

## 1.22. Corrections made to proofs should be indicated as follows:

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

<sup>1</sup>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.

<sup>2</sup>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.

<sup>3</sup>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

reset 8pt. C & SC

It does not appear that the earliest printers had <sup>sc</sup> any method of <sup>of #</sup> correcting errors before <sup>v</sup> the form was on the press. The learned ~~The learned~~ correctors of the first two centuries of printing were <sup>#</sup> not proofreaders in our sense, they were rather; <sup>i/s</sup> what we should term office editors. Their labors <sup>o</sup> were chiefly to see that the proof corresponded to the copy, but that the printed page was correct <sup>l/i</sup> in its latinity ~~that the words were there,~~ <sup>stat</sup> and that the sense <sup>s</sup> 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 <sup>not/s</sup> modern sense, were impossible until professional readers were employed <sup>^</sup> men who <sup>had first</sup> 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 <sup>tr</sup> on the miss or hit plan. The approach to regularity, so far as we have, <sup>it</sup> 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 <sup>[</sup> printed from imperfect texts, and were often modified to meet the views of those who published <sup>tr</sup> them. The story is related that a certain woman in Germany, <sup>lc/who</sup> who was the wife of a printer, <sup>and</sup> had become disgusted with the continual assertions <sup>s/of from</sup> 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, <sup>wp</sup> which <sup>v</sup> was <sup>v</sup> printing, <sup>v</sup> so that it read <sup>v</sup> Narr instead of <sup>v</sup> Herr, thus making <sup>v</sup> the verse read "And he shall be thy fool" instead of "and he shall be thy lord." The word not <sup>tr</sup> was omitted by Barker, the king's printer in England in 1632, in printing the seventh commandment. He was fined <sup>81?</sup> £1000 on this account. <sup>tr over</sup>

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

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### Job planning

- 2.1. The use of computers has dramatically altered every phase of the printing industry beginning with the basic planning of each new job. New publications are evaluated by application specialists who review their requirements and design the necessary formats. Each format is made to conform exactly to the copy's specifications for page dimensions, line length, indentions, typefaces, etc. Upon completion, sample pages are produced and submitted to the customer. At this time, customer agencies are requested to indicate precise details of any style changes because this set of pages serves as a guide for the copy preparer, the beginning of actual production.
- 2.2. In recent years, changes in the needs of the library community have led to a move toward uniform treatment of the component parts of publications. In developing standards to guide publishers of Government documents, consideration has been given to the changing needs of those who seek to produce, reference, index, abstract, store, search, and retrieve data. Certain identifying elements shall be printed on all publications in accordance with this MANUAL and with standards developed by the (ANSI) American National Standards Institute.

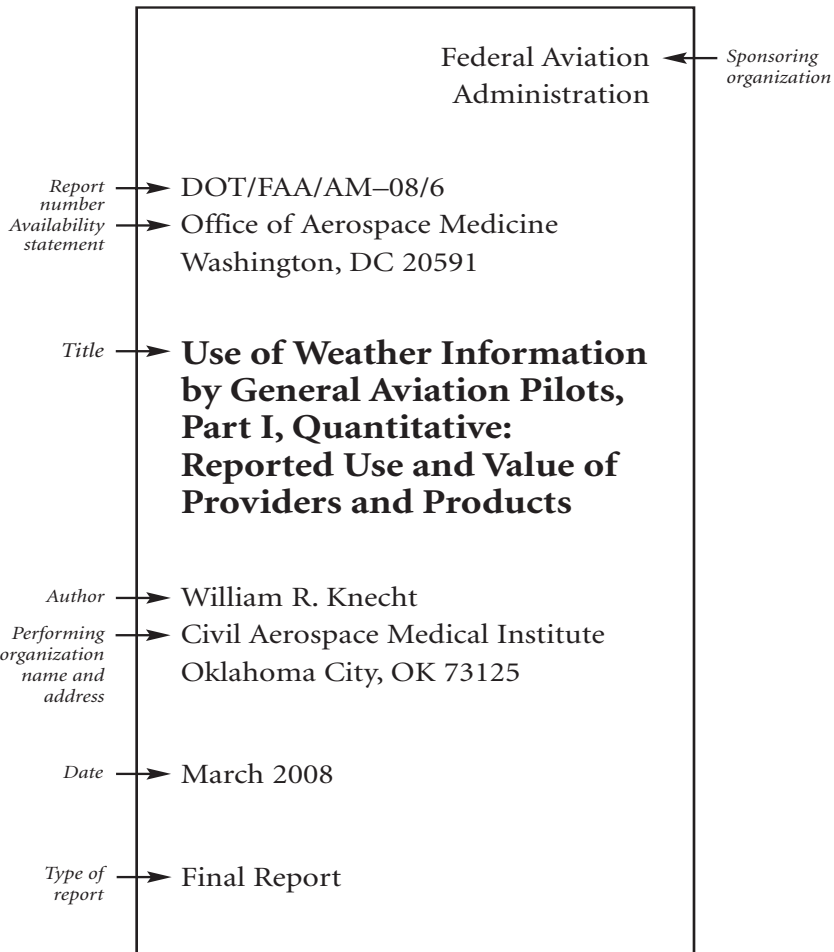
Publications such as books and pamphlets should contain:

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



Notes:

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

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

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

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

- (d) *Back of title*, blank, but frequently carries such useful bibliographic information as list of board members, congressional resolution authorizing publication, note of editions and printings, GPO imprint if departmental imprint appears on title page, sales notice, etc.
  - (e) *Letter of transmittal* (new odd page).
  - (f) *Foreword*, differs from a preface in that it is an introductory note written as an endorsement by a person other than the author (new odd page). An introduction differs from a foreword or a preface in that it is the initial part of the text; if the book is divided into chapters, it should be the first chapter.
  - (g) *Preface*, by author (new odd page).
  - (h) *Acknowledgments* (if not part of preface) (new odd page).
  - (i) *Contents* (new odd page), immediately followed by list of illustrations and list of tables, as parts of contents.
  - (j) *Text*, begins with page 1 (if halftitle is used, begins with p. 3).
  - (k) *Glossary* (new odd page).
  - (l) *Bibliography* (new odd page).
  - (m) *Appendix* (new odd page).
  - (n) *Index* (new odd page).
- 2.4.** Preliminary pages use small-cap Roman numerals. Pages in the back of the book (index, etc.), use lowercase Roman numerals.
- 2.5.** Booklets of 32 pages or less can be printed more economically with a self-cover. A table of contents, title page, foreword, preface, etc., is not usually necessary with so few pages. If some of this preliminary matter is necessary, it is more practical if combined; i.e., contents on cover; contents, title, and foreword on cover 2, etc.
- 2.6.** Widow lines (lines less than full width of measure) at top of pages are to be avoided, if possible, but are permitted if absolutely necessary to maintain uniform makeup and page depth. Rewording to fill the line is a preferred alternative.



- 2.7. Paragraphs may start on the last line of a page whenever necessary. If it is found necessary to make a short page, the facing page should be of approximate equal depth.
- 2.8. A blank space or sink of 6 picas should be placed at the head of each new odd or even page of 46-pica or greater depth; pages with a depth of from 36 to 45 picas, inclusive, will carry a 5-pica sink; pages less than 36 picas, 4 picas.
- 2.9. When top centered folios are used, the folio on a new page is set 2 points smaller than the top folios. They are centered at the bottom and enclosed in parentheses.
- 2.10. Where running heads with folios are used, heads are included in overall page depth. However, first pages of chapters and pages with bottom folios do not include the folios as part of the overall page depth.
- 2.11. Jobs that have both running heads and bottom folios or just bottom folios will align all of the page numbers on the bottom in the margin, including those on preliminary pages. If at all possible avoid use of running heads in conjunction with bottom folios.
- 2.12. Contents, list of illustrations, preface, or any other matter that makes a page in itself will retain normal 6-pica sink.
- 2.13. Footnote references are repeated in boxheads or in continued lines over tables, unless special orders are given not to do so.
- 2.14. When a table continues, its headnote is repeated without the word *Continued*.
- 2.15. A landscape or broadside table that continues from an even to an odd page must be positioned to read through the center (gutter) of the publication when its size is not sufficient to fill both pages.
- 2.16. A broadside table of less than page width will center on the page.
- 2.17. Centerheads, whether in boldface, caps, caps and small caps, small caps, or italic, should have more space above than below. Uniform spacing should be maintained throughout the page.

- 2.18.** In making up a page of two or more columns, text preceding a page-width illustration will be divided equally into the appropriate number of columns above the illustration.
- 2.19.** Two or more short footnotes may be combined into one line, with 2 ems of space between.
- <sup>1</sup> Preliminary.    <sup>2</sup> Including imported cases.    <sup>3</sup> Imported.
- 2.20.** All backstrips should read down (from top to bottom).

### **Copy preparation**

- 2.21.** At the beginning of each job the proper formats must be plainly marked. New Odd or New Page, Preliminary, Cover, Title, or Back Title should also be plainly indicated.
- 2.22.** Copy preparers must mark those things not readily understood when reading the manuscript. They must also mark the correct element identifier code for each data element, as well as indicate other matters of style necessary to give the publication good typographic appearance.
- 2.23.** Preparers must indicate the proper subformat at the beginning of each extension, verify folio numbers, and plainly indicate references, footnotes, cut-ins, etc. Unless otherwise marked, text matter will be set in 10-point solid and tables in 7 point. In tables utilizing down rules, unless a specific weight is requested by the customer, hairline rules will be used. (See rule 13.3.)
- 2.24.** Quoted or extract matter and lists should be set smaller than text with space above and below. Quotation marks at the beginning and end of paragraphs should be omitted. If the same type size is used, quoted matter should be indented 2 ems on both sides with space top and bottom, and initial and closing quotes should be omitted.

### **Capitalization**

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

***Datelines, addresses, and signatures***

- 2.26. Copy preparers must mark caps, small caps, italic, abbreviations, indentions, and line breaks where necessary. (For more detailed instructions, see Chapter 16 “Datelines, Addresses, and Signatures.”)

***Decimals and common fractions***

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

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

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

***Folioing and stamping copy***

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

***Headings***

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

***Pickup***

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

### **Sidenotes and cut-in notes**

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

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 I-beam.
- 2.36.** Plurals are formed by adding an apostrophe and the letter *s* to letters illustrating shape and form, such as T's and Y's. *Golf tee(s)* should be spelled, as shape is not indicated.
- 2.37.** A capital letter is used in *U-boat*, *V-8*, and other expressions which have no reference to shape or form.

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

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

Copy is followed when stamped "Fol. lit." (follow literally). Copy authorized to be marked "Fol. lit." must be thoroughly prepared by the requisitioning agency as to capitalization, punctuation (including

compounding), abbreviations, signs, symbols, figures, and italic. Such copy, including even obvious errors, will be followed. The lack of preparation on copy so designated shall, in itself, constitute preparation. “Fol. lit.” does not include size and style of type or spacing.

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

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

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

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

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

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

### **Abbreviations**

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

**Type composition**

- 2.44. Operators and revisers must study carefully the rules governing composition.
- 2.45. In correcting pickup matter, the operator must indicate plainly on the proof what portion, if any, was actually reset.
- 2.46. Every precaution must be taken to prevent the soiling of proofs, as it is necessary for the reviser to see clearly every mark on the margin of a proof after it has been corrected.
- 2.47. Corrections of queries intended for the author are not to be made. Such queries, however, are not to be carried on jobs going directly to press.

**Leading and spacing**

- 2.48. Spacing of text is governed by the leading, narrow spacing being more desirable in solid than in leaded matter.
- 2.49. A single justified word space will be used between sentences. This applies to all types of composition.
- 2.50. Center or flush heads set in caps, caps and small caps, small caps, or boldface are keyed with regular justified spaces between words.
- 2.51. Centerheads are set apart from the text by the use of spacing. The amount of space varies with each publication. However, more space is always inserted above a heading than below. In 10-point type, the spacing would be 10 points over and 8 points under a heading; in 8- and 6-point type, the spacing would be 8 points above and 6 points below.
- 2.52. Solid matter (text) is defined as those lines set without horizontal space between them. Leaded text is defined as lines separated by 1 or 2 points of space.
- 2.53. Unless otherwise marked, flush heads are separated from text by 4 points of space above and 2 points of space below in solid matter, and by 6 points of space above and 4 points of space below in leaded matter.

- 2.54.** Full-measure numbered or lettered paragraphs and quoted extracts are not separated by space from adjoining matter.
- 2.55.** Extracts which are set off from the text by smaller type or are indented on both sides or indented 3 ems on the left side (courtwork only) are separated by 6 points of space in leaded matter and by 4 points of space in solid matter.
- 2.56.** Extracts set solid in leaded matter are separated from the text by 6 points.
- 2.57.** Flush lines following extracts are separated by 6 points of space in leaded matter and by 4 points in solid matter.
- 2.58.** Footnotes are leaded if the text is leaded, and are solid if the text is solid.
- 2.59.** Legends are leaded if the text is leaded, and solid if the text is solid. Leaderwork is separated from text by 4 points above and 4 points below.

### ***Indentions***

- 2.60.** In measures less than 30 picas, the paragraph 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.** Indentation of matter set in smaller type should be the same, in points, as that of adjoining main-text indented matter.
- 2.65.** Two-line centerheads are centered, but heads of three or more lines are set with a hanging indentation.
- 2.66.** Overs in flush heads are indented 2 ems in measures less than 30 picas, and 3 ems in wider measures.

### ***Legends for illustrations***

- 2.67.** It is preferred that legends and explanatory data consisting of one or two lines are set centered, while those with more than two lines are set with a hanging indentation. Legends are set full measure regardless of the width of the illustration. Paragraph style is acceptable.
- 2.68.** Legend lines for illustrations that appear broad or turn page (landscape) should be printed to read up; an even-page legend should be on the inside margin and an odd-page legend on the outside margin.
- 2.69.** Unless otherwise indicated, legends for illustrations are set in 8-point roman, lowercase.
- 2.70.** Periods are used after legends and explanatory remarks beneath illustrations. However, legends without descriptive language do not use a period. (See rule 8.112.)
- 2.71.** At the beginning of a legend or standing alone, *Figure* preceding the identifying number or letter is set in caps and small caps and is not abbreviated.

FIGURE 5, *not* FIG. 5

FIGURE A, *not* FIG. A

- 2.72.** If a chart carries both a legend and footnotes, the legend is placed above the chart.
- 2.73.** Letter symbols used in legends for illustrations are set in lowercase italic without periods.

### **Proofreading**

- 2.74.** All special instructions, layouts, and style sheets must be included with the first installment of each job.



- 2.75.** If the proofreader detects inconsistent or erroneous statements, it is his or her responsibility to query them.
- 2.76.** If the grammatical construction of a sentence or clause is questioned by a proofreader and it seems desirable to change the form, he or she must indicate the proposed correction, add a query mark, and enclose all in a circle.
- 2.77.** All queries appearing on the copy must be carried to the author's set of proofs.
- 2.78.** Proofs that are illegible or are in any manner defective must be called to the attention of the deskperson.
- 2.79.** The manner in which correction marks are made on a proof is of considerable importance. Straggling, unsymmetrical characters, disconnected marks placed in the margin above or below the lines to which they relate, irregular lines leading from an incorrect letter or word to a correction, large marks, marks made with a blunt pencil, indistinct marks, and frequent use of the eraser to obliterate marks hastily or incorrectly made are faults to be avoided.
- 2.80.** In reading proof of wide tables, the proofreader should place the correction as near as possible to the error. The transposition mark should not be used in little-known words or in figures. It is better to cancel the letters or figures and write them in the margin in the order in which they are to appear.
- 2.81.** To assure proper placement of footnotes, the proofreader and reviser must draw a ring around footnote references on the proofs, then check off each corresponding footnote number.
- 2.82.** Proofreaders must not make important changes in indentions or tables without consulting the referee.
- 2.83.** The marks of the copy preparer will be followed, as he or she is in a position to know more about the peculiarities of a job than one who reads but a small portion of it.
- 2.84.** Any mark that will change the proof from the copy as prepared must be circled in the margin.
- 2.85.** All instructions on copy must be carried on proof by readers.

- 2.86. Folios of copy must be run by the proofreader and marked on the proof.
- 2.87. All instructions, comments, and extraneous notes on both copy and proofs that are not intended to be set as part of the text must be circled.

### **Revising galley proofs**

- 2.88. The importance of revising proofs cannot be overemphasized. Although a reviser is not expected to read proof, it is not enough to follow the marks found on the proof. He or she should be alert to detect errors and inconsistencies and must see that all corrections have been properly made and that words or lines have not been transposed or eliminated in making the corrections.
- 2.89. A reviser must not remodel the punctuation of the proofreaders or make any important changes. If an important change should be made, the reviser must submit the proposed change to the supervisor for a decision.
- 2.90. In the body of the work, new pages must be properly indicated on the proof. (For new page information, see rule 2.3 “Makeup.”)
- 2.91. All instructions and queries on proofs must be transferred to the revised set of proofs.

### **Revising page proofs**

- 2.92. Page revising requires great diligence and care. The reviser must see that the rules governing the instructions of previous workers have been followed.
- 2.93. The reviser is responsible for marking all bleed and off-center pages.
- 2.94. A blank page must be indicated at the bottom of the preceding page.
- 2.95. Special care must be exercised in revising corrected matter. If it appears that a correction has not been made, the reviser should

carefully examine each line on the page to see if the correction was inserted in the wrong place.

- 2.96.** The following rules must be carefully observed:
- (a) See that the proof is clean and clear; request another if necessary.
  - (b) Verify that the galley proofs are in order and that the data on the galleys runs in 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 <sup>15a</sup>.
- 2.98.** Where a table with footnotes falls at the bottom of a page containing footnotes to text, print the table footnotes above the text footnotes, separated by a rule 50 points long, flush left, with spacing on each side of the rule. (See also rule 13.77.)

### Press revising

- 2.99.** Press revising calls for the exercise of utmost care. The press reviser must be thoroughly familiar with the style and makeup of Government publications. He or she is required to OK all forms that go to press—bookwork, covers, jobwork, etc.—and must see that all queries are answered. A knowledge of the bindery operations required to complete a book or job and familiarity with all types of imposition, folds, etc., is helpful. The reviser must be capable of ascertaining the proper head, back, and side margins for all work, to ensure proper trimming of the completed job.
- 2.100.** Although speed is essential when forms reach the press reviser, accuracy is still paramount and must not be sacrificed.

### Signature marks, etc.

- 2.101.** Unless otherwise indicated, signature marks are set in 6-point lowercase and indented 3 ems.
- 2.102.** Figures indicating the year should follow the jacket number in signature marks:

125-327-08—4

116-529-08—vol. 1—3

116-529-08—pt. 5—3

- 2.103.** When the allmark (○) and signature or the imprint and signature appear on same page, the signature line is placed below the allmark or imprint. (See rule 2.117.)
- 2.104.** The allmark is placed below the page, bulletin, or circular number but above the signature line, if both appear on the same page.
- 2.105.** Imprints and signature lines appearing on short pages of text are placed at the bottom of the page.
- 2.106.** On a congressional job reprinted because of change, the House and Senate have approved the following styles:

House of Representatives:

★17-234-08—2

Senate:

17-235-08—2 ★(Star Print)

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

H. Doc. 73, 08-1—2

S. Doc. 57, 08-1—2

S. Doc. 57, 08-2, pt. 1—2

S. Doc. 57, 08-2, vol. 1—2

H. Rept. 120, 08-2—8

S. Rept. 100, 08-2—9

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

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

12-344—08 (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—08 (Face p. 19) No. 1

12-344—08 (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

**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

Original edition May 1990

Reprinted July 1995

Reprinted May 1995

First printed June 1990

Revised July 1997

Revised June 1995

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

## Imprints

- 2.115. Unless otherwise stipulated, the GPO imprint must appear on all printed matter, with the exception of certain classified work.
- 2.116. The full GPO imprint is used on the title page of a congressional speech.
- 2.117. The imprint and allmark are not used together on any page; if one is used, the other is omitted.
- 2.118. The imprint is not used on a halftitle or on any page of a cover, with the exception of congressional hearings.
- 2.119. If there is a title page, the imprint is placed on the title page; but if there is no title page, or if the title page is entirely an illustration, the imprint is placed on the last page of the text 4 ems from flush right and below the bottom folio.
- 2.120. The GPO logo is used only on GPO publications. If it is printed on page II, the full imprint is used on the title page; if it is printed on the title page, use the half imprint only, thus—Washington : 2008.

## Sales notices

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

## Imprint variations

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

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

• Internet: [bookstore.gpo.gov](http://bookstore.gpo.gov) • Phone: Toll Free 866-512-1800

• DC area 202-512-1800 • Fax: 202-512-2104

• Mail: Stop SSOP, Washington, DC 20402-0001

• [www.gpoaccess.gov](http://www.gpoaccess.gov)

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

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

- Internet: bookstore.gpo.gov • Phone: toll free 866-512-1800
- DC area 202-512-1800 • Fax: 202-512-2250
- Mail: Stop SSOP, Washington, DC 20402-0001
- www.gpoaccess.gov

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

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

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

—U.S. GOVERNMENT PRINTING OFFICE: 2008—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: 2008—456-789

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

U.S. GOVERNMENT PRINTING OFFICE: 2008—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 (1926), 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, 1940)

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, 1940)

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:

Better Report Writing, by Willis H. Waldo. Reinhold Publishing Corp., New York, 1965.

Macmillan Handbook of English, by Robert F. Wilson. Macmillan Co., New York, 1982.

The Chicago Manual of Style, University of Chicago Press, Chicago, 2003.  
Words Into Type, Prentice-Hall, New York, 1974.



### 3. Capitalization Rules

(See also Chapter 4 “Capitalization Examples” and Chapter 9 “Abbreviations and Letter Symbols”)

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- 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
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- 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 in Holyoke; the soldiers' home  
 Johnson House (hotel); Johnson house (residence)  
 Crow Reservation; the reservation  
 Cape of Good Hope; the cape  
 Jersey City  
 Washington City  
*but* city of Washington; the city  
 Cook County; the county  
 Great Lakes; the lakes  
 Lake of the Woods; the lake  
 North Platte River; the river  
 Lower California  
*but* lower Mississippi  
 Charles the First; Charles I  
 Seventeenth Census; the 1960 census

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

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

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

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

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

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

- 3.9.** A common noun used with a date, number, or letter, merely to denote time or sequence, or for the purpose of reference, record, or

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

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

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

aqueduct	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.** Rule 3.11 does not apply in references to newspapers, periodicals, vessels, airships, trains, firm names, etc.

the Washington Post	the <i>U-3</i>
the Times	the <i>Los Angeles</i>
the Atlantic Monthly	the Federal Express
the <i>Mermaid</i>	the National Photo Co.

### Particles in names of persons

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

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

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

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

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

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

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

### Names of organized bodies

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

## National governmental units:

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

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

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

Environmental Protection Agency: the Agency

Geological Survey: the Survey

Government Printing Office: the Printing Office, the Office

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

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

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

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

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

U.S. Air Force: the Air Force

U.S. Coast Guard: the Coast Guard

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

## International organizations:

United Nations: the Council; the Assembly; the Secretariat

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

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

## Common-noun substitutes:

Virginia General Assembly: the assembly

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

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

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

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

Republican Party: the party

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 Uni-  
versity; school of law

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

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

### Names of countries, domains, and administrative divisions

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

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

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

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

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

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

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

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

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

### Names of regions, localities, and geographic features

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

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

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

April Fools' Day	Independence Day
Arbor Day	Labor Day
Armed Forces Day	Lincoln's Birthday
Birthday of Martin Luther King, Jr.	Memorial Day (also Decoration Day)
Christmas Day, Eve	Mother's Day
Columbus Day	New Year's Day, Eve
Father's Day	Presidents Day
Feast of the Passover; the Passover	Ramadan
Flag Day	Rosh Hashanah
Fourth of July; the Fourth	St. Valentine's Day
Halloween	Thanksgiving Day
Hanukkah	Washington's Birthday
Hogmanay	Yom Kippur
Inauguration Day (Federal)	<i>but</i> election day, primary day



## Trade names and trademarks

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

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

## Scientific names

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

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

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

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

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

Alfisol	Andisol	Aridisol
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- 3.30.** Capitalize the names of the celestial bodies as well as the planets.

Sun	Earth	Venus
Moon	Mercury	Mars
Jupiter	Uranus	<i>but</i> the moons of Jupiter
Saturn	Neptune	

## Historical or political events

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

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

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

## Personification

- 3.32.** A vivid personification is capitalized.

The Chair recognizes the gentlewoman from New York;

*but* I spoke with the chair yesterday.

For Nature wields her scepter mercilessly.

All are architects of Fate,

Working in these walls of Time.

## Religious terms

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

Heavenly Father; the Almighty; Lord; Thee; Thou; He; Him; *but* himself; You, Your; Thy, Thine; [God's] fatherhood

Mass; red Mass; Communion

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

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

Bible, Holy Scriptures, Scriptures, Word; Koran; *also* Biblical; Scriptural; Koranic

New Testament; Ten Commandments

Gospel (memoir of Christ); *but* gospel music

Apostles' Creed; Augsburg Confession; Thirty-nine Articles

Episcopal Church; an Episcopalian; Catholicism; a Protestant

Christian; *also* Christendom; Christianity; Christianize

Black Friars; Brother(s); King's Daughters; Daughter(s); Ursuline Sisters; Sister(s)

Satan; the Devil; *but* a devil; the devils; devil's advocate

## Titles of persons

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

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

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

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

Title of a head or assistant head of state:

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

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

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

Condoleezza Rice, Secretary of State: the Secretary; *similarly* the Acting Secretary; the Under Secretary; the Assistant Secretary; the Director; the Chief or Assistant Chief; the Chief Clerk; *but* Secretaries of the military departments; secretaryship

Titles of the military:

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

Titles of members of diplomatic corps:

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

Title of a ruler or prince:

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

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

Titles not capitalized:

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

Steven Knapp, president of The George Washington University: the president

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

Barbara Prophet, chairwoman of the committee; the chairman; the chairperson; the chair

- 3.36.** In formal lists of delegates and representatives of governments, all titles and descriptive designations immediately following the names should be capitalized if any one is capitalized.
- 3.37.** A title in the second person is capitalized.

Your Excellency

Mr. Chairman

*but* not salutations:

Your Highness

Madam Chairman

my dear General

Your Honor

Mr. Secretary

my dear sir

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

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

Statutes at Large; Revised Statutes; District Code; Bancroft's History; Journal (House or Senate) (short titles); *but* the code; the statutes

Atlantic Charter; Balfour Declaration; *but* British white paper

Chicago's American; *but* Chicago American Publishing Co.

Reader's Digest; *but* New York Times Magazine; Newsweek magazine

Monograph 55; Research Paper 123; Bulletin 420; Circular A; Article 15:

Uniform Code of Military Justice; Senate Document 70; House Resolution

45; Presidential Proclamation No. 24; Executive Order No. 24; Royal

Decree No. 24; Public Law 89-1; Private and Union Calendars; Calendar

No. 80; Calendar Wednesday; Committee Print No. 32, committee print;

*but* Senate bill 416; House bill 61; Congressional Record

Annual Report of the Public Printer, 2007; *but* seventh annual report, 19th annual report

Declaration of Independence; the Declaration

Constitution (United States or with name of country); constitutional; *but* New York State constitution: first amendment, 12th amendment

Kellogg Pact; North Atlantic Pact; Atlantic Pact; Treaty of Versailles; Jay Treaty;

*but* treaty of peace, the treaty (descriptive designations); treaty of 1919

*United States v. Four Hundred Twenty-two Casks of Wine* (law)

American Gothic, Nighthawks (paintings)

- 3.39.** All principal words are capitalized in titles of addresses, articles, books, captions, chapter and part headings, editorials, essays, headings, headlines, motion pictures and plays (including television and radio programs), papers, short poems, reports, songs, subheadings, subjects, and themes. The foregoing are also quoted.
- 3.40.** In the short or popular titles of acts (Federal, State, or foreign) the first word and all important words are capitalized.  
Revenue Act; Walsh-Healey Act; Freedom of Information Act; Classification Act; *but* the act; Harrison narcotic law; Harrison narcotic bill; interstate commerce law; sunset law
- 3.41.** The capitalization of the titles of books, etc., written in a foreign language is to conform to the national practice in that language.

### First words

- 3.42.** The first word of a sentence, of an independent clause or phrase, of a direct quotation, of a formally introduced series of items or phrases following a comma or colon, or of a line of poetry, is capitalized.  
The question is, Shall the bill pass?  
He asked, "And where are you going?"  
The vote was as follows: In the affirmative, 23; in the negative, 11; not voting, 3.  
Lives of great men all remind us  
We can make our lives sublime.
- 3.43.** The first word of a fragmentary quotation is not capitalized.  
She objected "to the phraseology, not to the ideas."
- 3.44.** The first word following a colon, an exclamation point, or a question mark is not capitalized if the matter following is merely a supplementary remark making the meaning clearer.  
Revolutions are not made: they come.  
Intelligence is not replaced by mechanism: even the televox must be guided by its master's voice.  
But two months dead! nay, not so much; not two.  
What is this? Your knees to me? to your corrected son?

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

Whereas the Constitution provides \* \* \*; and

Whereas, moreover, \* \* \*: Therefore be it

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

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

*Resolved (jointly)*, That \* \* \*

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

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

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

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

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

*Provided*, That \* \* \*

*Provided further*, That \* \* \*

*Provided, however*, That \* \* \*

*And provided further*, That \* \* \*

*Ordered*, That \* \* \*

*Be it enacted*, That \* \* \*

### Center and side heads

- 3.46.** Unless otherwise marked, centerheads are set in capitals, and sideheads are set in lowercase and only the first word and proper names are capitalized. In centerheads making two lines, wordbreaks should be avoided. The first line should be centered and set as full as possible.
- 3.47.** In heads set in caps, a small-cap *c* or *ac*, if available, is used in such names as *McLean* or *MacLeod*; otherwise a lowercase *c* or *ac* is used. In heads set in small caps, a thin space is used after the *c* or the *ac*.
- 3.48.** In such names as *LeRoy*, *DeHostis*, *LaFollette*, etc. (one-word forms only), set in caps, the second letter of the particle is made a small cap, if available; otherwise lowercase is used. In heads set in small caps, a thin space is used. (See rule 3.15.)
- 3.49.** In matter set in caps and small caps or caps and lowercase, capitalize all principal words, including parts of compounds which would

be capitalized standing alone. The articles *a*, *an*, and *the*; the prepositions *at*, *by*, *for*, *in*, *of*, *on*, *to*, and *up*; the conjunctions *and*, *as*, *but*, *if*, *or*, and *nor*; and the second element of a compound numeral are not capitalized. (See also rule 8.129.)

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

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

Buildings In and Near the Minneapolis Mall

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

All Returns Are In

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

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

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

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

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

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 16 “Datelines, Addresses, and Signatures.”

### **Interjections**

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

Sail on, O Ship of State!

For lo! the days are hastening on.

But, oh, how fortunate!

### **Historic or documentary accuracy**

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



## 4. Capitalization Examples

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### A

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:

Appropriations

Classification

Clear Skies

Economy

Flood Control

Military Selective Service

No Child Left Behind

Organic Act of Virgin Islands

Panama Canal

PATRIOT

Revenue

Sarbanes-Oxley

Stockpiling

Tariff

Trademark

Walsh-Healey Act; *but* Walsh-Healey law (or bill)

act, labor-management relations

Acting, if part of capitalized title

Active Duty

Adjutant General, the (*see* The)

Administration, with name; capitalized standing alone if Federal unit:

Farmers Home

Food and Drug

Maritime

Transportation Security

*but* Bush administration; administration bill, policy, etc.

Administrative Law Judge Davis; Judge Davis; an administrative law judge

Admiralty, British, etc.

Admiralty, Lord of the

Adobe Acrobat Reader

Adviser, Legal (Department of State)

Africa:

east

East Coast

north

South

South-West (Territory of)

West Coast

African-American (*see* Black; Negro)

Agency, if part of name; capitalized standing alone if referring to Federal unit:

Central Intelligence; the Agency

Chippewa (Indian); the agency

agent orange

Age(s):

Age of Discovery

Dark Ages

Elizabethan Age

Golden Age (of Pericles only)

Middle Ages

*but* atomic age; Cambrian age; copper age; ice age; missile age; rocket age; space age; stone age; etc.

Agreement, with name; the agreement:

General Agreement on Tariffs and

Trade (GATT); the general agreement

- International Wheat Agreement; the wheat agreement; the coffee agreement
- North American Free-Trade Agreement (NAFTA)
- Status of Forces; *but* status-of-forces agreements
- United States-Canada Free-Trade Agreement; the free-trade agreement *but* the Geneva agreement; the Potsdam agreement; Paris peace agreement
- Air Force:
- Air National Guard (*see* National)
- Base (with name); Air Force base (*see* Base; Station)
- Civil Air Patrol; Civil Patrol; the patrol Command (*see* Command)
- One (Presidential plane)
- Reserve
- Reserve Officers' Training Corps
- Airport: La Guardia; Reagan National; the airport
- Al Jazeera
- Alaska Native (collective term for Aleuts, Eskimos, Inuits, and Indians of Alaska):
- the Native; *but* Ohio native, a native of Alaska, etc.
- Alliance, Farmers', etc.; the alliance
- alliances and coalitions (*see also* powers):
- Allied Powers; the powers (World Wars I and II)
- Atlantic alliance
- Axis, the; Axis Powers; the powers
- Benelux (Belgium, Netherlands, Luxembourg)
- Big Four (European); of the Pacific
- Big Three
- Central Powers; the powers (World War I)
- Coalition of the Willing
- European Economic Community
- Fritalux (France, Italy, Benelux countries)
- North Atlantic Treaty Organization (*see* Organization)
- Western Powers
- Allied (World Wars I and II):
- armies
- Governments
- Nations
- peoples
- Powers; the powers; *but* European powers
- Supreme Allied Commander
- Allies, the (World Wars I and II); *also* members of Western bloc (political entity); *but* our allies; weaker allies, etc.
- Al Qaeda
- Alzheimer's disease
- Ambassador:
- British, etc.; the Ambassador; the Senior Ambassador; His Excellency
- Extraordinary and Plenipotentiary; the Ambassador; Ambassador at Large; an ambassador
- amendment:
- Baker amendment
- Social Security Amendments of 1983; 1983 amendments; the Social Security amendments; the amendments to the Constitution (U.S.); *but* First Amendment, 14th Amendment, etc.; the Amendment
- American:
- Federation of Labor and Congress of Industrial Organizations (AFL-CIO); the federation
- Gold Star Mothers, Inc.; Gold Star Mothers; a Mother
- Legion (*see* Legion)
- National Red Cross; the Red Cross
- Veterans of World War II (AMVETS)
- War Mothers; a Mother
- AmeriCorps Program
- Amtrak (National Railroad Passenger Corporation)

Ancient Free and Accepted Masons; a Mason; a Freemason

Annex, if part of name of building; the annex

Antarctic Ocean (*see* Arctic; Ocean)

appendix 1, A, II, etc.; the appendix; *but* Appendix II, when part of title:  
Appendix II:<sup>1</sup> Education Directory

appropriation bill (*see also* bill):  
deficiency  
Department of Agriculture  
for any governmental unit  
independent offices

aquaculture; acquiculture

Arab States

Arabic numerals

Arboretum, National; the Arboretum

Archipelago, Philippine, etc.; the archipelago

Architect of the Capitol; the Architect

Archivist of the United States; the Archivist

Arctic:  
Circle  
Current (*see* Current)  
Ocean  
zone  
*but* subarctic

arctic (descriptive adjective):  
clothing  
conditions  
fox  
grass  
night  
seas

Area, if part of name; the area:  
Cape Hatteras Recreational  
White Pass Recreation; etc.  
*but* area 2; free trade area; Metropolitan  
Washington area; bay area;  
nonsmoking area

Arlington:  
Memorial Amphitheater; the Memorial

Amphitheater; the amphitheater  
Memorial Bridge (*see* Bridge)  
National Cemetery (*see* Cemetery)

Arm, Infantry, etc. (military); the arm

Armed Forces (synonym for overall  
Military Establishment):  
British  
Retirement Home (AFRT)  
of the United States

armed services

armistice

Armory, Springfield, etc.; the armory

Army, American or foreign, if part of name;  
capitalized standing alone only if  
referring to U.S. Army:  
Active; Active-Duty  
Adjutant General, the  
All-Volunteer  
Band (*see* Band)  
branches; Gordon Highlanders; Royal  
Guards; etc.  
Brigade, 1st, etc.; the brigade;  
Robinson's brigade  
Command (*see* Command)  
Command and General Staff College  
(*see* College)  
Company A; A Company; the company  
Confederate (referring to Southern  
Confederacy); the Confederates  
Continental; Continentals  
Corps, Reserve (*see* Corps)  
District of Washington (military); the  
district  
Division, 1st, etc.; the division  
Engineers (the Corps of Engineers); the  
Engineers; *but* Army engineer  
Establishment  
Field Establishment  
Field Forces (*see* Forces)  
Finance Department; the Department  
1st, etc.  
General of the Army; *but* the general

<sup>1</sup> The colon is preferred; a dash is permissible; *but* a comma is too weak.

- General Staff; the Staff  
 Headquarters, 1st Regiment  
 Headquarters of the; the headquarters  
 Regiment, 1st, etc.; the regiment  
 Regular Army officer; a Regular  
 Revolutionary (American, British,  
     French, etc.)  
 service  
 Surgeon General, the (*see* Surgeon  
     General)  
 Volunteer; the Volunteers; a Volunteer  
 army:  
     Lee's army; *but* Clark's 5th Army  
     mobile  
     mule, shoe, etc.  
     of occupation; occupation army  
     Red  
 Arsenal, Rock Island, etc.; the arsenal  
 article 15; *but* Article 15, when part of title:  
     Article 15: Uniform Code of  
     Military Justice  
 Articles:  
     of Confederation (U.S.)  
     of Impeachment; the articles  
 Asian (*see* Orient, the; oriental)  
 Assembly (*see* United Nations)  
 Assembly of New York; the assembly (*see*  
     *also* Legislative Assembly)  
 Assistant, if part of capitalized title; the  
     assistant  
 assistant, Presidential (*see* Presidential)  
 Assistant Secretary (*see* Secretary)  
 Associate Justice (*see* Supreme Court)  
 Association, if part of name; capitalized  
     standing alone if referring to  
     Federal unit:  
     American Association for the  
         Advancement of Science; the  
         association  
     Federal National Mortgage (Fannie  
         Mae); the Association  
     Young Women's Christian; the  
         association  
 Astrophysical Observatory (*see*  
     Observatory)  
 Atlantic (*see also* Pacific):  
     Charter (*see* Charter)  
     coast  
     Coast States  
     community  
     Destroyer Flotilla; the destroyer flotilla;  
         the flotilla  
     Fleet (*see* Fleet)  
     mid-Atlantic  
     North  
     seaboard  
     slope  
     South  
     time, standard time (*see* time)  
     *but* cisatlantic; transatlantic  
 Attorney General (U.S. or foreign country);  
     *but* attorney general of Maine, etc.  
 attorney, U.S.  
 Authority, capitalized standing alone if  
     referring to Federal unit:  
     National Shipping; the Authority  
     Port Authority of New York and New  
         Jersey; the port authority; the  
         authority  
     St. Lawrence Seaway Authority of  
         Canada; the authority  
     Tennessee Valley; the Authority  
 Auto Train (Amtrak)  
 autumn  
 Avenue, Constitution, etc.; the avenue  
 Award:  
     Academy  
     Distinguished Service  
     Merit  
     Mother of the Year  
     the award (*see also* decorations, etc.)  
 Axis, the (*see* alliances)  
 Ayatollah; an ayatollah  
**B**  
 Badlands (SD and NE)  
 Balkan States (*see* States)

- Baltic States (*see* States)
- Band, if part of name; the band:  
 Army, Marine, Navy  
 Eastern, etc. (of Cherokee Indians)
- Bank, if part of name; the bank; capitalized standing alone if referring to international bank:  
 Export-Import Bank of the United States;  
 Ex-Im Bank; the Bank  
 Farm Loan Bank of Dallas; Dallas Farm Loan Bank; farm loan bank; farm loan bank at Dallas  
 Farmers & Mechanics, etc.  
 Federal Land Bank of Louisville;  
 Louisville Federal Land Bank; land bank at Louisville; Federal land bank  
 Federal Reserve Bank of New York;  
 Richmond Federal Reserve Bank;  
*but* Reserve bank at Richmond;  
 Federal Reserve bank; Reserve bank; Reserve city  
 First National, etc.  
 German Central; the Bank  
 International Bank for Reconstruction and Development; the Bank  
*but* blood bank, central reserve, soil bank
- Bar, if part of name; Maryland (State) Bar Association; Maryland (State) bar; the State bar; the bar association
- Barracks, if part of name; the barracks:  
 Carlisle  
 Disciplinary (Leavenworth)  
 Marine (District of Columbia)  
*but* A barracks; barracks A; etc.
- Base, Andrews Air Force; Air Force base; the base (*see also* Naval); *but* Sandia Base
- Basin (*see* geographic terms)
- Battery, the (New York City)
- Battle, if part of name; the battle:  
 of Gettysburg; *but* battle at Gettysburg; etc.  
 of the Bulge; of the Marne; of the Wilderness; of Waterloo; etc.
- battlefield, Bull Run, etc.
- battleground, Manassas, etc.
- Bay, San Francisco Bay area; the bay area
- Belt, if part of name; the belt:  
 Bible  
 Farm  
 Rust  
 Sun  
*but* money belt
- Beltway, capitalized with name; the beltway
- Bench (*see* Supreme Bench)
- Benelux (*see* alliances)
- Bible; Biblical; Scriptures; Ten Commandments; etc. (*see also* book)
- bicentennial
- bill, Kiess; Senate bill 217; House bill 31 (*see also* appropriation bill)
- Bill of Rights (historic document); *but* GI bill of rights
- Bizonia; bizonal; bizone
- Black (*see* African-American; Negro)
- Black Caucus (*see* Congressional)
- bloc (*see* Western)
- block (grants)
- Bluegrass region, etc.
- B'nai B'rith
- Board, if part of name; capitalized standing alone only if referring to Federal or international board:  
 Employees' Compensation Appeals  
 Federal Reserve (*see* Federal)  
 Military Production and Supply (NATO)  
 National Labor Relations  
 of Directors (Federal unit); *but* board of directors (nongovernmental)  
 of Health of Montgomery County;  
 Montgomery County Board of Health;  
 the board of health; the board  
 of Regents (Smithsonian)  
 of Visitors (Military and Naval Academies)  
 on Geographic Names  
 Railroad Retirement

## bond:

Government  
savings  
series EE  
Treasury

## book:

books of the Bible  
First Book of Samuel; etc.  
Good Book (synonym for Bible)

book 1, I, etc.; *but* Book 1, when part of title:

Book 1: The Golden Legend

## Boolean:

logic  
operator  
search

## border, United States-Mexican

Borough, if part of name: Borough of the  
Bronx; the boroughBotanic Garden (National); the garden (not  
Botanical Gardens)

## Bowl, Dust, Rose, Super, etc.; the bowl

Boy Scouts (the organization); a Boy Scout;  
a Scout; Scouting; Eagle Scout;  
Explorer ScoutBranch, if part of name; capitalized  
standing alone only if referring to a  
Federal unit:

Accounts  
Public Buildings  
*but* executive, judicial, or legislative  
branch

## Bridge, if part of name; the bridge:

Arlington Memorial; Memorial;  
Francis Scott Key; Key  
*but* Baltimore & Ohio Railroad bridge

## Brother(s) (adherent of religious order)

## budget:

department  
estimate  
Federal  
message  
performance-type  
President's

Budget of the United States Government,  
the Budget (publication)

## Building, if part of name; the building:

Capitol (*see* Capitol Building)  
Colorado  
House (or Senate) Office  
Investment

New House (or Senate) Office

Old House Office

Pentagon

the National Archives; the Archives

Treasury; Treasury Annex

## Bulletin 420; Farmers' Bulletin No. 420

## Bureau, if part of name; capitalized

standing alone if referring to Federal  
or international unit:

of Customs (name changed to U.S.

Customs and Border Protection)

of Engraving and Printing

of Indian Affairs

**C**

## C-SPAN

Cabinet, American or foreign, if part of  
name or standing alone (*see also*  
foreign cabinets):

British Cabinet; the Cabinet

the President's Cabinet; the Cabinet;

Cabinet officer, member

## Calendar, if part of name; the calendar:

Consent; etc.

House

No. 99; Calendars Nos. 1 and 2

of Bills and Resolutions

Private

Senate

Unanimous Consent

Union

Wednesday (legislative)

Cambrian age (*see* Ages)

## Camp Lejeune; David, etc.; the camp

## Canal, with name; the canal:

Cross-Florida Barge

Isthmian	the 23d and subsequent decennial censuses
Panama	Center, if part of name; the Center (Federal); the center (non-Federal): Agricultural Research, etc.; the Center (Federal)
Cape ( <i>see</i> geographic terms)	Kennedy Center for the Performing Arts; the Kennedy Center; the Center (Federal)
Capital, Capital City, National Capital (Washington, DC); <i>but</i> the capital (State)	the Lincoln Center; the center (non-Federal)
Capitol Building (with State name); the capitol	central Asia, etc.
Capitol, the (Washington, DC):	Central America
Architect of	Central Europe
Building	Central States
caucus room	central time ( <i>see</i> time)
Chamber	century, first, 21st, etc.
Cloakroom	Chair, the, if personified
dome	Chairman, Chairwoman, Chair:
Grounds	of the Board of Directors; the
Halls (House and Senate)	Chairman (Federal); <i>but</i> chairman of
Halls of Congress	the board of directors (non-Federal)
Hill; the Hill	of the Committee of the Whole House;
Police ( <i>see</i> Police)	the Chairman
Power Plant	of the Federal Trade Commission; the
Prayer Room	Chairman
Press Gallery, etc.	Vice
rotunda	chairman, chairwoman, chair
Senate wing	(congressional):
stationery room	of the Appropriations Committee
Statuary Hall	of the Subcommittee on Banking
the well (House or Senate)	<i>but</i> Chairman Davis, Chairwoman
west front	Landrieu
catch-22	Chamber of Commerce; the chamber:
Caucasian ( <i>see</i> White)	of Ada; Ada Chamber of Commerce;
caucus: Republican; <i>but</i> Congressional	the chamber of commerce
Black Caucus (incorporated name);	of the United States; U.S. Chamber of
Sun Belt Caucus	Commerce; the chamber of
CD-ROM	commerce; national chamber
Cemetery, if part of name: Arlington	Chamber, the (Senate or House)
National; the cemetery	channel 3 (TV); the channel
Census:	Chaplain (House or Senate); <i>but</i> Navy
Twenty-third Decennial (title);	chaplain
Twenty-third (title); the census	
2000 census	
2000 Census of Agriculture; the census	
of agriculture; the census	

- chapter 5, II, etc.; *but* Chapter 5, when part of title: Chapter 5: Research and Development; Washington chapter, Red Cross
- Chargé d’Affaires, British, etc.; the Chargé d’Affaires; the Chargé
- chart 2, A, II, etc.; *but* Chart 2, when part of legend: Chart 2.—Army strength
- Charter, capitalized with name; the charter: Atlantic United Nations
- cheese: Camembert, Cheddar, Parmesan, Provolone, Roquefort, etc.
- Chief, if referring to head of Federal unit; the Chief: Clerk Forester (*see* Forester) Intelligence Office Judge Justice (U.S. Supreme Court); *but* chief justice (of a State) Magistrate (the President) of Division of Publications of Engineers (Army) of Naval Operations of Staff
- Christian; Christendom; Christianity; Christianize; *but* christen
- church and state
- church calendar: Christmas Easter Lent Pentecost (Whitsuntide)
- Church, if part of name of organization or building
- Circle, if part of name; the circle: Arctic Logan *but* great circle
- Circular 420
- cities, sections of, official or popular names: East Side French Quarter (New Orleans) Latin Quarter (Paris) North End Northwest Washington, etc. (District of Columbia); the Northwest; *but* northwest (directional) the Loop (Chicago)
- City, if part of corporate or popular name; the city: Kansas City; the two Kansas Citys Mexico City New York City; *but* city of New York Twin Cities Washington City; *but* city of Washington Windy City (Chicago) *but* Reserve city (*see* Bank)
- civil action No. 46
- civil defense
- Civil War (*see* War)
- Clan, if part of tribal name; Clan MacArthur; the clan
- class 2, A, II, etc.; *but* Class 2 when part of title: Class 2: Leather Products
- Clerk, the, of the House of Representatives; of the Supreme Court of the United States
- clerk, the, of the Senate
- client
- client/server
- coal sizes: pea, barley, buckwheat, stove, etc.
- coalition; coalition force; coalition members, etc.
- coast: Atlantic, east, gulf, west, etc.
- Coast Guard, U.S.; the Coast Guard; Coastguardsman Smith; *but* a coastguardsman; a guardsman; Reserve
- Coastal Plain (Atlantic and Gulf)
- Code (in shortened title of a publication); the code: District Federal Criminal Internal Revenue (*also* Tax Code) International (signal) of Federal Regulations



Penal; Criminal; etc.  
 Pennsylvania State  
 Radio  
 Television  
 Uniform Code of Military Justice  
 United States  
 ZIP Code (copyrighted)  
*but* civil code; flag code; Morse code  
 codel (congressional delegation)  
 collection, Brady, etc.; the collection  
 collector of customs  
 College, if part of name; the college:  
   Armed Forces Staff  
   Command and General Staff  
   Gettysburg  
   National War  
   of Bishops  
*but* electoral college  
 college degrees: bachelor of arts, master's,  
   etc.  
 Colonials (American Colonial Army); *but*  
   colonial times, etc.  
 Colonies, the:  
   Thirteen  
   Thirteen American  
   Thirteen Original  
*but* 13 separate Colonies  
 colonists, the  
 Command, capitalize with name; the  
   command:  
   Air Force Materiel  
   Army  
   Central (CENCOM)  
   Naval Space  
   Zone of Interior  
 Commandant, the (Coast Guard or Marine  
   Corps only)  
 Commandos, the; Commando raid; a  
   commando  
 Commission (if part of name; capitalized  
   standing alone if referring to Federal  
   or international commission):  
   International Boundary, United States  
   and Canada

of Fine Arts  
 Public Buildings  
 Commissioner, if referring to Federal or  
   international commission; the  
   Commissioner:  
   Land Bank; *but* land bank  
   commissioner loans  
   of Customs and Border Protection  
   U.S. (International Boundary  
   Commission, etc.)  
*but* a U.S. commissioner  
 Committee (or Subcommittee) (if part of  
   name; the Committee, if referring to  
   international or noncongressional  
   Federal committee or to the  
   Committee of the Whole, the  
   Committee of the Whole House, or  
   the Committee of the Whole House on  
   the state of the Union):  
   American Medical Association  
   Committee on Education; the  
   committee on education; the  
   committee  
   Appropriations, etc.; the committee;  
   Subcommittee on Appropriations; the  
   subcommittee; subcommittee of the  
   Appropriations Committee  
   Democratic National; the national  
   committee; the committee;  
   Democratic national committeeman  
   Democratic policy committee; the  
   committee  
   Joint Committee on Printing; the Joint  
   Committee; the committee; *but* a joint  
   committee  
   of Defense Ministers (NATO); the  
   Committee (*see also* Organization,  
   North Atlantic Treaty)  
   of One Hundred, etc.; the committee  
   on Finance; the committee  
   President's Advisory Committee on  
   Management; the Committee  
   Republican National; the national  
   committee; the committee;

- Republican national committeeman  
 Republican policy committee; the committee  
 Senate policy committee  
 Subcommittee on Immigration; the subcommittee  
*but* Baker committee  
 ad hoc committee  
 conference committee  
 Committee Print No. 32; Committee Prints Nos. 8 and 9; committee print  
 Common Cause  
 Commonwealth:  
   British Commonwealth; the Commonwealth  
   of Australia  
   of Kentucky  
   of Massachusetts  
   of Pennsylvania  
   of Virginia  
 Communist Party; a Communist compact, U.S. marine fisheries, etc.; the compact  
 Company, if part of name; capitalized standing alone if referring to unit of Federal Government:  
   Panama Canal Railway Company; the Company  
   Procter & Gamble Co.; the company  
 Comptroller of the Currency; the Comptroller  
 Comptroller General (U.S.); the Comptroller  
 Comsat  
 Concord  
 Confederacy (of the South)  
 Confederate:  
   Army  
   flag  
   Government  
   soldier  
   States  
 Confederation, Articles of
- Conference, if referring to governmental (U.S.) or international conference:  
   Bretton Woods; the Conference  
   Judicial Conference of the United States; U.S. Judicial Conference; Judicial Conference; the Conference  
   Tenth Annual Conference of the United Methodist Churches; the conference  
 Congress (convention), if part of name; capitalized standing alone if referring to international congress:  
   Library of  
   of Industrial Organizations  
   of Parents and Teachers, National; the congress  
 Congress (legislature), if referring to national congress:  
   of Bolivia, etc.; the Congress  
   of the United States; First, Second, 10th, 103d, etc.; the Congress  
 Congressional:  
   Black Caucus; the Black Caucus; the caucus  
   Directory, the directory  
   District, First, 10th, etc.; the First District; the congressional district; the district  
   Medal of Honor (*see* decorations)  
   *but* congressional action, committee, etc.  
 Congressman; Congresswoman;  
   Congressman at Large; Member of Congress; Member; membership  
 Conservative Party; a Conservative  
 Constitution, with name of country; capitalized standing alone when referring to a specific national constitution; *but* New York State Constitution; the constitution  
 constitutional  
 consul, British, general, etc.  
 consulate, British, etc.

- Consumer Price Index (official title); the price index; the index; *but* a consumers' price index (descriptive)
- Continent, only if following name; North American Continent; the continent; *but* the Continent (continental Europe)
- Continental:
- Army; the Army
  - Congress; the Congress
  - Divide (*see* Divide)
  - Outer Continental Shelf
  - Shelf; the shelf; a continental shelf
- continental Europe, United States, etc.
- Continental (Revolutionary soldiers)
- Convention, governmental (U.S.), international, or national political; the convention:
- 89th National Convention of the American Legion
  - Constitutional (United States, 1787); the Convention
  - Democratic National; Democratic Genocide (international)
  - on International Civil Aviation
  - Republican National; Republican Universal Postal Union; Postal Union *also* International Postal; Warsaw
- copper age (*see* Ages)
- Corporation, if part of name; the Corporation, if referring to unit of Federal Government:
- Commodity Credit
  - Federal Deposit Insurance
  - National Railroad Passenger (Amtrak)
  - Rand Corp.; the corporation
  - St. Lawrence Seaway Development
  - Union Carbide Corp.; the corporation
  - Virgin Islands
- Corps, if part of name; the corps, all other uses:
- Adjutant General's
  - Army Reserve
  - Chemical
  - diplomatic
  - Finance
  - Foreign Service Officer (*see* Foreign Service)
  - Job
  - Judge Advocate General's
  - Marine (*see* Marine Corps)
  - Medical
  - Military Police
  - Nurse
  - of Cadets (West Point)
  - of Engineers; Army Engineers; the Engineers; *but* Army engineer; the corps
  - Ordnance
  - Peace; Peace Corpsman; the corpsman
  - Quartermaster
  - Reserve Officers' Training (ROTC)
  - VII Corps, etc.
  - Signal
  - Transportation
  - Youth
  - but* diplomatic corps
  - corpsman; hospital corpsman
  - corridor, Northeast
  - Council, if part of name; capitalized standing alone if referring to Federal or international unit (*see also* United Nations):
  - Boston City; the council
  - Choctaw, etc.; the council
  - Her Majesty's Privy Council; the Privy Council; the Council
  - National Security; the Council of Foreign Ministers (NATO); the Council
  - of the Organization of American States; the Council
  - Philadelphia City; the council
  - counsel; general counsel
  - County, Prince George's; county of Prince George's; County Kilkenny, etc.;

- Loudoun and Fairfax Counties; the county
- Court (of law) capitalized if part of name; capitalized standing alone if referring to the Supreme Court of the United States, to the Court of Impeachment (U.S. Senate), or to an international court:
- Circuit Court of the United States for the Tenth Circuit; Circuit Court for the Tenth Circuit; the circuit court; the court; the tenth circuit
- Court of Appeals for the State of North Carolina, etc.; the Tenth Circuit Court of Appeals; the court of appeals; the court
- Court of Claims; the court
- Court of Impeachment, the Senate; the Court
- District Court of the United States for the Eastern District of Missouri; the district court; the court
- International Court of Justice; the Court
- Permanent Court of Arbitration; the Court
- Superior Court of the District of Columbia; the superior court; the court
- Supreme Court of the United States (*see* Supreme Court)
- Supreme Court of Virginia, etc.; the supreme court; the court
- Tax Court; the court
- U.S. Court of Appeals for the District of Columbia; the court
- Covenant, League of Nations; the covenant
- Creed, Apostles'; the Creed
- Crown, if referring to a ruler; *but* crown colony, lands, etc.
- cruise missile
- Current, if part of name; the current:
- Arctic
- Humboldt
- Japan
- North Equatorial
- customhouse; customs official
- czar; czarist
- D**
- Dalai Lama
- Dalles, The; *but* the Dalles region
- Dark Ages (*see* Ages)
- Daughters of the American Revolution; a Daughter
- daylight saving time
- Declaration, capitalized with name: of Independence; the Declaration of Panama; the declaration
- decorations, medals, etc., awarded by United States or any foreign national government; the medal, the cross, the ribbon (*see also* Award):
- Air Medal
- Bronze Star Medal
- Commendation Ribbon
- Congressional Medal of Honor
- Croix de Guerre
- Distinguished Flying Cross
- Distinguished Service Cross
- Distinguished Service Medal
- Good Conduct Medal
- Legion of Merit
- Medal for Merit
- Medal of Freedom
- Medal of Honor
- Mother of the Year
- Purple Heart
- Silver Star Medal
- Soldier's Medal
- Victoria Cross
- Victory Medal
- but* oakleaf cluster
- also* Carnegie Medal; Olympic Gold Medal; *but* gold medal
- Decree (*see* Executive); Royal Decree
- Deep South

Defense Establishment (*see* Establishment)

Deity, words denoting, capitalized

Delegate (U.S. Congress)

Delegates, Virginia House of

delegate (to a conference); the delegate; the delegation

Delta, Mississippi River; the delta

Democratic Party; a Democrat

Department, if part of name; capitalized standing alone if referring to a Federal or international unit:

of Agriculture

of the Treasury

of Veterans Affairs

Yale University Department of

Economics; the department of

economics; the department

Department of New York, American Legion

department:

executive

judicial

legislative

Depot, if part of name; the depot (*see also* Station)

Depression, Great

Deputy, if part of capitalized title; *but* the deputy

derivatives of proper names:

alaska seal (fur)

angora wool

angstrom unit

argyle wool

artesian well

astrakhan fabric

babbitt metal

benday process

bologna

bordeaux

bourbon whiskey

bowie knife

braille

brazil nut

brazilwood

brewer's yeast

bristolboard

brussel sprouts

brussels carpet

bunsen burner

burley tobacco

canada balsam

(microscopy)

carlsbad twins

(petrography)

cashmere shawl

castile soap

cesarean section

chantilly lace

chesterfield coat

china clay

chinese blue

collins (drink)

congo red

cordovan leather

coulomb

curie

degaussing apparatus

deltaware

derby hat

diesel engine, dieselize

dixie cup

dotted swiss

epsom salt

fedora hat

frankfurter

french chalk

french dressing

french-fried potatoes

fuller's earth

gargantuan

gauss

georgette crepe

german silver

gilbert

glauber salt

gothic type

graham cracker

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

knickerbocker

kraft paper

lambert

leghorn hat

levant leather

levantine silk

lilliputian

logan tent

london purple

lyonnaise potatoes

macadamized road

mach (no period)

number

madras cloth

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

newton

nissen hut

norfolk jacket

oriental rug

oxford shoe

panama hat

parianware

paris green

parkerhouse roll

pasteurized milk

persian lamb

petri dish

pharisaic

philistine

photostat

pitman arm

pitot tube

plaster of paris

prussian blue

quising

quixotic idea

quonset hut

rembert wheel

roentgen

roman candle

roman cement

roman type

russia leather

russian bath

rutherford

sanforize

saratoga chips

scotch plaid, *but*

Scotch tape

(trademark)

shanghai

siamese twins

spanish omelet

stillson wrench

surah silk

swiss cheese

timothy grass

turkey red

turkish towel

utopia, utopian

vandyke collar

vaseline

venetian blind

venturi tube

victoria (carriage)

vienna bread

virginia reel

wedgwoodware

wheatstone bridge

wilton rug

zeppelin

dial-up

Diet, Japanese (legislative body)

diplomatic corps (*see also* Corps; service)

- Director, if referring to head of Federal or international unit; the Director:  
 District Director of Internal Revenue  
 of Fish and Wildlife Service  
 of National Geodetic Survey  
 of the Mint  
 Office of Management and Budget  
*but* director, board of directors  
 (nongovernmental)
- Director General of Foreign Service; the Director General; the Director
- diseases and related terms:  
 AIDS (acquired immunodeficiency syndrome)  
 Alzheimer's disease  
 cerebral palsy  
 Down syndrome  
 German measles  
 HIV (human immunodeficiency virus)  
 Hodgkin's disease  
 Lyme disease  
 Marfan's syndrome  
 Ménière's syndrome  
 myasthenia gravis  
 Parkinson's disease  
 Reye's syndrome  
 spina bifida
- Distinguished Service Medal, etc. (*see* decorations)
- District, if part of name; the district:  
 Alexandria School District No. 4;  
 school district No. 4  
 Congressional (with number)  
 Federal (*see* Federal)  
 Los Angeles Water; the water district  
*but* customs district No. 2; first assembly district; public utility district
- District of Columbia; the District:  
 Anacostia Flats; the flats  
 Arlington Memorial Bridge; the Memorial Bridge; the bridge  
 Children's Hospital; the hospital  
 District jail; the jail; DC jail  
 Ellipse, the
- Mall, The National; The Mall  
 Mayor (when pertaining to the District of Columbia only)  
 Metropolitan Police; Metropolitan policeman; the police  
 police court  
 Public Library; the library  
 Reflecting Pool; the pool  
 Tidal Basin; the basin  
 Washington Channel; the channel
- Divide, Continental (Rocky Mountains); the divide
- Divine Father; *but* divine guidance, divine providence, divine service
- Division, Army, if part of name: 1st Cavalry Division; 1st Air Cavalry Division; the division
- Division, if referring to Federal governmental unit; the Division:  
 Buick Division; the division; a division of General Motors  
 Passport; the Division  
*but* Trinity River division  
 (reclamation); the division
- Dixie  
 docket No. 66; dockets Nos. 76 and 77
- Doctrine, Monroe; the doctrine; *but* Truman, Eisenhower doctrine  
 doctrine, fairness
- Document, if part of name; the document:  
 Document No. 130  
 Document Numbered One Hundred Thirty
- draconian
- drawing II, A, 3, etc.; *but* Drawing 2 when part of title: Drawing 2.—  
 Hydroelectric Power Development
- Dust Bowl (*see* Bowl)
- E**
- Earth (planet)
- East:  
 Coast (Africa)  
 Middle, Mideast (Asia)

Near (Balkans)	Army Field
Side of New York	Defense
South Central States	Federal
the East (section of United States)	Military
east:	Naval; <i>but</i> naval establishment;
Africa	Naval Establishments Regs
coast (U.S.)	Navy
Pennsylvania	Postal
Eastern:	Regular
Gulf States	Reserve
Middle, Mideastern (Asia)	Shore
North Central States	<i>but</i> civil establishment; legislative
Shore (Chesapeake Bay)	establishment
States	Estate, Girard (a foundation); the estate
United States	estate, third (the commons); fourth
eastern:	(the press); tax; etc.
France	Eurodollar, euro
seaboard	Excellency, His, Her; Their Excellencies
Wisconsin	Exchange, New York Stock; the stock
easterner	exchange; the exchange
EE-bond	Executive (President of United States):
electoral college; the electors	Chief
Elizabethan Age ( <i>see</i> Ages)	Decree No. 100; Decree 100; <i>but</i>
email (lowercase within a sentence)	Executive decree; direction
Email (uppercase "E" to start a sentence)	Mansion; the mansion; the White House
Emancipation Proclamation ( <i>see</i>	Office; the Office
Proclamation)	Order No. 34; Order 34; <i>but</i> Executive
Embassy, British, etc.; the Embassy	order
Emperor, Japanese, etc.; the Emperor	power
Empire, Roman; the empire	executive:
Engine Company, Bethesda; engine	agreement
company No. 6; No. 6 engine	branch
company; the company	communication
Engineer officer, etc. (of Engineer Corps);	department
the Engineers	document
Engineers, Chief of (Army)	paper
Engineers, Corps of ( <i>see</i> Corps)	privilege
Envoy Extraordinary and Minister	exhibit 2, A, II, etc.; <i>but</i> Exhibit 2, when
Plenipotentiary; the Envoy; the	part of title: Exhibit 2: Capital
Minister	Expenditures, 1935–49
Equator, the; equatorial	Expedition, Byrd; Lewis and Clark; the
Establishment, if part of name; the	expedition
establishment:	Exposition, California-Pacific
Army	International, etc.; the exposition

**F**

Fair Deal

Fair, World's, etc.; the fair; Texas State Fair  
fall (season)

Falls, Niagara; the falls

Far East, Far Eastern; Far West (U.S.); *but*  
far western

Farm, if part of name; the farm:

Johnson Farm; *but* Johnson's farm

San Diego Farm

Wild Tiger Farm

Fascist; fascism

Father of his Country (Washington)

Fed, the (no period)

Federal (synonym for United States or other  
sovereign power):Depository Library Program *but* Federal  
depository library, libraries

District (Mexico)

Establishment

Government (of any national  
government)

grand jury; the grand jury

land bank (*see* Bank)

Register (publication); the Register

Reserve Board, the Board; *also* Federal  
Reserve System, the System; Federal  
Reserve Board Regulation W, *but*  
regulation W*but* a federal form of government

federally

fellow, fellowship (academic)

Field, Byrd, Stewart, etc.; the field

figure 2, A, II, etc. (illustration); *but* Figure  
2, when part of legend: Figure 2.—  
Market scenes

Market scenes

firewall

firm names:

ACDelco

America Online (AOL)

Bausch &amp; Lomb Inc.

BP

Bristol-Myers Squibb

Carson, Pirie, Scott &amp; Co.

Coldwell Banker

Colgate-Palmolive Co.

Comcast

Dow Jones &amp; Co., Inc.

Dun &amp; Bradstreet

eBay

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

FedEx

GlaxoSmithKline

Great Atlantic &amp; Pacific Tea Co. (A&amp;P)

Hamilton Beach/Proctor Silex, Inc.

Hartmarx Corp.

Hewlett-Packard

Houghton Mifflin Co.

Ingersoll-Rand Co.

Intel Corp.

J.C. Penney Co., Inc.

Johns-Manville Corp.

Kennecott Exploration Co.

Kmart

Libbey-Owens-Ford Co.

Macmillan Co.

Merck &amp; Co., Inc.

Merrill Lynch

Microsoft

Pfizer Inc.

Phelps Dodge Corp.

PricewaterhouseCoopers

Procter &amp; Gamble Co.

Rand McNally &amp; Co.

Rolls-Royce

Sun Microsystems

3M

Underwriters Laboratories, Inc.

US Airways

Wal-Mart

Weyerhaeuser Co.

Xerox Corp.

First Family (Presidential)

First Lady (wife of President)

First World War (*see* War)

flag code

flag, U.S.:

Old Flag, Old Glory



- Stars and Stripes  
 Star-Spangled Banner  
 flags, foreign:  
   Tricolor (French)  
   Union Jack (British)  
   United Nations  
 Fleet, if part of name; the fleet:  
   Atlantic  
   Channel  
   Grand  
   High Seas  
   Marine Force  
   Naval Reserve  
   Pacific, etc. (naval)  
   6th Fleet, etc.  
   U.S.  
 flex fuel  
 floor (House or Senate)  
 flyway; Canadian flyway, etc.  
 Force(s), if part of name; the force(s):  
   Active Forces  
   Active-Duty  
   Air (*see also* Air Force)  
   All-Volunteer  
   Armed Forces (synonym for overall  
     U.S. Military Establishment)  
   Army Field Forces; the Field Forces  
   Fleet Marine  
   Navy Battle (*see* Navy)  
   Navy Scouting (*see* Navy); Reserve Force  
   Rapid Deployment  
   Task Force 70; the task force; *but* task  
     force report  
   United Nations Emergency; the  
     Emergency Force; the Force; *but*  
     United Nations police force  
 foreign cabinets:  
   Minister of Foreign Affairs; Foreign  
   Minister; the Minister  
   Ministry of Foreign Affairs; the Ministry  
   Office of Foreign Missions; the Office  
   Minister Plenipotentiary  
   Premier  
   Prime Minister  
 Foreign Legion (French); the legion  
 Foreign Service; the Service:  
   officer  
   Officer Corps; the corps  
   Reserve officer; the Reserve officer  
   Reserve Officer Corps; the Reserve  
     Corps; the corps  
   Staff officer; the Staff officer  
   Staff Officer Corps; the Staff Corps; the  
     corps  
 Forest, if part of name; the national forest;  
   the forest:  
   Angeles National  
   Black  
   Coconino and Prescott National Forests  
   *but* State and National forests (*see*  
     System)  
 Forester (Chief of Forest Service); the Chief;  
   *also* Chief Forester  
 form 2, A, II, etc.; *but* Form 2, when part of  
   title: Form 1040: Individual Income  
     Tax Return; *but* withholding tax form  
 Fort McHenry, etc.; the fort  
 Foundation, if part of name; capitalized  
   standing alone if referring to Federal  
   unit:  
   Chemical; the foundation  
   Ford; the foundation  
   National Science; the Foundation  
   Russell Sage; the foundation  
 Founding Fathers; Founders/Founder (of  
   this Nation, Country)  
 four freedoms  
 Framers (of the U.S. Constitution; of the  
   Bill of Rights)  
 free world  
 Frisco (for San Francisco; no apostrophe)  
 Fritalux (*see* alliances)  
 Fund, if part of name; capitalized standing  
   alone if referring to international or  
   United Nations fund:  
   Democracy (United Nations); the Fund  
   International Monetary; the Fund  
   *but* civil service retirement fund;

highway trust fund; mutual security fund; national service life insurance fund; revolving fund

**G**

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

General Schedule

gentile

Geographer, the (State Department)

geographic terms (terms, such as those listed below,<sup>2</sup> are capitalized if part of name; are lowercased in general sense (rivers of Virginia and Maryland)):

Archipelago	Cave
Area	Cavern
Arroyo	Channel; <i>but</i>
Atoll	Mississippi River
Bank	channel(s)
Bar	Cirque
Basin, Upper (Lower)	Coulee
Colorado River,	Cove
etc. (legal entity);	Crag
<i>but</i> Hansen	Crater
flood-control basin;	Creek
Missouri River	Crossroads
basin (drainage);	Current (ocean
upper Colorado	feature)
River storage project	Cut
Bay	Cutoff
Bayou	Dam
Beach	Delta
Bench	Desert
Bend	Divide
Bight	Dome (not geologic)
Bluff	Draw (stream)
Bog	Dune
Borough (boro)	Escarpment
Bottom	Estuary
Branch (stream)	Falls
Brook	Fault
<i>Butte</i>	Flat(s)
Canal; the canal	Floodway
(Panama)	Ford
Canyon	Forest
Cape	Fork (stream)
Cascade	Gap

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

Geological Survey (*see* Survey)

GI bill of rights

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

G-man

Gold Star Mothers (*see* American)

Golden Age (*see* Ages)

Golden Rule

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

Government:

British, etc.; the Government

<sup>2</sup> List compiled with cooperation of the U.S. Board on Geographic Names.

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

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

## H

Hall (U.S. Senate or House)  
 Halls of Congress  
 H-bomb; H-hour  
 Headquarters:  
   Alaskan Command; the command  
   headquarters  
   4th Regiment Headquarters; regimental  
   headquarters  
   32d Division Headquarters; the division  
   headquarters  
 hearing examiner  
 Heaven (religious); heaven (place)  
 Heimlich maneuver  
 hell (place)  
 Hells (no apostrophe) Canyon  
 Hemisphere, Eastern; Western; etc.; the  
   hemisphere

Hezbollah  
 High Church  
 High Commissioner  
 High Court (*see* Supreme Court)  
 high definition  
 High School, if part of name: Western; the  
     high school  
 Highway No. 40; Route 40; State Route 9;  
     the highway  
 Hill (the Capitol)  
 Hispanic  
 Holocaust, the (World War II); a holocaust  
 Holy Scriptures; Holy Writ (Bible)  
 home page  
 Hospice, if part of name  
 Hospital, if part of name; the hospital:  
     Howard University  
     St. Elizabeths (no apostrophe)  
     *but* naval (marine or Army) hospital  
 hospital corpsman (*see* corpsman)  
 House, if part of name:  
     Blair  
     Johnson house (private residence)  
     of Representatives; the House (U.S.)  
     Office Building (*see* Building)  
     Ohio (State); the house  
     *but* both Houses; lower (or upper)  
     House (Congress)  
 House of Representatives (U.S.), titles of  
     officers standing alone capitalized:  
     Chairman (Committee of the Whole)  
     Chaplain  
     Clerk; *but* legislative clerk, etc.  
     Doorkeeper  
     Official Reporter(s) of Debates  
     Parliamentarian  
     Postmaster  
     post office  
     Sergeant at Arms  
     Speaker pro tempore  
     Speaker; speakership  
 HUD (Department of Housing and Urban  
     Development)

Hudson's Bay Co.  
 Hurricane Andrew, Katrina, Rita, etc.

**I**

ice age (*see* Ages)  
 imam  
 Independent Party; an Independent  
 Indians:  
     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; the institute  
 Institution, if part of name; capitalized  
     standing alone if referring to  
     Federal unit:  
     Brookings; the institution  
     Carnegie; the institution  
     Smithsonian; the Institution  
 insular government; island government  
 intercoastal waterway (*see* waterway)  
 interdepartmental  
 interface  
 International Court of Justice; the Court  
 international:  
     banks (*see* Bank)  
     boundary

dateline  
 law  
 Morse code (*see* Code)  
 Internet, Intranet  
 Interstate 95; I-95; the interstate  
 Intracoastal Waterway; the waterway (*see*  
     *also* waterway)  
 intrastate  
 Irish potato  
 Iron Curtain; the curtain  
 Islam; Islamic  
 Isthmian Canal (*see* Canal)  
 Isthmus of Panama; the isthmus

**J**

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

**K**

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

**L**

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

Latter-day Saints  
 law, copyright law; Ohm's, etc.  
 League, Urban; the league  
 Legion:  
     American; the Legion; a Legionnaire;  
     French Foreign; the legion  
 Legislative Assembly, if part of name:  
     of New York; of Puerto Rico, etc.; the  
     legislative assembly; the assembly  
 legislative branch, clerk, session, etc.  
 Legislature:  
     National Legislature (U.S. Congress);  
     the Legislature  
     Ohio Legislature; Legislature of Ohio;  
     the State legislature; the legislature  
 Letters Patent No. 378,964; *but* patent No.  
     378,964; letters patent  
 Liberal Party; a Liberal  
 Libertarian Party; a Libertarian  
 Liberty Bell; Liberty ship  
 Librarian of Congress; the Librarian  
 Library:  
     Army; the library  
     Harry S. Truman; the library  
     of Congress; the Library  
     Hillsborough Public; the library  
 Lieutenant Governor of Idaho, etc.; the  
     Lieutenant Governor  
 Light, if part of name; the light:  
     Boston  
     Buffalo South Pier Light 2; *but* light No.  
         2; light 2  
     *but* Massachusetts Bay lights  
 Lighthouse (*see* Light Station)  
 Lightship, if part of name; the lightship:  
     Grays Reef  
     North Manitou Shoal  
 Light Station, if part of name; the light  
     station; the station:  
     Minots Ledge  
     Watch Hill  
 Line(s), if part of name; the line(s):  
     Greyhound (bus)

Holland-America (steamship)  
 Maginot (fortification)  
 line:  
   Mason-Dixon line *or* Mason and  
   Dixon's line  
   State  
 listserv  
 Local:  
   Columbia Typographical Union,  
   Local 101  
   International Brotherhood of Electrical  
   Workers Local 180; *but* local No. 180  
 local time, local standard time (*see* time)  
 locator service  
 Loop, the (*see* cities)  
 Louisiana Purchase  
 Low Church  
 Lower, if part of name:  
   California (Mexico)  
   Colorado River Basin  
   Egypt  
   Peninsula (of Michigan)  
 lower:  
   48 (States)  
   House of Congress  
   Mississippi

**M**

Madam:  
   Chair  
   Chairman  
   Chairwoman  
 Magna Carta  
 Majesty, His, Her, Your; Their Majesties  
 Majority Leader Reid; Majority Leader  
   Hoyer; *but* the majority leader (U.S.  
   Congress)  
 Mall, The National; The Mall (District of  
   Columbia)  
 Mansion, Executive (*see* Executive)  
 map 3, A, II, etc.; *but* Map 2, when part of  
   title: Map 2.—Railroads of Middle  
   Atlantic States

mariculture  
 Marine Corps; the corps:  
   Marines (the corps); *but* marines  
   (individuals)  
   Reserve; the Reserve  
   *also* a marine; a woman marine; the  
   women marines (individuals); soldiers,  
   sailors, coastguardsmen, and marines  
 Maritime Provinces (Canada) (*see* Province)  
 Marshal (*see* Supreme Court)  
 marshal (U.S.)  
 medals (*see* decorations)  
 Medicaid  
 MediCal  
 Medicare Act; Medicare plan  
 Medicare Plus  
 Medicare Program  
 Medigap  
 Member, if referring to Senator,  
   Representative, Delegate, or Resident  
   Commissioner of U.S. Congress; *also*  
   Member at Large; Member of  
   Parliament, etc.; *but* membership;  
   member of U.S. congressional  
   committee  
 Memorial:  
   Jefferson  
   Lincoln  
   Vietnam  
   WWII  
   Korean  
   Franklin D. Roosevelt etc.; the memorial  
 Merchant Marine Reserve; the Reserve;  
   *but* U.S. merchant marine; the  
   merchant marine  
 Metroliner  
 Metropolitan Washington, etc.; *but*  
   Washington metropolitan area  
 midcontinent region  
 Middle Ages (*see* Ages)  
 Middle Atlantic States  
 Middle East; Mideast; Mideastern; Middle  
   Eastern (Asia)

Midwest (section of United States);  
Midwestern States; *but* midwestern  
farmers, etc.

Military Academy (*see* Academy)

Military Establishment (*see* Establishment)

milkshed, Ohio, etc. (region)

millennium

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

Ministry (*see* foreign cabinets)

Minority Leader McConnell; Minority  
Leader Boehner; *but* the minority  
leader (U.S. Congress)

Mint, Philadelphia, etc.; the mint

minutemen (colonial)

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

Mission, if part of name; the mission:  
Gospel  
*but* diplomatic mission; military mission;  
Jones mission

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

Mountain States

mountain time, mountain standard time  
(*see* time)

Moving Pictures Experts Group (MPEG)

Mr. Chairman; Mr. Secretary; etc.

Mujahedeen

mullah

Museum, capitalize with name; the  
museum:  
Field  
National  
National Air and Space; the Air Museum

National Museum of the American  
Indian

## N

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

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

National, in conjunction with capitalized  
name:  
Academy of Sciences (*see* Academy)  
and State institutions, etc.  
Archives and Records Administration  
Capital (Washington); the Capital; *but*  
national capital area  
Endowment for the Arts; the  
Endowment  
Gallery of Art; the National Gallery;  
the gallery  
Grange; the Grange  
Guard, Ohio, etc.; Air National; the  
National Guard; the Guard; a  
guardsman; Reserve; *but* a National  
Guard man; National Guardsman  
Institute (*see* Institute)  
Legislature (*see* Legislature)  
Muir Woods National Monument etc.;  
the national monument; the  
monument  
Museum (*see* Museum)  
Naval Medical Center (Bethesda, MD)  
Park, Yellowstone, etc.; Yellowstone Park;  
the national park; the park  
Treasury; the Treasury  
War College  
Woman's Party  
Zoological Park (*see* Zoological)

national:  
agency check (NAC)  
anthem, customs, spirit, etc.  
British, Mexican, etc.  
defense agencies

- stockpile
- water policy
- Native: Alaska; American; *but* Ohio native, etc. (*see* Alaska)
- Naval, if part of name:
  - Academy (*see* Academy)
  - Air Station (NAS) Patuxent River; Pensacola; etc.
  - Base, Guam Naval; the naval base Establishment (*see* Establishment)
  - Observatory (*see* Observatory)
  - Reserve; the Reserve; a reservist
  - Reserve Force; the force
  - Reserve officer; a Reserve officer
  - Shipyard (if preceding or following name):
    - Brooklyn Naval Shipyard; Naval Shipyard, Brooklyn; *but* the naval shipyard
  - Volunteer Naval Reserve
  - War College; the War College; the college
- naval, in general sense:
  - command (*see* Command)
  - expenditures, maneuvers, officer, service, stores, etc.
  - petroleum reserves; *but* Naval Petroleum Reserve No. 2 (Buena Vista Hills Naval Reserve); reserve No. 2
- navel orange
- Navy, American or foreign, if part of name; capitalized standing alone only if referring to U.S. Navy:
  - Admiral of the; the admiral
  - Battle Force; the Battle Force; the force
  - Establishment; the establishment
  - Hospital Corps; hospital corpsman; the corps
  - Regular
  - Seabees (construction battalion); a Seabee
- navy yard
- Nazi; nazism
- Near East (Balkans, etc.)
- Negro (*see* African-American; Black)
- network
- New Deal; anti-New Deal
- New England States
- New Federalism
- New Frontier
- New World; *but* new world order
- North:
  - Atlantic
  - Atlantic States
  - Atlantic Treaty (*see* Treaty)
  - Atlantic Treaty Organization (NATO) (*see* Organization)
  - Equatorial Current (*see* Current)
  - Korea
  - Pole
  - Slope (Alaska)
  - Star (Polaris)
  - the North (section of United States)
- north:
  - Africa
  - Ohio, Virginia, etc.
- north-central region, etc.
- Northeast corridor
- northern Ohio
- Northern States
- northerner
- Northwest Pacific
- Northwest Territory (1799)
- Northwest, the (section of the United States)
- Northwest Washington (*see* cities)
- Northwestern:
  - States
  - United States
- numbers capitalized if spelled out as part of a name:
  - Air Force One (Presidential plane)
  - Charles the First
  - Committee of One Hundred
  - Twenty-third Census (*see* Census)
- O**
- Observatory, capitalized with name:
  - Astrophysical; the Observatory



Lick; the observatory  
(nongovernmental)  
Naval; the Observatory  
Occident, the; occidental  
Ocean, if part of name; the ocean:  
  Antarctic  
  Arctic  
  Atlantic  
  North Atlantic, etc.  
  Pacific  
  South Pacific, etc.  
  Southwest Pacific, etc.  
Oceanographer (the Hydrographer), Navy  
Office, if referring to unit of Federal  
  Government; the Office:  
  Executive  
  Foreign and Commonwealth (U.K.)  
  Government Printing; the Printing  
  Office; the Office  
  Naval Oceanographic  
  of Chief of Naval Operations  
  of General Counsel  
  of Management and Budget  
  of Personnel Management  
  of the Secretary (Defense); Secretary's  
  Office  
  Patent and Trademark  
  *but* New York regional office (including  
  branch, division, or section therein);  
  the regional office; the office  
officer:  
  Army  
  Marine; *but* naval and marine officers  
  Navy; Navy and Marine officers  
  Regular Army; Regular; a Regular  
  Reserve  
Old Dominion (Virginia)  
Old South  
Old World  
Olympic Games; Olympiad; XXIX Olympic  
  Games  
ombudsman, Maryland (State)  
online

Operation Iraqi Freedom, Desert Storm  
Order of Business No. 56 (congressional  
  calendar)  
Ordinance:  
  Corps (*see* Corps)  
  Department; the Department  
Organization, if part of name; capitalized  
  standing alone if referring to  
  international unit:  
  International Labour (ILO)  
  North Atlantic Treaty (NATO):  
  Chiefs of Staff  
  Committee of Defense Ministers  
  Council  
  Council of Foreign Ministers  
  Defense Committee  
  Military Committee  
  of American States (OAS)  
  Pact  
  Regional Planning Group; the Group  
  Standing Group; the Group  
  United Nations Educational, Scientific,  
  and Cultural Organization UNESCO)  
Orient, the; oriental (*see* Asian)  
Osama bin Laden  
Outer Continental Shelf (*see* Continental)

## P

Pacific (*see also* Atlantic):  
  Basin  
  coast  
  Coast (or slope) States  
  Northwest  
  rim  
  seaboard  
  slope  
  South  
  States  
  time, Pacific standard time (*see* time)  
  *but* cis-pacific; trans-pacific  
pan-American games; *but* Pan American  
  Day  
Pan American Union (renamed; *see*  
  Organization of American States)

- Panel, the Federal Service Impasses (Federal), etc.; the Panel
- Panhandle of Texas; Texas Panhandle; the panhandle; etc.
- papers, Woodrow Wilson, etc.; the papers; *but* white paper
- Parish, Caddo, etc.; *but* parish of Caddo (Louisiana civil division); the parish
- Park, Fairmount, etc.; the park (*see also* National)
- Park Police, U.S.; park policeman
- Park, Zoological (*see* Zoological)
- Parkway, George Washington Memorial; the memorial parkway; the parkway
- Parliament, Houses of; the Parliament
- Parliamentarian (U.S. Senate or House)
- part 2, A, II, etc.; *but* Part 2, when part of title: Part 2: Iron and Steel Industry
- Party, if part of name; the party
- Pass, Brenner, capitalized if part of name; the pass
- patent (*see* Letters Patent)
- Peninsula Upper (Lower) (Michigan); the peninsula
- Penitentiary, Atlanta, etc.; the penitentiary
- petrodollar
- phase 2; phase I
- Philippines, Republic of the
- Pilgrim Fathers (1620); the Pilgrims; a Pilgrim
- Place, if part of name: Jefferson Place; the place
- Plains (Great Plains), the
- plan:
- Colombo
  - controlled materials
  - 5-year
  - Marshall (European Recovery Program)
- Planetarium, Fels, Hayden; the planetarium
- Plant, Picatinny Arsenal; the plant; *but* United States Steel plant
- plate 2, A, II, etc.; *but* Plate 2, when part of title: Plate 2.—Rural Structures
- Plaza, Union Station (Washington, DC); the plaza
- Pledge of Allegiance; the pledge
- Pole: North, South; the pole; subpolar
- Pole Star (Polaris); polar star
- Police, if part of name; the police:
- Capitol
  - Park, U.S.
  - White House
- political action committee (PAC)
- political parties and adherents (*see* specific political party)
- Pool, Northwest Power, etc.; the pool
- Pope; *but* papal, patriarch, pontiff, primate
- Port, if part of name; Port of Norfolk; Norfolk Port; the port (*see* Authority)
- Post Office, Chicago, etc.; the post office
- P.O. Box (with number); *but* post office box (in general sense)
- Postmaster General
- PostScript; *but* a postscript
- Powers, if part of name; the powers (*see also* alliances):
- Allied (World Wars I and II)
  - Axis (World War I)
  - Western
  - but* European powers
- precinct; first, 10th precinct
- Premier (*see* foreign cabinets)
- Preserve, Sullys Hill, National Game
- Presidency (office of the head of Government)
- President:
- of the United States; the Executive; the Chief Magistrate; the Commander in Chief; the President-elect; ex-President; former President; *also* preceding name
  - of any other country; the President of Federal or international unit
  - but* president of the Norfolk Southern Railroad; president of the Federal Reserve Bank of New York

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

**Q**

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

**R**

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

- Muslim: Shiite; Sunni  
 New Thought  
 Protestant; Protestantism  
 Scientology  
 Seventh-day Adventists  
 Seventh-Day Baptists  
 Sikh  
 Zoroastrian
- Renaissance, the (era)
- Report, if part of name (with date or number); the annual report; the report:  
 2007 Report of the Chief of the Forest Service  
 9/11 Commission Report  
 Annual Report of the Secretary of Defense for the year ended September 30, 2008  
 Grace Commission report  
 President's Economic Report; the Economic Report  
 Railroad Retirement Board Annual Report, 2007; *but* annual report of the Railroad Retirement Board  
 Report No. 31  
 United States Reports (publication)
- Reporter, the (U.S. Supreme Court)
- Representative; Representative at Large (U.S. Congress); U.N.
- Republic, capitalized if part of name; capitalized standing alone if referring to a specific government:  
 Czech  
 French  
 Irish  
 of Bosnia and Herzegovina  
 of Panama  
 of the Philippines  
 Slovak (Slovakia)  
 United States  
*also* the American Republics; South American Republics; the Latin American Republics; the Republics
- Republican Party; a Republican
- Reservation (forest, military, or Indian), if part of name; the reservation:  
 Hill Military  
 Standing Rock
- Reserve, if part of name; the Reserve (*see also* Air Force; Army Corps; Coast Guard; Foreign Service; Marine Corps; Merchant Marine; Naval; National Guard):  
 Active  
 Air Force  
 Army  
 bank (*see* Bank)  
 Board, Federal (*see* Federal)  
 city (*see* Bank)  
 components  
 Enlisted  
 Establishment  
 Inactive  
 Naval  
 officer  
 Officers' Training Corps  
 Ready  
 Retired  
 Standby  
 Strategic
- Reserves, the; reservist
- Resolution, with number; the resolution:  
 House Joint Resolution 3  
 Senate Concurrent Resolution 18  
 War Powers Resolution (short title)  
*but* Tonkin resolution
- Revised Statutes (U.S.); Supplement to the Revised Statutes; the statutes; Statutes at Large (U.S.)
- Revolution, Revolutionary (if referring to the American, French, or English Revolution) (*see also* War)
- rim; the Pacific rim
- Road, if part of name: Benning; the road
- Roman numerals, common nouns used with, not capitalized:  
 book II; chapter II; part II; etc.

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

**S**

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

of State for Foreign Affairs (British); for the Commonwealth, etc.; the Secretary  
 of the Smithsonian Institution; the Secretary  
*also* the Assistant Secretary; the Executive Secretary  
 Secretary General; the Secretary General: Organization of American States  
 United Nations  
 section 2, A, II, etc.; *but* Section 2, when part of title: Section 2: Test  
 Construction Theory  
 Selective Service (*see* Service; System)  
 Senate (U.S.), titles of officers standing alone capitalized:  
 Chaplain  
 Chief Clerk  
 Doorkeeper  
 Official Reporter(s)  
 Parliamentarian  
 Postmaster  
 President of the  
 President pro tempore  
 Presiding Officer  
 Secretary  
 Sergeant at Arms  
 Senate, Ohio (State); the senate  
 Senator (U.S. Congress); *but* lowercased if referring to a State senator, unless preceding a name  
 senatorial  
 Sergeant at Arms (U.S. Senate or House)  
 Sermon on the Mount  
 server  
 Service, if referring to Federal unit; the Service:  
 Extension  
 Federal Mediation and Conciliation  
 Fish and Wildlife  
 Foreign (*see* Foreign Service)  
 Forest  
 Internal Revenue

- Marshals
- National Park
- Natural Resources Conservation
- Postal
- Secret (Homeland Security)
- Selective (*see also* System); *but* selective service, in general sense; selective service classification 1–A, 4–F, etc.
- Senior Executive
- service:
- airmail
  - Army
  - city delivery
  - consular
  - customs
  - diplomatic
  - employment (State)
  - extension (State)
  - general delivery
  - naval
  - Navy
  - parcel post
  - postal field
  - rural free delivery; rural delivery; free delivery
  - special delivery
  - star route
- Shelf, Continental (*see* Continental)
- ship of state (unless personified)
- Sister(s) (adherent of religious order)
- Six Nations (*see* Indians)
- Smithsonian Institution (*see* Institution)
- Social Security Administration (U.S.), application, check, number, pension, trust fund, system, etc.
- Socialist Party; a Socialist
- Society, if part of name; the society:
- American Cancer Society, Inc.
  - of the Cincinnati
- soil bank
- soil orders:
- |         |          |
|---------|----------|
| Alfisol | Aridisol |
| Andisol | Entisol  |
- Gelisols
- Histosols
- Inceptisols
- Mollisols
- Oxisols
- Spodosols
- Ultisols
- Vertisols
- Soldiers' Home; the soldiers' home; (*see* Armed Forces Retirement Home)
- Solicitor for the Department of Labor, etc.; the Solicitor
- Solicitor General (Department of Justice)
- Son of Man (Christ)
- Sons of the American Revolution (organization); a Son; a Real Son
- South:
- American Republics (*see* Republic)
  - American States
  - Atlantic
  - Atlantic States
  - Deep South (U.S.)
  - Korea
  - Midsouth (U.S.)
  - Pacific
  - Pole
  - the South (section of United States); Southland
- Southeast Asia
- southern California, southeastern California, etc.
- Southern States
- Southern United States
- southerner
- Southwest, the (section of United States)
- space shuttle; the shuttle
- space station
- Spanish-American War (*see* War)
- Speaker of the House of Representatives; the Speaker
- special agent
- specialist
- Special Order No. 12; Special Orders, No. 12; a special order
- Spirit of '76 (painting); *but* spirit of '76 (in general sense)
- Sputnik
- Square, Lafayette, etc.; the square

Staff, Foreign Service (*see* Foreign Service);

Air (U.K.)

standard time (*see* time)

Star of Bethlehem

Star-Spangled Banner (*see* flag)

State:

Champion

government

legislature (*see* Legislature)

line, Iowa; Ohio-Indiana, etc.

New York

of Israel

of Maryland

of the Union Message/Address

of Veracruz

out-of-State (adjective); *but* out-of-stater

prison

Vatican City

state:

church and

of the art: state-of-the-art technology

welfare

*also* downstate, instate, multistate,

statehood, statehouse, stateside,

statewide, substate, tristate, upstate

State's attorney

state's evidence

states' rights

States:

Arab

Balkan

Baltic

East North Central

East South Central

Eastern; *but* eastern industrial States

Eastern Gulf

Eastern North Central, etc.

Far Western

Gulf; Gulf Coast

Lake

Latin American

lower 48

Middle

Middle Atlantic

Middle Western

Midwestern

Mountain

New England

North Atlantic

Northwestern, etc.

Organization of American

Pacific

Pacific Coast

rights

South American

South Atlantic

Southern

the six States of Australia; a foreign state

Thirteen Original; original 13 States

Western; *but* western Gulf; western

farming States

Station, if part of name; the station; not

capitalized if referring to surveying

or similar work:

Air Force base

Grand Central

Naval Air Engineering

television station WSYR-TV

Union; Union Depot; the depot

WAMU station; station WMAL; radio

station WSM; broadcasting station

WJSV

station 9; substation A

Statue of Liberty; the statue

Statutes at Large (U.S.) (*see also* Revised Statutes)

Stealth: bomber, fighter

Stockpile, Strategic National

stone age (*see* Ages)

storage facility

Stream, Gulf (*see* Gulf; geographic terms)

Street, if part of name; the street:

I Street (not Eye Street)

110th Street

U Street (not You Street)

subcommittee (*see* Committee)

subtropical, subtropic(s) (*see* tropical)  
 summit meeting; Earth summit  
 Sun; a sun  
 Super Bowl  
 Superfund; the fund  
 Superintendent, if referring to head of  
   Federal unit; the Superintendent:  
     of Documents (Government Printing  
     Office)  
     of the Naval (or Military) Academy  
 Supplement to the Revised Statutes (*see*  
   Revised Statutes)  
 Supreme Bench; the Bench; *also* High  
   Bench; High Tribunal  
 Supreme Court (U.S.); the Court; *also* High  
   Court; titles of officers standing alone  
   capitalized:  
   Associate Justice  
   Chief Justice  
   Clerk  
   Marshal  
   Reporter  
   *but* Ohio Supreme Court; the supreme  
   court  
 Surgeon General, the (Air Force, Army,  
   Navy, and Public Health Service)  
 Survey, if part of name of Federal unit; the  
   Survey; Geodetic; Geological  
 System, if referring to Federal unit; the  
   System:  
   Federal Home Loan Bank; the System  
   Federal Reserve; the System  
   National Forest; the System  
   National Highway; Interstate Highway;  
   the System  
   National Park; the System  
   National Trails; the System  
   National Wild and Scenic Rivers; the  
   System  
   Regional Metro System; Metro system  
   Selective Service (*see also* Service)  
   State and National forests  
   *but* Amtrak railway system; Amtrak  
   system; the system

*also* Federal land bank system

## T

table 2, II, A, etc.; *but* Table 2, when part of  
 title: Table 2: Degrees of Land  
   Deterioration  
 task force (*see* Force)  
 Team, USAREUR Technical Assistance,  
   etc.; the team  
 television station (*see* Station)  
 Telnet  
 Ten Commandments  
 Territorial, if referring to a political  
   subdivision  
 Territory:  
   Northwest (1799); the territory  
   Trust Territory of the Pacific Islands;  
   Pacific Islands Trust Territory; the trust  
   territory; the territory  
   Yukon, Northwest Territories; the  
   Territory(ies), Territorial (Canada)  
   *but* territory of: American Samoa, Guam,  
   Virgin Islands  
 The, part of name, capitalized:  
   The Dalles; The Gambia; The Hague;  
   The Weirs; *but* the Dalles Dam; the  
   Dalles region; the Federal Bulletin  
   Board; the Hague Conference; the  
   Weirs streets  
   *but* the Adjutant General; the National  
   Archives; the Archives; the Times; the  
   Mermaid; the Federal Express  
 Third World  
 Thirteen American Colonies, etc. (*see*  
   Colonies)  
 Thirteen Original States  
 Thruway, New York State; the thruway  
 time:  
   Alaska, Alaska standard  
   Atlantic, Atlantic standard  
   central, central standard  
   eastern, eastern daylight, eastern daylight  
   saving (no s), eastern standard  
   Greenwich mean time (GMT)



Hawaii-Aleutian standard  
 local, local standard  
 mountain, mountain standard  
 Pacific, Pacific standard  
 universal  
 title 2, II, A, etc.; *but* Title 2, when part of  
 title: Title 2: General Provisions  
 Tomb:  
 Grant's; the tomb  
 of the Unknowns; of the Unknown  
 Soldier; Unknown Soldier's Tomb;  
 the tomb (*see also* Unknown Soldier)  
 Tower, Eiffel, etc.; the tower  
 Township, Union; township of Union  
 trade names and trademarks:  
 Blu-Ray                      TiVo  
 Coca-Cola                    U-Haul  
 Dr Pepper                    UNIX  
 Hersheypark                VISA  
 iPod                            WebTV  
 iTunes                        Yahoo!  
 MasterCard                 ZIP Code (Postal)  
 Trade Representative (U.S.)  
 transatlantic; transpacific; trans-Siberian,  
 etc.; *but* Transjordan; Trans-Alaska  
 Treasurer, Assistant, of the United States;  
 the Assistant Treasurer; *but* assistant  
 treasurer at New York, etc.  
 Treasurer of the United States; the Treasurer  
 Treasury notes; Treasurys  
 Treasury, of the United States; General;  
 National; Public  
 Treaty, if part of name; the treaty:  
 Jay Treaty  
 North Atlantic; North Atlantic Defense  
 of Versailles  
*but* treaty of 1919  
 triad  
 tribe (*see* Indians)  
 Tribunal, standing alone capitalized only in  
 minutes and official reports of a  
 specific arbitration; *also* High  
 Tribunal; the Tribunal (Supreme  
 Court)  
 Tropic of Cancer, of Capricorn; the Tropics

tropical; neotropic, neotropical, sub-  
 tropic(s), subtropical  
 Trust, Power, etc.  
 trust territory (*see* Territory)  
 Tunnel, Lincoln, etc.; the tunnel; *but*  
 irrigation, railroad, etc., tunnel  
 Turnpike, Pennsylvania, etc.; the turnpike  
 Twin Cities (Minneapolis and St. Paul)

## U

U-boat  
 Under Secretary, if referring to officer of  
 Federal Government; the Under  
 Secretary:  
 of Agriculture  
 of State  
 of the Treasury  
 Uniform Code of Military Justice (*see* Code)  
 Union (if part of proper name; capitalized  
 standing alone if synonym for United  
 States or if referring to international  
 unit):  
 Columbia Typographical  
 European  
 Pan American (former name; *see*  
 Organization of American States)  
 Station; *but* union passenger station;  
 union freight station  
 Teamsters Union; the Teamsters; the  
 union; *also* the Auto Workers, etc.  
 Universal Postal; the Postal Union  
 Western (*see* alliances)  
 Woman's Christian Temperance  
*but* a painters union; printers union  
 United Nations:  
 Charter; the charter  
 Educational, Scientific, and Cultural  
 Organization (UNESCO) (*see*  
 Organization)  
 Food and Agriculture Organization  
 (FAO)  
 General Assembly; the Assembly

International Children's Emergency Fund (UNICEF)  
 International Court of Justice; the Court  
 Permanent Court of Arbitration (*see* Court)  
 Secretariat, the  
 Secretary General  
 Security Council; the Council  
 World Employment Conference  
 World Health Organization (WHO); the Organization  
 universal:  
   military training (*see* Program)  
   time (*see* time)  
 University, if part of name: Stanford; the university  
 Unknown Soldier; Unknown of World War II; World War II Unknown; Unknown of Korea; Korea  
 Unknown; the Unknowns (*see also* Tomb)  
 Upper, if part of name:  
   Colorado River Basin  
   Egypt  
   Peninsula (of Michigan)  
   *but* upper House of Congress  
 U.S.S.R. (former Union of Soviet Socialist Republics)

**V**

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

**W**

War, if part of formal name:  
   Between the States  
   Civil  
   First World War; World War I; World War; Great War; Second World War; World War II  
   for Independence (1776)  
   French and Indian (1754–63)  
   Mexican  
   of 1812  
   of the Rebellion; the rebellion  
   on Crime  
   on Drugs  
   on Poverty  
   on Terrorism, Global  
   Revolutionary; of the Revolution; the Revolution  
   Seven Years'  
   Six-Day (Arab-Israeli)  
   Spanish-American  
   the two World Wars  
   *also* post-World War II  
 war, descriptive or undeclared:  
   cold, hot  
   European  
   French and Indian wars  
   Indian  
   Korean  
   Persian Gulf; gulf  
   third world; world war III  
   Vietnam  
   with Mexico  
 War College, National (*see* College)  
 War Mothers (*see* American)  
 ward 1, 2, etc.; first, 11th, etc.  
 Washington's Farewell Address  
 water district (*see* District)  
 waterway, inland, intercoastal, etc.; *but* Intracoastal Waterway  
 Web:  
   page  
   site

Week, Fire Prevention; etc.

welfare state

West:

Bank (Jordan)

Coast (Africa); *but* west coast (U.S.)

End, etc. (section of city)

Europe (political entity)

Far West; Far Western States

Florida (1763–1819)

Middle (United States); Midwest

South Central States, etc.

the West (section of United States; *also*  
world political entity)

west, western Pennsylvania

Western:

bloc

civilization

countries

Europe(an) (political entity)

Hemisphere; the hemisphere

ideas

Powers

States

United States

World

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

westerner

Whip, Majority; Minority

Whisky Rebellion (*see* Rebellion)

White (*see* Caucasian)

White House:

Blue Room

East Room

Oval Office

Police (*see* Police)

Red Room

Rose Garden

State Dining Room

white paper, British, etc.

Wilderness, capitalized with name; San

Joaquin Wilderness, CA; the

wilderness; *but* the Wilderness  
(Virginia battlefield)

Wood, if part of name:

Belleau

County

Fort Leonard

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

World Bank; the Bank

World Series

World War (*see* War)

World War II veteran

World Wide Web (WWW), the Web

## X

x ray (note: no hyphen)

## Y

year, calendar, fiscal

Your Excellency; Your Honor; Your  
Majesty; etc.

Youth Corps; the Corps

## Z

ZIP Code number; ZIP+4

Z39.50

Zone, if part of name; the zone:

British (in Germany)

Canal (Panama)

Eastern, Western (Germany)

Frigid

Hot (infectious area)

of Interior (*see* Command)

Temperate, Torrid; the zone

U.S. Foreign Trade; Foreign

Trade Zone; *but* the foreign trade  
zone, free trade zone

zone:

Arctic

eastern standard time

no-fly

polar

tropical

Zoological Park (National); the zoo;  
the park

## 5. Spelling

(See also Chapter 7 “Compounding Examples” and Chapter 9 “Abbreviations and Letter Symbols”)

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

### Preferred and difficult spellings

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

#### A

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

bargainer	butadiene	casual (informal)	compliment (praise)
bargainor (law)	<b>C</b>	causal (cause)	confectionery
baritone	caffeine	catalog, -ed, -ing	confidant (masc., fem.)
bark (boat)	calcareous	cataloger	confident (sure)
barreled, -ing	calcimine	catsup	confirmer
bastille	caldron	caviar	confirmor (law)
bathyscaph	calendar	caviled, -er, -ing	conjurer
battalion	calender (paper finish)	center	connector
bazaar (event)	caliber	centipede	connector (road)
bizarre (strange on absurd)	caliper	centrifugal	connoisseur
behoove	calk (spike)	cesarean	consecrator
beneficent	caulk (seal)	chairmaned	consensus
benefited, -ing	calligraphy	chaise longue	consignor
bettor (wagerer)	callus (n.)	chancellor	consulter
beveled, -ing	callous (adj.)	channeled, -ing	consummate
biased, -ing	calorie	chaperon	contradictor
blessed	canceled, -ing	chautauqua	control, -lable, -ling
bloc (group)	cancellation	chauvinism	converter
block (grants)	candor	chile con carne	conveyor
blond (masc., fem.)	canister	chili (pepper)	cookie
bluing	cannot	chiseled, -ing	cornetist
born (birth)	canoeing	chlorophyll	corollary
borne (carried)	cantaloupe	cigarette	corvette
bouillon (soup)	canvas (cloth)	citable	councilor (of council)
bullion (metal)	canvass (solicit)	cite (quote)	counselor (adviser)
boulder	capital (city, money)	site (place)	counseled, -ing
bourgeoisie	capitol (building)	clamor	cozy
breach (gap)	carabao (sing., pl.)	climactic (climax)	crawfish
brech (lower part)	carat (gem weight)	climatic (climate)	creneled, -ing
brier	caret (omission mark)	cocaine	crystaled, -ing
briquet, -ted, -ting	karat (gold weight)	coconut	crystalline
Britannia	carbureted, -ing	cocoon	crystallize
broadax	carburetor	coleslaw	cudged, -ing
bronco	Caribbean	colloquy	cyclopedia
brunet (masc., fem.)	caroled, -ing	colossal	czar
buccaneer	carotene	combated, -ing	
buncombe	carrot	commenter	
union	cartilage	commentor (law)	<b>D</b>
bur	caster (roller)	commingle	darndest
burned	castor (oil)	commiserate	debarkation
bus, bused, buses, busing		complement (complete)	decaffeinated

decalogue	distill, -ed, -ing, -ment	enameled, -ing	exhibitor
defense	distributor	encage	exhilarate
deliverer	diverter	encase	exonerate
deliveror (law)	divorcee	encave	exorbitant
demagogue	doctoral	enclasp	expellant
demarcation	doctrinaire	enclose	exposé (n., exposure)
dependent	doggerel	enclosure	expose (v., to lay open)
descendant (n., adj.)	dossier	encumber	exsiccate
desecrater	doweled, -ing	encumbrance	extant (in existence)
desiccate	downward	encyclopedia	extent (range)
desuetude	dreadnought	endorse, -ment	extoll, -ed, -ing
(suspended)	dreamed	endwise	eying
destitute (bereft)	drought	enfeeble	eyrie
detractor	dueled, -ing	enforce, -ment	<b>F</b>
develop, -ment	duffelbag	engraft	fantasy
device (contrivance)	dullness	enroll, -ed, -ing, -ment	farther (distance)
devise (convey)	dumfound	enshade	further (degree)
dextrous (syllable division)	dwelt	ensheathe	favor
diaeresis	dyeing (coloring)	ensnare	fecal
diaeretic	dying (death)	ensure (guarantee) insure (protect)	feces
diuretic (water pill)	<b>E</b>	entrench	fetal
diagramed, -ing	eastward	entrust	fetish
diagrammatic	ecstasy	entwine	fetus
dialed, -ing	edema	envelop (v.) envelope (n.)	fiber
dialogue	edgewise	enwrap	fiche (microfiche)
dialysis	electronics (n.) electronic (adj.)	eon	filigree
diaphragm	eleemosynary	epaulet, -ed, -ing	finable
diarrhea	elicit (to draw) illicit (illegal)	epiglottis	finagle
dickey	embarrass	epilogue	financier
dietitian	embed	equaled, -ing	fjord
diffuser	embellish	erysipelas	flammable ( <i>not</i> inflammable)
dike	emboveled, -ing	escallop	flection
dilettante	emboweler	escapable	fledgling
dinghy (boat)	emigrant (go from)	esophagus	flexitime
diphtheria	immigrant (go into)	etiology	flier
discreet (prudent)	emigree	evacuee	flotage
discrete (distinct)	eminent (famous)	evanescent	flotation
disheveled, -ing	imminent (soon)	eviscerate	fluorescent
disk	employee	evocative	focused, -ing

folderal	graveled, -ing	impasse	jujitsu
forbade	gray	imperiled, -ing	juxtaposition
forbear (endurance)	grievous	impostor	<b>K</b>
forebear (ancestor)	groveled, -ing	impresario	karat
foresee	gruesome	imprimatur	kerneled, -ing
forgettable	guarantee (n., v.)	inculcate	kerosene
forgo (relinquish)	guaranty (n., law)	indict (to accuse)	kidnapped, -ing
forego (precede)	guerrilla (warfare)	indite (to compose)	kidnapper
format, formatted,	gorilla (ape)	inequity (unfairness)	kilogram
formatting	guesstimate	iniquity (sin)	knapsack
forswear	guttural	inferable	kopek
fortissimo	gypsy	infold	kumquat
forward (ahead)	<b>H</b>	ingenious (skillful)	<b>L</b>
foreword (preface)	hallelujah	ingenuous (simple)	labeled, -ing
fricassee	hara-kiri	innocuous	lacquer
fuchsia	harass	innuendo	landward
fueler	harebrained	inoculate	lath (wood)
fulfill, -ed, -ing,	healthful (for	inquire, inquiry	lathe (machine)
-ment	health)	install, -ed, -ing,	laureled
fulsome	healthy (with	-ment	leukemia
fungus (n., adj.)	health)	installation	leveled, -ing
funneled, -ing	heinous	instill, -ed, -ing	leveler
furor	hemoglobin	insure (protect)	liable (responsible)
fuse (all meanings)	hemorrhage	ensure (guarantee)	libel (legal)
fuselage	heterogeneous	intelligentsia	liaison
fusillade	hiccup	interceptor	libelant
<b>G</b>	highfalutin	interment (burial)	libeled, -ing
gaiety	hijack	internment (jail)	libelee
gaily	homeopath	intern	libeler
galosh	homogeneity	intervener	license
gamboled, -ing	homologue	intervenor (law)	licenser (issuer)
garrote	hors d'oeuvre	intransigent (n., adj.)	licensor (grantor)
gauge	hypocrisy	iridescent	licorice
gazetteer	hypotenuse	italic	likable
gelatin	<b>I</b>	<b>J</b>	lilliputian
genealogy	idiosyncrasy	jalopy	linage (lines)
generalissimo	idle (inactive)	jealousy	lineage (descent)
germane	idol (statue)	jerry-(built)	liquefy
glamorous	idyll	jury-(rigged)	liquor
glamour	imminent (soon)	jeweled, -ing, -er	liqueur
glycerin	imminent (famous)	jewelry	liter
gobbledygook	impaneled, -ing	judgeship	livable
goodbye		judgment	

loath (reluctant)	mil ( $\frac{1}{1000}$ inch)	novocaine	perennial
loathe (detest)	mill ( $\frac{1}{1000}$ dollar)	(anesthetic)	periled, -ing
lodestar	mileage	numskull	permittee
lodestone	miliary	<b>O</b>	perquisite (privilege)
lodgment	(tuberculosis)	obligato	prerequisite
logistics (n.)	milieu	obloquy	(requirement)
logistic (adj.)	milk cow	ocher	personal (individual)
louver	millenary (1,000)	octet	personnel (staff)
luster	millinery (hats)	offal	perspective (view)
lyonnaise	millennium	offense	prospective
<b>M</b>	minable	omelet	(expected)
madam	missilery	ophthalmology	petaled, -ing
Mafia	misspell	opossum	pharaoh
maim	miter	orangutan	pharmacopeia
maize (corn)	moccasin	orbited, -ing	phoenix
maze (labyrinth)	modeled, -ing	ordinance (law)	phlegm
maneuver	modeler	ordnance	phony
manifold	mold	(military)	phosphorus (n.)
manikin (dwarf)	mollusk	organdy	phosphorous (adj.)
mannequin (model)	molt	overseas or oversea	photostated
mantel (shelf)	moneys	<b>P</b>	pickax
mantle (cloak)	monogramed, -ing	pajamas	picnicking
marbleize	monologue	paleontology	pipet
marijuana	mortise	paneled, -ing	plaque
marshaled, -ing	movable	paraffin	plastics (n.)
marshaler	mucilage	paralleled, -ing	plastic (adj.)
marveled, -ing	mucus (n.)	parallelepiped	pledger
marvelous	mucous (adj.)	parceled, -ing	pledgor (law)
material (goods)	Muslim	partisan	plenitude
materiel (military)	mustache	pastime	pliers
meager	<b>N</b>	patrol, -led, -ling	plow
medaled, -ing	naphtha	peccadillo	poleax
medalist	Navajo	pedant (n.)	pollination
medieval	nazism	pedantic (adj.)	pommeled, -ing
metaled, -ing	neophyte	peddler	pontoon
metalize	niacin	penciled, -ing	porcelaneous
meteorology	nickel	pendant (n.)	practice (n., v.)
(weather)	niter	pendent (u.m.)	precedence
metrology	nonplused	percent	(priority)
(weights and	northward	peremptory	precedents (usage)
measures)	Novocain	(decisive)	prerogative
meter	(trademark)	preemptory	pretense
		(preference)	preventive



principal (chief)	reinforce	sewage (waste)	stifling
principle	relater	sewerage (drain system)	stratagem
(proposition)	relator (law)	sextet	stubbornness
privilege	remodeler	Shakespearean	stultify
proffer	renaissance	shellacking	stupefy
programmatic	reparable	shoveled, -ing	subpoena, -ed
programmed, -mer,	repellant (n.)	shriveled, -ing	subtlety
-ming	repellent (adj.)	sideward	succor
prologue	requester	signaled, -ing	sulfur (also derivatives)
promissory	requestor (law)	siphon	sulfanilamide
pronunciation	rescission	site (place)	sulfureted, -ing
propel, -led, -ling	responder	cite (quote)	supererogation
propellant (n.)	(electronics)	sizable	surfeit
propellent (adj.)	responser	skeptic	surreptitious
prophecy (n.)	(electronics)	skillful	surveillance
prophecy (v.)	reveled, -er, -ing	skulduggery	swiveled, -ing
ptomaine	rhyme, rhythmic	sleight (deft)	sylvan
pubic (anatomy)	RIFing, RIFed, RIFs	slight (meager)	synonymous
pulmotor	rivaled, -ing	smolder	syrup
pusillanimous	roweled, -ing	sniveled, -ing	
	ruble	snorkel	<b>T</b>
<b>Q</b>	<b>S</b>	soliloquy	taboo
quarreled, -ing	saccharin (n.)	sometime	tactician
quartet	saccharine (adj.)	(formerly)	tasseled, -ing
quaternary	sacriligious	some time (some time ago)	tattoo
questionnaire	salable	some times (at times)	taxied, -ing
queue	sandaled, -ing	southward	technique
	savable	spacious (space)	teetotaler
<b>R</b>	savanna	specious	tercentenary
raccoon	savior	(deceptive)	theater
racket (all meanings)	Saviour (Christ)	specter	therefor (for it)
rapprochement	scalloped, -ing	spirituous (liquor)	therefore (for that reason)
rarefy	schizophrenia	spirochete	thiamine
rarity	scion (horticulture)	spoliation	thralldom
ratable	scurrilous	stationary (fixed)	thrash (beat)
rational (adj.)	seismology	stationery (paper)	thresh (grain)
rationale (n.)	selvage (edging)	statue (sculpture)	threshold
rattan	salvage (save)	stature (height)	tie, tied, tying
raveled, -ing	sentineled, -ing	statute (law)	timber (wood)
reconnaissance	separate (v., adj.)	staunch	timbre (tone)
reconnoiter	sepulcher	stenciled, -ing	tinseled, -ing
recyclable	seriatim	stenciler	titer
referable	settler		tonsillitis
refuse	settlor (law)		
registrar			

tormenter	trptych	<b>V</b>	<b>W</b>
totaled, -ing	trolley	vacillate	wainscoting
toward	troop (soldiers)	valance (drape)	warranter
toweled, -ing	troupe (actors)	valence (chemistry)	warrantor (law)
toxemia	troweled, -ing	veld	warranty
trafficking	tryptophan	veranda	weeviled, -ing
trammeled, -ing	tularemia	vermillion	welder
tranquilize(r)	tunneled, -ing	vicissitude	westward
tranquillity	tunneler	victualled, -ing	whimsy
transcendent	turquoise	victualer	whiskey, -s
transferable	typify	vitrify	willful
transferor	tyrannical	villain	withe
transferred	tyro	visa, -ed, -ing	woeful
transonic	<b>U</b>	vitamin	woolen
transponder (electronics)	unctuous	volcanism	woolly
transshipment	unwieldy	voluntarism	worshiped, -er, -ing
traveled, -ing	upward	votable	
traveler	uremia	vying	
travelogue	usable		

## Anglicized and foreign words

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

<b>A</b>	cafeteria	crepe de chine	elite
abaca	caique	critique	entree
aide memoire	canape	critiquing	etude
a la carte	cause celebre	<b>D</b>	<b>F</b>
a la king	chateau	debacle	facade
a la mode	cliche	debris	faience
angstrom	cloisonne	debut	faux pas
aperitif	comedienne	debutante	fete
applique	comme ci comme ca	decollete	fiance (masc., fem.)
apropos	communique	dejeuner	frappe
auto(s)-da-fe	confrere	denouement	<b>G</b>
<b>B</b>	consomme	depot	garcon
blase	cortege	dos-a-dos	glace
boutonniere	coulee	<b>E</b>	grille
brassiere	coup de grace	eclair	gruyere
<b>C</b>	coup d'etat	eclat	<b>H</b>
cabana	coupe	ecru	habitué
cafe	creme	elan	
	crepe		

<b>I</b> ingenue	moire	portiere pousse cafe premiere protege (masc., fem.) puree	seance senor smorgasbord soiree souffle suede
<b>J</b> jardiniere	<b>N</b> naive naivete nee	<b>R</b> rale recherche regime risque role rotisserie roue	<b>T</b> table d'hote tete-a-tete tragedienne
<b>L</b> laissez faire litterateur	<b>O</b> opera bouffe opera comique	<b>S</b> saute	<b>V</b> vicuna vis-a-vis
<b>M</b> materiel matinee melange melee menage mesalliance metier	<b>P</b> papier mache piece de resistance pleiade porte cochere porte lumiere		

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

- 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	men employees
under secretaries	secretaries-treasurers
vice chairmen	women aviators

Both words equally significant:

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

No word significant in itself:

forget-me-nots  
 hand-me-downs  
 jack-in-the-pulpits  
 man-of-the-earths  
 pick-me-ups  
 will-o'-the-wisps

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

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

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

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

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

## Endings “ible” and “able”

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

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

compossible	distractable	impersuasible	inexpressible
comprehensible	divertible	implausible	infallible
compressible	divestible	impossible	infeasible
conducibile	divisible	imprescriptible	inflexible
conductive	docible	imputrescible	infractible
confluxible	edible	inaccessible	infrangible
congestible	educible	inadmissible	infusible
contemptible	effectible	inapprehensible	innascible
controvertible	effervescible	inaudible	inscriptible
conversable (oral)	eligible	incircumscribable	insensible
conversible	eludible	incoercible	instructible
(convertible)	erodible	incognoscible	insubmersible
convertible	evasive	incombustible	insuppressible
convincible	eversible	incommiscible	insusceptible
corrigible	evincible	incompatible	intactible
corrodible	exemptible	incomprehensible	intangible
corrosible	exhaustible	incompressible	intelligible
corruptible	exigible	inconcussible	interconvertible
credible	expansible	incontrovertible	interruptible
crucible	explosible	inconvertible	intervisible
cullible	expressible	inconvincible	inventible
decoctible	extensible	incorrigible	invertible
deducible	fallible	incorrodible	invincible
deductible	feasible	incorruptible	invisible
defeasible	fencible	incredible	irascible
defectible	flexible	indefeasible	irreducible
defensible	fluxible	indefectible	irrefrangible
delible	forcible	indefensible	irremissible
deprehensible	frangible	indelible	irreprehensible
depressible	fungible	indeprehensible	irrepressible
descendible	fusible	indestructible	irresistible
destructible	gullible	indigestible	irresponsible
diffrangible	horrible	indiscernible	irreversible
diffusible	ignitable	indivertible	legible
digestible	illegible	indivisible	mandible
dimensibile	immersible	indocible	marcescible
discernible	immiscible	inducible	miscible
discerpible	impartible	ineffervescible	negligible
discerptible	impatible	ineligible	nexible
discussible	impedible	ineludible	omissible
dispersible	imperceptible	inevasible	ostensible
dissectible	impermisible	inexhaustible	partible
distensible	imperscriptible	inexpansible	passable (open)

passible (feeling)	reflectible	sensible	transmissible
perceptible	reflexible	sponsible	transvertible
perfectible	refrangible	suasible	tripartible
permissible	remissible	subdivisible	unadmissible
persuasible	renascible	submergible	uncorruptible
pervertible	rendible	submersible	unexhaustible
plausible	reprehensible	subvertible	unexpressible
possible	repressible	suggestible	unintelligible
prehensible	reproducible	supersensible	unresponsible
prescriptible	resistible	suppressible	unsusceptible
producible	responsible	susceptible	vendible
productible	reversible	suspensible	vincible
protrusible	revertible	tangible	visible
putrescible	risible	tensible	vitrescible
receptible	runcible	terrible	
redemptible	sconcible	thurible	
reducible	seducible	traducible	

### 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 *yz*e if the word expresses an idea of loosening or separating, as *analyze*; all other words of this class, except those ending with the suffix *wis*e and those in the following list, end in *ize*.

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

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

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



## Doubled consonants

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

bag, bagging	red, reddish	<i>but</i>
format, formatting	rob, robbing	total, totaled, totaling
input, inputting	transfer, transferred	travel, traveled, traveling

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

refer, reference	prefer, preference	infer, inference
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## Indefinite articles

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

a historic occasion	an herbseller	<i>but</i>
a hotel	an hour	an H-U-D directive
a human being	an honor	a HUD directive
a humble man	an onion	
a union	an oyster	

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

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

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

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

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

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

## Geographic names

- 5.20.** The spelling of geographic names must conform to the decisions of the U.S. Board on Geographic Names (BGN) (<http://geonames.usgs.gov>). In the absence of such a decision, the U.S. Directory of Post Offices is to be used.
- 5.21.** If the decisions or the rules of the BGN permit the use of either the local official form or the conventional English form, it is the prerogative of the originating office to select the form that is most suitable for the matter in hand; therefore, in marking copy or reading proof, it is required only to verify the spelling of the particular form used. GPO's preference is for the conventional English form. Copy will be followed as to accents, but these should be consistent throughout the entire job.

## Nationalities, etc.

- 5.22.** The table on Demonyms in Chapter 17 "Useful Tables" shows forms to be used for nouns and adjectives denoting nationality.
- 5.23.** In designating the natives of the States, the following forms will be used.

Alabamian	Louisianian	Ohioan
Alaskan	Mainer	Oklahoman
Arizonan	Marylander	Oregonian
Arkansan	Massachusettsan	Pennsylvanian
Californian	Michigianian	Rhode Islander
Coloradan	Minnesotan	South Carolinian
Connecticuter	Mississippian	South Dakotan
Delawarean	Missourian	Tennessean
Floridian	Montanan	Texan
Georgian	Nebraskan	Utahn
Hawaiian	Nevadan	Vermonteer
Idahoan	New Hampshireite	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 Chapter 7 “Compounding Examples”)

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- 6.1.** A compound word is a union of two or more words, either with or without a hyphen. It conveys a unit idea that is not as clearly or quickly conveyed by the component words in unconnected succession. The hyphen is a mark of punctuation that not only unites but also separates the component words; it facilitates understanding, aids readability, and ensures correct pronunciation. When compound words must be divided at the end of a line, such division should be made leaving prefixes and combining forms of more than one syllable intact.
- 6.2.** In applying the rules in this chapter and in using the list of examples in the following chapter, “Compounding Examples,” the fluid nature of our language should be kept in mind. Word forms constantly undergo modification. Although it is often the case that hyphenated compound words eventually lose their hyphen, many of them start out unhyphenated.
- 6.3.** The rules, therefore, are somewhat flexible. Exceptions must necessarily be allowed. Current language trends continue to point to closing up certain words which, through either frequent use or widespread dissemination through modern media exposure, have become fixed in the reader’s mind as units of thought. The tendency to merge two short words continues to be a natural progression toward better communication.

### General rules

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

banking hours

blood pressure

book value

census taker

day laborer

eye opener

fellow citizen

living costs

palm oil

patent right

real estate

rock candy

training ship

violin teacher

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

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

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

coldbloodedness	outlawry	Y-shaped
footnoting	praiseworthiness	
ill-advisedly	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	semi-independent	shell-like
deemphasis	brass-smith	hull-less
preexisting	Inverness-shire	<i>but</i>
anti-inflation	thimble-eye	co-occupant
micro-organism	ultra-atomic	cross section

### 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	footnote
bathroom	dressmaker	locksmith
bookseller	fishmonger	workman

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

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

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

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

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

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

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

*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	oneself	yourself
himself	ourselves	yourselves
itself	themselves	
myself	thysself	

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

long-term-payment loan	U.S.-owned property; U.S.-flagship
low-cost housing	1-inch diameter; 2-inch-diameter
lump-sum payment	pipe
most-favored-nation clause	a 4-percent increase, the 10-percent
multiple-purpose uses	rise
no-par-value stock	
one-on-one situation	<i>but</i>
part-time personnel	4 percent citric acid
rust-resistant covering	4 percent interest. (Note the absence
service-connected disability	of an article: <i>a</i> , <i>an</i> , or <i>the</i> . The
state-of-the-art technology	word <i>of</i> is understood here.)
supply-side economics	
tool-and-die maker	
up-or-down vote	

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

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

**6.17.** Print without a hyphen a compound predicate (either adjective or noun) whose second element is a present participle.

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



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

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

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

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

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

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

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

Latin American countries	Seventh-day Adventists
North Carolina roads	<i>but</i>
a Mexican-American	Minneapolis-St. Paul region
South American trade	North American-South American
Spanish-American pride	sphere
Winston-Salem festival	French-English descent
African-American program	Washington-Wilkes-Barre route
Anglo-Saxon period	or Washington/Wilkes-Barre
Franco-Prussian War	route

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

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

**6.23.** Where two or more hyphenated compounds have a common basic element but this element is omitted in all but the last term, the 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	ex officio member	per diem employee
bona fide transaction	per capita tax	prima facie evidence

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

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

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

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

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

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

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

big gray cat	a fine old southern gentleman
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### Prefixes, suffixes, and combining forms

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

<i>afterbirth</i>	<i>infrared</i>	<i>peripatetic</i>
<i>Anglomania</i>	<i>interview</i>	<i>planoconvex</i>
<i>antedate</i>	<i>intraspinal</i>	<i>polynodal</i>
<i>antislavery</i>	<i>introvert</i>	<i>postscript</i>
<i>biweekly</i>	<i>isometric</i>	<i>preexist</i>
<i>bylaw</i>	<i>macroanalysis</i>	<i>proconsul</i>
<i>circumnavigation</i>	<i>mesothorax</i>	<i>pseudoscholastic</i>
<i>cisalpine</i>	<i>metagenesis</i>	<i>reenact</i>
<i>cooperate</i>	<i>microphone</i>	<i>retrospect</i>
<i>contraposition</i>	<i>misstate</i>	<i>semiofficial</i>
<i>countercase</i>	<i>monogram</i>	<i>stepfather</i>
<i>deenergize</i>	<i>multicolor</i>	<i>subsecretary</i>
<i>demitasse</i>	<i>neophyte</i>	<i>supermarket</i>
<i>excommunicate</i>	<i>nonneutral</i>	<i>thermocouple</i>
<i>extracurricular</i>	<i>offset</i>	<i>transonic</i>
<i>foretell</i>	<i>outbake</i>	<i>transship</i>
<i>heroicomic</i>	<i>overactive</i>	<i>tricolor</i>
<i>hypersensitive</i>	<i>pancosmic</i>	<i>ultraviolet</i>
<i>hypocid</i>	<i>paracentric</i>	<i>unnecessary</i>
<i>inbound</i>	<i>particoated</i>	<i>underflow</i>

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

<i>portable</i>	<i>geography</i>	<i>procurement</i>
<i>coverage</i>	<i>manhood</i>	<i>innermost</i>
<i>operate</i>	<i>selfish</i>	<i>partnership</i>
<i>plebiscite</i>	<i>pumpkin</i>	<i>lonesome</i>
<i>twentyfold</i>	<i>meatless</i>	<i>homestead</i>
<i>spoonful</i>	<i>outlet</i>	<i>northward</i>
<i>kilogram</i>	<i>wavelike</i>	<i>clockwise</i>

- 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.

<i>lifelike</i>	<i>girllike</i>	Scotland-like
<i>lilylike</i>	bell-like	McArtor-like

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

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

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

re-redirect	sub-subcommittee	super-superlative
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- 6.34.** Print with a hyphen the prefixes *ex*, *self*, and *quasi*.

ex-governor	quasi-argument
ex-serviceman	quasi-corporation
ex-son-in-law	quasi-young
ex-vice-president	
self-control	<i>but</i>
self-educated	selfhood
quasi-academic	selfsame

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

anti-American	non-Federal
pro-British	
un-American	<i>but</i>
non-Government	nongovernmental
neo-Nazi	overanglicize
post-World War II	transatlantic
<i>or</i> post-Second World War	

### Numerical compounds

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

twenty-one	three-and-twenty
twenty-first	two-sided question
6-footer	multimillion-dollar fund
6-foot-11-inch man	10-dollar-per-car tax
24-inch ruler	thirty- (30-) day period
3-week vacation	
8-hour day	<i>but</i>
10-minute delay	one hundred twenty-one
20th-century progress	100-odd
3-to-1 ratio	foursome
5-to-4 vote	threescore
.22-caliber cartridge	foursquare
2-cent-per-pound tax	\$20 million airfield
four-in-hand tie	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	3 weeks' vacation
1 week's pay	1 minute's delay
2 hours' work	<i>but</i> a 1-minute delay

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

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

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

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

### Civil and military titles

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

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

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

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

## Scientific and technical terms

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

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

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

Freon-12	uranium-235	Sr <sup>90</sup>
polonium-210	U <sup>235</sup>	<sub>92</sub> U <sup>234</sup>

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

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

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

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

## Improvised compounds

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

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

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

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

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

cold-shoulder	blue-pencil	cross-brace
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- 6.49.** Print a hyphen in a compound formed of repetitive or conflicting terms and in a compound naming the same thing under two aspects.

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

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

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

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

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

- 6.52.** Print idiomatic phrases without hyphens.

come by	insofar as	nowadays
inasmuch as	Monday week	



## 7. Compounding Examples

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- 7.1. The following examples are based on the rules for compounding found in chapter 6. Obviously, this list or any other list of compound words could not possibly be a complete reference due to sheer volume. However, an analogy of the words listed with like prefixes and suffixes together with an application of the rules will result in easier handling of those compound words not listed.
- 7.2. In order to keep the list from becoming cumbersome, certain restrictions had to be adopted.
- 7.3. The listing of hyphenated compounds ending in *ed* was kept to a minimum. The rationale was to provide one or two examples under a keyword rather than needless repetition.
- 7.4. Similarly, many two-word forms which create no difficulty were omitted.
- 7.5. Care was exercised to achieve fuller coverage of solid compounds, particularly when the adopted form is different than that of Webster's Third New International Dictionary. This dictionary is GPO's guide for spelling with the exception of those words listed in rule 5.2. It is not GPO's guide to compounding.
- 7.6. A distinction exists between words used in a literal sense and a non-literal sense. With few exceptions, one-word forms usually express a nonliteral interpretation, while two-word forms invariably convey a literal meaning. For example, a person may have an interesting *sideline* or hobby, but be forced to sit on the *side line* during periods of inactivity.
- 7.7. Distinction should also be made in the compounding of two words to form an adjective modifier and the use of the same words as a predicate adjective; e.g., "crystal-clear water," *but* "the water is crystal clear"; "fire-tested material," *but* "the material is fire tested."

- 7.8. Caution should be exercised when distinguishing whether a succession of words is being used as a compound or whether they simply appear together. Consider, for example, “We know *someone* should do it and who that *some one* ought to be.”
- 7.9. For better appearance, it may sometimes be necessary to treat alike words that would have different forms when they appear separately; e.g., *bumblebee* and *queen bee*, *farmhand* and *ranch hand*. In juxtaposition, these and similar words should be made uniform by being printed as two words. This is only a temporary expedient and does not supersede the list.
- 7.10. Combining forms and prefixes are usually printed solid. For greater readability, the hyphen is sometimes used to avoid doubling a vowel (*anti-inflation*, *naso-orbital*); to facilitate a normally capitalized word (*mid-April*, *non-European*); to assure distinct pronunciation of each element of a compound or ready comprehension of intended meaning (*contra-ion*, *un-ionized*); or to join a combining form or prefix to a hyphenated compound (*equi-gram-molar*, *pro-mother-in-law*).
- 7.11. As nouns and adjectives, *holdup*, *calldown*, *layout*, *makeup*, and similar words should be printed solid. Their *er* derivatives, (*holder-up*, *caller-down*, *layer-out*, and *maker-up*) require hyphens. Such compounds as *run-in*, *run-on*, and *tie-in* resist quick comprehension when solid. They are therefore hyphenated.
- 7.12. Words spelled alike but pronounced differently, such as *tear-dimmed* and *tearsheet*, *wind tunnel* and *windup*, are listed under the same keyword.
- 7.13. Words printed flush in the following list combine with the words which follow to indicate solid or hyphenated compounds. A space-mark (#) appearing before an indented entry indicates a two-word form, but two-word forms appearing in the adjective position usually take a hyphen.
- 7.14. To indicate word function, several abbreviations have been appended. They are: *adv.*, adverb; *n.*, noun; *v.*, verb; *u.m.*, unit modifier; *pref.*, prefix; *c.f.*, combining form; and *conj.*, conjunction.

**A**

**A**

- 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

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

<b>arrow</b>	visual	band	slide
head	<b>auri</b> (c.f.)	bite (v.)	space
-leaved (u.m.)	-iodide	biter	spin
plate	<i>rest one word</i>	bone	spread
-shaped (u.m.)	authorship	breaker	staff
shot	<b>auto</b> (c.f.)	cap	stage
-toothed (u.m.)	-logon	chain	stairs
<b>arseno</b> (c.f.)	matic#backup	charge	stamp
<i>all one word</i>	-objective	-country (u.m.)	stay
art-colored (u.m.)	-observation	cross	stitch
<b>arterio</b> (c.f.)	-omnibus	date	stop
<i>all one word</i>	-ophthalmoscope	down (n., u.m.)	strap
<b>arthro</b> (c.f.)	<i>rest one word</i>	drop	-streeter
<i>all one word</i>	<b>awe</b>	face	stretch (n.)
<b>artillery</b>	-bound (u.m.)	feed	string
man	-filled (u.m.)	fill	strip (book)
woman	-inspired (u.m.)	fire	stroke
<b>asbestos</b>	some	flap	-swath (v.)
-covered (u.m.)	<b>ax</b>	flash	swept
-packed (u.m.)	-adz	flow	swing
<b>ash</b>	-grinding (u.m.)	-focus (v.)	tack
bin	hammer	furrow	talk
can	head	ground	tender
-colored (u.m.)	-shaped (u.m.)	hand	tenter
-free (u.m.)	axletree	haul	-titrate (v.)
-gray (u.m.)	<b>axo</b> (c.f.)	-in (n., u.m.)	track (v.)
#heap	<i>all one word</i>	lash	trail
pan	<b>azo</b> (c.f.)	list (v.)	up (n., u.m.)
pile	-orange	log	wall
pit	-orchil	lotter	wash
tray	-orseilline	packer (n.)	water
<b>assembly</b>	<i>rest one word</i>	paddle (v.)	<b>backer</b>
#line	<b>B</b>	pay	-down
man	B-flat	payment	-off
#room	<b>baby</b>	pedal (v.)	-up
<b>astro</b> (c.f.)	#boomer	plate	<b>bag</b>
<i>all one word</i>	face (n.)	rest	boy
attorney#at#law	#food	road	-cheeked (u.m.)
<b>audio</b>	sit (v.)	run	girl
frequency	sitter	saw	pipe
gram	<b>back</b>	scatter	-shaped (u.m.)
meter	ache	set	<b>baggage</b>
tape		shift	man

#rack	<b>bar</b>	<b>bat</b>	pot
#room	#bit	blind	setter
#train	code	-eyed (u.m.)	-shaped (u.m.)
bailout (n., u.m.)	keeper	fowl	stalk
<b>bake</b>	maid	wing	<b>bear</b>
oven	post	batch#file	baiting
pan	tender	<b>bath</b>	herd
shop	-wound (u.m.)	mat	hide
<b>bald</b>	<b>bare</b>	robe	hound
faced	-armed (u.m.)	#towel	off (n., u.m.)
head (n.)	back	tub	trap
pate	bone	batswing (cloth)	<b>beater</b>
<b>ball</b>	faced	battercake	-out
field	foot	<b>battle</b>	-up
#game	handed	ax	<b>beauty</b>
-like	legged	-fallen (u.m.)	-blind (u.m.)
park (nonliteral)	necked	front	-clad (u.m.)
#park (literal)	worn	ground	#shop
player	barge-laden (u.m.)	-scarred (u.m.)	beaverpelt
point (n., u.m.)	<b>bark</b>	ship	<b>bed</b>
stock	cutter	stead	board
ballot#box	peel	wagon	chair
<b>band</b>	-tanned (u.m.)	baud#rate	chamber
aid	<b>barley</b>	baybolt	clothes
box	corn	<b>beach</b>	cord
cutter	mow	comber	cover
saw	#water	head	-fallen (u.m.)
stand	barnstormer	wagon	fast
string	<b>barrel</b>	<b>bead</b>	fellow
-tailed (u.m.)	head	flush	frame
wagon	-roll (v.)	roll	lamp
width	-shaped (u.m.)	<b>beak</b>	linen
<b>bandy</b>	<b>base</b>	head	pad
ball	ball	iron	pan
-legged (u.m.)	ball#bat	-shaped (u.m.)	plate
bangup (n., u.m.)	line	<b>beam</b>	post
<b>bank</b>	#line (surveying)	filling	quilt
book	-minded (u.m.)	-making (u.m.)	rail
note	<b>basi</b> (c.f.)	<b>bean</b>	#rest
#paper	<i>all one word</i>	bag	ridden
side (stream)	basketball	cod	rock
bantamweight	bas-relief	-fed (u.m.)	sheet
		pole	sick

side	crank	-eyed (u.m.)	<b>bird's</b>
sore	-crowned (u.m.)	head (ego)	-eye
space	hanger	horn (sheep)	#nest (literal) (n.)
spread	hop	-horned (u.m.)	-nest (n., u.m., v.)
spring	mouthed	-leaguer	<b>birth</b>
stand	ringer	mouthed	bed
stead	wether	name (top rank)	#date
straw	<b>belly</b>	(n., u.m.)	day
time	ache	<b>bill</b>	mark
<b>bee</b>	band	back	place
bread	buster	beetle	right
-eater	button	broker	#year
herd	fed (u.m.)	fold	biscuit-shaped
hive	pinch	head	(u.m.)
keeper	belowstairs	hook	<b>bismuto</b> (c.f.)
line	<b>belt</b>	poster	<i>all one word</i>
way	-driven (u.m.)	sticker	<b>bit</b>
beechnut	saw	<b>billet</b>	stock
<b>beef</b>	<b>bench</b>	-doux	-mapped
eater	fellow	head	<b>bitter</b>
#extract	-hardened (u.m.)	billingsgate	-ender
-faced (u.m.)	made (u.m.)	<b>bio</b> (c.f.)	head
head	mark (nonliteral)	-aeration	sweet
steak	#mark (surveying)	-osmosis	-tongued (u.m.)
tongue	warmer	<i>rest one word</i>	<b>black</b>
<b>bees</b>	bentwing (n., u.m.)	birchbark	ball (nonliteral)
wax	<b>benzo</b> (c.f.)	<b>bird</b>	-bordered (u.m.)
wing	<i>all one word</i>	bath	-eyed (u.m.)
<b>beet</b>	berry-brown (u.m.)	bander	guard
field	<b>best</b>	cage	jack
#sugar	#man	call	leg
<b>beetle</b>	seller (n.)	catcher	list
-browed (u.m.)	<b>beta</b>	#dog (literal)	mail
head	-glucose	dog (nonliteral)	mark
stock	tron	-eyed (u.m.)	#market (n.)
<b>before</b>	<b>between</b>	-faced (u.m.)	-market (u.m., v.)
-cited (u.m.)	decks	life	-marketer
hand	whiles	lime	out (n., u.m.)
-mentioned (u.m.)	<b>bi</b> (pref.)	lore	plate (printing)
-named (u.m.)	-iliac	mouthed	print
behindhand	<i>rest one word</i>	seed	-robed (u.m.)
<b>bell</b>	<b>big</b>	shot	#sheep (all
-bottomed (u.m.)	-eared (u.m.)	watcher	meanings)

shirted	bath	torch	head
snake	beat	tube	hook
strap (n.)	curdling	up (n., u.m.)	house
-tie (u.m.)	-drenched (u.m.)	<b>blue</b>	loader
top	-giving (u.m.)	-annealed (u.m.)	owner
#widow	guilty	beard (n.)	#people
<b>blast</b>	-hot (u.m.)	blood	setter
hole	hound	bonnet	shop
plate	letting	book (nonliteral)	side
<b>blasto</b> (c.f.)	mobile	bottle	swain
<i>all one word</i>	-red (u.m.)	coat (n.)	wright
<b>bleach</b>	ripe	-eyed (u.m.)	yard
ground	shed	gill	<b>bob</b>
works	shot	grass	cat
<b>blear</b>	spiller	-gray (u.m.)	sled
eye	spot	-green (u.m.)	stay
-eyed (u.m.)	stain	-hot (u.m.)	tail
-witted (u.m.)	stock	jack	white
<b>blepharo</b> (c.f.)	stream	jacket	<b>bobby</b>
<i>all one word</i>	sucker	nose	pin
blight-resistant	thirsty	-pencil (v.)	-soxer
(u.m.)	-warm (u.m.)	point (oyster)	<b>body</b>
<b>blind</b>	<b>bloody</b>	print	bearer
-bomb (v.)	-nosed (u.m.)	printing	bending
-flying (u.m.)	-red (u.m.)	stocking	builder
fold	<b>blossom</b>	streak (nonliteral)	-centered (u.m.)
-loaded (u.m.)	-bordered (u.m.)	tongue (n.)	guard
#man	-laden (u.m.)	<b>blunder</b>	-mind
spot	<b>blow</b>	buss	plate
stitch	back	head	<b>bog</b>
story	by (n., u.m.)	<b>blunt</b>	-eyed (u.m.)
blink-eyed (u.m.)	cock	-edged (u.m.)	land
blithe-looking (u.m.)	down (n., u.m.)	-spoken (u.m.)	man
<b>blitz</b>	gun	<b>boar</b>	trot (v.)
buggy	hard (n.)	spear	<b>boil</b>
krieg	hole	staff	down (n., u.m.)
<b>block</b>	iron	<b>board</b>	off (n., u.m.)
buster	lamp	#foot	out (n., u.m.)
head	off (n., u.m.)	rack	over (n., u.m.)
hole (v.)	out (n., u.m.)	walk	<b>boiler</b>
ship	pipe	<b>boat</b>	-off
<b>blood</b>	spray	builder	-out
-alcohol (u.m.)	through (u.m.)	crew	



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	<b>breeze</b>	<b>brilliant</b>	<b>broom</b>
-in (n., u.m.)	-borne (u.m.)	-cut (u.m.)	#handle
neck	-lifted (u.m.)	-green (u.m.)	-leaved (u.m.)
off (n., u.m.)	-swept (u.m.)	brine-soaked (u.m.)	-making (u.m.)
out (n., u.m.)	way	bringer-up	stick
point	<b>bribe</b>	<b>bristle</b>	<b>brother</b>
through (n., u.m.)	-free (u.m.)	cone (u.m.)	-german
up (n., u.m.)	giver	-pointed (u.m.)	hood
wind (n.)	taker	<b>broad</b>	-in-law
<b>breaker</b>	bric-a-brac	acre	<b>brow</b>
-down	<b>brick</b>	ax	beat
-off	bat	band (n., u.m.)	point
-up	-built (u.m.)	-beamed (u.m.)	post
<b>breast</b>	-colored (u.m.)	brim	<b>brown</b>
band	kiln	cast	back
beam	layer	cloth	-eyed (u.m.)
bone	liner	head	out (n., u.m.)
-deep (u.m.)	mason	#jump	print
-fed (u.m.)	-red (u.m.)	leaf (n.)	<b>brush</b>
feed	setter	-leaved (u.m.)	ball
-high (u.m.)	work	loom	#holder
hook	yard	minded	off (n., u.m.)
mark	<b>bride</b>	-mouthed (u.m.)	-treat (v.)
piece	bed	share (n., v.)	<b>brusher</b>
pin	bowl	sheet (n.)	-off
plate	cake	side	-up
plow	chamber	sword	<b>buck</b>
rail	cup	wife	eye
rope	groom	woven	-eyed (u.m.)
work	knot	<b>broken</b>	horn
<b>breath</b>	lace	-down (u.m.)	hound
-blown (u.m.)	maiden	-legged (u.m.)	passer
-tainted (u.m.)	stake	-mouthed (u.m.)	plate
taking	<b>bridge</b>	<b>bromo</b> (c.f.)	pot
<b>breech</b>	builder	<i>all one word</i>	saw
block	head	<b>bronchio</b> (c.f.)	shot
cloth	pot	<i>all one word</i>	skinned
loader	tree	<b>broncho</b> (c.f.)	stall
-loading (u.m.)	#wall	<i>all one word</i>	stay
lock	work	brincobuster	stove
pin	briefcase	<b>bronze</b>	tooth
plug	<b>bright</b>	-clad (u.m.)	wagon
sight	-colored (u.m.)	-covered (u.m.)	wash
	-eyed (u.m.)	-red (u.m.)	bucket-shaped

(u.m.)	proof	-fingered (u.m.)	-tube
<b>buff</b>	<b>bull's</b>	head	<b>cab</b>
-tipped (u.m.)	-eye (nonliteral)	<b>butt</b>	driver
ware	-foot	-joint (v.)	fare
-yellow (u.m.)	<b>bumble</b>	saw	#owner
<b>bug</b>	bee	stock	stand
bear	foot	strap	cabbagehead
bite	kite	-weld (v.)	<b>cabinet</b>
-eyed (u.m.)	<b>bung</b>	<b>butter</b>	maker
<b>build</b>	hole	ball	making
down (n., u.m.)	start	-colored (u.m.)	cable-laid (u.m.)
up (n., u.m.)	<b>burn</b>	fat	<b>caco</b> (c.f.)
<b>built</b>	-in (n., u.m.)	fingers	<i>all one word</i>
-in (u.m.)	out (n., u.m.)	head	cage#bird
-up (u.m.)	up (n., u.m.)	milk	<b>cake</b>
bulb-tee (u.m.)	burned-over (u.m.)	mouth	baker
<b>bulbo</b> (c.f.)	burner-off	nut	bread
<i>all one word</i>	<b>burnt</b>	print	-eater
<b>bulk</b>	-out (u.m.)	-rigged (u.m.)	mixer
head	-up (u.m.)	scotch	-mixing (u.m.)
-pile (v.)	<b>bus</b>	-smooth (u.m.)	pan
weigh (v.)	boy	wife	walk
<b>bull</b>	#conductor	-yellow (u.m.)	<b>calci</b> (c.f.)
baiting	driver	<b>button</b>	<i>all one word</i>
dog	fare	-eared (u.m.)	calk-weld (v.)
doze	girl	-headed (u.m.)	<b>call</b>
-faced (u.m.)	line	hold	back (n., u.m.)
fight	load	hole	box
frog	<b>bush</b>	hook	down (n., u.m.)
head	beater	mold	-in (n., u.m.)
-mouthed (u.m.)	buck	buzzerphone	note
neck	fighter	<b>by</b>	-off (n., u.m.)
nose	-grown (u.m.)	-and-by	out (n., u.m.)
pen	hammer	-the-way (n., u.m.)	-over (n., u.m.)
ring	-leaguer	-your-leave (n., u.m.)	up (n., u.m.)
#terrier	ranger	<i>rest one word</i>	camshaft
toad	whacker	<b>C</b>	<b>camel</b>
-voiced (u.m.)	wife	<b>C</b>	back (rubber)
whack	bustup (n., u.m.)	-sharp	-backed (u.m.)
whip	<b>busy</b>	-star	driver
<b>bullet</b>	body		-faced (u.m.)
head			camel's-hair (u.m.)
maker			

<b>camp</b>	<b>car</b>	fitter	back (n., u.m.)
fire	barn	layer	-by (u.m.)
ground	break	-smooth (u.m.)	off (n., u.m.)
stool	builder	-sweeping (u.m.)	out (n., u.m.)
<b>can</b>	fare	weaver	-ridden (u.m.)
capper	goose	-weaving (u.m.)	-weld (v.)
not	hop	web	caster
#opener	jacker	woven	-off
canalside	lot	<b>carpo</b> (c.f.)	-out
<b>candle</b>	-mile	-olecranal	castlebuilder
bomb	owner	<i>rest one word</i>	(nonliteral)
-foot	pool	carriage-making	<b>cat</b>
holder	port	(u.m.)	back
-hour	sick	<b>carrot</b>	beam
lighter	wash	-colored (u.m.)	bird
lit	<b>carbo</b> (c.f.)	head (nonliteral)	call
-meter	<i>all one word</i>	juice	-eyed (u.m.)
power	<b>carbolic</b> (c.f.)	top (nonliteral)	face (n.)
-shaped (u.m.)	<i>all one word</i>	<b>carry</b>	fall
stand	<b>carcino</b> (c.f.)	all (n., u.m.)	gut
stick	<i>all one word</i>	around (n., u.m.)	head
wick	<b>card</b>	back (n., u.m.)	hole
wright	case	forward (n.)	hook
candystick	-index (u.m., v.)	-in (n., u.m.)	-ion
<b>cane</b>	player	out (n., u.m.)	like
-backed (u.m.)	sharp	over (n., u.m.)	nap
brake	stock	<b>cart</b>	nip
crusher	<b>cardio</b> (c.f.)	load	-o'-nine-tails
cutter	-aortic	wheel (coin)	stitch
#sugar	<i>rest one word</i>	whip	walk
<b>canker</b>	<b>care</b>	wright	CAT scan
-eaten (u.m.)	free	<b>case</b>	<b>catch</b>
-mouthed (u.m.)	giver	bearer	all (n., u.m.)
cannonball	-laden (u.m.)	finding	-as-catch-can
canvas-covered	taker	hammer	(u.m.)
(u.m.)	-tired (u.m.)	harden	cry
<b>cap</b>	worn	load	penny
-flash (v.)	<b>carpet</b>	mated	plate
nut	bagger	worker	up (n., u.m.)
screw	beater	caser-in	weight
sheaf	#cleaner	cashflow	word
shore	-cleaning (u.m.)	<b>cast</b>	<b>cater</b>
	-covered (u.m.)	away (n., u.m.)	corner

wauling	<b>centri</b> (c.f.)	broiler	<b>cheek</b>
<b>cat's</b>	<i>all one word</i>	coal	bone
-eye (nonliteral)	<b>centro</b> (c.f.)	pit	strap
-paw (nonliteral)	<i>all one word</i>	woman	cheerleader
<b>cattle</b>	<b>cephalo</b> (c.f.)	<b>charge</b>	<b>cheese</b>
#boat	<i>all one word</i>	#book	burger
feed	<b>cerato</b> (c.f.)	off (n., u.m.)	cake
-raising (u.m.)	<i>all one word</i>	out (n., u.m.)	cloth
yak	<b>cerebro</b> (c.f.)	chartbook	curd
<b>cauliflower</b>	-ocular	chattermark	cutter
-eared (u.m.)	<i>rest one word</i>	cheapskate	head
#ware	certificate holder	<b>check</b>	lip
causeway	<b>cervico</b> (c.f.)	bite	parer
<b>cave</b>	-occipital	forger	plate
dweller	-orbicular	hook	<b>chemico</b> (c.f.)
-dwelling (u.m.)	<i>rest one word</i>	-in (n., u.m.)	<i>all one word</i>
#fish	<b>cess</b>	list	<b>chemo</b> (c.f.)
-in (n., u.m.)	pipe	mark	<i>all one word</i>
cease-fire (n., u.m.)	pit	nut	<b>cherry</b>
cedar-colored (u.m.)	pool	off (n., u.m.)	-colored (u.m.)
<b>celi</b> (c.f.)	chaffcutter	out (n., u.m.)	stone (nonliteral)
<i>all one word</i>	<b>chain</b>	passer (n.)	#stone (literal)
<b>celio</b> (c.f.)	#belt	point	<b>chestnut</b>
<i>all one word</i>	-driven (u.m.)	rack	-colored (u.m.)
cell	#gang	rail	-red (u.m.)
<b>cement</b>	stitch	rein	<b>chicken</b>
-covered (u.m.)	<b>chair</b>	ring	bill
mason	fast	roll	-billed (u.m.)
-temper (v.)	mender	rope	#breast
<b>census</b>	person	row	breasted
#taker	-shaped (u.m.)	sheet	#coop
-taking	warmer	strap	#farm
<b>center</b>	<b>chalk</b>	string	feed
#field (sports)	cutter	up (n., u.m.)	heart
head (printing)	line	washer	pox
line	-white (u.m.)	weigher	#yard
most	<b>chamber</b>	writer	<b>chief</b>
piece	maid	<b>checker</b>	#justice
-second	woman	-in	-justiceship
<b>centi</b> (c.f.)	changeover	-off	#mate
<i>all one word</i>	chapfallen	-out	<b>child</b>
centimeter-gram-	chapelgoing	-up	bearing
second	<b>char</b>		bed

birth	<b>choir</b>	<b>cigar</b>	work
care	boy	case	<b>claw</b>
crowing	#master	cutter	bar
hood	<b>choke</b>	-shaped (u.m.)	-footed (u.m.)
kind	bore	<b>cigarette</b>	hammer
life	chain	#holder	hatchet
-minded (u.m.)	damp	#maker	-tailed (u.m.)
ridden	out (n., u.m.)	-making (u.m.)	<b>clay</b>
wife	point	<b>cine</b> (c.f.)	bank
chill-cast (u.m., v.)	strap	<i>all one word</i>	-colored (u.m.)
<b>chin</b>	<b>chole</b> (c.f.)	circuitbreaker	pan
band	<i>all one word</i>	<b>circum</b> (pref.)	pit
-bearded (u.m.)	<b>chondro</b> (c.f.)	arctic, pacific,	works
-chin	-osseous	etc.	<b>clean</b>
cloth	<i>rest one word</i>	-Saturnal, etc.	-cut (u.m.)
cough	<b>chop</b>	<i>rest one word</i>	handed
-high (u.m.)	-chop	<b>cirro</b> (c.f.)	out (n., u.m.)
rest	stick	<i>all one word</i>	-shaved (u.m.)
strap	chowchow	<b>cis</b> (pref.)	-smelling (u.m.)
<b>china</b>	<b>Christ</b>	alpine	up (n., u.m.)
-blue (u.m.)	-given (u.m.)	atlantic	<b>clear</b>
#shop	-inspired (u.m.)	-trans (u.m.)	cole
ware	like	<i>rest one word</i>	-cut (u.m.)
Chinatown	<b>chromo</b> (c.f.)	<b>city</b>	cut (forestry) (n.,
chipmunk	<i>all one word</i>	-born (u.m.)	v.)
<b>chiro</b> (c.f.)	<b>chrono</b> (c.f.)	-bred (u.m.)	-eyed (u.m.)
<i>all one word</i>	<i>all one word</i>	folk	headed
<b>chisel</b>	<b>chuck</b>	#man	-sighted (u.m.)
-cut (u.m.)	hole	scape	up (n., u.m.)
-edged (u.m.)	plate	<b>clam</b>	wing
#maker	wagon	bake	clearinghouse
chitchat	chucklehead	shell	<b>cleft</b>
chitter-chatter	chunkhead	clampdown (n.,	-footed (u.m.)
<b>chloro</b> (c.f.)	<b>church</b>	u.m.)	-graft (v.)
<i>all one word</i>	#choir	<b>clap</b>	client/server
<b>chock</b>	goer	net	<b>cliff</b>
ablock	like	trap	dweller
-full (u.m.)	work	clasphook	-dwelling (u.m.)
<b>chocolate</b>	yard	<b>class</b>	hanger
-brown (u.m.)	<b>churn</b>	book	side
-coated (u.m.)	-butted (u.m.)	-conscious (u.m.)	top
#maker	milk	#consciousness	-worn (u.m.)
		#day	clinch-built (u.m.)

clink-clank	basket	breaker	<b>cod</b>
clinker-built (u.m.)	brush	#car	bank
<b>clip</b>	#closet	dealer	fishing
-clop	horse	digger	head
-edged (u.m.)	pin	-faced (u.m.)	#liver
sheet	line	hole	piece
clipper-built (u.m.)	press	-laden (u.m.)	pitchings
<b>cloak</b>	rack	#loader	smack
-and-dagger (n., u.m.)	#tree	#mine	<b>code</b>
room	<b>cloud</b>	#oil	#name
<b>clock</b>	base	pit	-named (u.m.)
case	burst	rake	<b>coffee</b>
face	cap	sack (astron. only)	break
-minded (u.m.)	-hidden (u.m.)	shed	cake
setter	<b>clover</b>	ship	-colored (u.m.)
#speed	bloom	#tar	-growing (u.m.)
watcher	leaf	#truck	pot
<b>clod</b>	seed	yard	room
head	sick	coastside	cofferdam
hopping	<b>club</b>	<b>coat</b>	coffin-headed (u.m.)
pate	#car	hanger	cogwheel
<b>close</b>	foot	rack	coin-operated
bred	hand	tailed	(u.m.)
-connected (u.m.)	haul	<b>cob</b>	<b>cold</b>
cross	mobile	head	blooded
-cut (u.m.)	ridden	meal	-chisel (v.)
down (n.)	room	shed	cuts
-fertilize (v.)	root	web	-draw (v.)
fisted	-shaped (u.m.)	<b>cock</b>	finch
handed	<b>co</b> (pref.)	bill	-flow (v.)
-knit	-op	brain	-forge (v.)
minded	exist, operate, etc.	crow	frame
mouthed	processor	eye	-hammer (v.)
out (n., u.m.)	<i>rest one word</i>	fight	-hammered (u.m.)
up (n., u.m.)	<b>coach</b>	head	pack
<b>closed</b>	-and-four	pit	-press (v.)
-circuit (u.m.)	builder	#robin	-roll (v.)
#end	whip	spur	-rolled (u.m.)
#shop	<b>coal</b>	sure	-short (u.m.)
cloth-backed (u.m.)	bag	-tailed (u.m.)	-shortness
<b>clothes</b>	bed	up (n., u.m.)	-shoulder (v.)
bag	bin	cockleshell	type (printing)
	-black (u.m.)	cockscorb	#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	-driven (u.m.)	<b>cross</b>	-fiber (u.m.)
up (n., u.m.)	pin	-appeal	file
<b>cow</b>	pit	arm	fire
barn	shaft	band	flow
bell	crapehanger	bar	foot
catcher	crashdive (v.)	beam	-grained (u.m.)
-eyed (u.m.)	crawlop (n., u.m.)	bearer	hair
gate	<b>crazy</b>	bedded	hand
hand	bone	belt	hatch
herd	cat	bench	haul
hide	<b>cream</b>	-bidding	head
hitch	cake	bill (bird)	-immunity
lick	-colored (u.m.)	#bill (legal)	-index (u.m.)
path	creditworthiness	bind	-interrogate (v.)
pen	<b>creek</b>	bolt	-interrogatory
#pony	bed	bond	-invite (v.)
pox	side	bones	legged
puncher	<b>creep</b>	bred	legs
shed	hole	breed	-level (v.)
sucker	mouse	-bridge (v.)	-license (v.)
<b>crab</b>	crepe#de#chine	-brush (v.)	lift (v.)
cake	crestfallen	-carve (v.)	lock
catcher	<b>crew</b>	-channel (u.m.)	lots
eater	cut	-check	mark
faced	member	-claim	member
hole	cribstrap	-compound (v.)	patch
meat	<b>crime</b>	-connect (v.)	path
stick	fighter	-country (u.m.)	plow (v.)
<b>crack</b>	solver	-cultivate (v.)	-pollinate (v.)
down (n., u.m.)	wave	current	-purpose (n.)
house (slang)	crisscross	-curve (math.) (n.)	-question
jaw	<b>crook</b>	cut	rail
pot	<i>all one word</i>	-date (v.)	-reaction
-the-whip (n., u.m.)	<b>crooked</b>	-drain (v.)	-refer (v.)
up (n., u.m.)	-foot (n.)	-dye (v.)	-reference
<b>cradle</b>	-legged (u.m.)	-dyeing (n.)	road
side	-nosed (u.m.)	-examine (v.)	row
#snatcher	<b>crop</b>	-eye (n., u.m.)	-service
song	-bound (u.m.)	-eyed (u.m.)	-shaft
<b>cranio</b> (c.f.)	-haired (u.m.)	fall	-slide
<i>all one word</i>	head	feed	-staff
<b>crank</b>	mark	-fertile (u.m.)	-sterile
case	-year	-fertilize (v.)	-stitch

-stone	cure-all (n., u.m.)	<b>D</b>	break
-stratification	<b>curly</b>	<b>D</b>	-bright (u.m.)
-sue (v.)	head	-day	care
-surge (v.)	locks (n.)	-major	dawn
talk	currycomb	-plus-4-day	dream
tie	cussword	<b>dairy</b>	-fly (aviation) (v.)
town	<b>custom</b>	-fed (u.m.)	-flying (u.m.)
track	-built (u.m.)	-made (u.m.)	going
trail	-made (u.m.)	daisy#chain	lighted
tree	-tailored (u.m.)	<b>damp</b>	lit
under (n., u.m.)	<b>cut</b>	proofing	long (u.m.)
-vote	away (n., u.m.)	-stained (u.m.)	mark
walk	back (n., u.m.)	damping-off (n.,	side
web	glass	u.m.)	star
wind	-in (n., u.m.)	dancehall	-to-day (u.m.)
word	off (n., u.m.)	danger#line	worker
<b>crow</b>	out (n., u.m.)	<b>dare</b>	<b>de</b> (pref.)
bait	rate (u.m.)	-all (n., u.m.)	-air
bar	throat	devil	icer
foot	-toothed (u.m.)	say	-ink
crownbar	-under (u.m.)	<b>dark</b>	-ion
<b>crow's</b>	-up (n., u.m.)	-eyed (u.m.)	centralize,
-foot (nonliteral)	<b>cutter</b>	horse (nonliteral)	energize, etc.
-nest (nonliteral)	-built (u.m.)	room (n.)	<i>rest one word</i>
crybaby	-down	-skinned (u.m.)	<b>dead</b>
<b>crypto</b> (c.f.)	head	<b>dash</b>	-alive
-Christian, etc.	-off	plate	beat (n.)
<i>rest one word</i>	-out	wheel	born
<b>crystal</b>	-rigged (u.m.)	<b>data</b>	-burn (v.)
-clear (u.m.)	-up	bank	#center
-girded (u.m.)	cuttlebone	base	-cold (u.m.)
-smooth (u.m.)	<b>cyano</b> (c.f.)	set	-dip (v.)
cubbyhole	<i>all one word</i>	<b>date</b>	-drunk (u.m.)
<b>cumulo</b> (c.f.)	cyber	lined	-ender
<i>all one word</i>	cyclecar	mark	eye (n.)
<b>cup</b>	<b>cyclo</b> (c.f.)	daughter-in-law	-eyed (u.m.)
bearer	-olefin	<b>dawn</b>	fall
cake	<i>rest one word</i>	-gray (u.m.)	head
ful	<b>cysto</b> (c.f.)	streak	-heated (u.m.)
head	<i>all one word</i>	<b>day</b>	-heater
<b>curb</b>	<b>cyto</b> (c.f.)	beam	-heavy (u.m.)
side	<i>all one word</i>	bed	latch
stoner			#load

lock	horn	<b>di</b> (pref.)	dong
pan	hound	<i>all one word</i>	dining#room
-roast (v.)	meat	<b>dia</b> (pref.)	<b>dinitro</b> (c.f.)
weight (n., u.m.)	stalker	<i>all one word</i>	#spray
wood	stand	dialog#box	<i>rest one word</i>
<b>death</b>	tick	dial-up	<b>dip</b>
bed	<b>dehydr(o)</b> (c.f.)	<b>diamond</b>	-dye (v.)
blow	<i>all one word</i>	back	-grained (u.m.)
day	<b>demi</b> (pref.)	-backed (u.m.)	head
-divided (u.m.)	-Christian, etc.	-shaped (u.m.)	stick
-doom (v.)	-incognito	<b>diaz(o)</b> (c.f.)	dipper-in
#house	<i>rest one word</i>	-oxide	<b>direct</b>
-struck (u.m.)	<b>dermato</b> (c.f.)	<i>rest one word</i>	-connected (u.m.)
trap	<i>all one word</i>	<b>dice</b>	-indirect
watch	<b>desk</b>	cup	direction-finding
-weary (u.m.)	#room	play	(u.m.)
<b>decision</b>	top (n., u.m.)	<b>die</b>	<b>dirty</b>
#making (n.)	<b>dessert</b>	-away (u.m.)	-cheap (u.m.)
-making (v.)	#fork	back	fast
deckhand	#knife	case	-incrusted (u.m.)
<b>deep</b>	spoon	-cast (u.m., v.)	plate
-affected (u.m.)	<b>deutero</b> (c.f.)	caster	<b>dirty</b>
-cut (u.m.)	<i>all one word</i>	-cut (u.m., v.)	-faced (u.m.)
-felt (u.m.)	<b>devil</b>	cutter	-minded (u.m.)
-freeze (u.m., v.)	-devil	hard (n., u.m.)	#work
-frying (u.m.)	dog (a marine)	head	<b>dis</b> (pref.)
going	-inspired (u.m.)	#proof (philately)	<i>all one word</i>
-grown (u.m.)	-ridden (u.m.)	(n.)	<b>dish</b>
-laid (u.m.)	<b>dew</b>	setter	cloth
most	beam	sinker	#cover
mouthed	cap	-square (u.m.)	pan
-rooted (u.m.)	-clad (u.m.)	stock	rack
#sea	claw	<b>diesel</b>	rag
-seated (u.m.)	damp	-driven (u.m.)	#towel
-set (u.m.)	-drenched (u.m.)	-electric (u.m.)	washer
-sunk (u.m.)	drop	dillydally	<b>disk</b>
-voiced (u.m.)	fall	<b>dim</b>	#drive
water (u.m.)	-fed (u.m.)	-lighted (u.m.)	jockey
<b>deer</b>	-laden (u.m.)	lit	pack
drive (n.)	lap	out (n., u.m.)	plow
-eyed (u.m.)	point	diner-out	-shaped (u.m.)
food	<b>dextro</b> (c.f.)	<b>ding</b>	
herd	<i>all one word</i>	bat	

<b>ditch</b>	trick	<b>dot</b>	head
bank	trot	-matrix	mixer
digger	watch	#pitch	nut
rider	-weary (u.m.)	<b>double</b>	<b>down</b>
side	<b>doll</b>	-barrel (n., u.m.)	beat
<b>dive</b>	face	-barreled (u.m.)	by
-bomb (v.)	-faced (u.m.)	-bitt (v.)	cast
#bomber	dollyhead	-breasted (u.m.)	check
<b>do</b>	<b>donkey</b>	-charge (v.)	coast
-all (n., u.m.)	back	check (n., v.)	come
-gooder	-drawn (u.m.)	checked (u.m., v.)	-covered (u.m.)
-little (n., u.m.)	-eared (u.m.)	-chinned (u.m.)	crier
-nothing (n., u.m.)	doomsday	-click	cry
<b>dock</b>	<b>door</b>	cross (nonliteral)	curved
hand	bed	deal (v.)	cut
head	bell	-decker	dale
side	case	dipper	draft
worker	check	(nonliteral)	drag
<b>dog</b>	frame	-duty (u.m.)	face
bite	head	-dye (v.)	fall
-bitten (u.m.)	jamb	-edged (u.m.)	feed
breeder	keeper	-ender	filled
cart	knob	-entendre	flow
catcher	knocker	handed	fold
#days	mat	-headed (u.m.)	grade
-drawn (u.m.)	nail	header	gradient
-ear (v.)	#opener	-jointed	growth
-eared (u.m.)	plate	-leaded (u.m.)	hanging
face (soldier)	post	-quick (u.m.)	haul
-faced (u.m.)	-shaped (u.m.)	-sided	hearted
fall	sill	#space (v.)	hill
fight	step	#take	lead
food	stop	talk	load
-headed (u.m.)	<b>dope</b>	tone (printing)	lock (n.)
hole	fiend	tree	look
leg	passer	-trouble	most
#owner	pusher	-up (u.m., v.)	payment
race	sheet	#work	pour
shore	<b>dorsi</b> (c.f.)	<b>dough</b>	rate
sled	<i>all one word</i>	boy	right
-tired (u.m.)	<b>dorso</b> (c.f.)	-colored (u.m.)	river
tooth	-occipital	face	rush
-toothed (u.m.)	<i>rest one word</i>	-faced (u.m.)	shore

side	-out	sheet	bolt
sitting	-up	span	by (n., u.m.)
slip	<b>dragon</b>	stop	cap
slope	-eyed (u.m.)	string	head
-soft (u.m.)	fly	tongs	-in (n., u.m.)
spout	#piece	tube	pipe
stage	<b>drain</b>	<b>drawer</b>	screw
stairs	cleaner	-down	#shaft
state	pipe	-in	way
stream	plug	-off	<b>drop</b>
street	tile	-out	away (n., u.m.)
stroke	<b>drainage</b>	<b>drawing</b>	bolt
sun (adv., u.m.)	#area	#board	cloth
swing	#basin	#room	-down
take	way	<b>dream</b>	-forge (v.)
throw	<b>draw</b>	-haunted (u.m.)	front
thrust	-arch (n.)	land	hammer
time	arm	lore	head
town	back	world	kick
trampling	bar	dredge#net	leaf (n., u.m.)
trend	beam	dressup (n., u.m.)	leg
trodden	bench	dressing#room	off (n., u.m.)
turn	bolt	<b>drift</b>	out (n., u.m.)
valley	bore	#boat	sonde
weigh	bridge	bolt	stitch
weight	cut	meter	<b>drug</b>
wind	down (n., u.m.)	-mining (u.m.)	-addicted (u.m.)
<b>draft</b>	file	#net	mixer
age (allowance)	gate	pin	passer
#age	gear	wind	pusher
-exempt (u.m.)	glove	<b>drill</b>	seller
<b>drag</b>	head	case	#user
bar	horse	-like	<b>drum</b>
bolt	knife	stock	beat
net	knot	<b>drip</b>	fire
pipe	link	cock	head
rope	loom	-drip	stick
saw	net	-dry (u.m., v.)	-up (n., u.m.)
staff	off (n., u.m.)	sheet	<b>dry</b>
wire	out (n., u.m.)	stick	-burnt (u.m.)
<b>dragger</b>	pin	<b>drive</b>	#cell
-down	plate	away (n., u.m.)	clean
-in	point	belt	-cure (v.)

dock	dunderhead	lobe	<b>easy</b>
-dye (v.)	<b>duo</b> (c.f.)	mark	going
-farm (v.)	<i>all one word</i>	#muff	mark (n.)
farming (n., u.m.)	<b>dust</b>	phone	-rising (u.m.)
gulch	bag	-piercing (u.m.)	-spoken (u.m.)
(nonliteral)	bin	plug	eavesdrop
lot	brush	ring	ebbtide
-pack (u.m., v.)	cloth	screw	<b>edge</b>
-rotted (u.m.)	-covered (u.m.)	shot	#plane
-salt (v.)	fall	sore	shot
wash	-gray (u.m.)	splitting	ways
<b>duck</b>	-laden (u.m.)	tab	wise
bill	pan	wax	<b>eel</b>
-billed (u.m.)	storm	wig	cake
bore	<b>duty</b>	witness	catcher
#breast	bound	<b>earth</b>	fare
foot (tool)	-free (u.m.)	bank	pot
-footed (u.m.)	dwelling#house	born	pout
pin	<b>dye</b>	-bred (u.m.)	skin
pond	mixer	fall	spear
walk	stuff	fast	<b>egg</b>
<b>due</b>	works	-fed (u.m.)	beater (all meanings)
-in (n., u.m.)	<b>dys</b> (pref.)	fill	cup
out (n., u.m.)	<i>all one word</i>	grubber	eater
duffelbag	<b>E</b>	#house	fruit
<b>dug</b>	E-minor	kin	head (nonliteral)
out (n.)	<b>e</b>	lit	hot (n.)
-up (u.m.)	file	mover	nog
<b>dull</b>	Government	nut	plant
-edged (u.m.)	Library	quake	-shaped (u.m.)
head	mail	-shaking (u.m.)	shell
-looking (u.m.)	<b>eagle</b>	slide	-white (u.m.)
-witted (u.m.)	#eye	-stained (u.m.)	<b>eight</b>
dum-dum	-eyed (u.m.)	wall	-angled (u.m.)
<b>dumb</b>	<b>ear</b>	<b>east</b>	#ball
bell	ache	bound	fold
head	cap	-central (u.m.)	penny (nail)
waiter	drop	going	-ply (u.m.)
<b>dump</b>	drum	-northeast	score
car	flap	#side	-wheeler
cart	guard	-sider	elbowchair
site	hole	-southeast	
	lap	Eastertime	

<b>elder</b> #brother -leaved (u.m.)	<b>entero</b> (c.f.) <i>all one word</i>	<b>every</b> day (n., u.m.) #day (each day) how one (all) #one (distributive) #time	ordinary polar -strong (u.m.) territorial vascular
<b>electro</b> (c.f.) -optics -osmosis -ultrafiltration <i>rest one word</i>	<b>entry</b> #book way	<b>evil</b> doer #eye -eyed (u.m.) -faced (u.m.) -looking (u.m.) minded (u.m.) sayer speaker wishing	<b>eye</b> #appeal ball bank bar blink -blurred (u.m.) bolt brow -conscious (u.m.) cup flap glance glass hole lash lens lid mark -minded (u.m.) #opener peep pit point service shade shield shot sick sight sore spot -spotted (u.m.) stalk strain string tooth wash
<b>embryo</b> (c.f.) <i>all one word</i>	<b>envelope</b> #holder #maker	<b>ex</b> #cathedra cathedral communicate -Governor #libris #officio #post#facto #rights -serviceman -trader -vice-president	
<b>empty</b> handed -looking (u.m.)	<b>epi</b> (pref.) <i>all one word</i>	<b>extra</b> -alimentary -American bold -Britannic -condensed (u.m.) curricular -fine (u.m.) hazardous judicial -large (u.m.) -long (u.m.) marginal mural	
<b>en</b> #banc #gros #route	<b>equi</b> (c.f.) -gram-molar <i>rest one word</i>	<b>ever</b> -abiding (u.m.) bearing blooming -constant (u.m.) -fertile (u.m.) glade going green lasting more -normal (u.m.) -present (u.m.) -ready (u.m.) sporting (biol.) which	
<b>encephalo</b> (c.f.) <i>all one word</i>	<b>ere</b> long now		
<b>end</b> -all (n., u.m.) bell brain gate lap long -match (v.) matcher -measure (v.) most -shrink (v.) ways	<b>errorproof</b>		
<b>ender</b> -on -up	<b>erythro</b> (c.f.) <i>all one word</i>		
<b>endo</b> (c.f.) <i>all one word</i>	<b>even</b> glow handed minded -numbered (u.m.) song -tempered (u.m.)		
<b>engine</b> #shop -sized (u.m.) work #worker #yard			

#weariness	<b>fairy</b>	away (n., u.m.)	-free (u.m.)
wink	folk	-borne (u.m.)	head
witness	hood	-distant (u.m.)	-soluble (u.m.)
<b>F</b>	tale	-eastern (u.m.)	<b>father</b>
<b>F</b>	faithbreaker	-famed (u.m.)	-confessor
<b>F</b>	<b>fall</b>	fetchd	-in-law
-flat	away (n., u.m.)	flung (u.m.)	land
-horn	back (n., u.m.)	gone	<b>fault</b>
-sharp	#guy	-off (u.m.)	finder
<b>fable</b>	-in (n., u.m.)	#out	line
#book	out (n., u.m.)	-reaching (u.m.)	slip
teller	-plow (v.)	seeing	faux#pas
<b>face</b>	-sow (v.)	-seen (u.m.)	<b>fax</b>
about (n., u.m., v.)	trap	-set (u.m.)	-and-voice#
-arbor (v.)	fallow#land	sight	mailbox
cloth	<b>false</b>	<b>farm</b>	#modem
-harden (v.)	-bottomed (u.m.)	-bred (u.m.)	-on-demand
-hardened (u.m.)	#face	hand	<b>far</b>
lifting	-faced (u.m.)	hold	-free (u.m.)
mark	hood	owner	nought
-off (n.)	-tongued (u.m.)	people	-pursued (u.m.)
-on (n., u.m.)	<b>fame</b>	place	-shaken (u.m.)
plate	-crowned (u.m.)	stead	<b>feather</b>
up (n., u.m.)	-thirsty (u.m.)	worker	bed (v.)
<b>fact</b>	<b>fan</b>	<b>fashion</b>	bedding
book	back	-led (u.m.)	bone
finding	bearer	#piece (naut.)	brain
sheet	#belt	#plate	edge
<b>fade</b>	fare	-setting (u.m.)	-footed (u.m.)
away (n., u.m.)	fold	<b>fast</b>	head
-in (n., u.m.)	foot	-anchored (u.m.)	-leaved (u.m.)
out (n., u.m.)	-jet	back	stitch
fail-safe	-leaved (u.m.)	-died (u.m.)	-stitched (u.m.)
<b>faint</b>	marker	going	-stitching
heart	-shaped (u.m.)	hold	-tongue (v.)
-voiced (u.m.)	-tailed (u.m.)	-moving (u.m.)	weight
<b>fair</b>	<b>fancy</b>	-read (v.)	wing (moth)
ground	-free (u.m.)	-reading (u.m.)	fed-up (u.m.)
-lead (n., u.m.)	-loose (u.m.)	#time (daylight	<b>feeble</b>
minded	-woven (u.m.)	saving)	-bodied (u.m.)
play	-wrought (u.m.)	<b>fat</b>	minded
-skinned (u.m.)	<b>far</b>	back	<b>feed</b>
#trade	-aloft (u.m.)	-bellied (u.m.)	back (n., u.m.)



bag	trap	<b>file</b>	print
bin	-warm (u.m.)	card	shell
box	<b>fiber</b>	-hard (u.m.)	spin
crusher	-faced (u.m.)	name	stall
cutter	glass	setter	tip
head	#optics	-soft (u.m.)	<b>fire</b>
lot	stitch	<b>fill</b>	arm
mixer	Fiberglas	-in (n., u.m.)	back (n.)
pipe	(copyright)	out (n., u.m.)	ball
rack	<b>fibro</b> (c.f.)	-up (n., u.m.)	bell
store	-osteoma	<b>filler</b>	bolt
stuff	<i>rest one word</i>	cap	bomb
<b>feeder</b>	fickle minded	-in	brand
-in	<b>fiddle</b>	-out	brat
-up	back	-up	break
<b>fellow</b>	-faddle	<b>film</b>	brick
craft	head	cutter	-burnt (u.m.)
ship	-shaped (u.m.)	goer	-clad (u.m.)
<i>rest two words</i>	stick	going	coat
<b>felt</b>	string	#paper	cracker
cutter	<b>field</b>	slide	crest
-lined (u.m.)	ball	strip	-cure (v.)
packer	glass	-struck (u.m.)	damp
fenbank	goal	<b>fin</b>	#drill
<b>fence</b>	-strip	back	-eater
post	<b>fierce</b>	-shaped (u.m.)	fall
#row	-eyed (u.m.)	<b>fine</b>	fang
<b>fern</b>	-looking (u.m.)	-cut (u.m., v.)	fighter
-clad (u.m.)	<b>fiery</b>	-draw (v.)	guard
leaf	-flaming (u.m.)	-drawn (u.m.)	-hardened (u.m.)
-leaved (u.m.)	-hot (u.m.)	-featured (u.m.)	horse
<b>ferro</b> (c.f.)	-red (u.m.)	-looking (u.m.)	hose
-carbon-titanium	-tempered (u.m.)	-set (u.m.)	lit
-uranium	<b>fig</b>	<b>finger</b>	pit
<i>rest one word</i>	bar	breadth	place
<b>ferry</b>	eater	-cut (u.m.)	plow
boat	leaf	hold	plug
#car	shell	hole	-polish (v.)
#slip	<b>figure</b>	hook	power
<b>fever</b>	head	mark	proof
less	-of-eight (u.m.)	nail	-red (u.m.)
-stricken (u.m.)	#work (printing)	parted	-resistant (u.m.)
		post	safe

side	plate	jack	<b>fleet</b>
spout	pond	<b>flare</b>	foot
trap	pool	back (n., u.m.)	-footed (u.m.)
truck	pot	out (n., u.m.)	wing
wall	pound	path	<b>flesh</b>
warden	trap	up (n., u.m.)	brush
<b>firm</b>	weir	<b>flash</b>	hook
-footed (u.m.)	works	back (n., u.m.)	-pink (u.m.)
-set (u.m.)	<b>fisher</b>	bulb	pot
-up (n., u.m.)	folk	card	fleur-de-lis
<b>first</b>	man	cube	flextime
#aid	people	gun	<b>flight</b>
-aider	fishyback (n., u.m.)	lamp	crew
-born (u.m.)	<b>fit</b>	pan	-hour
-class (u.m.)	out (n.)	point	path
comer	strip	<b>flat</b>	-test (v.)
hand (u.m.)	<b>five</b>	back	flimflam
-made (u.m.)	bar	(bookbinding)	<b>flip</b>
-named (u.m.)	fold	bed (printing)	-flip
-nighter	-ply (u.m.)	-bottomed (u.m.)	-flop
-rate (u.m.)	-pointed (u.m.)	car	-up (n., u.m.)
<b>fish</b>	-reeler	-compound (v.)	<b>flood</b>
back	score	fold	cock
bed	<b>flag</b>	foot (n.)	flow
-bellied (u.m.)	bearer	hat	gate
bolt	pole	head	lamp
bone	post	iron	lighting
bowl	-raising (u.m.)	nose	mark
cake	ship	out (n., u.m.)	#plain
eater	-signal (v.)	-rolled (u.m.)	tide
eye	staff	sawn	wall
-eyed (u.m.)	stick	top	water
fall	<b>flame</b>	-topped (u.m.)	<b>floor</b>
#farm	-colored (u.m.)	woods	beam
-fed (u.m.)	-cut (v.)	<b>flax</b>	cloth
food	out (n.)	drop	head
garth	proof	-leaved (u.m.)	lamp
hook	thrower	-polled (u.m.)	mat
-joint (v.)	flannelmouth	seed	mop
kill	<b>flap</b>	<b>flea</b>	#show
#ladder	cake	bite	space
meal	doodle	-bitten (u.m.)	stain
mouth	-eared (u.m.)	trap	walker

#wax	<b>fluvio</b> (c.f.)	#light	light(s)
-waxing (u.m.)	<i>all one word</i>	-ridden (u.m.)	lining
flophouse	<b>fly</b>	<b>fold</b>	locker
floppy#disk	away	-in	loose
<b>flour</b>	back	up (n., u.m.)	mark
bag	ball	<b>folk</b>	note
bin	-bitten (u.m.)	#dance	pad
#mill	blow	lore	path
sack	blown	song	pick
#sifter	-by-night (n., u.m.)	<b>follow</b>	plate
<b>flow</b>	catcher	-on	-pound
chart	eater	through (n., u.m.)	-pound-second
meter	-fish (v.)	up (n., u.m.)	print
off (n., u.m.)	-fisher	follower-up	race
sheet	-fisherman	<b>food</b>	rail
through (n., u.m.)	#fishing	-fasted (u.m.)	rest
<b>flower</b>	flap	-fasting (v.)	rope
bed	-free (u.m.)	packer	scald
bud	leaf	store	-second
-crowned (u.m.)	paper	stuff	slogger
#grower	sheet	foolhardy	sore
-hung (u.m.)	speck	foolscap	stalk
#piece	-specked (u.m.)	<b>foot</b>	stall
pot	tier	-and-mouth (u.m.)	step
-scented (u.m.)	trap	ball	stick
#shop	weight	band	stock
flue-cure (v.)	wheel	bath	stool
<b>fluid</b>	winch	blower	-ton
-compressed (u.m.)	<b>flying</b>	board	walk
extract (pharm.) (n.)	#boat	brake	wall
glycerate	#fish	breadth	-weary (u.m.)
<b>fluo</b> (c.f.)	<b>foam</b>	bridge	worn
<i>all one word</i>	bow	candle	<b>for</b> (pref.)
<b>fluoro</b> (c.f.)	-crested (u.m.)	fall	<i>all one word</i>
<i>all one word</i>	-white (u.m.)	-free (u.m.)	<b>fore</b>
<b>flush</b>	<b>fog</b>	gear	-age
-cut (u.m.)	bound	-grain	-and-aft (n., u.m.)
-decked (u.m.)	bow	hill	-and-after (n.)
-decker	dog	hold	-edge
gate	eater	hold	-end
	-hidden (u.m.)	lambert	-exercise
	horn	licker	word
			<i>rest one word</i>

<b>forest</b>	some	-mile	<b>fuel</b>
-clad (u.m.)	square	#room	#line
-covered (u.m.)	-wheeler	#train	#oil
#land	<b>fox</b>	<b>fresh</b>	<b>full</b>
side	-faced (u.m.)	-looking (u.m.)	back
<b>fork</b>	hole	-painted (u.m.)	-bellied (u.m.)
head	hound	water	blood
lift	#hunting	<b>frog</b>	-bound (u.m.)
-pronged (u.m.)	skinned	belly	-duplex
tail	tailed	eater	face
-tailed (u.m.)	trot	-eyed (u.m.)	-fashioned (u.m.)
<b>form</b>	<b>fracto</b> (c.f.)	face	-flowering (u.m.)
fitting	<i>all one word</i>	mouth	-grown (u.m.)
#work (printing)	frameup (n., u.m.)	nose	-handed (u.m.)
<b>forth</b>	<b>free</b>	pond	-headed (u.m.)
coming	booter	tongue	-lined (u.m.)
right	born	(medicine)	#load
with	drop	<b>front</b>	mouth
<b>fortune</b>	-for-all (n., u.m.)	-end (u.m.)	-strength (u.m.)
#hunter	-grown (u.m.)	-focused (u.m.)	-text
teller	hand (drawing)	runner	-time (u.m.)
forty-niner	handed	stall	fundraising
<b>foul</b>	hold	-wheel (u.m.)	funlover
#line	lance	<b>fronto</b> (c.f.)	<b>funnel</b>
-looking (u.m.)	loader	-occipital	form
mouthed	-minded	-orbital	-shaped (u.m.)
-spoken (u.m.)	masonry	<i>rest one word</i>	<b>fur</b>
-tongued (u.m.)	#post	<b>frost</b>	-clad (u.m.)
up (n., u.m.)	-spoken (u.m.)	bite	coat
fountainhead	standing (u.m.)	bow	-lined (u.m.)
<b>four</b>	thinker	-free (u.m.)	skin
-bagger	trader	-hardy (u.m.)	-trimmed (u.m.)
-eyed (u.m.)	wheel (u.m., v.)	-heaving (u.m.)	<b>fuse</b>
flusher	wheeler (n.)	-killed (u.m.)	box
fold	#will (n.)	lamp	#gauge
-footed (u.m.)	will (u.m.)	line	plug
-in-hand (n., u.m.)	freedom#fighter	<b>fruit</b>	<b>G</b>
-masted (u.m.)	<b>freeze</b>	cake	<b>G</b>
-master	down (n., u.m.)	#fly	-major
penny (nail)	out (n., u.m.)	growing	-man
-ply (u.m.)	up (n., u.m.)	#shop	-minor
score	<b>freight</b>	stalk	-sharp
	#house	frying#pan	

gabfest  
**gad**  
 about (n., u.m.)  
 fly  
 gaff-topsail  
**gag**  
 -check (v.)  
 #order  
 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 (queue)  
 lock  
 #main  
 #mask  
 meter  
 works  
**gastro** (c.f.)  
 -ornamental  
*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

<b>goat</b>	-filled (u.m.)	<b>Government</b>	<b>grapho</b> (c.f.)
-bearded (u.m.)	foil	(U.S. or	<i>all one word</i>
-drunk (u.m.)	-inlaid (u.m.)	foreign)	<b>grass</b>
-eyed (u.m.)	leaf	-in-exile	-clad (u.m.)
herd	plate (v.)	-owned (u.m.)	-covered (u.m.)
<b>goat's</b>	-plated (u.m.)	wide	cutter
-hair	-plating (u.m.)	governmentwide	flat
-horn	smithing	(State, city, etc.)	-green (u.m.)
<b>God</b>	-wrought (u.m.)	<b>grab</b>	hop
-conscious (u.m.)	<b>golden</b>	-all (n., u.m.)	nut
-fearing (u.m.)	-fingered (u.m.)	#bag	plot
-forsaken (u.m.)	-headed (u.m.)	hook	roots (nonliteral)
-given (u.m.)	<b>good</b>	rope	#roots (literal)
head	-bye	<b>grade</b>	widow
-man	-for-nothing (n.,	finder	<b>grave</b>
-ordained (u.m.)	u.m.)	mark	clothes
-sent (u.m.)	-looker	<b>grain</b>	digger
-sped (u.m.)	-looking (u.m.)	-cut (u.m.)	side
speed	-natured (u.m.)	field	stead
-taught (u.m.)	#will (kindness)	-laden (u.m.)	<b>gravel</b>
<b>god</b>	will (salable	mark	-blind (u.m.)
child	asset)	sick	stone
daughter	<b>goose</b>	<b>gram</b>	<b>gray</b>
father	bone	-fast (u.m.)	back (n., u.m.)
head	bumps	-meter	beard (n.)
hood	-cackle	-molecular	-clad (u.m.)
less	#egg	-negative (u.m.)	coat (n.)
mother	-eyed (u.m.)	-positive (u.m.)	-eyed (u.m.)
parent	flesh	<b>grand</b>	-haired (u.m.)
send	-footed (u.m.)	aunt	head
ship	herd	child, etc.	-headed (u.m.)
son	mouth	stand	out (n., u.m.)
sonship	neck	grant-in-aid	<b>grease</b>
goggle-eyed (u.m.)	pimples	<b>grape</b>	#gun
goings-on	rump	fruit	#pit
<b>gold</b>	step	#juice	proof
beater	wing	-leaved (u.m.)	<b>great</b>
brick (shirker)	<b>gospel</b>	seed	-aunt
#brick (of real gold)	like	stalk	coat
-bright (u.m.)	-true (u.m.)	vine	-eared (u.m.)
-brown (u.m.)	gourdhead	<b>graph</b>	-grandchild, etc.
digger		alloy	-headed (u.m.)
#dust		#paper	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	-bound (u.m.)	off (n., u.m.)	up (n.)
-monthly (u.m.)	bow	out (n., u.m.)	<b>hanger</b>
-on (n., u.m.)	brake	pick (v.)	-back
pace	breadth	post	-on
penny	brush	press	-up
-ripe	-built (u.m.)	print	happy-go-lucky
-shy	car	rail	hara-kiri
-sole (v.)	-carry (v.)	reading	<b>harbor</b>
staff	cart	saw	master
stitch	-carve (v.)	scrape (v.)	side
-strength (u.m.)	clap	set	<b>hard</b>
title	clasp	shake	-and-fast (u.m.)
tone (printing)	-clean (v.)	spade	back (beetle)
track	crank	spike	-baked (u.m.)
-true	cuff	splice	-bitten (u.m.)
-truth	-cut (v.)	split	-boiled (u.m.)
-weekly (u.m.)	-embroidered	spring	case
wit	(u.m.)	spun	copy (n.)
-witted (u.m.)	-fed (v.)	-stamp (v.)	core
-yearly (u.m.)	fold	stand	#disk
hallmark	grasp	stitch	#drive
<b>ham</b>	grenade	stroke	fist (n.)
shackle	grip	stuff	handed
string	guard	-tailed (u.m.)	hat (n.)
<b>hammer</b>	gun	tap	head
cloth	-held (u.m.)	tool	-hit (u.m.)
dress (v.)	-high (u.m.)	-tooled (u.m.)	-looking (u.m.)
-hard (u.m.)	hold	-tooling (u.m.)	mouthed
-harden (v.)	hole	truck	nose
-hardened (u.m.)	-in-hand (u.m.)	weave	pan
head	kerchief	wheel	-pressed (u.m.)
lock	-knit (v.)	worked	-set (u.m.)
#thrower	-knitter	woven	#shell (n.)
toe	laid	write (v.)	ship
-weld (v.)	-letter (v.)	written	spun
-wrought (u.m.)	lift (truck)	wrought	stand
<b>hand</b>	liner	hands#free	tack
bag	made	handlebar	top (auto)
ball	-me-down (n.,	<b>hang</b>	ware
bank (v.)	u.m.)	dog	-won (u.m.)
barrow	mix (v.)	nail	#work
bill	mold (v.)	net	-working (u.m.)
book	mower	out (n., u.m.)	wrought



<b>hare</b>	cock	liner	burn
brain	#fever	lock	deep
foot	field	long	felt
hound	fork	master	free (u.m.)
lip	lift	mistress	grief
-mad (u.m.)	loft	mold	heavy
harness-making	market	most	leaf
(u.m.)	mow	note	-leaved (u.m.)
harum-scarum	rack	-on (u.m.)	nut
harvesttime	rake	phone	quake
has-been (n.)	rick	plate	seed
hashmark	-scented (u.m.)	post	sick
<b>hat</b>	seed	quarters	sore
band	stack	rail	string
box	wire	reach	struck
brim	hazardous	rest	throb
brush	#waste#site	ring	-throbbing (u.m.)
cleaner	<b>hazel</b>	rope	-weary (u.m.)
pin	-eyed (u.m.)	set	<b>hearth</b>
rack	nut	shake	rug
rail	he-man	sill	warming
stand	<b>head</b>	space	<b>heat</b>
#tree	ache	spin	drops
hatchback	achy	spring	#pump
hatchet-faced (u.m.)	band	stall	#rash
<b>haul</b>	bander	stand	-resistant (u.m.)
about (n., u.m.)	block	start	stroke
away (n., u.m.)	cap	stick	treat (v.)
back (n.)	chair	stock	-treating (u.m.)
have-not (n., u.m.)	cheese	stream	#wave
haversack	chute	strong	<b>heaven</b>
<b>hawk</b>	cloth	waiter	bound
bill	count	wall	-inspired (u.m.)
-billed (u.m.)	dress	wind	-sent (u.m.)
head	-ender	header-up	<b>heaver</b>
-nosed (u.m.)	first	heal-all (n., u.m.)	-off
<b>hawse</b>	frame	<b>heart</b>	-out
hole	gate	ache	-over
pipe	gear	aching	<b>heavy</b>
<b>hay</b>	hunter	beat	back
band	lamp	block	-duty (u.m.)
cap	ledge	blood	-eyed (u.m.)
cart	lighting	break	-footed (u.m.)

handed	hole	on	#proof
-looking (u.m.)	hound	to	-reaching (u.m.)
-set (u.m.)	-red (u.m.)	tofore	-rigger (n.)
#water	helpmeet	under	rise (building)
weight (n., u.m.)	helter-skelter	unto	road
<b>hecto</b> (c.f.)	hemstitch	upon	#seas
<i>all one word</i>	<b>hema</b> (c.f.)	with	-speed (u.m.)
<b>hedge</b>	<i>all one word</i>	herringbone	stepper
born	<b>hemato</b> (c.f.)	<b>hetero</b> (c.f.)	-tension (u.m.)
breaker	<i>all one word</i>	-ousia, etc.	#tide
hog	<b>hemi</b> (pref.)	<i>rest one word</i>	-up (u.m.)
hop	<i>all one word</i>	<b>hexa</b> (c.f.)	#water
pig	<b>hemo</b> (c.f.)	<i>all one word</i>	higher-up (n.)
row	<i>all one word</i>	hi-fi	<b>hill</b>
#trimmer	<b>hemp</b>	<b>hide</b>	culture
<b>heel</b>	seed	-and-seek (n.,	(farming)
ball	string	u.m.)	side
band	<b>hen</b>	away (n., u.m.)	top
block	bill	out (n., u.m.)	<b>hind</b>
cap	coop	<b>high</b>	brain
fast	-feathered (u.m.)	ball	cast
grip	house	binder	gut (n.)
pad	pecked	born	head
path	roost	bred	leg
plate	<b>hence</b>	brow (nonliteral)	most
post	forth	-caliber (u.m.)	quarter
print	forward	-class (u.m.)	saddle
ring	<b>hepato</b> (c.f.)	-density	sight
stay	<i>all one word</i>	flier (n.)	wing
strap	<b>hepta</b> (c.f.)	flying (u.m.)	<b>hip</b>
tap	<i>all one word</i>	-foreheaded	bone
<b>helio</b> (c.f.)	<b>here</b>	(u.m.)	mold
<i>all one word</i>	about	#frequency	shot
<b>hell</b>	after	handed	<b>hippo</b> (c.f.)
bender	at	-hat (v.)	<i>all one word</i>
bent	by	jinks	<b>histo</b> (c.f.)
born	from	lander	<i>all one word</i>
bound	in	#light (literal)	<b>hit</b>
bred	inabove	light (nonlit.)	-and-miss (u.m.)
cat	inafter	-minded (u.m.)	-and-run (u.m.)
diver	inbefore	-power (u.m.)	-or-miss (u.m.)
dog	into	-pressure (u.m., v.)	hitchhiker
fire	of	-priced (u.m.)	hoarfrost

hoary-haired (u.m.)	-in-the-wall (n.)	stead	-nosed (u.m.)
<b>hob</b>	through	stretch	pin
goblin	<b>hollow</b>	town	up (n., u.m.)
nail	back	woven	<b>hooker</b>
nob	(bookbinding)	<b>homeo</b> (c.f.)	-off
hobbyhorse	-backed (u.m.)	<i>all one word</i>	-on
hockshop	-eyed (u.m.)	home#page	-out
hocus-pocus	faced	<b>homo</b>	-over
hod#carrier	-ground (u.m.)	#legalis	-up
hodgepodge	<b>holo</b> (c.f.)	#sapiens	hoopstick
<b>hog</b>	<i>all one word</i>	<b>homo</b> (c.f.)	<b>hop</b>
back	<b>holy</b>	-ousia, etc.	about (n., u.m.)
-backed (u.m.)	#day	<i>rest one word</i>	off (n., u.m.)
-faced (u.m.)	stone	<b>honey</b>	scotch
fat	<b>home</b>	-colored (u.m.)	toad
frame	-baked (u.m.)	comb	hope#chest
hide	body	-cured (u.m.)	<b>hopper</b>
nose (machine)	born	dew	burn
-nosed (u.m.)	bred	drop	dozer
pen	brew	eater	horehound
sty	builder	-laden (u.m.)	<b>hormono</b> (c.f.)
-tie (v.)	#buyer	lipped	<i>all one word</i>
wash	comer	moon	<b>horn</b>
-wild (u.m.)	coming	mouthed	bill
hog's-back (geol.)	-fed (u.m.)	pot	blende
hogshead	felt	sucker	blower
hoistaway (n.)	folk	sweet	-eyed (u.m.)
<b>hold</b>	freeze (u.m., v.)	<b>honor</b>	pipe
all (n., u.m.)	front	bound	stay
back (n., u.m.)	furnishings (n.)	#guard	tip
-clear (n., u.m.)	going	#man	hornyhanded
down (n., u.m.)	grown	<b>hood</b>	<b>horse</b>
fast (n., u.m.)	lander	cap	back
off (n., u.m.)	life	mold	breaker
out (n., u.m.)	made	wink	car
up (n., u.m.)	maker	<b>hoof</b>	cloth
<b>holder</b>	owner	beat	dealer
-forth	#ownership	mark	fair
-on	plate	print	fight
-up	#rule	-printed (u.m.)	flesh
<b>hole</b>	seeker	<b>hook</b>	hair
#in#one	sick	ladder	head
-high (u.m.)	spun	nose	herd

hide	broken	hunchback	#blindness
hoof	builder	<b>hundred</b>	blink
-hour	#call	fold	block
jockey	cleaner	-legged (u.m.)	bone
laugh	-cleaning (u.m.)	-percenter	breaker
meat	coat	-pounder	cap
mint	dress	weight	-clad (u.m.)
play	father	hung-up (u.m.)	-cold (u.m.)
pond	furnishing(s) (n.)	<b>hunger</b>	-cooled (u.m.)
power-hour	guest	-mad (u.m.)	-covered (u.m.)
power-year	hold	-worn (u.m.)	#cream
pox	husband	hurly-burly	fall
race	mother	<b>hush</b>	#fishing
#sense (n.)	owner	-hush	floe (island)
shoe	parent	#money	flow (current)
thief	pest	up (n., u.m.)	-free (u.m.)
#trade	plant	<b>hydro</b> (c.f.)	maker
whip	-raising (u.m.)	<i>all one word</i>	melt
<b>hot</b>	ridden	hydro#station	pack
bed	top	<b>hygro</b> (c.f.)	plant
blood	trailer	<i>all one word</i>	plow
-blooded (u.m.)	wares	<b>hyper</b> (pref.)	quake
brain	warming	-Dorian, etc.	#storm
cake	wife	linked	#water
-cold	<b>how</b>	text	<b>ideo</b> (c.f.)
dog	-do-you-do (n.)	<i>rest one word</i>	-unit
foot	ever	<b>hypo</b> (c.f.)	<i>rest one word</i>
head (n.)	soever	<i>all one word</i>	<b>idle</b>
-mix (u.m.)	<b>hub</b>	<b>hystero</b> (c.f.)	headed
pack	cap	-oophorectomy	-looking (u.m.)
patch	-deep (u.m.)	-salpingo-oopho-	-minded (u.m.)
plate	humankind	rectomy	<b>ileo</b> (c.f.)
-press (v.)	<b>humble</b>	<i>rest one word</i>	<i>all one word</i>
rod (nonliteral)	bee	<b>I</b>	<b>ilio</b> (c.f.)
-roll (v.)	-looking (u.m.)	<b>I</b>	<i>all one word</i>
-rolled (u.m.)	mouthed	-bar	<b>ill</b>
spot	-spirited (u.m.)	-beam	-advised (u.m.)
-work (v.)	humdrum	-iron	-being (n.)
hotelkeeper	<b>hump</b>	-rail	-born (u.m.)
houndshark	back	<b>ice</b>	-bred (u.m.)
hourglass	-shouldered	berg	#breeding (n.)
<b>house</b>	(u.m.)	blind	-doing (n., u.m.)
breaking	humpty-dumpty		-fated (u.m.)

-humored (u.m.)	-axillary	-red (u.m.)	packed
-looking (u.m.)	-esophageal	shod	<b>Java</b>
-treat (v.)	-umbilical	shot (mineral)	#applets
-use (v.)	<i>rest one word</i>	(u.m.)	Beans
#will	<b>ink</b>	#shot (golf)	Script
-wisher	-black (u.m.)	side	<b>jaw</b>
-wishing (u.m.)	mixer	-willed (u.m.)	bone
<b>in</b>	pot	works	breaker
-and-in (u.m.)	slinger	ironer-up	-locked (u.m.)
-and-out (u.m.)	spot	<b>island</b>	twister
-and-outer	-spotted (u.m.)	-born (u.m.)	<b>jay</b>
-being (u.m.)	stain	-dotted (u.m.)	hawk
-flight (u.m.)	stand	<b>iso</b> (c.f.)	walk
-house	well	-octane	<b>jelly</b>
-law (n.)	<b>inner</b>	-oleic	bean
asmuch, sofar	-city (u.m.)	-osmosis	roll
#re, #rem, #situ,	#man	<i>rest one word</i>	<b>jerry</b>
etc.	spring	<b>ivory</b>	-build (v.)
<b>in</b> (pref.)	<b>ino</b> (c.f.)	-tinted (u.m.)	builder
active (u.m.)	<i>all one word</i>	type (photog.)	-built (u.m.)
breeding	insect-borne (u.m.)	-white (u.m.)	<b>jet</b>
depth (u.m.)	<b>inter</b> (pref.)	<b>ivy</b>	#airliner
hospital (u.m.)	-American, etc.	-clad (u.m.)	#airplane
migration (u.m.)	<i>rest one word</i>	-covered (u.m.)	-black (u.m.)
service	<b>intra</b> (pref.)	<b>J</b>	lag
(u.m.), etc.	-atomic, etc.	J-bolt	liner
<b>inch</b>	<i>rest one word</i>	<b>jack</b>	port
-deep (u.m.)	<b>intro</b> (pref.)	ass	-powered (u.m.)
-long (u.m.)	<i>all one word</i>	hammer	prop
meal	<b>Irish</b>	head	-propelled (u.m.)
-pound	-American (u.m.)	-in-the-box	#propulsion
-ton	-born (u.m.)	knife	stream
worm	<b>iron</b>	-of-all-trades	wash
index-digest	#age	-o'-lantern	<b>jewel</b>
<b>indigo</b>	back	-plane (v.)	-bright (u.m.)
-blue (u.m.)	-braced (u.m.)	pot	-studded (u.m.)
-carmine (u.m.)	clad	rabbit	<b>jib</b>
<b>Indo</b> (c.f.)	fisted	screw	head
chinese	-free (u.m.)	<b>jail</b>	-o-jib
-European, etc.	handed	bird	stay
<b>infra</b> (pref.)	hard	house	<b>jig</b>
-anal	-lined (u.m.)	<b>jam</b>	-a-jig
-auricular	mold	nut	back

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

finger	mark	-named (u.m.)	on (n., u.m.)
killer	mass	<b>latch</b>	out (n., u.m.)
ship	mine	bolt	up (n., u.m.)
<b>lake</b>	#office	key	<b>layer</b>
bed	owner	string	-on
front	-poor (u.m.)	<b>late</b>	-out
lander	right	-born (u.m.)	-over
shore	scape	comer	-up
side	sick	-lamented (u.m.)	<b>lazy</b>
lameduck	side	-maturing (u.m.)	bones
(nonliteral)	slide	<b>latero</b> (c.f.)	boots
(n., u.m.)	slip	<i>all one word</i>	#guy
<b>lamp</b>	spout	lath-backed (u.m.)	legs
black	storm	lathe-bore (v.)	<b>lead</b>
-blown (u.m.)	wash	<b>latter</b>	-alpha
-foot	wire	-day (u.m.)	-burn (v.)
hole	wrack	most	-filled (u.m.)
-hour	lantern-jawed	<b>lattice</b>	-gray (u.m.)
house	(u.m.)	#stitch	-in (n., u.m.)
lighter	<b>lap</b>	work	line
lit	belt	<b>laughing</b>	#line (medical,
post	-lap	#gas	naut. only)
shade	robe	stock	off (n., u.m.)
stand	streak	<b>launch</b>	out (n., u.m.)
wick	top	#pad	#pencil
<b>land</b>	weld (v.)	site	time
#base	-welded (u.m.)	laundry#room	<b>leaden</b>
-based (u.m.)	-welding (u.m.)	<b>law</b>	-eyed (u.m.)
#bird	<b>large</b>	-abiding (u.m.)	pated
borne	-eyed	book	-souled (u.m.)
fall	-handed (u.m.)	breaker	leader#line
fast	-minded (u.m.)	-fettered (u.m.)	<b>leaf</b>
fill	mouthed	giver	bud
flood	-scale (u.m.)	#office	-clad (u.m.)
form	<b>lark</b>	suit	-eating (u.m.)
grabber	-colored (u.m.)	lawnmower	-shaped (u.m.)
-grant (u.m.)	spur	<b>lay</b>	stalk
holding	<b>laryngo</b> (c.f.)	away (n., u.m.)	<b>lean</b>
lady	<i>all one word</i>	back (n., u.m.)	-faced (u.m.)
locked	<b>last</b>	-by (n.)	-looking (u.m.)
look	-born (u.m.)	down (n., u.m.)	-to (n., u.m.)
lord	-cited (u.m.)	-minded (u.m.)	<b>leap</b>
lubber	-ditcher	off (n., u.m.)	frog

#year	up (n., u.m.)	stream	water
<b>lease</b>	<b>letter</b>	style	<b>linch</b>
back (n., u.m.)	bomb	tide	bolt
hold	#carrier	time	pin
leased-line	drop	vest	<b>line</b>
<b>leather</b>	gram	wear (u.m.)	-bred (u.m.)
back	head	lift-off (n., u.m.)	-breed (v.)
-backed (u.m.)	-perfect (u.m.)	<b>light</b>	casting
-bound (u.m.)	press	-armed (u.m.)	crew
-brown (u.m.)	space	-clad (u.m.)	cut (printing)
-covered (u.m.)	writer	-colored (u.m.)	finder
head	<b>leuc(o)</b> (c.f.)	-drab (u.m.)	-item (u.m.)
neck	<i>all one word</i>	-draft (u.m.)	up (n., u.m.)
side	liberal-minded	face (printing)	walker
ware	(u.m.)	-footed (u.m.)	<b>link</b>
leavetaking	<b>lieutenant</b>	handed	up (n., u.m.)
lee-bow (v.)	#colonel	house#keeping	#up (v.)
<b>leech</b>	-colonelcy	(nautical)	<b>lion</b>
eater	#governor	#housekeeping	-bold (u.m.)
#rope	-governorship	(domestic)	-headed (u.m.)
<b>left</b>	<b>life</b>	mouthed	hearted
-bank (v.)	belt	-producing (u.m.)	-maned (u.m.)
#field (sports)	blood	ship	<b>lip</b>
-hand (u.m.)	boat	-struck (u.m.)	read
-handed (u.m.)	#buoy	weight (n., u.m.)	service
-hander	#cycle	-year	stick
most	-cycle (u.m.)	lighter-than-air	listener-in
-sided (u.m.)	drop	(u.m.)	<b>litho</b> (c.f.)
wing (political)	float	<b>like</b>	-offset
<b>leg</b>	giver	-looking (u.m.)	<i>rest one word</i>
band	giving	-minded (u.m.)	<b>little</b>
puller	guard	<b>lily</b>	-known (u.m.)
rope (v.)	hold	handed	neck (clam)
work	jacket	-shaped (u.m.)	-used (u.m.)
lend-lease (n., u.m.)	long	-white (u.m.)	<b>live</b>
<b>length</b>	#net	<b>lime</b>	#load
ways	raft	#juice	long
wise	ring	kiln	stock
<b>lepto</b> (c.f.)	saver	lighter	#wire
<i>all one word</i>	-size (u.m.)	pit	wire (nonliteral)
<b>let</b>	-sized (u.m.)	quat	<b>liver</b>
down (n., u.m.)	span	stone	-brown (u.m.)
off (n., u.m.)	spring	wash	-colored (u.m.)



wurst	-distance (u.m.)	looker-on	<b>lower</b>
living#room	-drawn (u.m.)	<b>loop</b>	case (printing)
loadmeter	felt	hole	#deck
loanword	hair (n.)	#knot	most
<b>lob</b>	-haired (u.m.)	stitch	<b>lug</b>
fig	hand (nonliteral)	<b>loose</b>	bolt
lolly	-handed (u.m.)	leaf (u.m.)	mark
lobster-tailed (u.m.)	-handled (u.m.)	mouthed	sail
<b>lock</b>	head (n.)	-tongued (u.m.)	lukewarm
box	horn (cattle)	<b>lop</b>	<b>lumber</b>
fast	-horned (u.m.)	-eared (u.m.)	jack
hole	johns	sided	#room
jaw	#jump	<b>loud</b>	<b>lumbo</b> (c.f.)
nut	leaf	mouthed	-ovarian
out (n., u.m.)	-leaved (u.m.)	#speaker (orator)	<i>rest one word</i>
pin	-legged (u.m.)	speaker (radio)	lumen-hour
ring	legs (n.)	-voiced (u.m.)	<b>lunch</b>
step	-lived (u.m.)	<b>love</b>	box
stitch	mouthed	bird	#hour
up (n., u.m.)	-necked (u.m.)	born	room
washer	nose (n.)	-inspired (u.m.)	time
locker#room	-nosed (u.m.)	#knot	lying-in (n., u.m.)
<b>lode</b>	-past (u.m.)	lorn	<b>M</b>
star	play (records)	seat	M-day
stone	playing (u.m.)	sick	macebearer
<b>log</b>	run (u.m.)	<b>low</b>	<b>machine</b>
book	shoreman	born	-finished (u.m.)
in	spun	boy	gun
jam	standing (u.m.)	bred	-hour
on	stitch	brow (nonliteral)	-made (u.m.)
off	#term (n.)	browed	#shop
roll	-term (u.m.)	(nonliteral)	#work
sheet	wave (radio)	-built (u.m.)	<b>macro</b> (c.f.)
loggerhead	ways	down (n., u.m.)	<i>all one word</i>
<b>logo</b> (c.f.)	wool (sheep)	-downer	<b>mad</b>
<i>all one word</i>	<b>look</b>	-lander	brain
<b>long</b>	down (n., u.m.)	-lived (u.m.)	cap
-awaited (u.m.)	-in (n., u.m.)	-lying (u.m.)	man (n.)
beard (n.)	out (n., u.m.)	-power (u.m.)	#money
-bearded (u.m.)	over (n., u.m.)	-pressure (u.m.)	<b>made</b>
-billed (u.m.)	#over (v.)	rise	-over (u.m.)
bow	through (n.,	#water	-up (u.m.)
cloth	u.m.)		

<b>magnetite</b>	-minor	manic-depressive	<b>master</b>
-basalt	<b>make</b>	manifold	#at#arms
-olivinite	-believe (n., u.m.)	<b>mantel</b>	mind
-spinellite	fast (n.)	piece	#of#ceremonies
<b>magneto</b> (c.f.)	over	shelf	piece
-optics	ready (printing)	tree	ship
<i>rest one word</i>	shift	<b>many</b>	#stroke
mahjong	up (n., u.m.)	-colored (u.m.)	#workman
<b>maid</b>	weight	-folded (u.m.)	mat-covered (u.m.)
#of#honor	<b>maker</b>	-layered (u.m.)	<b>match</b>
servant	-off	plies	book
<b>maiden</b>	-up	-sided (u.m.)	head
hair	making#up	mapreader	-lined (u.m.)
head	<b>mal</b> (c.f.)	<b>marble</b>	mark
hood	<i>all one word</i>	head	safe
#name	<b>man</b>	-looking (u.m.)	stick
<b>mail</b>	back	-topped (u.m.)	maxi (n.)
bag	-child	-white (u.m.)	<b>maxi</b> (pref.)
clad	-created (u.m.)	<b>mare's</b>	<i>all one word</i>
clerk	-day	-nest	<b>May</b>
guard	eater	-tail	#Day
-order (u.m.)	-fashion (u.m.)	<b>mark</b>	-day (u.m.)
pouch	-grown (u.m.)	down (n., u.m.)	pole
room	handle	off (n., u.m.)	tide
slot	hater	shot	<b>may</b>
truck	-high (u.m.)	up (n., u.m.)	be (adv.)
<b>main</b>	hole	<b>marker</b>	beetle
frame	-hour	-down	day (distress call)
mast	killer	-off	hap
pin	kind	-up	mealy-mouth
sail	-made (u.m.)	marketplace	<b>mean</b>
sheet	-minute	marrowbone	-acting (u.m.)
spring	-of-war (ship)	<b>marsh</b>	-spirited (u.m.)
stay	power	buck	time
stream	servant	mallow	(meanwhile)
(nonliteral)	-size (u.m.)	(confection)	#time
top	slaughter	#mallow (plant)	(astronomical)
topmast	slayer	<b>mass</b>	tone (u.m.)
#yard	stealer	-minded (u.m.)	while
<b>major</b>	stopper	-produce (v.)	<b>meat</b>
-domo	trap	<b>mast</b>	ball
#league	-woman	-brown (u.m.)	cutter
-leaguer	-year	head	-eater

-fed (u.m.)	<b>mess</b>	<b>middle</b>	dam
hook	hall	-aged (u.m.)	feed
-hungry (u.m.)	kit	breaker	hand
packer	room	brow (nonliteral)	-headed (u.m.)
works	tin	-burst (v.)	pond
wrapper	-up (n., u.m.)	buster	post
<b>mechanico</b> (c.f.)	<b>meta</b> (pref.)	#ear	race
<i>all one word</i>	<i>all one word</i>	#ground	ring
<b>medico</b> (c.f.)	<b>metal</b>	man (nonliteral)	stock
<i>all one word</i>	ammonium	most	stream
<b>medio</b> (c.f.)	-clad (u.m.)	-of-the-roader	wright
<i>all one word</i>	-coated (u.m.)	-sized (u.m.)	<b>milli</b> (c.f.)
<b>medium</b>	-lined (u.m.)	splitter	gram-hour
-brown (u.m.)	works	weight	<i>rest one word</i>
-size(d) (u.m.)	<b>meter</b>	midi (n.)	mincemeat
weight (n., u.m.)	-amperes	<b>midi</b> (pref.)	<b>mind</b>
<b>meek</b>	gram	<i>all one word</i>	#healer
-eyed (u.m.)	-kilogram	mighty-handed	-healing (u.m.)
hearted	-kilogram-second	(u.m.)	reader
-spirited (u.m.)	-millimeter	mil-foot	set (n.)
meetingplace	<b>metro</b> (c.f.)	<b>mild</b>	sight
<b>megalo</b> (c.f.)	<i>all one word</i>	-cured (u.m.)	<b>mine</b>
<i>all one word</i>	<b>mezzo</b>	-mannered (u.m.)	field
<b>melon</b>	graph	-spoken (u.m.)	layer
grower	relievo	<b>mile</b>	ship
-laden (u.m.)	soprano	-long (u.m.)	sweeper
-shaped (u.m.)	tint	-ohm	thrower
<b>melt</b>	<b>micro</b> (c.f.)	post	works
down (n., u.m.)	-organism	-pound	mini (n.)
water	<i>rest one word</i>	-ton	<b>mini</b> (pref.)
<b>men</b>	<b>mid</b> (c.f.)	-wide (u.m.)	<i>all one word</i>
folk	-American, etc.	<b>milk</b>	<b>minor</b>
kind	-April	-fed (u.m.)	#league
<b>meningo</b> (c.f.)	day	head	-leaguer
<i>all one word</i>	-decade	#run	minute#book
menu-driven	-dish	shake	<b>mirror</b>
<b>merry</b>	-ice	shed	-faced (u.m.)
-go-round	-level	sick	scope
meeting	-1958	sop	<b>mis</b> (pref.)
-minded (u.m.)	-Pacific, etc.	-white (u.m.)	<i>all one word</i>
meshbag	-Victorian, etc.	<b>mill</b>	mischiefmaking
<b>meso</b> (c.f.)	<i>rest one word</i>	cake	<b>mist</b>
<i>all one word</i>		course	bow

-clad (u.m.)	<b>mono</b> (c.f.)	mopping-up (u.m.)	van
-covered (u.m.)	-ideistic	<b>morning</b>	moundbuilder
fall	-iodo	#sickness	<b>mountain</b>
<b>miter</b>	-iodohydrin	#star	-high (u.m.)
#box	-ion	tide	side
-lock (v.)	-ousian	<b>mosquito</b>	top
<b>mix</b>	<i>rest one word</i>	-free (u.m.)	-walled (u.m.)
blood	<b>month</b>	#net	<b>mouse</b>
up (n.)	end	<b>moss</b>	-brown (u.m.)
mixing#room	long (u.m.)	back	-eared (u.m.)
mizzenmast	<b>moon</b>	-clad (u.m.)	-eaten (u.m.)
<b>mock</b>	beam	-green (u.m.)	hole
-heroic (u.m.)	blind	-grown (u.m.)	trap
#turtle	#blindness	head	<b>mouth</b>
up (n., u.m.)	blink	-lined (u.m.)	-filling (u.m.)
mockery-up	born	most-favored-nation	-made (u.m.)
<b>mocking</b>	-bright (u.m.)	(u.m.)	piece
stock	eye	<b>moth</b>	wash
-up (u.m.)	face	ball	<b>muck</b>
<b>mold</b>	gazing	-eaten (u.m.)	rake (v.)
made (u.m.)	glow	hole	raker
#shop	head	proof	sweat
<b>mole</b>	lighter	<b>mother</b>	<b>muco</b> (c.f.)
catcher	lit	board	<i>all one word</i>
-eyed (u.m.)	-mad (u.m.)	hood	<b>mud</b>
head	path	-in-law	bank
hill	rise	-of-pearl	bath
<b>money</b>	sail	<b>moto</b> (c.f.)	-colored (u.m.)
bag	set	<i>all one word</i>	flat
changer	shade	<b>motor</b>	flow
getter	shine	bike	guard
grubber	shot	bus	head
lender	sick	cab	hole
-mad (u.m.)	struck	cade	lark
maker	tide	car	sill
saver	walker	coach	slinger
<b>monkey</b>	-white (u.m.)	cycle	-splashed (u.m.)
-faced (u.m.)	moosecall	-driven (u.m.)	stain
nut	<b>mop</b>	jet	sucker
pod	head	-minded (u.m.)	track
pot	stick	#scooter	#turtle
shine	up (n., u.m.)	ship	muddlehead
#wrench	mopper-up	truck	

<b>mule</b>	puller	tie	fangled
back	rod	<b>necro</b> (c.f.)	-fashioned (u.m.)
#deer	-shaped (u.m.)	<i>all one word</i>	-front (v.)
skinner	-studded (u.m.)	<b>needle</b>	-made (u.m.)
<b>multi</b> (c.f.)	<b>name</b>	bill	-mown (u.m.)
<i>all one word</i>	-calling (u.m.)	case	-rich (u.m.)
multiple-purpose	-dropping (u.m.)	-made (u.m.)	newlywed
(u.m.)	plate	nose (pliers)	<b>news</b>
<b>muscle</b>	sake	point	boy
bound	<b>nano</b> (c.f.)	-shaped (u.m.)	case
power	<i>all one word</i>	-sharp (u.m.)	cast
<b>music</b>	naptime	worked	clip
lover	<b>narco</b> (c.f.)	ne'er-do-well	dealer
-mad (u.m.)	<i>all one word</i>	<b>neo</b> (c.f.)	#editor
maker	<b>narrow</b>	-Greek, etc.	letter
room	-mouthed (u.m.)	<i>rest one word</i>	paper
<b>musico</b> (c.f.)	minded	<b>nephro</b> (c.f.)	paper#work
<i>all one word</i>	<b>naso</b> (c.f.)	<i>all one word</i>	photo
<b>musk</b>	-occipital	<b>nerve</b>	print
#deer	-orbital	ache	reader
melon	<i>rest one word</i>	-celled (u.m.)	reel
#ox	nationwide	-racked (u.m.)	sheet
rat	native-born (u.m.)	<b>net</b>	stand
<b>mutton</b>	navy-blue (u.m.)	ball	story
#chop (meat)	naysayer	braider	teller
chop (shape)	<b>near</b>	-veined (u.m.)	<b>nick</b>
fist	by	work	-eared (u.m.)
head	-miss	#worth	name
<b>myria</b> (c.f.)	sighted	<b>nettle</b>	<b>nickel</b>
<i>all one word</i>	neat's-foot (u.m.)	fire	plate (v.)
<b>mytho</b> (c.f.)	<b>neck</b>	foot	-plated (u.m.)
<i>all one word</i>	band	some	-plating (u.m.)
<b>myxo</b> (c.f.)	bone	<b>neuro</b> (c.f.)	type
<i>all one word</i>	-breaking (u.m.)	<i>all one word</i>	<b>night</b>
<b>N</b>	cloth	<b>never</b>	-black (u.m.)
<b>nail</b>	-deep (u.m.)	-ending (u.m.)	#blindness
bin	fast	more	cap
brush	guard	theless	-clad (u.m.)
head	-high (u.m.)	<b>new</b>	clothes
-headed (u.m.)	hole	born	club
#hole	lace	-car (u.m.)	dress
print	line	comer	fall
	mold	-created (u.m.)	-fly (aviation) (v.)

-flying (u.m.)	<b>noble</b>	-led (u.m.)	<b>oat</b>
gown	-born (u.m.)	over (n., u.m.)	bin
-grown (u.m.)	-featured (u.m.)	pipe	cake
hawk	heartedness	ring	-fed (u.m.)
long (u.m.)	-looking (u.m.)	-thumbing (u.m.)	meal
mare	-minded (u.m.)	up (n., u.m.)	seed
#school	nol-pros (v.)	wheel	oathbreaker
shade	<b>non</b>	<b>note</b>	object-oriented
#shift	-civil-service	book	<b>oblong</b>
shirt	(u.m.)	#paper	-elliptic (u.m.)
side	-European, etc.	worthy	-leaved (u.m.)
tide	-interactive	notwithstanding	-linear (u.m.)
walker	-pros (v.)	<b>novel</b>	-ovate (u.m.)
<b>nimble</b>	#sequitur, etc.	-reading (u.m.)	-shaped (u.m.)
-fingered (u.m.)	-tumor-bearing	#writer	-triangular (u.m.)
footed	(u.m.)	-writing (u.m.)	<b>occipito</b> (c.f.)
nimbostratus	<i>as prefix, one</i>	<b>nucleo</b> (c.f.)	-otic
(clouds)	<i>word</i>	<i>all one word</i>	<i>rest one word</i>
<b>nine</b>	<b>none</b>	<b>nut</b>	<b>ocean</b>
fold	such	breaker	-born (u.m.)
#holes	theless	-brown (u.m.)	borne
-lived (u.m.)	<b>noon</b>	cake	-girdled (u.m.)
pin	day	cracker	going
score	tide	hatch	side
nitpicker	time	hook	-spanning (u.m.)
<b>nitro</b> (c.f.)	<b>north</b>	hook	<b>octo</b> (c.f.)
-hydro-carbon	-central (u.m.)	pecker	<i>all one word</i>
<i>rest one word</i>	east	pick	<b>odd</b>
<b>no</b>	going	-shaped (u.m.)	-jobber
-account (n., u.m.)	most	shell	-job man
-fault	-northeast	sweet	-looking (u.m.)
-fee	-sider	<b>O</b>	man (arbiter)
-good (n., u.m.)	<b>nose</b>	<b>oak</b>	-numbered (u.m.)
-hitter (n.)	bag	-beamed (u.m.)	<b>off</b>
how	bleed	-clad (u.m.)	-and-on (u.m.)
#man's land	bone	-green (u.m.)	beat
#one	dive	#leaf	cast
-par (u.m.)	down (n., u.m.)	-leaved (u.m.)	center (u.m.)
-par-value (u.m.)	gay	<b>oar</b>	color (u.m.)
-show (n., u.m.)	guard	-footed (u.m.)	-colored (u.m.)
-thoroughfare (n.)	high (u.m.)	lock	cut (printing)
whit	hole	oarsman	day
-year (funds)			-fall (v.)

-flavor (n., u.m.)	<b>ohm</b>	#butter	-step (dance)
-flow	-ammeter	#gear	-striper
-go (n.)	meter	#oil	time (formerly)
going	-mile	#strut	(u.m.)
grade	<b>oil</b>	<i>as combining</i>	-time (one action)
hand	#burner	<i>form, one word</i>	(u.m.)
-hours	cake	<b>olive</b>	-two-three
line	can	-brown (u.m.)	-way (u.m.)
loading	cloth	-clad (u.m.)	<b>onion</b>
look	coat	-drab (u.m.)	peel
-lying (u.m.)	cup	-growing (u.m.)	skin
peak	-driven (u.m.)	#oil	op-ed
print	-fed (u.m.)	-skinned (u.m.)	(newspaper)
put	field	wood	<b>open</b>
-reckoning (n.)	-forming (u.m.)	#wood (color)	-air (u.m.)
saddle	-harden (v.)	<b>omni</b> (c.f.)	-armed (u.m.)
scape	hole	-ignorant	-back (u.m.)
scour	meal	<i>rest one word</i>	-backed (u.m.)
scum	paper	<b>on</b>	band (yarn)
-season	proofing	-and-off (n., u.m.)	cast
set	seed	board (u.m.)	cut (mining)
shoot	#shale	-go (n.)	-end (u.m.)
shore	skinned	going	-ended
side	-soaked (u.m.)	line#service	-faced (u.m.)
site	spill (n.)	site	handed
-sorts (n.)	stove	<i>noun, adjective,</i>	#house
spring	-temper (v.)	<i>one word</i>	minded
stage	tightness	<b>once</b>	mouthed
street	#well	-over (n.)	#shop
take	<b>old</b>	-run (u.m.)	side (u.m.)
-the-record (u.m.)	-fashioned (u.m.)	<b>one</b>	-sided (u.m.)
type	-fogy (u.m.)	-armed (u.m.)	worked
-wheel (n.)	-growing (u.m.)	-decker	<b>opera</b>
-wheeler (n.)	-looking (u.m.)	-eyed (u.m.)	goer
-white (u.m.)	#maid	fold	going
#year	-maidish (u.m.)	-half	#house
<b>office</b>	#man	-handed (u.m.)	operating#system
#boy	-new	ness	<b>ophthalgo</b> (c.f.)
holder	style (printing)	-piece (u.m.)	<i>all one word</i>
seeker	timer	self	<b>orange</b>
-seeking (u.m.)	#woman	-sided (u.m.)	ade
oftentimes	-young	-sidedness	colored (u.m.)
ofttimes	<b>oleo</b>	signed (u.m.)	peel

-red (u.m.) stick orchard#house orderly#room <b>organo</b> (c.f.) <i>all one word</i> <b>ornitho</b> (c.f.) <i>all one word</i> orrisroot <b>ortho</b> (c.f.) <i>all one word</i> <b>osteo</b> (c.f.) <i>all one word</i> <b>other</b> wise #world worldly <b>oto</b> (c.f.) <i>all one word</i> <b>out</b> -and-out (u.m.) -and-outer (n.) -loud (u.m.) -Machiavelli, etc. migration -of-date (u.m.) -of-door(s) (u.m.) -of-State (u.m.) -of-the-way (u.m.) placement -to-out (u.m.) <i>as prefix, one word</i> <b>outer</b> -city (u.m.) #man most wear <b>outward</b> -bound (u.m.) -bounder <b>ovate</b> -acuminate (u.m.)	-oblong (u.m.) <b>ovato</b> (c.f.) -oblong -orbicular <i>rest one word</i> <b>oven</b> baked dried peel ware <b>over</b> age (surplus) age (older) (n., u.m.) all (n., u.m.) -the-counter (u.m.) <i>as combining form, one word</i> owl-eyed (u.m.) <b>ox</b> biter blood (color) bow brake cart cheek eye -eyed (u.m.) gall harrow hide horn shoe tail #team <b>oxy</b> (c.f.) <i>all one word</i> <b>oyster</b> bed #crab house root	seed shell -white (u.m.) <b>P</b> <b>pace</b> maker #setter -setting (u.m.) <b>pachy</b> (c.f.) <i>all one word</i> <b>pack</b> builder cloth horse -laden (u.m.) sack saddle staff thread up (n., u.m.) packing#box padlock paddlefoot <b>page</b> -for-page (u.m.) #proof (printing) painkiller painstaking <b>paint</b> box brush mixer pot spray stained (u.m.) <b>pale</b> belly -blue (u.m.) buck -cheeked (u.m.) face (n.) -faced (u.m.)	-looking (u.m.) -reddish (u.m.) <b>paleo</b> (c.f.) -Christian, etc. <i>rest one word</i> pallbearer <b>palm</b> -green (u.m.) #leaf #oil -shaded (u.m.) <b>palmi</b> (c.f.) <i>all one word</i> <b>pan</b> -American, etc. -broil (v.) #ice <i>rest one word</i> <b>Pan</b> #American Union hellenic panel-lined (u.m.) panic-stricken (u.m.) <b>panto</b> (c.f.) <i>all one word</i> panty hose <b>paper</b> back (n.) #box #carrier cutter hanger shell (n., u.m.) -shelled (u.m.) -thin (u.m.) weight -white (u.m.) papier#mache <b>para</b> (c.f. or pref.) -analgesia -anesthesia legal
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medic <i>rest one word</i>	-feeding (u.m.) -filled (u.m.) #play	jacket nut pod shooter -sized (u.m.) stick	head knife manship #name point pusher rack script -shaped (u.m.) stock trough
<b>parcel</b> #carrier -plate (v.) #post	<b>paste</b> down (n., u.m.) pot up (n., u.m.)	<b>peace</b> -blessed (u.m.) breaker -loving (u.m.) maker #pipe time	<b>pencil</b> #box holder -mark (v.)
<b>parchment</b> -covered (u.m.) #maker -making (u.m.)	pastureland patent-in-fee <b>path</b> breaker finder way	<b>peach</b> bloom blow (color) -colored (u.m.) pear-shaped (u.m.)	<b>penny</b> -a-liner pincher weight winkle worth pent-up (u.m.)
<b>parieto</b> (c.f.) -occipital <i>rest one word</i>	<b>patho</b> (c.f.) <i>all one word</i>	<b>pearl</b> -eyed (u.m.) fishing -pure (u.m.) -set (u.m.) -studded (u.m.) -white (u.m.)	<b>penta</b> (c.f.) -acetate <i>rest one word</i>
parimutuel	<b>patri</b> (c.f.) <i>all one word</i>	<b>peat</b> -roofed (u.m.) moss stack	<b>pepper</b> corn #jelly mint pot -red (u.m.)
<b>park</b> #forest land way	<b>patrol</b> man #wagon pattycake	<b>pebble</b> -paved (u.m.) -strewn (u.m.) peeloff (n., u.m.)	peptalk
<b>part</b> -finished (u.m.) #owner -time (u.m.) -timer (n.) #way	<b>pawn</b> broker shop	<b>peep</b> eye hole show sight	<b>per</b> #annum cent #centum compound (chemical) current (botanical) #diem salt (chemical)
<b>parti</b> (c.f.) <i>all one word</i>	<b>pay</b> back (n., u.m.) check #cut day dirt load off (n., u.m.) out (n., u.m.) #raise roll sheet -TV	<b>peer-to-peer</b> pegleg pellmell	<b>se</b> #se
party#line	<b>pea</b> #coal coat cod -green (u.m.) hen	<b>pen</b> -cancel (v.)	
<b>parvi</b> (c.f.) <i>all one word</i>			
<b>pass</b> back (n.) book key out (n., u.m.) port through (n., u.m.) way word			
passenger-mile passer(s)-by			
<b>passion</b> -driven (u.m.)			

sulfide  
**peri** (pref.)  
 -insular  
*rest one word*  
 permafrost  
**pest**  
 hole  
 -ridden (u.m.)  
 peacock  
**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  
 top  
**pilot**  
 #boat  
 house  
 #light  
**pin**  
 ball  
 block  
 bone  
 case  
 cushion  
 -eyed (u.m.)  
 fall  
 feather  
 fire  
 fold  
 head  
 hold  
 hole  
 hook  
 lock  
 paper  
 point  
 prick  
 rail  
 setter  
 spot  
 stripe

-tailed (u.m.)	#valve	<b>plane</b>	room
up (n., u.m.)	<b>pit</b>	#curve	script
wheel	#boss	load	suit
<b>pinch</b>	#bull	-mile	thing
back	-eyed (u.m.)	-parallel (u.m.)	time
bar	fall	table (surveying)	wright
beck	head	<b>plani</b> (c.f.)	#yard
cock	-headed (u.m.)	<i>all one word</i>	<b>pleasure</b>
fist	hole	<b>plano</b> (c.f.)	-bent (u.m.)
-hit (v.)	mark	<i>all one word</i>	#boat
-hitter	-marked (u.m.)	<b>plant</b>	-seeking (u.m.)
penny	-rotted (u.m.)	#food	-tired (u.m.)
<b>pine</b>	saw	life	-weary (u.m.)
apple	side	site	<b>pleo</b> (c.f.)
-bearing (u.m.)	<b>pitch</b>	plasterboard	<i>all one word</i>
-clad (u.m.)	-black (u.m.)	<b>plate</b>	<b>pleuro</b> (c.f.)
#cone	blende	cutter	<i>all one word</i>
-fringed (u.m.)	#box	#glass	<b>plow</b>
#needle	-colored (u.m.)	-incased (u.m.)	back (n., u.m.)
#oil	-dark (u.m.)	layer	-bred (u.m.)
-shaded (u.m.)	#darkness	mark	hand
#tar	fork	#proof (printing)	horse
<b>pink</b>	hole	-roll (v.)	pan
-blossomed (u.m.)	-lined (u.m.)	-rolled (u.m.)	point
eye (n.)	man	<b>platy</b> (c.f.)	-shaped (u.m.)
-eyed (u.m.)	-marked (u.m.)	<i>all one word</i>	share
<b>pipe</b>	out (n., u.m.)	<b>play</b>	shoe
-drawn (u.m.)	#pipe	-act (v.)	sole
dream	up (n., u.m.)	back (n., u.m.)	staff
fitter	<b>place</b>	bill	#tail
layer	card	book	wright
line	kick	boy	<b>plug</b>
-shaped (u.m.)	plague-infested	broker	-and-play
stem	(u.m.)	day	hole
walker	<b>plain</b>	down (n., u.m.)	-in (n., u.m.)
welder	back (fabric)	fellow	tray
<b>pisci</b> (c.f.)	-bodied (u.m.)	goer	-ugly (n., u.m.)
<i>all one word</i>	clothes (u.m.)	going	plumblin
pistol-whipped (v.)	clothesman	ground	plume-crowned
<b>piston</b>	-headed (u.m.)	mate	(u.m.)
head	-looking (u.m.)	off (n., u.m.)	<b>pluri</b> (c.f.)
#pin	-spoken (u.m.)	pen	<i>all one word</i>
#rod	woven (u.m.)	reader	

**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  
fish  
#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  
(nonliteral)

#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

potato#field

**poultry**#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  
-agency  
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.)

punctureproof

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.)

<b>putter</b>	queen#bee	telephone	<b>range</b>
-forth	<b>quick</b>	<b>rag</b>	finder
-in	-change (u.m., v.)	bolt	#light
-off	-drawn (u.m., v.)	#doll	rider
-on	freeze (u.m., v.)	-made (u.m.)	<b>rapid</b>
-out	lime	sorter	#fire
-through	sand	tag	#transit
-up	set	time	<b>rash</b>
<b>pyo</b> (c.f.)	silver	<b>rail</b>	-brained (u.m.)
<i>all one word</i>	step	bird	-headed (u.m.)
<b>pyro</b> (c.f.)	#time	car	-hearted (u.m.)
<i>all one word</i>	-witted (u.m.)	guard	-minded (u.m.)
<b>Q</b>	<b>quin</b> (c.f.)	head	<b>rat</b>
<b>Q</b>	<i>all one word</i>	-ridden (u.m.)	bite
-boat	<b>quit</b>	road	catcher
-fever	claim	setter	hole
<b>quadri</b> (c.f.)	rent	splitter	-infested (u.m.)
-invariant	<b>R</b>	#train	#race
<i>rest one word</i>	<b>rabbit</b>	way#maker	-tailed (u.m.)
quarystone	-backed (u.m.)	wayman	-tight (u.m.)
<b>quarter</b>	-eared (u.m.)	<b>rain</b>	trap
-angled (u.m.)	#fever	band	<b>rate</b>
back	#foot	-beaten (u.m.)	#cutter
-bloom (u.m.)	mouth	bow	-cutting (u.m.)
#boards	-mouthed (u.m.)	check	-fixing (u.m.)
-bound (u.m.)	skin	coat	payer
-breed (u.m.)	<b>race</b>	drop	-raising (u.m.)
-cast (u.m.)	about (n., u.m.)	fall	setting
-cut (u.m.)	course	#forest	<b>rattle</b>
deck	goer	-soft (u.m.)	brain
-miler	horse	spout	snake
#note	track	storm	trap
pace	way	wash	<b>raw</b>
-phase (u.m.)	radarscope	water	boned
saw (v.)	<b>radio</b>	rakeoff (n., u.m.)	-edged (u.m.)
staff	<i>generally two</i>	<b>ram</b>	hide
stretch	<i>words except</i>	jet	-looking (u.m.)
-yearly (u.m.)	<i>the following</i>	rod	<b>razor</b>
<b>quartermaster</b>	<i>forms</i>	shackle	back
#general	frequency	<b>ranch</b>	-billed (u.m.)
-generalship	isotope	#hand	#blade
<b>quasi</b>	isotope	house	edge
<i>all hyphenated</i>	telegraph	Random-access	-keen (u.m.)

-sharp (u.m.)	-billed (u.m.)	<b>rhino</b> (c.f.)	<b>ring</b>
strop	-blooded (u.m.)	<i>all one word</i>	-adorned (u.m.)
razzle-dazzle	bone	<b>rhizo</b> (c.f.)	-banded (u.m.)
<b>re</b> (pref.)	buck	<i>all one word</i>	-billed (u.m.)
-cover (cover again)	cap (porter)	<b>rhod(o)</b> (c.f.)	bolt
-create (create again), etc.	coat (n.)	<i>all one word</i>	giver
-cross-examination	eye (n.)	<b>rhomb(o)</b> (c.f.)	head
-ice	-eyed (u.m.)	<i>all one word</i>	-in (n., u.m.)
-ink	-faced (u.m.)	<b>rice</b>	lead (v.)
-redirect	-haired (u.m.)	growing	leader
evaluate, process, etc.	handed	#water	-necked (u.m.)
<i>rest one word</i>	head (n.)	<b>rich</b>	-off (n., u.m.)
reading#room	-hot (u.m.)	-bound (u.m.)	pin
<b>read</b>	-legged (u.m.)	-clad (u.m.)	-porous (u.m.)
out (n.)	#line (literal)	-looking (u.m.)	-shaped (u.m.)
through (n., u.m.)	#man	rickrack	side
README	out (n., u.m.)	<b>ridge</b>	sight
<b>ready</b>	-skinned (u.m.)	band	stand
-built (u.m.)	tape (nonliteral)	pole	stick
-handed (u.m.)	#tape (literal)	top	-tailed (u.m.)
made (u.m.)	-throated (u.m.)	riffraff	-up (n., u.m.)
-mix (u.m.)	-yellow (u.m.)	rifleshot	worm
#reference	reformat	<b>rig</b>	<b>rip</b>
room	regionwide	out (n., u.m.)	cord
-witted (u.m.)	<b>religio</b> (c.f.)	-up (n., u.m.)	-off (n., u.m.)
<b>rear</b>	<i>all one word</i>	<b>right</b>	rap
#end	remote-access	about	roaring
guard	repair#shop	about-face	sack
most	<b>representative</b>	-angle (u.m., v.)	saw
view (u.m.)	#at#large	-angled (u.m.)	snorter
ward	-elect	#away	tide
reception#room	research#worker	#field (sports)	-up (n., u.m.)
recordbreaker	<b>resino</b> (c.f.)	-handed (u.m.)	<b>river</b>
<b>recti</b> (c.f.)	<i>all one word</i>	-hander	bank
<i>all one word</i>	<b>retro</b> (c.f.)	-headed (u.m.)	bed
<b>recto</b> (c.f.)	-ocular	most	#bottom
<i>all one word</i>	-omental	-of-way	flow
<b>red</b>	-operative	wing (political)	-formed (u.m.)
bait (v.)	-oral	<b>rim</b>	front
	<i>rest one word</i>	-deep (u.m.)	head
	<b>rheo</b> (c.f.)	fire	scape
	<i>all one word</i>	lock	side
		rock	wash

-worn (u.m.)	off (n., u.m.)	bush	roughing-in (u.m.)
<b>road</b>	-on (n., u.m.)	head	<b>round</b>
bank	out (n., u.m.)	-headed (u.m.)	about (n., u.m.)
bed	over (n., u.m.)	-scented (u.m.)	about-face
block	top	-sweet (u.m.)	-faced (u.m.)
builder	up (n., u.m.)	tan	head
head	<b>roller</b>	#water	-made (u.m.)
hog	#blade	<b>rotor</b>	mouthed
kill	#coaster	craft	nose (tool)
map	-made (u.m.)	ship	out (n., u.m.)
#runner (bird)	-milled (u.m.)	<b>rotten</b>	robin (petition)
#show	#skate	-dry (u.m.)	seam
side	<b>Romano</b> (c.f.)	-minded (u.m.)	table (panel)
-test (v.)	-canonical, etc.	<b>rough</b>	-tailed (u.m.)
way	-Gallic, etc.	-and-ready (u.m.)	-topped (u.m.)
-weary (u.m.)	<b>roof</b>	-and-tumble (n., u.m.)	#trip
<b>rock</b>	garden	cast (u.m., v.)	-tripper
abye	line	-coat (v.)	up (n., u.m.)
bottom	top	-cut (u.m.)	<b>rub</b>
(nonliteral)	tree	draw (v.)	-a-dub
#climber	<b>room</b>	dress (v.)	down (n., u.m.)
-climbing (u.m.)	#clerk	dry (u.m., v.)	<b>rubber</b>
fall (n.)	keeper	-face (v.)	band
-fallen (u.m.)	mate	-faced (u.m.)	-down
fill	roominghouse	hew	-lined (u.m.)
firm	<b>root</b>	house	neck
pile	bound	-legged (u.m.)	-off
-ribbed (u.m.)	cap	-looking (u.m.)	-set (u.m.)
#salt	-cutting (u.m.)	neck	stamp
shaft	fast	rider	(nonliteral) (n., u.m., v.)
slide	hold	setter	#stamp (n.)
rod-shaped (u.m.)	#mean#square	shod	-stamped (u.m.)
<b>roe</b>	#rot	-sketch (v.)	<b>ruby</b>
buck	stalk	stuff	-hued (u.m.)
#deer	stock	tailed	-red (u.m.)
<b>roentgeno</b> (c.f.)	<b>rope</b>	#work (n.)	-set (u.m.)
<i>all one word</i>	dance	work (v.)	-throated (u.m.)
<b>roll</b>	layer	wrought	<b>rudder</b>
about (n., u.m.)	stitch	<b>rougher</b>	head
back (n., u.m.)	walk	-down	hole
call	<b>rose</b>	-out	post
-fed (v.)	-bright (u.m.)	-up	stock
film	bud		



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	<b>scale</b>	-trained (u.m.)	play
<b>sans</b>	bark	#year	<b>screw</b>
#serif	down (n., u.m.)	<b>scientifico</b> (c.f.)	ball
#souci	pan	<i>all one word</i>	bolt
<b>sapphire</b>	-reading (u.m.)	<b>scissor</b>	cap
-blue (u.m.)	scapegoat	bill	down (u.m.)
-colored (u.m.)	<b>scapulo</b> (c.f.)	-tailed (u.m.)	drive (v.)
<b>sarco</b> (c.f.)	<i>all one word</i>	-winged (u.m.)	-driven (u.m.)
<i>all one word</i>	<b>scar</b>	<b>scissors</b>	driver
sashcord	-clad (u.m.)	hold	head
<b>satin</b>	face	-shaped (u.m.)	hook
#cloth	-faced (u.m.)	#smith	jack
-lined (u.m.)	#tissue	<b>sclero</b> (c.f.)	-lifted (u.m.)
-smooth (u.m.)	<b>scare</b>	-oophoritis	nut
<b>sauce</b>	crow	-optic	ship
dish	head	<i>rest one word</i>	#thread
pan	scarfpin	<b>score</b>	-threaded (u.m.)
<b>sauer</b>	<b>scarlet</b>	board	-turned (u.m.)
braten	-breasted (u.m.)	book	<b>scroll</b>
kraut	#fever	card	-back
save-all (n., u.m.)	-red (u.m.)	sheet	head
<b>saw</b>	<b>scatter</b>	scot-free	work
back	brain	<b>Scoto</b> (c.f.)	scuttlebutt
belly	good	-Britannic, etc.	scythe-shaped
bill (bird)	#rug	Scotsman	(u.m.)
-billed (u.m.)	<b>scene</b>	<b>scout</b>	<b>sea</b>
bones (n.)	shifter	#badge	#base
buck	wright	#car	-based (u.m.)
dust	<b>schisto</b> (c.f.)	hood	-bathed (u.m.)
-edged (u.m.)	<i>all one word</i>	master	beach
horse	<b>schizo</b> (c.f.)	<b>scrap</b>	-beaten (u.m.)
setter	<i>all one word</i>	basket	bed
timber	<b>school</b>	book	#bird
tooth	bag	#paper	-blue (u.m.)
-toothed (u.m.)	#board	works	board
<b>sax</b>	book	<b>scratch</b>	#boat
cornet	bus	brush	-born (u.m.)
horn	children	-brusher	borne
tuba	day	-coated (u.m.)	bound
<b>say</b>	-made (u.m.)	#pad	-bred (u.m.)
-nothing (n., u.m.)	mate	#test	coast
-so (n.)	ship	<b>screen</b>	-deep (u.m.)
	teacher	out (n., u.m.)	dog

-driven (u.m.)	<b>search</b>	less	<b>servo</b>
drome	#engine	ness	accelerometer
-encircled (u.m.)	light	same	amplifier
fare (food)	plane	<i>reflexive prefix,</i>	control
fighter	<b>seat</b>	<i>use hyphen</i>	mechanism
#floor	belt	<b>sell</b>	motor
folk	#cover	off (n., u.m.)	system
food	-mile	out (n., u.m.)	<b>sesqui</b> (c.f.)
front	<b>second</b>	<b>semi</b> (pref.)	<i>all one word</i>
girt	-class (u.m.)	-armor-piercing	<b>set</b>
goer	-degree (u.m.)	(u.m.)	-aside (n., u.m.)
going	-foot	-Christian, etc.	back (n., u.m.)
hound	-guess (v.)	-idleness	bolt
lane	hand (adv., u.m.)	-indirect, etc.	down (n., u.m.)
#level	#hand (n.)	annual, arid, etc.	-fair (n.)
lift	#in#command	<i>rest one word</i>	head
#lion	-rate (u.m.)	<b>send</b>	-in (n., u.m.)
mark	#sight	off (n., u.m.)	off (n., u.m.)
port	-sighted (u.m.)	out (n., u.m.)	-on (n., u.m.)
quake	Secret Service	<b>senso</b> (c.f.)	out (n., u.m.)
#room	<b>secretary</b>	<i>all one word</i>	over (n., u.m.)
scape	#general	<b>septi</b> (c.f.)	pin
#scout	-generalcy	<i>all one word</i>	screw
scouting	-generalship	<b>septo</b> (c.f.)	-stitched (u.m.)
shell	section#man	<i>all one word</i>	-to (n., u.m.)
shine	<b>seed</b>	sergeant#at#arms	up (n., u.m.)
shore	bed	<b>serio</b> (c.f.)	<b>setter</b>
sick	cake	<i>all one word</i>	-forth
side	case	<b>sero</b> (c.f.)	-in
stroke	coat	<i>all one word</i>	-on
#time (clock)	kin	<b>serrate</b>	-out
wall	stalk	-ciliate (u.m.)	-to
weed	<b>seer</b>	-dentate (u.m.)	-up
wing	band	server-based	<b>seven</b>
worn	hand	<b>service</b>	-branched (u.m.)
worthiness	sucker	-connected (u.m.)	fold
-wrecked (u.m.)	seesaw	man	penny (nail)
<b>seam</b>	<b>seismo</b> (c.f.)	#man#and	score
blasting	<i>all one word</i>	#woman	-shooter
rend (v.)	<b>self</b>	member	-up (n.)
stitch	dom	person	severalfold
weld (v.)	-extracting	wide	<b>shade</b>
-welded (u.m.)	hood	woman	-giving (u.m.)

-grown (u.m.)	-witted (u.m.)	hole	shine
<b>shadow</b>	shavetail	-like	store
boxing	<b>shear</b>	shocked	string
gram	pin	shelterbelt	tree
graph	waters	shield-shaped	shootoff (n., u.m.)
#line	shedhand	(u.m.)	<b>shop</b>
<b>shag</b>	<b>sheep</b>	shilly-shally	folk
bark	biter	<b>shin</b>	lifter
-haired (u.m.)	crook	bone	-made (u.m.)
#rug	dip	guard	mark
<b>shake</b>	#dog	plaster	owner
down (n., u.m.)	faced	shiner-up	-soiled (u.m.)
out (n., u.m.)	#farm	<b>ship</b>	talk
up (n., u.m.)	fold	breaker	walker
<b>shallow</b>	gate	broken	window
-draft (u.m.)	herder	broker	<b>shore</b>
-headed (u.m.)	hook	builder	#bird
<b>shame</b>	kill	lap	#boat
-crushed (u.m.)	-need (u.m.)	mast	fast
faced	nose (apple)	owning	going
<b>shank</b>	pen	-rigged (u.m.)	#leave
bone	shank	shape	side
#mill	shear (v.)	side	<b>short</b>
shapeup (n., u.m.)	shearer (n.)	wreck	-armed (u.m.)
<b>share</b>	shed	<b>shipping</b>	bread
bone	stealer	#master	cake
broker	walk	#room	change (v.)
cropper	-white (u.m.)	<b>shirt</b>	changer
holder	<b>sheer</b>	band	#circuit
out (n., u.m.)	off (n., u.m.)	#sleeve	-circuited (u.m.)
ware	up (n., u.m.)	tail	coming
<b>sharp</b>	<b>sheet</b>	waist	cut (n., u.m., v.)
-angled (u.m.)	block	<b>shock</b>	fall (n.)
-cut (u.m.)	flood	#therapy	-fed (u.m.)
-edged (u.m.)	#glass	#troops	hand (writing)
-freeze (u.m., v.)	rock	#wave	-handed (u.m.)
-freezer	ways	<b>shoe</b>	head (whale)
-looking (u.m.)	<b>shell</b>	black	horn (n., u.m.)
naysayer	back	brush	-horned (u.m.)
-set (u.m.)	burst	horn	-lasting (u.m.)
shod	fire	lace	leaf (u.m.)
shooter	fishery	pack	-lived (u.m.)
-tailed (u.m.)	#game	scraper	rib

run (u.m.)	shuttlecock	walk	-witted (u.m.)
sighted	<b>sick</b>	wall	simulcast
staff	bay	-wheeler	<b>sin</b>
stop	bed	winder	-born (u.m.)
#term	#call	<b>sight</b>	-bred (u.m.)
-term (u.m.)	#leave	hole	sine#die
wave (radio)	list	read	<b>single</b>
<b>shot</b>	room	saver	bar
gun	sickle-cell (u.m.)	seeing	-breasted (u.m.)
hole	<b>side</b>	setter	-decker
put	arms	<b>sign</b>	-edged (u.m.)
star	band	off (n., u.m.)	handed
<b>shoulder</b>	board	-on (n., u.m.)	hood
#belt	bone	post	-loader
#blade	burns	up (n., u.m.)	-minded (u.m.)
-high (u.m.)	car	<b>silico</b> (c.f.)	-phase (u.m.)
#strap	check	<i>all one word</i>	-seater
<b>show</b>	-cut (u.m.)	<b>silk</b>	stick
boat	dress (v.)	#screen	#stitch
card	flash	-stockinged (u.m.)	tree
case	head (printing)	works	singsong
down (n., u.m.)	hill	siltpan	<b>sink</b>
off (n., u.m.)	hook	<b>silver</b>	head
piece	kick	-backed (u.m.)	hole
place	lap	beater	<b>Sino</b> (c.f.)
room	#light (literal)	-bright (u.m.)	-Japanese, etc.
through	light (nonliteral)	fish	<b>sister</b>
(printing) (n.,	#line (literal)	-gray (u.m.)	-german
u.m.)	line (nonliteral)	-haired (u.m.)	hood
up (n., u.m.)	long	-lead (u.m.)	-in-law
shredout (n., u.m.)	note	-leaved (u.m.)	<b>sit</b>
<b>shroud</b>	plate	plate (v.)	down (n., u.m.)
-laid (u.m.)	play	-plated (u.m.)	-downer
plate	saddle	point (drawing)	fast (n., u.m.)
<b>shut</b>	show	print	-in
away (n., u.m.)	slip	tip	up (n., u.m.)
down (n., u.m.)	splitting	-tongued (u.m.)	<b>sitter</b>
eye (n., u.m.)	step	top	-by
-in (n., u.m.)	stitch	simon-pure (u.m.)	-in
-mouthed (u.m.)	-stitched (u.m.)	<b>simple</b>	-out
off (n., u.m.)	sway	-headed (u.m.)	sitting#room
out (n., u.m.)	swipe	-minded (u.m.)	<b>sitz</b>
up (u.m.)	track	-rooted (u.m.)	#bath

mark	slab-sided (u.m.)	-looking (u.m.)	-motion (u.m.)
<b>six</b>	<b>slack</b>	sleetstorm	mouthed
-cylinder (u.m.)	-bake (v.)	sleeveband	poke
fold	-filled (u.m.)	sleuthhound	#time
penny (nail)	#water	<b>slide</b>	up (n., u.m.)
-ply (u.m.)	slambang	film	-witted (u.m.)
-shooter	slant-eyed (u.m.)	knot	<b>sluice</b>
-wheeler	<b>slap</b>	#rule	box
sizeup (n., u.m.)	bang	<b>sling</b>	#gate
<b>ski</b>	dab	ball	<b>slum</b>
#jump	dash	shot	dweller
#lift	down (n., u.m.)	<b>slip</b>	gullion
plane	happy	along (u.m.)	gum
#suit	jack	band	lord
<b>skid</b>	stick	case	slumber-bound
lift (truck)	-up (n., u.m.)	cover	(u.m.)
road	<b>slate</b>	knot	<b>small</b>
#row	-blue (u.m.)	#law	#arms
<b>skin</b>	-colored (u.m.)	-on (n., u.m.)	#businessman
-clad (u.m.)	works	#proof (printing)	pox
deep	<b>slaughter</b>	proof	-scale (u.m.)
diver	house	ring	sword
flint	pen	sheet	talk
-graft (v.)	<b>slave</b>	shod	-time (u.m.)
skipjack	-born (u.m.)	sole	town (u.m.)
skirtmarker	-deserted (u.m.)	step	<b>smart</b>
skullcap	holding	stitch	#aleck
<b>skunk</b>	#market	stream	-alecky (u.m.)
head	owner	-up (n., u.m.)	-looking (u.m.)
top	pen	washer	#set
<b>sky</b>	<b>Slavo</b> (c.f.)	<b>slit</b>	-tongued (u.m.)
-blue (u.m.)	-Hungarian, etc.	-eyed (u.m.)	smashup (n., u.m.)
gazer	<b>sledge</b>	shell	smearcase
-high (u.m.)	#hammer	#skirt	<b>smoke</b>
jacker	-hammered (u.m.)	<b>slop</b>	-blinded (u.m.)
lift	meter	-molded (u.m.)	bomb
look (v.)	<b>sleep</b>	seller	chaser
rocket	-filled (u.m.)	slopeways	-dried (u.m.)
sail	talker	<b>slow</b>	-dry (v.)
scape	walker	belly	-dyed (u.m.)
scraper	<b>sleepy</b>	down (n., u.m.)	-filled (u.m.)
shine	-eyed (u.m.)	-footed (u.m.)	house
writer	head	going	jack

jumper	-nosed (u.m.)	snuffbox	-boiled (u.m.)
-laden (u.m.)	sniperscope	<b>so</b>	#coal
pot	snooperscope	-and-so	#copy
screen	<b>snow</b>	beit (n., conj.)	#drink
stack	ball	-called (u.m.)	#goods
smoking#room	bank	-seeming (u.m.)	head
<b>smooth</b>	berg	-so	-pedal (v.)
bore	blind	<b>soap</b>	-shelled (u.m.)
-browed (u.m.)	#blindness	box	-soap (nonliteral)
-cast (u.m.)	blink	bubble	(v.)
-mouthed (u.m.)	block	dish	-soaper
-tongued (u.m.)	-blocked (u.m.)	flakes	(nonliteral) (n.)
-working (u.m.)	blower	#opera	-spoken (u.m.)
snackbar	break	rock	tack
<b>snail</b>	capped	stock	ware
-paced (u.m.)	-choked (u.m.)	suds	wood
-slow (u.m.)	clad (u.m.)	<b>sob</b>	<b>sole</b>
snail's#pace	#cover	#sister	cutter
<b>snake</b>	-covered (u.m.)	#story	plate
bite	drift	<b>sober</b>	<b>somato</b> (c.f.)
-bitten (u.m.)	fall	-minded (u.m.)	<i>all one word</i>
-eater	field	sides	<b>some</b>
-eyed (u.m.)	flake	<b>social</b>	day
head	line	#work	how
hole	melt	#worker	one (anyone)
pit	-melting (u.m.)	<b>socio</b> (c.f.)	#one (distributive)
<b>snap</b>	mobile	-official	place (adv.)
dragon	pack	economic, etc.	time (adv., u.m.)
head	pit	<b>sod</b>	#time (some time)
hook	plow	buster	ago)
-on (n., u.m.)	scape	culture	what
out (n.)	shade	#house	son-in-law
ring	shed	<b>soda</b>	<b>song</b>
roll	shine	jerk	bird
shooter	shoe	#pop	fest
shot	sled	#water	writer
-up (u.m.)	slide	<b>sofa</b>	sonobuoy
<b>snapper</b>	slip	#bed	<b>sooth</b>
-back	storm	#maker	fast
-up	suit	-making (u.m.)	sayer
<b>snipe</b>	-topped (u.m.)	-ridden (u.m.)	<b>sore</b>
bill	#water	<b>soft</b>	-eyed (u.m.)
#eel	-white (u.m.)	ball	foot (n.)

footed (u.m.)	west	trap	-legged (u.m.)
head (n., u.m.)	soybean	up (n., u.m.)	legs
sorry-looking (u.m.)	<b>sow</b>	<b>spell</b>	shanks
<b>soul</b>	back	binding	<b>spine</b>
-deep (u.m.)	belly	check	bone
mate	<b>space</b>	down (n., u.m.)	-broken (u.m.)
-searching (u.m.)	bar	-free (u.m.)	-pointed (u.m.)
sick	craft	<b>spend</b>	<b>spino</b> (c.f.)
<b>sound</b>	-cramped (u.m.)	-all (n.)	-olivary
-absorbing (u.m.)	#key	thrift	<i>rest one word</i>
#field	mark	<b>spermato</b> (c.f.)	<b>spirit</b>
film	ship	<i>all one word</i>	-born (u.m.)
-minded (u.m.)	#time	<b>spermo</b> (c.f.)	-broken (u.m.)
off (n., u.m.)	<b>spade</b>	<i>all one word</i>	#writing
track	-dug (u.m.)	<b>spheno</b> (c.f.)	<b>spit</b>
#wave	foot	-occipital	ball
<b>soup</b>	-footed (u.m.)	<i>rest one word</i>	fire
bone	-shaped (u.m.)	<b>sphygmo</b> (c.f.)	stick
#bowl	<b>Spanish</b>	<i>all one word</i>	<b>splachno</b> (c.f.)
#kitchen	-American	<b>spice</b>	<i>all one word</i>
#plate	-born (u.m.)	-burnt (u.m.)	<b>splay</b>
spoon	-speaking (u.m.)	cake	footed
<b>sour</b>	<b>spare</b>	-laden (u.m.)	mouthed
belly	-bodied (u.m.)	<b>spider</b>	<b>spleen</b>
bread	rib	#crab	-born (u.m.)
dough (n.)	#room	-legged	sick
faced	<b>spark</b>	-spun (u.m.)	-swollen (u.m.)
-natured (u.m.)	#plug (literal)	#web (n.)	<b>spleno</b> (c.f.)
-sweet	plug (nonliteral)	web (u.m., v.)	<i>all one word</i>
<b>source</b>	speakeasy (n.)	<b>spike</b>	<b>split</b>
book	<b>spear</b>	horn	finger
#file	cast	-kill (v.)	(crustacean)
<b>south</b>	head	-pitch (v.)	fruit
-born (u.m.)	-high (u.m.)	<b>spill</b>	mouth
bound	-shaped (u.m.)	over (n., u.m.)	saw
-central (u.m.)	<b>spectro</b> (c.f.)	way	#second
east	<i>all one word</i>	<b>spin</b>	-tongued (u.m.)
going	<b>speech</b>	back	up (n., u.m.)
lander	-bereft (u.m.)	#doctor (slang)	spoilsport
paw	-read (v.)	off	<b>spondylo</b> (c.f.)
#side	<b>speed</b>	<b>spindle</b>	<i>all one word</i>
-sider	boating	-formed (u.m.)	<b>sponge</b>
-southeast	letter	head	#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	plate	post	<b>stir</b>
<b>stato</b> (c.f.)	works	#wheel	about (n., u.m.)
<i>all one word</i>	<b>steep</b>	-wheeler	fry
<b>statute</b>	-rising (u.m.)	<b>sterno</b> (c.f.)	-up (n., u.m.)
-barred (u.m.)	-to (u.m.)	<i>all one word</i>	<b>stitch</b>
#book	-up (u.m.)	<b>stetho</b> (c.f.)	down (n., u.m.)
<b>stay</b>	-walled (u.m.)	<i>all one word</i>	up (n., u.m.)
-at-home (n., u.m.)	<b>steep</b>	<b>stew</b>	<b>stock</b>
bar	chase	pan	breeder
bolt	-high (u.m.)	pot	broker
boom	jack	<b>stick</b>	#car
lace	top	-at-it (n., u.m.)	feeder
log	<b>stem</b>	fast (n.)	holding
pin	head	-in-the-mud (n.,	jobber
plow	post	u.m.)	judging
sail	sickness	out (n., u.m.)	list
wire	winder	pin	pile
<b>steam</b>	stencil-cutting (u.m.)	-to-it-iveness (n.)	pot
boating	<b>steno</b> (c.f.)	up (n., u.m.)	rack
car	<i>all one word</i>	<b>sticker</b>	raiser
-cooked (u.m.)	<b>step</b>	-in	-still (u.m.)
-driven (u.m.)	aunt	-on	taker
fitter	child, etc.	-up	truck
pipe	dance	<b>stiff</b>	wright
plant	down (n., u.m.)	-backed (u.m.)	<b>stoke</b>
-pocket (v.)	-in (n., u.m.)	neck	hold
power (n.)	ladder	-necked (u.m.)	hole
#powerplant	off (n., u.m.)	<b>still</b>	<b>stomach</b>
-propelled (u.m.)	-on (n., u.m.)	-admired (u.m.)	#ache
roll (v.)	over (n., u.m.)	birth	-filling (u.m.)
roller (u.m., v.)	-up (n., u.m.)	born	#pump
ship	<b>stepping</b>	-burn (v.)	-shaped (u.m.)
table	-off (u.m.)	-fish (v.)	-sick (u.m.)
tightness	-out (u.m.)	-hunt (v.)	-weary (u.m.)
steamer#line	stone	#life	<b>stomato</b> (c.f.)
<b>steel</b>	<b>stereo</b> (c.f.)	-recurring (u.m.)	<i>all one word</i>
-blue (u.m.)	<i>all one word</i>	stand	<b>stone</b>
-bright (u.m.)	<b>stern</b>	<b>stink</b>	biter
-cased (u.m.)	castle	ball	blind
clad	-faced (u.m.)	bomb	brush
-framed (u.m.)	-heavy (u.m.)	bug	breaker
-hard (u.m.)	-looking (u.m.)	damp	broke
head	most	pot	brood

cast	wind	<b>strap</b>	-in (n., u.m.)
-cold (u.m.)	#window	-bolt (v.)	out (n., u.m.)
#crab	storyteller	hanger	-over (n., u.m.)
crusher	<b>stout</b>	head	<b>striker</b>
cutter	-armed (u.m.)	-shaped (u.m.)	-in
-dead (u.m.)	heartedness	watch	-out
-deaf (u.m.)	-minded (u.m.)	<b>strato</b> (c.f.)	-over
-eyed (u.m.)	<b>stove</b>	<i>all one word</i>	<b>string</b>
head	brush	<b>straw</b>	course
layer	-heated (u.m.)	berry#field	halt
lifter	pipe	boss	#proof (density)
mason	<b>stow</b>	-built (u.m.)	ways
shot	away (n., u.m.)	hat	<b>strip</b>
#wall (n.)	down (n., u.m.)	-roofed (u.m.)	cropping
wall (u.m., v.)	<b>straddle</b>	splitting	#mine
#writing	back	stack	tease
<b>stony</b>	-face (v.)	-stuffed (u.m.)	<b>strong</b>
-eyed (u.m.)	-legged (u.m.)	#vote	-arm (u.m., v.)
#land	<b>straight</b>	walker	back (nautical)
<b>stop</b>	away	-yellow (u.m.)	-backed (u.m.)
back (n.)	-backed (u.m.)	<b>stray</b>	box
block	-cut (u.m.)	away (n., u.m.)	hold
clock	edge	#line	#man (literal)
cock	-edged (u.m.)	mark	man (nonliteral)
gap	#face	<b>stream</b>	-minded (u.m.)
hound	-faced (u.m.)	bank	point (n.)
list	forward	bed	<b>stub</b>
log	head	flow	runner
-loss (u.m.)	-legged (u.m.)	head	-toed (u.m.)
off (n., u.m.)	#line	lined	wing
watch	-lined (u.m.)	side	<b>stubble</b>
storage#room	-out (n., u.m.)	<b>street</b>	#field
<b>store</b>	-spoken (u.m.)	-bred (u.m.)	-mulch (u.m.)
front	#time	car	stubbornminded
house	-up (u.m.)	cleaner	stucco-fronted
<b>storm</b>	-up-and-down	-cleaning (u.m.)	(u.m.)
-beaten (u.m.)	(u.m.)	sweeper	<b>stuck</b>
cock	strainslip	walker	up (n., u.m.)
flow	<b>strait</b>	<b>strepto</b> (c.f.)	-upper
-laden (u.m.)	-chested (u.m.)	<i>all one word</i>	-uppish (u.m.)
-swept (u.m.)	jacket	stretchout (n., u.m.)	<b>stud</b>
-tossed (u.m.)	laced	<b>strike</b>	bolt
#trooper	stranglehold	breaker	horse

mare	<b>sulfa</b> (c.f.)	lamp	<b>sur</b> (pref.)
stuntman	<i>all one word</i>	lit	<i>all one word</i>
<b>stupid</b>	<b>sulfo</b> (c.f.)	quake	<b>sure</b>
head	<i>all one word</i>	ray	-fire (u.m.)
-headed (u.m.)	<b>sulfon</b> (c.f.)	rise	-footed (u.m.)
-looking (u.m.)	<i>all one word</i>	scald	-slow
sturdy-limbed (u.m.)	<b>sullen</b>	set	<b>surf</b>
stylebook	hearted	shade	-battered (u.m.)
<b>stylo</b> (c.f.)	-natured (u.m.)	shine	board
<i>all one word</i>	<b>summer</b>	-shot (u.m.)	#fish
<b>sub</b> (pref.)	-clad (u.m.)	shower	-swept (u.m.)
-Himalayan, etc.	-dried (u.m.)	spot	<b>swallow</b>
machinegun	-fallow (v.)	stricken	pipe
#rosa, #specie, etc.	-made (u.m.)	stroke	-tailed (u.m.)
-subcommittee	tide	struck	swampside
polar, standard, etc.	time (season)	tan	<b>swan</b>
<i>rest one word</i>	#time (daylight saving)	#time (measure)	-bosomed (u.m.)
<b>subject</b>	<b>sun</b>	time (dawn)	dive
-object	-baked (u.m.)	up	herd
-objectivity	bath	<b>sunny</b>	mark
<b>subter</b> (pref.)	-bathed (u.m.)	-looking (u.m.)	neck
<i>all one word</i>	beam	-natured (u.m.)	song
such-and-such	blind	<b>super</b> (pref.)	swansdown
<b>suck</b>	#blindness	-Christian, etc.	<b>swash</b>
-egg (n., u.m.)	bonnet	#high frequency	buckler
hole	bow	-superlative	plate
-in (n., u.m.)	break	highway, market, etc.	<b>sway</b>
<b>sugar</b>	burn	<i>rest one word</i>	back (n., u.m.)
#beet	burst	Super Bowl	-backed (u.m.)
#bowl	-cured (u.m.)	<b>supra</b> (pref.)	bar
cake	dial	-abdominal	-brace (v.)
cane	dog	-acromial	swearer-in
-coat (v.)	down	-aerial	<b>sweat</b>
-coated (u.m.)	dress	anal	band
-cured (u.m.)	-dried (u.m.)	-angular	#gland
loaf	-dry (v.)	-arytenoid	#shirt
plum	fall	-auditory	shop
spoon	fast	-auricular	<b>sweep</b>
sweet	glade	-axillary	back (aviation)
#water	glare	-Christian, etc.	(n., u.m.)
works	glow	<i>rest one word</i>	forward
	#hat		(aviation) (n., u.m.)

stake	bar	<b>T</b>	foremost
through (n., u.m.)	dingle	<b>T</b>	gate
washer	#gate	-ball	head
<b>sweet</b>	#shift	-bandage	-heavy (u.m.)
bread	stock	-beam	hook
-breathed (u.m.)	-swang	-boat	lamp
brier	tree	-bone	pin
faced	<b>swingle</b>	-cloth	pipe
heart	bar	-iron	race
meat	tree	-man	spin
mouthed	<b>switch</b>	-rail	stock
-pickle (v.)	back	-scale (score)	-tied (u.m.)
-sour	blade	-shape	twister
-sweet	box	-shaped	-up (n., u.m.)
<b>swell</b>	gear	-shirt	wheel
-butted (u.m.)	plate	-square	wind
head	plug	<b>table</b>	<b>tailor</b>
toad	rail	cloth	-cut (u.m.)
swelled-headed	tender	-cut (u.m.)	made (u.m.)
(u.m.)	<b>swivel</b>	cutter	-suited (u.m.)
<b>swept</b>	#chair	-cutting (u.m.)	<b>take</b>
back (n., u.m.)	eye	-formed (u.m.)	-all (n.)
forward (n.,	-eyed (u.m.)	#linen	down (n., u.m.)
u.m.)	-hooked (u.m.)	-shaped (u.m.)	-home (n., u.m.)
wing (n., u.m.)	<b>sword</b>	spoon	-in (n., u.m.)
<b>swift</b>	-armed (u.m.)	talk	off (n., u.m.)
foot	bearer	top	out (n., u.m.)
-footed (u.m.)	#belt	ware	over (n., u.m.)
-handed (u.m.)	bill	<b>tachy</b> (c.f.)	up (n., u.m.)
-running (u.m.)	fishing	<i>all one word</i>	<b>taker</b>
<b>swill</b>	play	<b>tag</b>	-down
bowl	-shaped (u.m.)	-affixing (u.m.)	-in
tub	stick	lock	-off
swimsuit	<b>syn</b> (pref.)	rag	-over
<b>swine</b>	<i>all one word</i>	sore	-up
-backed (u.m.)	<b>synchro</b>	<b>tail</b>	<b>tale</b>
bread	cyclotron	band	bearer
head	flash	#coat	carrier
herd	mesh	-cropped (u.m.)	teller
pox	tron	#end	talkfest
sty	<b>Syro</b> (c.f.)	-ender	talking-to (n.)
<b>swing</b>	-Arabian, etc.	first	<b>tall</b>
back (n., u.m.)	phenician		boy (n.)

-built (u.m.)	string	-laden (u.m.)	<b>tele</b> (c.f.)
-looking (u.m.)	-tied (u.m.)	paid	<i>all one word</i>
<b>tallow</b>	<b>taper</b>	payer	<b>teleo</b> (c.f.)
-faced (u.m.)	bearer	#roll	<i>all one word</i>
-pale (u.m.)	-fashion (u.m.)	-supported (u.m.)	<b>tell</b>
<b>tally</b>	-headed (u.m.)	<b>taxi</b>	tale
#board	<b>tapestry</b>	auto	truth
#clerk	-covered (u.m.)	bus	<b>telo</b> (c.f.)
ho	#maker	cab	<i>all one word</i>
#room	-making (u.m.)	meter	tempest-rocked
#sheet	#work	stand	(u.m.)
<b>tame</b>	tapper-out	<b>tea</b>	<b>temporo</b> (c.f.)
-grown (u.m.)	<b>tar</b>	ball	-occipital
-looking (u.m.)	-brand (v.)	cake	<i>rest one word</i>
<b>tan</b>	brush	cart	<b>ten</b>
bark	-coal (u.m.)	-colored (u.m.)	fold
works	-dipped (u.m.)	cup	penny (nail)
<b>tangent</b>	#paper	dish	pins
-cut (v.)	-paved (u.m.)	kettle	<b>tender</b>
-saw (v.)	pot	#party	#boat
<b>tangle</b>	-roofed (u.m.)	pot	-faced (u.m.)
foot	works	room	foot
-haired (u.m.)	tariff-protected	-scented (u.m.)	-footed (u.m.)
<b>tank</b>	(u.m.)	spoon	footish
#car	<b>tarpaulin</b>	taster	-handed (u.m.)
farm	-covered (u.m.)	teamplay	heart
ship	#maker	<b>tear</b>	loin
town	-making (u.m.)	bomb	-looking (u.m.)
<b>tap</b>	<b>tarso</b> (c.f.)	-dimmed (u.m.)	tenement#house
bolt	<i>all one word</i>	down (n., u.m.)	<b>tent</b>
dance	<b>task</b>	drop	-dotted (u.m.)
hole	#force	#gas	pole
net	setter	-off (n., u.m.)	-sheltered (u.m.)
off (n., u.m.)	tattletale	-out (n., u.m.)	#show
-riveted (u.m.)	<b>tauro</b> (c.f.)	pit	<b>terra</b>
room	<i>all one word</i>	sheet	#cotta
root	<b>tax</b>	stain	#firma
-tap	-burdened (u.m.)	-stained (u.m.)	mara
water	#collector	<b>teen</b>	terrace-fashion
<b>tape</b>	eater	age (u.m.)	(u.m.)
#deck	-exempt (u.m.)	ager	test-fly (v.)
#drive	-free (u.m.)	teeter-totter	<b>tetra</b> (c.f.)
#measure	gatherer		<i>all one word</i>

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	<b>tiger</b>	-honored (u.m.)	#town
<b>thymo</b> (c.f.)	eye	keeper	tintblock (printing)
<i>all one word</i>	#lily	killer	<b>tip</b>
<b>thyro</b> (c.f.)	#shark	lag	burn
<i>all one word</i>	-striped (u.m.)	lock	cart
<b>tibio</b> (c.f.)	<b>tight</b>	outs (n., u.m.)	-curled (u.m.)
<i>all one word</i>	-belted (u.m.)	piece	head
<b>tick</b>	fisted	pleaser	-in (n., u.m.)
#feed	-fitting (u.m.)	saver	most
seed	lipped	server	off (n., u.m.)
tacktoe	rope	sheet	over (n., u.m.)
tick	-set (u.m.)	slip	staff
tock	-tie (v.)	slot	stock
<b>ticket</b>	wad	span	tank
#seller	wire	-stamp (v.)	-tap
-selling (u.m.)	<b>tile</b>	study	toe
#writer	-clad (u.m.)	table	top
tidal#wave	#drain	taker	-up (u.m.)
tiddlywink	-red (u.m.)	waster	<b>tire</b>
<b>tide</b>	setter	worn	changer
flat	works	<b>tin</b>	dresser
head	wright	-bearing (u.m.)	fitter
mark	<b>tilt</b>	#can	#gauge
-marked (u.m.)	hammer	-capped (u.m.)	#iron
race	rotor	-clad (u.m.)	-mile
table	up (n.)	cup	#rack
-tossed (u.m.)	<b>timber</b>	#fish (torpedo)	shaper
waiter	-built (u.m.)	foil	some
-worn (u.m.)	head	horn	<b>tit</b>
<b>tie</b>	-headed (u.m.)	kettle	bit
back (n.)	jack	-lined (u.m.)	#for#tat
#bar	line	man	mouse
#beam	-propped (u.m.)	pan	<b>titano</b> (c.f.)
down (n., u.m.)	#wolf	plate	<i>all one word</i>
-in (n., u.m.)	wright	-plated (u.m.)	<b>tithe</b>
-on (n., u.m.)	<b>time</b>	pot	book
-out (n., u.m.)	bomb	-roofed (u.m.)	-free (u.m.)
pin	born	type	payer
-plater	card	-white (u.m.)	right
#rod	clerk	<b>tinsel</b>	<b>title</b>
#tack	clock	-bright (u.m.)	holder
up (n., u.m.)	-consuming (u.m.)	-clad (u.m.)	-holding (u.m.)
tierlift (truck)	frame	-covered (u.m.)	#page



winner	taker	fitter	gallant (n., u.m.)
-winning (u.m.)	<b>tom</b>	#grinder	-graft (v.)
<b>to</b>	boy	-grinding (u.m.)	hat
-and-fro	cat	head	-hatted (u.m.)
-do (n.)	foolery	holding	heavy
#wit	-tom	kit	kick
<b>toad</b>	<b>tommy</b>	mark	knot
back	gun	plate	liner
-bellied (u.m.)	rot	post	mark
blind	<b>ton</b>	rack	mast
fish	-hour	setter	milk
-green (u.m.)	-kilometer	shed	most
stool	-mile	slide	notch (nonliteral)
<b>tobacco</b>	-mileage	stock	rail
#grower	-mile-day	<b>tooth</b>	rope
-growing (u.m.)	<b>tone</b>	ache	sail
#shop	-deaf (u.m.)	#and#nail	-secret (u.m.)
<b>toe</b>	down (n., u.m.)	-billed (u.m.)	-shaped (u.m.)
cap	-producing (u.m.)	brush	side (naut.)
#dance	up (n., u.m.)	drawer	soil
hold	<b>tongue</b>	mark	<b>topo</b> (c.f.)
-in (n., u.m.)	-baited (u.m.)	-marked (u.m.)	<i>all one word</i>
-mark (v.)	-bound (u.m.)	paste	topsy-turvy
nail	-free (u.m.)	pick	<b>torch</b>
plate	-lash (v.)	plate	bearer
print	#lashing	powder	#holder
<b>toil</b>	play	puller	lighted
-beaten (u.m.)	-shaped (u.m.)	-pulling (u.m.)	lit
some	shot	-set (u.m.)	<b>torpedo</b>
-stained (u.m.)	sore	-shaped (u.m.)	#boat
-weary (u.m.)	tack	some	#room
worn	tied	wash	torquemeter
toilet#room	tip	<b>top</b>	<b>toss</b>
<b>toll</b>	#twister	#brass	pot
bar	-twisting (u.m.)	cap (n.)	up (n., u.m.)
#bridge	<b>tool</b>	coat	<b>touch</b>
#call	bag	cutter	#and#go
gate	#belt	#dog	back (n., u.m.)
gatherer	box	-drain (v.)	down (n., u.m.)
house	builder	#drawer	hole
#line	#chest	dress (v.)	-me-not (n., u.m.)
payer	crib	flight (u.m.)	pan
road	dresser	full	reader

stone	<b>tracheo</b> (c.f.)	<b>tram</b>	top
up (n., u.m.)	<i>all one word</i>	-borne (u.m.)	#trunk
<b>tough</b>	<b>trachy</b> (c.f.)	car	trellis-covered
-headed (u.m.)	<i>all one word</i>	rail	(u.m.)
-looking (u.m.)	<b>track</b>	road	<b>trench</b>
-skinned (u.m.)	barrow	way	back
<b>tow</b>	hound	<b>trans</b> (pref.)	coat
away	layer	alpine	foot
boat	mark	atlantic	#knife
head	-mile	-Canadian, etc.	mouth
line	side	pacific	#plow
mast	walker	uranic	-plowed (u.m.)
#net	tractor-trailer	<i>rest one word</i>	<b>tri</b> (c.f.)
-netter	<b>trade</b>	transit#time	-iodide
path	#board	<b>trap</b>	-ply (u.m.)
rope	-in (n., u.m.)	door	state, etc.
#truck	-laden (u.m.)	fall	<i>rest one word</i>
<b>tower</b>	-made (u.m.)	shoot	tribespeople
-high (u.m.)	mark	trashrack	<b>tribo</b> (c.f.)
-shaped (u.m.)	#name	<b>travel</b>	<i>all one word</i>
<b>town</b>	off	-bent (u.m.)	<b>tricho</b> (c.f.)
-bred (u.m.)	#union	time	<i>all one word</i>
#clerk	#wind	-tired (u.m.)	<b>trim</b>
#crier	tradespeople	-worn (u.m.)	-cut (u.m.)
-dotted (u.m.)	traffic-mile	trawl-net	-dressed (u.m.)
folk	<b>tragico</b> (c.f.)	<b>tread</b>	-looking (u.m.)
gate	<i>all one word</i>	mill	<b>trinitro</b> (c.f.)
going	<b>trail</b>	wheel	<i>all one word</i>
hall	blazer	<b>treasure</b>	<b>trip</b>
lot	breaker	-filled (u.m.)	-free (u.m.)
ship	-marked (u.m.)	#house	hammer
side	side	-laden (u.m.)	wire
site	sight	<b>treaty</b>	<b>triple</b>
talk	-weary (u.m.)	breaker	-acting (u.m.)
-weary (u.m.)	<b>train</b>	-sealed (u.m.)	back (sofa)
<b>towns</b>	bearer	<b>tree</b>	branched (u.m.)
fellow	bolt	#belt	-edged (u.m.)
people	crew	-clad (u.m.)	fold
<b>toy</b>	line	#line	#play
#dog	-mile	-lined (u.m.)	-tailed (u.m.)
-sized (u.m.)	shed	nail	tree (n.)
town	sick	-ripe (u.m.)	trolley#line
	stop	scape	

<b>troop</b>	seeker	#trot	turner-off
ship	-seeking (u.m.)	<b>Turko</b> (c.f.)	<b>turtle</b>
#train	teller	-Greek, etc.	back
<b>tropho</b> (c.f.)	<b>try</b>	<i>rest one word</i>	dove
<i>all one word</i>	-on (n., u.m.)	<b>turn</b>	-footed (u.m.)
<b>trope</b> (c.f.)	out (n., u.m.)	about (n., u.m.)	neck (u.m.)
<i>all one word</i>	square	about-face	#shell
<b>trouble</b>	works	again (n., u.m.)	<b>twelve</b>
-free (u.m.)	<b>tube</b>	around (n., u.m.)	fold
-haunted (u.m.)	-eyed (u.m.)	back (n., u.m.)	penny (nail)
maker	-fed (u.m.)	buckle	score
shooter	head	cap	<b>twenty</b>
some	-nosed (u.m.)	coat	-first
<b>truce</b>	works	cock	fold
breaker	<b>tuberculo</b> (c.f.)	down (n., u.m.)	-one
-seeking (u.m.)	<i>all one word</i>	gate	<b>twice</b>
<b>truck</b>	<b>tubo</b> (c.f.)	-in (n., u.m.)	-born (u.m.)
driver	-ovarian	key	-reviewed (u.m.)
#farm	<i>rest one word</i>	off (n., u.m.)	-told (u.m.)
-mile	<b>tug</b>	out (n., u.m.)	<b>twin</b>
stop	boat	over (n., u.m.)	#boat
<b>true</b>	#of#war	pike	born
-aimed (u.m.)	tumbledown (n.,	pin	-engined (u.m.)
-blue (u.m.)	u.m.)	plate	fold
born	<b>tune</b>	round (n., u.m.)	-jet (u.m.)
bred	out (n., u.m.)	screw	-motor (u.m.)
-eyed (u.m.)	up (n., u.m.)	sheet	-screw (u.m.)
-false	<b>tunnel</b>	sole	<b>two</b>
love (n., u.m.)	-boring (u.m.)	spit	-a-day (u.m.)
penny (n.)	-shaped (u.m.)	stile	-along (n.)
#time	vision	stitch	(bookbinding)
<b>trunk</b>	<b>turbo</b> (c.f.)	table	-decker
back	-ramjet (u.m.)	tail	-faced (u.m.)
nose	<i>rest one word</i>	-to (n.)	fold
<b>trust</b>	<b>turf</b>	under (n., u.m.)	-handed (u.m.)
breaking	-built (u.m.)	up (n., u.m.)	penny (nail)
buster	-clad (u.m.)	<b>turned</b>	-piece (u.m.)
-controlled (u.m.)	-covered (u.m.)	-back (u.m.)	-ply (u.m.)
-ridden (u.m.)	#war	-down (u.m.)	score
worthy	<b>turkey</b>	-in (u.m.)	-seater
<b>truth</b>	back	-on (u.m.)	some
-filled (u.m.)	#buzzard	-out (u.m.)	-spot
lover	#gobbler	-over (u.m.)	-step (dance)

-striper	-ionized (u.m.)	river	-curve
-suiter	self-conscious	stairs	-engine
-up (n., u.m.)	sent-for (u.m.)	state	-neck
-way (u.m.)	thought-of (u.m.)	stream	-shaped
-wheeler	<i>rest one word</i>	swing	-type
<b>tympano</b> (c.f.)	<b>under</b>	take	<b>vacant</b>
<i>all one word</i>	age (deficit)	tight (n., u.m.)	-eyed (u.m.)
<b>type</b>	age (younger)	#tight (v.)	-looking (u.m.)
case	(n., u.m.)	-to-date (u.m.)	-minded (u.m.)
cast	#cultivation	#to#date	<b>vagino</b> (c.f.)
cutter	(tillage)	town	<i>all one word</i>
face	cultivation	trend	vainglorious
foundry	(insufficient)	turn	<b>valve</b>
script	#secretary	wind	-grinding (u.m.)
set	-secretaryship	<b>upper</b>	-in-head (u.m.)
write (v.)	way	case (printing)	<b>van</b>
<b>typho</b> (c.f.)	<i>as prefix, one</i>	#class	driver
<i>all one word</i>	<i>word</i>	classman	guard
<b>typo</b> (c.f.)	<b>uni</b> (c.f.)	crust (n., u.m.)	pool
<i>all one word</i>	-univalent	cut	<b>vapor</b>
<b>tyro</b> (c.f.)	<i>rest one word</i>	#deck	-filled (u.m.)
<i>all one word</i>	<b>union</b>	most	-heating (u.m.)
<b>U</b>	-made (u.m.)	<b>urano</b> (c.f.)	#lock
<b>U</b>	#shop	<i>all one word</i>	vase-shaped (u.m.)
-boat	unit-set (u.m.)	<b>uretero</b> (c.f.)	<b>vaso</b> (c.f.)
-cut	<b>up</b>	<i>all one word</i>	<i>all one word</i>
-magnet	-anchor (u.m., v.)	<b>urethro</b> (c.f.)	<b>vegeto</b> (c.f.)
-rail	-and-coming	<i>all one word</i>	<i>all one word</i>
-shaped	(u.m.)	<b>uro</b> (c.f.)	<b>vein</b>
-tube	#and#up	<i>all one word</i>	-mining (u.m.)
<b>ultra</b> (pref.)	beat	used-car (u.m.)	-streaked (u.m.)
-ambitious,	coast	<b>user</b>	<b>vellum</b>
-atomic, etc.	country	#default	-bound (u.m.)
-English, etc.	dip	-defined	-covered (u.m.)
high#frequency	end (v.)	-friendly	<b>velvet</b>
-high-speed (u.m.)	front (n., u.m.)	#group	-crimson (u.m.)
#valorem, etc.	grade	#interface	-draped (u.m.)
<i>rest one word</i>	gradient	<b>utero</b> (c.f.)	-green (u.m.)
<b>un</b> (pref.)	keep	<i>all one word</i>	-pile (u.m.)
-American, etc.	lift	<b>V</b>	venthole
called-for (u.m.)	load	<b>V</b>	<b>ventri</b> (c.f.)
heard-of (u.m.)	-over (u.m.)	-connection	<i>all one word</i>
	rate		

**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  
 #squad  
 #versa  
 #warden

videotape  
 Vietcong

**view**  
 finder  
 point

vile-natured (u.m.)

**vine**  
 -clad (u.m.)  
 -covered (u.m.)  
 dresser  
 growing  
 stalk

**vinegar**  
 -flavored (u.m.)  
 -hearted (u.m.)  
 -making (u.m.)  
 -tart (u.m.)

**violet**  
 -blue (u.m.)  
 -colored (u.m.)  
 -eared (u.m.)  
 #ray  
 -rayed (u.m.)  
 #water  
 violin-shaped (u.m.)  
 vis-a-vis

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

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

**vitro** (c.f.)  
 -clarain  
 -di-trina  
*rest one word*

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

**voice**  
 -capable  
 #mail  
 over (n.)

volleyball

**volt**  
 ammeter  
 -ampere  
 -coulomb  
 meter  
 ohmmeter  
 -second

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

**vote**  
 -casting (u.m.)  
 getter  
 -getting (u.m.)

**vow**  
 -bound (u.m.)  
 breaker  
 -pledged (u.m.)

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

**W**

**W**  
 -engine  
 -shaped  
 -surface  
 -type

**wage**  
 #earner  
 -earning (u.m.)  
 #scale  
 worker

**waist**  
 band  
 belt  
 cloth  
 coat  
 -deep (u.m.)  
 -high (u.m.)  
 line

**waiting**  
 #list  
 #man  
 #room  
 #woman

**walk**  
 around (n., u.m.)  
 away (n., u.m.)  
 -on (n., u.m.)  
 out (n., u.m.)  
 over (n., u.m.)  
 up (n., u.m.)  
 way

walkie-talkie

**wall**  
 board  
 eyed

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

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

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

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

-shaped (u.m.)	-set-up (u.m.)	hand	as
<b>weed</b>	-settled (u.m.)	head	at
-choked (u.m.)	side	side	by
-hidden (u.m.)	-spoken (u.m.)	<b>what</b>	for
hook	spring	abouts (n.)	fore
killer	stead	ever	from
<b>week</b>	-thought-of (u.m.)	-is-it (n.)	in
day	-thought-out (u.m.)	not (n.)	insoever
end	-to-do (u.m.)	soever	into
-ender	-wisher	-you-may-call-it (n.)	of
-ending (u.m.)	-wishing (u.m.)	<b>wheat</b>	on
long (u.m.)	-worn (u.m.)	cake	over
-old (u.m.)	welterweight	-colored (u.m.)	soever
<b>weigh</b>	werewolf	ear	through
bridge	<b>west</b>	-fed (u.m.)	to
-in (n., u.m.)	bound	field	under
lock	-central (u.m.)	grower	upon
out (n., u.m.)	#end	-rich (u.m.)	with
shaft	-faced (u.m.)	stalk	withal
<b>well</b>	going	<b>wheel</b>	wherever
-being (n.)	most	band	<b>which</b>
-beloved (u.m.)	-northwest	barrow	ever
-born (u.m.)	#side	base	soever
-bound (u.m.)	-sider	chair	whiffletree
-bred (u.m.)	<b>wet</b>	-cut (u.m.)	<b>whip</b>
-clad (u.m.)	#bar	going	cord
-deserving (u.m.)	-cheeked (u.m.)	horse (nonliteral)	crack
-doer	-clean (v.)	#load	-graft (v.)
-doing (n., u.m.)	land	-made (u.m.)	#hand
-drained (u.m.)	-nurse (v.)	plate	lash
-drilling (u.m.)	pack	race	-marked (u.m.)
#field	wash	spin	post
-grown (u.m.)	<b>whale</b>	stitch	saw
head	back	-worn (u.m.)	-shaped (u.m.)
-headed (u.m.)	-backed (u.m.)	wright	socket
hole	bone	<b>when</b>	staff
-informed (u.m.)	-built (u.m.)	ever	stalk
-known (u.m.)	-headed (u.m.)	-issued (u.m.)	stall
-looking (u.m.)	-mouthed (u.m.)	soever	stick
-meaner	ship	<b>where</b>	stitch
-nigh (u.m.)	<b>wharf</b>	abouts	stock
-off (u.m.)	#boat	after	-tailed (u.m.)
-read (u.m.)			

<b>whipper</b>	-tailed (u.m.)	#man	sleeve
-in	-throated (u.m.)	wind	sock
snapper	top (n.)	<b>will</b>	speed
<b>whirl</b>	vein	-less	stop
about (n., u.m.)	wash	-o'-the-wisp	storm
blast	<b>who</b>	power	stream
pool	ever	wilt-resistant (u.m.)	swept
-shaped (u.m.)	soever	<b>wind (v.)</b>	#tunnel
wind	<b>whole</b>	down (n., u.m.)	worn
whirlybird	-headed (u.m.)	up (n., u.m.)	<b>window</b>
<b>whisk</b>	#hog	bag	breaker
broom	-hogger	ball	-breaking (u.m.)
#tail	sale	blown	#cleaner
<b>whistle</b>	some	brace	-cleaning (u.m.)
blower	whomsoever	breaker	#dresser
(nonliteral)	whooping#cough	burn	-dressing (u.m.)
#blower (literal)	wicker-woven (u.m.)	catcher	pane
stop	<b>wicket</b>	-chapped (u.m.)	peeper
<b>white</b>	keeper	chill	#shade
back	keeping	fall	-shop (v.)
beard (n.)	<b>wide</b>	fast	-shopping (u.m.)
#book	-angle (u.m.)	-fertilized (u.m.)	sill
(diplomatic)	-awake (u.m.)	firm	#work
cap (n.)	-handed (u.m.)	flow	<b>wine</b>
coat (n.)	mouthed	#force	bag
-collar (u.m.)	-open (u.m.)	gall	-black (u.m.)
comb (n.)	spread	-galled (u.m.)	-drinking (u.m.)
corn	-spreading (u.m.)	#gauge	glass
-eared (u.m.)	<b>widow</b>	hole	growing
-eyed (u.m.)	#bird	-hungry (u.m.)	-hardy (u.m.)
face	hood	jammer	pot
-faced (u.m.)	<b>wife</b>	lass	#press
foot (n.)	beater	mill	-red (u.m.)
-footed (u.m.)	hood	pipe	seller
handed	killer	-pollinated (u.m.)	taster
-hard (u.m.)	-ridden (u.m.)	-rode (u.m.)	tester
head	wigwag	row	vat
-headed (u.m.)	<b>wild</b>	screen	<b>wing</b>
-hot (u.m.)	cat (n.)	-shaken (u.m.)	band
#line	-eyed (u.m.)	-shear (u.m.)	bar
out (u.m., v.)	fire	shield	beat
pot	#land	shock	bolt
tail	life	side	bone



borne	hair (dog)	hound	-turning (u.m.)
bow	-haired (u.m.)	pack	-walled (u.m.)
cut	less	<b>woman</b>	wind (music)
#flap	#line	folk	working (u.m.)
-footed (u.m.)	photo	hood	<b>wooden</b>
handed	puller	kind	head (n.)
-heavy (u.m.)	#rope	womenfolk	-hulled (u.m.)
-loading (u.m.)	spun	<b>wonder</b>	<b>wool</b>
-loose (u.m.)	stitch	land	fell
nut	-stitched (u.m.)	strong	gatherer
over (n., u.m.)	-tailed (u.m.)	-struck (u.m.)	grader
-shaped (u.m.)	tap	<b>wood</b>	growing
-shot (u.m.)	walker	bark (color)	head
span	works	bin	-laden (u.m.)
-swift (u.m.)	-wound (u.m.)	bined	-lined (u.m.)
tip	<b>wise</b>	block	pack
top	acre	-built (u.m.)	press
wall	crack	-cased (u.m.)	shearer
-weary (u.m.)	guy	chipper	shed
<b>winter</b>	head (n.)	chopper	sorter
-beaten (u.m.)	-headed (u.m.)	chuck	stock
-clad (u.m.)	-spoken (u.m.)	craft	washer
-fallow (v.)	wishbone	cut	wheel
-fed (u.m.)	<b>witch</b>	grub	-white (u.m.)
feed	craft	hole	winder
#green (color)	#hazel	horse	<b>woolly</b>
green (plant, etc.)	#hunt	hung (u.m.)	-coated (u.m.)
-hardy (u.m.)	-hunting (u.m.)	land	-headed (u.m.)
kill	<b>with</b>	-lined (u.m.)	-looking (u.m.)
-made (u.m.)	draw	lot	-white (u.m.)
-sown (u.m.)	hold	-paneled (u.m.)	<b>word</b>
tide	in	pecker	-blind (u.m.)
time	out	pile	book
-worn (u.m.)	stand	-planing (u.m.)	builder
<b>wire</b>	<b>within</b>	print	catcher
bar	-bound (u.m.)	pulp	-clad (u.m.)
-caged (u.m.)	-named (u.m.)	ranger	-deaf (u.m.)
-cut (u.m.)	<b>woe</b>	rock	flow
cutter	begone	#rot	jobber
dancer	worn	shed	list
draw (v.)	<b>wolf</b>	side	-perfect (u.m.)
-edged (u.m.)	-eyed (u.m.)	stock	play
#gauge	#fish	turner	seller

smith	station	-up (n., u.m.)	-chromosome
<b>work</b>	stream	wreath-crowned	-disease
aday (n., u.m.)	study	(u.m.)	#rated
-and-turn (u.m.)	table	wreck-free (u.m.)	-shaped
away (n., u.m.)	time	<b>wring</b>	-virus
bag	up (n., u.m.)	bolt	<b>x</b>
basket	ways	staff	-axis
bench	-weary (u.m.)	<b>wrist</b>	#ray (n.)
book	week	band	-ray (u.m.)
card	worn	bone	<b>xantho</b> (c.f.)
day	<b>working</b>	drop	<i>all one word</i>
-driven (u.m.)	#capital	fall	<b>xeno</b> (c.f.)
fare	#load	lock	<i>all one word</i>
flow	#room	#pin	<b>xero</b> (c.f.)
folk	<b>world</b>	plate	<i>all one word</i>
force	beater	watch	<b>xylo</b> (c.f.)
group	-conscious (u.m.)	<b>write</b>	<i>all one word</i>
hand	#consciousness	back (n., u.m.)	<b>Y</b>
-hardened (u.m.)	#line	-in (n., u.m.)	<b>Y</b>
horse	#power	off (n., u.m.)	-chromosome
-hour (u.m.)	-shaking (u.m.)	-protect	-joint
housed	-weary (u.m.)	up (n., u.m.)	-level
life	<b>worm</b>	writing#room	-potential
load	-eaten (u.m.)	<b>wrong</b>	-shaped
manship	-eating (u.m.)	doer	-track
out (n., u.m.)	hole	-ended (u.m.)	-tube
pace	-riddled (u.m.)	-minded (u.m.)	Yankee-Doodle
pan	-ripe (u.m.)	-thinking (u.m.)	<b>yard</b>
paper	seed	<b>wrought</b>	arm
people	shaft	#iron	-deep (u.m.)
place	wood	-up (u.m.)	-long (u.m.)
room	<b>worn</b>	<b>wry</b>	stick
saving	#away	bill	-wide (u.m.)
sheet	down (u.m.)	-billed (u.m.)	<b>yaw</b>
shoe	out (u.m.)	-faced (u.m.)	meter
shop	outness	-looking (u.m.)	-sighted (u.m.)
-shy (n., u.m.)	worrywart	-mouthed (u.m.)	<b>year</b>
-shyness	<b>worth</b>	neck	book
site	less	-set (u.m.)	day
slip	while (n., u.m.)	<b>X</b>	end
space	whileness (n.)	<b>X</b>	-hour (u.m.)
-stained (u.m.)	<b>wrap</b>	-body	long (u.m.)
stand	around (n., u.m.)		

-old (u.m.)	-no	youthtide	<b>zip</b>
-round (u.m.)	<b>yester</b>	yuletide	#gun
<b>yellow</b>	day	<b>Z</b>	line
back	year	<b>Z</b>	-lipped (u.m.)
-backed (u.m.)	<b>yoke</b>	-bar	lock
-bellied (u.m.)	fellow	<b>zero</b>	<b>zoo</b> (c.f.)
belly	mating	axial	<i>all one word</i>
-billed (u.m.)	-toed (u.m.)	-dimensional	<b>zoologico</b> (c.f.)
brush	<b>young</b>	(u.m.)	<i>all one word</i>
#fever	eyed (u.m.)	gravity	<b>zygo</b> (c.f.)
-headed (u.m.)	-headed (u.m.)	#hour	<i>all one word</i>
-tailed (u.m.)	-ladylike	zigzag	<b>zygomatio</b> (c.f.)
-throated (u.m.)	-looking (u.m.)	<b>zinc</b>	-orbital
top	-manlike	-coated (u.m.)	<i>rest one word</i>
<b>yes</b>	-old	-white (u.m.)	<b>zymo</b> (c.f.)
-man	-womanhood		<i>all one word</i>



## 8. Punctuation

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- 8.1.** Punctuation is used to clarify the meaning of written or printed language. Well-planned word order requires a minimum of punctuation. The trend toward less punctuation calls for skillful phrasing to avoid ambiguity and to ensure exact interpretation. The GPO STYLE MANUAL can offer only general rules of text treatment. A rigid design or pattern of punctuation cannot be laid down, except in broad terms. The adopted style, however, must be consistent and based on sentence structure.
- 8.2.** The general principles governing the use of punctuation are: If it does not clarify the text it should be omitted; and, in the choice and placing of punctuation marks, the sole aim should be to bring out more clearly the author's thought. Punctuation should aid reading and prevent misreading.

### Apostrophes and possessives

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

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

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

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

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

soldiers and sailors' home	editor's or proofreader's opinion
Brown & Nelson's store	Clinton's or Bush's administration
men's, women's, and children's clothing	Mrs. Smith's and Mrs. Allen's children
St. Michael's Men's Club	the Army's and the Navy's work 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	Johns Hopkins University
Dentists' Supply Co. of New York	Hinds' Precedents
International Ladies' Garment Workers' Union	Harpers Ferry
Court of St. James's	Hells Canyon
St. Peter's Church	Reader's Digest
St. Elizabeths Hospital	Actor's Equity Association
	<i>but</i> Martha's Vineyard

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

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

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

its	yours
ours	hers
theirs	whose

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

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

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

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

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

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

When the plural form of an acronym appears in parentheses, a lower case *s* is included within the parentheses.

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

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

Danl., <i>not</i> Dan'l	Halloween, <i>not</i> Hallowe'en
phone, <i>not</i> 'phone	copter, <i>not</i> 'copter
coon, <i>not</i> 'coon	
possum, <i>not</i> 'possum	<i>but</i> ma'am

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

twos, threes, sevens	yeses and noes
ands, ifs, and buts	yeas and nays
ins and outs	
the haves and have-nots	<i>but</i>
ups and downs	do's and don'ts
whereases and wherefores	which's and that's
pros and cons	

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

1 day's labor (labor for 1 day)	for charity's sake
12 days' labor	for pity's sake
2 hours' traveltime	several billion dollars' worth
a stone's throw	
2 weeks' pay	<i>but</i> \$10 billion worth

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

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



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

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

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

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

Brackets, in pairs, are used—

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

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

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 13:13.  
 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 : 2008

**8.32.** In proportions.

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

- 8.33.** In double colon as ratio sign.

1:2::3:6

### Comma

The comma is used—

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

Instead of hundreds, thousands came.

Instead of 20, 50 came.

December 7, 1941.

In 2003, 400 men were dismissed.

To John, Smith was very kind.

What the difficulty is, is not known.

*but* He suggested that that committee be appointed.

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

He said, “Now or never.”

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

Then we had much; now, nothing.

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

short, swift streams; *but* short tributary streams

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

Beset by the enemy, they retreated.

- 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

*but*

Peter Johns, F.R.S., London

John Smith 2d (*or* II); Smith, John, II

Washington, DC, schools

Mr. Smith, Junior, also spoke

Motorola, Inc., factory

(where only last name is used)

Brown, A.H., Jr. (*not* Brown, Jr., A.H.)

Alexandria, VA's waterfront

**8.40.** To set off parenthetical words, phrases, or clauses.

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

It must be remembered, however, that the Government had no guarantee. It is obvious, therefore, that this office cannot function.

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

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

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

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

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

He therefore gave up the search.

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

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

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

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

James Roosevelt, Democrat, of California.

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

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

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

red, white, and blue

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

by the bolt, by the yard, or in remnants

a, b, and c

neither snow, rain, nor heat

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

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

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

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

- 8.44.** After a noun or phrase in direct address.  
 Senator, will the measure be defeated?  
 Mr. Chairman, I will reply to the gentleman later.  
*but* Yes, sir; he did see it.  
 No, ma'am; I do not recall.
- 8.45.** After an interrogative clause, followed by a direct question.  
 You are sure, are you not?                      You will go, will you not?
- 8.46.** Between the title of a person and the name of an organization in the absence of the words *of* or *of the*.  
 Chief, Division of Finance                      colonel, 12th Cavalry Regiment  
 chairman, Committee on                      president, University of Virginia  
 Appropriations
- 8.47.** Inside closing quotation mark.  
 He said "four," not "five."  
 "Freedom is an inherent right," he insisted.  
 Items marked "A," "B," and "C," inclusive, were listed.
- 8.48.** To separate thousands and millions in numerical figures.  
 4,230    *but* 1,000,000,000 is more clearly  
 50,491    illustrated as 1 billion  
 1,250,000
- 8.49.** After the year in complete dates (month, day, year) within a sentence.  
 The dates of September 11, 1993, to June 12, 1994, were erroneous.  
 This was reflected in the June 13, 2007, report.  
*but* Production for June 2008 was normal.  
 The 10 February 2008 deadline passed.

The comma is omitted—

- 8.50.** Between superior figures or letters in footnote references.

Numerous instances may be cited.<sup>12</sup>

Data are based on October production.<sup>a b</sup>

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

- 8.53.** Between the name and number of an organization.

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

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

$\frac{1}{2500}$   
1.0947  
page 2632  
202-275-2303 (telephone number)  
1721-1727 St. Clair Avenue  
Executive Order 11242  
motor No. 189463  
1450 kilocycles; 1100 meters

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

The Children's Bureau's booklet "Infant Care" continues to be a bestseller.

- 8.56.** Before an ampersand (&).

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

- 8.57.** Before abbreviations of compass directions.

6430 Princeton Dr. SW.

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

American Library Association Bulletin 34:238, April 1940.

**8.59.** Wherever possible without danger of ambiguity.

\$2 gold

Executive Order No. 21

General Order No. 12; *but* General Orders, No. 12

Public Law 85–1

He graduates in the year 2010 (not the year 2,010)

My age is 30 years 6 months 12 days.

John Lewis 2d (*or* II)

Murphy of Illinois; Murphy of New York (where only last name is used)

Carroll of Carrollton; Henry of Navarre (person closely identified with place);

*but* Clyde Leo Downs, of Maryland; President Levin, of Yale University

James Bros. et al.; *but* James Bros., Nelson Co., et al. (last element of series)

**Dash**

A 1-em dash is used—

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

He said—and no one contradicted him—“The battle is lost.”

If the bill should pass—which God forbid!—the service will be wrecked.

The auditor—shall we call him a knave or a fool?—approved an inaccurate statement.

**8.61.** To indicate an interruption or an unfinished word or sentence. A 2-em dash is used when the interruption is by a person other than the speaker, and a 1-em dash will show self-interruption. Note that extracts must begin with a true paragraph. Following extracts, colloquy must start as a paragraph.

“Such an idea can scarcely be——”

“The word ‘donation’——”

“The word ‘dona’——”

He said: “Give me lib——”

The bill reads “repeal,” not “am——”

Q. Did you see——

A. No, sir.

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

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

These are shore deposits—gravel, sand, and clay—but marine sediments underlie them.



- 8.63.** Before a final clause that summarizes a series of ideas.

Freedom of speech, freedom of worship, freedom from want, freedom from fear—these are the fundamentals of moral world order.

- 8.64.** After an introductory phrase reading into the following lines and indicating repetition of such phrase.

I recommend—

That we submit them for review and corrections;

That we then accept them as corrected; and

That we also publish them.

- 8.65.** With a preceding question mark, in lieu of a colon.

How can you explain this?—"Fee paid, \$5."

- 8.66.** To precede a credit line or a run-in credit or signature.

Lay the proud usurpers low!

Tyrants fall in every foe!

Liberty's in every blow!

Let us do or die!

—*Robert Burns.*

Every man's work shall be made manifest.—I Corinthians 3:13.

This statement is open to question.—GERALD H. FORSYTHE.

- 8.67.** After a run-in sidehead.

- 8.68.** To separate run-in questions and answers in testimony.

Q. Did he go?—A. No.

A 1-em dash is not used—

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

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

A 3-em dash is used—

- 8.71.** In bibliographies to indicate repetition.

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* Rule 13e–4

section 12(a)–(b) (en dash used for the word “to”)

ACF–Brill Motors Co. (hyphen with capital letters and a word)

loran–C (hyphen with lowercase word and capital letter)

MiG–25 (hyphen with mixed letters with figure)

ALL–AMERICAN ESSAY CONTEST (hyphen in capitalized heading)

Four Corners Monument, AZ–NM–UT–CO (hyphen with two-letter state abbreviations)

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

2005–2008

January–June

Monday–Friday

An en dash is not used—

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

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

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

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

## Ellipses

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

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

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

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

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

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

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

- 8.77.** Ellipses are not 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 Chapter 6 "Compounding Rules.")

**8.87.** To indicate continuation of a word divided at the end of a line. (See Word Division, supplement to the *STYLE MANUAL*.)

**8.88.** Between the letters of a spelled word.

The Style Board changed New Jerseyite to New J-e-r-s-e-y-a-n.

A native of Halifax is a H-a-l-i-g-o-n-i-a-n.

The Chinese repressive action took place in T-i-a-n-a-n-m-e-n Square.

**8.89.** To separate elements of chemical formulas.

The hyphen, as an element, may be used—

**8.90.** To represent letters deleted or illegible words in copy.

Oakland's - - bonic plague

Richard Emory H - - - -

## Parentheses

Parentheses are used—

**8.91.** To set off important matter not intended to be part of the main statement that is not a grammatical element of the sentence. In colloquy, brackets must be substituted.

This case (124 U.S. 329) is not relevant.

The result (see fig. 2) is most surprising.

The United States is the principal purchaser (by value) of these exports (23 percent in 1995 and 19 percent in 1996).

**8.92.** To enclose a parenthetical clause where the interruption is too great to be indicated by commas.

You can find it neither in French dictionaries (at any rate, not in Littré) nor in English dictionaries.

**8.93.** To enclose an explanatory word not part of a written or printed statement.

the Winchester (VA) Star; *but* the Star of Winchester, VA

Portland (OR) Chamber of Commerce; *but* Athens, GA, schools

**8.94.** To enclose letters or numbers designating items in a series, either at the beginning of paragraphs or within a paragraph.

The order of delivery will be: (a) Food, (b) clothing, and (c) tents and other housing equipment.

You will observe that the sword is (1) old fashioned, (2) still sharp, and (3) unusually light for its size.

Paragraph 7(B)(1)(a) will be found on page 6. (Note parentheses closed up.)

- 8.95.** To enclose a figure inserted to confirm a written or printed statement given in words if double form is specifically requested.

This contract shall be completed in sixty (60) days.

- 8.96.** A reference in parentheses at the end of a sentence is placed before the period, unless it is a complete sentence in itself.

The specimen exhibits both phases (pl. 14, A, B).

The individual cavities show great variation. (See pl. 4.)

- 8.97.** If a sentence contains more than one parenthetical reference, the one at the end is placed before the period.

This sandstone (see pl. 6) is in every county of the State (see pl. 1).

- 8.98.** When a figure is followed by a letter in parentheses, no space is used between the figure and the opening parenthesis; but, if the letter is not in parentheses and the figure is repeated with each letter, the letter is closed up with the figure.

15(a). Classes, grades, and sizes.

15a. Classes, grades, and sizes.

- 8.99.** If both a figure and a letter in parentheses are used before each paragraph, a period and an en space are used after the closing parenthesis. If the figure is not repeated before each letter in parentheses but is used only before the first letter, the period is placed after the figure. However, if the figure is not repeated before each letter in parentheses and no period is used, space is inserted after the number if at least one other lettered subsection appears.

15(a). When the figure is used before the letter in each paragraph—

15(b). The period is placed after the closing parenthesis.

15. (a) When the figure is used before the letter in the first paragraph but not repeated with subsequent letters—

(b) The period is used after the figure only.

Sec. 12 (a) When no period is used and a letter in parentheses appears after a numbered item—

(b) Space must be used after the number if at least one other lettered subsection is shown.

- 8.100.** Note position of the period relative to closing parenthesis:

The vending stand sells a variety of items (sandwiches, beverages, cakes, etc.).

The vending stand sells a variety of items (sandwiches, beverages, cakes, etc. (sometimes ice cream)).

The vending stand sells a variety of items. (These include sandwiches, beverages, cakes, etc. (6).)

**8.101.** To enclose bylines in congressional work.

(By Harvey Hagman, archeological correspondent)

**8.102.** When matter in parentheses makes more than one paragraph, start each paragraph with a parenthesis and place the closing parenthesis at the end of the last paragraph.

## Period

The period is used—

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

Stars are suns.

He was employed by Sampson & Co.

Do not be late.

On with the dance.

**8.104.** After an indirect question or after a question intended as a suggestion and not requiring an answer.

Tell me how he did it.

May we hear from you.

May we ask prompt payment.

**8.105.** In place of a closing parenthesis after a letter or number denoting a series.

*a.* Bread well baked

*b.* Meat cooked rare

*c.* Cubed apples stewed

1. Punctuate freely

2. Compound sparingly

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 variations, in addition to the use of center and side heads or indented paragraphs, may be adopted, depending on the number of parts.

I. Outlines can begin with a capital Roman numeral.

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

1. A set space (en space) following the identifier aids alignment.

a. Usually, typefaces and sizes are chosen to agree with the hierarchy of the head breakdowns.

(1) Aligning runover lines with the first word which follows the number or letter aids readability.

(a) It is important to vary (alternate) the use of letters and numbers in any outline.

(i) The lowercase Roman numerals (i), (ii), etc. may be used as parts of the outline or to identify subparts of any previous parts.

(aa) When absolutely necessary, double (or triple) lowercase letters may be used.

II. Where not needed, the capital Roman numerals may be discarded and the outline can begin with the letter A. As in any composition, consistency in indentions and order is essential.

**8.109.** To separate integers from decimals in a single expression.

13.75 percent

1.25 meters

\$3.50

0.08 mile

**8.110.** In continental European languages, to indicate thousands.

1.317

72.190.175



- 8.111.** After abbreviations, unless otherwise specified. (See Chapter 9, “Abbreviations and Letter Symbols.”)

Apr.	RR.
fig.	<i>but</i>
Ph.D.	m (meter)
NE. (Northeast)	kc (kilocycle)
SSE. (South-Southeast)	NY (New York)

- 8.112.** After legends and explanatory matter beneath illustrations. Legends without descriptive language do not receive periods.

FIGURE 1.—Schematic drawing.

FIGURE 1.—Continued.

*but* FIGURE 1 (without legend, no period)

- 8.113.** After *Article 1, Section 1*, etc., at the beginning of paragraphs.

A center period is sometimes used—

- 8.114.** To indicate multiplication. (Use of a multiplication sign is preferable.)

$a \cdot b$

$a \times b$

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	Mac
Ed	Sam

- 8.120.** After Roman numerals used as ordinals.

King George V	Super Bowl XLII
Apollo XII insigne	

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

- 8.122.** Explanatory matter should be set in 6 point type under leaders or rules.

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

- 8.123.** Immediately before leaders, even if an abbreviation precedes the leaders.

### Question mark

The question mark is used—

- 8.124.** To indicate a direct query, even if not in the form of a question.

Did he do it?  
 He did what?  
 Can the money be raised? is the question.  
 Who asked, "Why?" [Note single question mark.]  
 "Did you hurt yourself, my son?" she asked.

- 8.125.** To express more than one query in the same sentence.

Can he do it? or you? or anyone?

**8.126.** To express doubt.

He said the boy was 8(?) feet tall. (No space before question mark.)

The statue(?) was on the statute books.

The scientific identification *Dorothia?* was noted. (Roman “?”.)

**Quotation marks**

Quotation marks are used—

**8.127.** To enclose direct quotations. (Each part of an interrupted quotation begins and ends with quotation marks.)

The answer is “No.”

He said, “John said, ‘No.’” (Note thin space between single and double closing quotes.)

“John,” asked Henry, “why do you go?”

**8.128.** To enclose any matter following such terms as *entitled, the word, the term, marked, designated, classified, named, endorsed, cited as, referred to as, or signed*; however, quotation marks are not used to enclose expressions following the terms *known as, called, so-called, etc.*, unless such expressions are misnomers or slang.

Congress passed the act entitled “An act \* \* \*.”

After the word “treaty,” insert a comma.

Of what does the item “Miscellaneous debts” consist?

The column “Imports from foreign countries” was not \* \* \*.

The document will be marked “Exhibit No. 21;” *but* The document may be made exhibit No. 21.

The check was endorsed “John Adamson.”

It was signed “John.”

*but* Beryllium is known as glucinium in some European countries.

It was called profit and loss.

The so-called investigating body.

**8.129.** To enclose titles of addresses, articles, awards, books, captions, editorials, essays, headings, subheadings, headlines, hearings, motion pictures and plays (including television and radio programs), operas, papers, short poems, reports, songs, studies, subjects, and themes. All principal words are to be capitalized.

An address on “Uranium-235 in the Atomic Age”

The article “Germany Revisited” appeared in the last issue.

He received the “Man of the Year” award.

“The Conquest of Mexico,” a published work (book)

Under the caption “Long-Term Treasurys Rise”

The subject was discussed in “Punctuation.” (chapter heading)

It will be found in “Part XI: Early Thought.”  
 The editorial “Haphazard Budgeting”  
 “Compensation,” by Emerson (essay)  
 “United States To Appoint Representative to U.N.” (heading for headline)  
 In “Search for Paradise” (motion picture); “South Pacific” (play)  
 A paper on “Constant-Pressure Combustion” was read.  
 “O Captain! My Captain!” (short poem)  
 The report “Atomic Energy: What It Means to the Nation”; *but* annual report  
 of the Public Printer  
 This was followed by the singing of “The Star-Spangled Banner.”  
 Under the subhead “Sixty Days of Turmoil” will be found \* \* \*.  
 The subject (or theme) of the conference is “Peaceful Uses of Atomic Energy.”  
*also* Account 5, “Management fees.”  
 Under the heading “Management and Operation.”  
 Under the appropriation “Building of ships, Navy.”

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

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

**8.132.** To enclose misnomers, slang expressions, sobriquets, coined words, or ordinary words used in an arbitrary way.

His report was “bunk.”

It was a “gentlemen’s agreement.”

The “invisible government” is responsible.

George Herman “Babe” Ruth.

*but* He voted for the lameduck amendment.

**8.133.** To close up characters except when they precede a fraction or an apostrophe or precede or follow a superior figure or letter, in which case a thin space is used. A thin space is used to separate double and single quotation marks.

Quotation marks are not used—

**8.134.** In poetry. The lines of a poem should align on the left, those that rhyme taking the same indentation.

Why seek to scale Mount Everest,

Queen of the air?

Why strive to crown that cruel crest

And deathward dare?

Said Mallory of dauntless quest:  
 “Because it’s there.”

- 8.135.** To enclose titles of works of art: paintings, statuary, etc.
- 8.136.** To enclose names of newspapers or magazines.
- 8.137.** To enclose complete letters having date and signature.
- 8.138.** To enclose extracts that are indented or set in smaller type, or solid extracts in leaded matter; but indented matter in text that is already quoted carries quotation marks.

- 8.139.** In indirect quotations.

Tell her yes.

He could not say no.

- 8.140.** Before a display initial which begins a quoted paragraph.
- 8.141.** The comma and the final period will be placed inside the quotation marks. Other punctuation marks should be placed inside the quotation marks only if they are a part of the matter quoted.

Ruth said, “I think so.”

“The President,” he said, “will veto the bill.”

The trainman shouted, “All aboard!”

Who asked, “Why?”

The President suggests that “an early occasion be sought \* \* \*.”

Why call it a “gentlemen’s agreement”?

- 8.142.** In congressional and certain other classes of work showing amendments, and in courtwork with quoted language, punctuation marks are printed after the quotation marks when not a part of the quoted matter.

Insert the words “growth”, “production”, and “manufacture”.

To be inserted after the words “cadets, U.S. Coast Guard;”.

Change “February 1, 1983”, to “June 30, 2008”.

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

- 8.143.** When occurring together, quotation marks should precede footnote reference numbers.

The commissioner claimed that the award was “unjustified.”<sup>1</sup>

Kelly’s exact words were: “The facts in the case prove otherwise.”<sup>2</sup>

- 8.144.** Quotation marks should be limited, if possible, to three sets (double, single, double).

“The question in the report is, ‘Can a person who obtains his certificate of naturalization by fraud be considered a “bona fide” citizen of the United States?’”

## Semicolon

The semicolon is used—

- 8.145.** To separate clauses containing commas.

Donald A. Peters, Jr., president of the First National Bank, was also a director of New York Central; Harvey D. Jones was a director of Oregon Steel Co. and New York Central; Thomas W. Harrison, chairman of the board of McBride & Co., was also on the board of Oregon Steel Co.

Reptiles, amphibians, and predatory mammals swallow their prey whole or in large pieces, bones included; waterfowl habitually take shellfish entire; and gallinaceous birds are provided with gizzards that grind up the hardest seeds.

Yes, sir; he did see it.

No, sir; I do not recall.

- 8.146.** To separate statements that are too closely related in meaning to be written as separate sentences, and also statements of contrast.

Yes; that is right.

No; we received one-third.

It is true in peace; it is true in war.

War is destructive; peace, constructive.

- 8.147.** To set off explanatory abbreviations or words that summarize or explain preceding matter.

The industry is related to groups that produce finished goods; i.e., electrical machinery and transportation equipment.

There were three metal producers involved; namely, Jones & Laughlin, Armco, and Kennecott.

The semicolon is not used—

- 8.148.** Where a comma will suffice.

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

## Single punctuation

**8.149.** Single punctuation should be used wherever possible without ambiguity.

124 U.S. 321 (no comma)

Sir: (no dash)

Joseph replied, "It is a worthwhile effort." (no outside period)

## Type

**8.150.** All punctuation marks, including parentheses, brackets, and superior reference figures, are set to match the type of the words which they adjoin. A lightface dash is used after a run-in boldface side-head followed by lightface matter. Lightface brackets, parentheses, or quotation marks shall be used when both boldface and lightface matter are enclosed.

Charts: C&GS 5101 (N.O. **18320**), page **282** (see above); N.O. **93491 (Plan)**; page **271**.

## 9. Abbreviations and Letter Symbols

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- 9.1. Abbreviations and letter symbols are used to save space and to avoid distracting the reader by use of repetitious words or phrases.
- 9.2. The nature of the publication governs the extent to which abbreviations are used. In the text of technical and legal publications, and in parentheses, brackets, footnotes, sidenotes, tables, leaderwork, and bibliographies, many words are frequently abbreviated. Heads, legends, tables of contents, and indexes follow the style of the text.
- 9.3. Internal and terminal punctuation in symbols representing units of measure are to be omitted to conform with practice adopted by scientific, technical, and industrial groups. Where the omission of terminal punctuation causes confusion; e.g., the symbol *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 ( <i>but</i> S. 116, S. Con.
L.B.J.	Res. 116)
U.S.	C.A.D.C. ( <i>but</i> App. D.C.)
U.N.	A.B. Secrest, D.D.S.
U.S.C. ( <i>but</i> Rev. Stat.)	
A.F. of L.-CIO (AFL-CIO preferred)	<i>but</i>
A.D., B.C.	AT&T
e.s.t.	Texas A&M
i.e., e.g. ( <i>but</i> op. cit.)	R&D

- 9.8.** Except as otherwise designated, points and spaces are omitted after initials used as shortened names of governmental agencies and of other organized bodies. “Other organized bodies” shall be interpreted to mean organized bodies that have become popularly identified with a symbol, such as MIT (Massachusetts Institute of Technology), GM (General Motors), GMAC (General Motors Acceptance Corp.), etc. (See “List of Abbreviations.”) Symbols, when they appear in copy, may be used for acts of Congress. Example: ARA (Area Redevelopment Act).

VFW	TVA	ARC
NLRB	AFL-CIO	ASTM

## Geographic terms

- 9.9.** *United States* must be spelled out when appearing in a sentence containing the name of another country. The abbreviation *U.S.* will be used when preceding the word *Government* or the name of a Government organization, except in formal writing (treaties, Executive orders, proclamations, etc.); congressional bills; legal citations and courtwork; and covers and title pages.

U.S. Government  
 U.S. Congress  
 U.S. Department of Health and Human Services  
 U.S. district court  
 U.S. Supreme Court (*but* Supreme Court of the United States)  
 U.S. Army (*but* Army of the United States)

U.S. monitor *Nantucket*  
 U.S.-NATO assistance  
 U.S. Government efforts to control inflation must be successful if the United States is to have a stable economy.  
*but* British, French, and United States Governments; United States-British talks

- 9.10.** With the exceptions in the preceding rule, the abbreviation *U.S.* is used in the adjective position, but is spelled out when used as a noun.

U.S. foreign policy	United States Steel Corp.
U.S. farm-support program	(legal title)
U.S. attorney	Foreign policy of the
U.S. citizen	United States
United States Code (official title)	<i>not</i> Temperatures vary in the U.S.

- 9.11.** The names of foreign countries are not abbreviated, with the exception of the former U.S.S.R., which is abbreviated due to its length.

- 9.12.** In other than formal usage as defined in rule 9.9, all States of the United States, Puerto Rico, and the Virgin Islands are abbreviated immediately following any capitalized geographic term, including armory, arsenal, airbase, airport, barracks, depot, fort, Indian agency, military camp, national cemetery (also forest, historic site, memorial, seashore, monument, park), naval shipyard, proving ground, reservation (forest, Indian, or military), and reserve or station (military or naval).

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

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

### United States

[Including freely associated States]

Alabama.....	AL	Kentucky.....	KY	Ohio.....	OH
Alaska.....	AK	Louisiana.....	LA	Oklahoma.....	OK
American Samoa.....	AS	Maine.....	ME	Oregon.....	OR
Arizona.....	AZ	Marshall Islands.....	MH	Palau.....	PW
Arkansas.....	AR	Maryland.....	MD	Pennsylvania.....	PA
California.....	CA	Massachusetts.....	MA	Puerto Rico.....	PR
Colorado.....	CO	Michigan.....	MI	Rhode Island.....	RI
Connecticut.....	CT	Minnesota.....	MN	South Carolina.....	SC
Delaware.....	DE	Mississippi.....	MS	South Dakota.....	SD
District of Columbia.....	DC	Missouri.....	MO	Tennessee.....	TN
Federated States of Micronesia.....	FM	Montana.....	MT	Texas.....	TX
Florida.....	FL	Nebraska.....	NE	Utah.....	UT
Georgia.....	GA	Nevada.....	NV	Vermont.....	VT
Guam.....	GU	New Hampshire.....	NH	Virgin Islands.....	VI
Hawaii.....	HI	New Jersey.....	NJ	Virginia.....	VA
Idaho.....	ID	New Mexico.....	NM	Washington.....	WA
Illinois.....	IL	New York.....	NY	West Virginia.....	WV
Indiana.....	IN	North Carolina.....	NC	Wisconsin.....	WI
Iowa.....	IA	North Dakota.....	ND	Wyoming.....	WY
Kansas.....	KS	Northern Mariana Islands.....	MP		

### Canada

Alberta.....	AB	Northwest Territories.....	NT	Prince Edward Island.....	PE
British Columbia.....	BC	Nova Scotia.....	NS	Quebec.....	QC
Manitoba.....	MB	Nunavut.....	NU	Saskatchewan.....	SK
New Brunswick.....	NB	Ontario.....	ON	Yukon.....	YT
Newfoundland and Labrador.....	NL				

**9.14.** The names of other insular possessions, trust territories, and *Long Island, Staten Island*, etc., are not abbreviated.

**9.15.** The names of Canadian Provinces and other foreign political subdivisions are not abbreviated except as noted in rule 9.13.

### Addresses

**9.16.** Words such as *Street, Avenue, Place, Road, Square, Boulevard, Terrace, Drive, Court*, and *Building*, following a name or number, are abbreviated in footnotes, sidenotes, tables, leaderwork, and lists.

**9.17.** In addresses, a single period is used with the abbreviations *NW, SW, NE, SE*. (indicating sectional divisions of cities) following name or number. *North, South, East*, and *West* are spelled out at all times.

- 9.18.** The word *Street* or *Avenue* as part of a name is not abbreviated even in parentheses, footnotes, sidenotes, tables, lists, or leaderwork.

14th Street Bridge

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* or *one-quarter*).

south half of T. 47 N., R. 64 E.

- 9.21.** In the description of tracts of public land the following abbreviations are used (periods are omitted after abbreviated compass directions that immediately precede and close up on figures):

SE $\frac{1}{4}$ NW $\frac{1}{4}$  sec. 4, T. 12 S., R. 15 E., of the Boise Meridian

lot 6, NE $\frac{1}{4}$  sec. 4, T. 6 N., R. 1 W.

N $\frac{1}{2}$  sec. 20, T. 7 N., R. 2 W., sixth principal meridian

Tps. 9, 10, 11, and 12 S., Rs. 12 and 13 W.

T. 2 S., Rs. 8, 9, and 10 E., sec. 26

T. 3 S., R. 1 E., sec. 34, W $\frac{1}{2}$ E $\frac{1}{2}$ , W $\frac{1}{2}$ , and W $\frac{1}{2}$ SE $\frac{1}{4}$ SE $\frac{1}{4}$

sec. 32 (with or without a township number)

- 9.22.** In case of an unavoidable break in a land-description symbol group at end of a line, use no hyphen and break after fraction.

### Names and titles

- 9.23.** The following forms are not always abbreviations, and copy should be followed as to periods:

Al

Ben

Fred

Walt

Alex

Ed

Sam

Will

- 9.24.** In signatures, an effort should be made to retain the exact form used by the signer.

George Wythe

Geo. Taylor

- 9.25.** In company and other formal names, if it is not necessary to preserve the full legal title, such forms as *Bro.*, *Bros.*, *Co.*, *Corp.*, *Inc.*, *Ltd.*, and *&c* are used. *Association* and *Manufacturing* are not abbreviated.

Radio Corp. of America	Electronics Manufacturing Co.
Aluminum Co. of America	Texas College of Arts & Industries
Standard Oil Co. of New Jersey	Robert Wilson & Associates, Inc.
H.J. Baker & Bro.	U.S. News & World Report
Jones Bros. & Co.	Baltimore & Ohio Railroad
American Telephone & Telegraph Co.	Mine, Mill & Smelter Workers
Norton Enterprises, Inc.	
Maryland Steamship Co., Ltd.	<i>but</i>
Chesapeake & Delaware Canal	Little Theater Company
Fairmount Building & Loan Association	Senate Banking, Housing and Urban Affairs Committee

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

Commodity Credit Corporation  
Federal Savings and Loan Insurance Corporation  
Pension Benefit Guaranty Corporation

- 9.27.** In parentheses, footnotes, sidenotes, tables, and leaderwork, abbreviate the words *railroad* and *railway* (RR. and Ry.), except in such names as “Washington Railway & Electric Co.” and “Florida Railroad & Navigation Corp.” *SS* for *steamship*, *MS* for *motorship*, etc., preceding name are used at all times.

- 9.28.** In the names of informal companionships the word *and* is spelled out.

Gilbert and Sullivan                      Currier and Ives

- 9.29.** In other than formal usage, a civil, military, or naval title preceding a name is abbreviated if followed by first or given name or initial; but *Mr.*, *Mrs.*, *Miss*, *Ms.*, *M.*, *MM.*, *Messrs.*, *Mlle.*, *Mme.*, and *Dr.* are abbreviated with or without first or given name or initial.

## United States military titles and abbreviations

### **Officer rank**

Officer ranks in the United States military consist of commissioned officers and warrant officers. The commissioned ranks are the highest in the military. These officers hold presidential commissions and are confirmed at their ranks by the Senate. Army, Air Force, and Marine Corps officers are called company grade officers in the pay grades of O-1 to O-3, field grade

officers in pay grades O-4 to O-6, and general officers in pay grades O-7 and higher. The equivalent officer groupings in the Navy are called junior grade, mid-grade, and flag.

Warrant officers hold warrants from their service secretary and are specialists and experts in certain military technologies or capabilities. The lowest ranking warrant officers serve under a warrant, but they receive commissions from the President upon promotion to chief warrant officer 2. These commissioned warrant officers are direct representatives of the President of the United States. They derive their authority from the same source as commissioned officers but remain specialists, in contrast to commissioned officers, who are generalists. There are no warrant officers in the Air Force.

	<b>Army</b>	<b>Navy Coast Guard</b>	<b>Marines</b>	<b>Air Force</b>
	General of the Army (Reserved for wartime only)	Fleet Admiral (Reserved for wartime only)		General of the Air Force (Reserved for wartime only)
O10	General GEN Army Chief of Staff	Admiral ADM Chief of Naval Operations and Commandant of the Coast Guard	General Gen. Commandant of the Marine Corps	General Gen. Air Force Chief of Staff
O9	Lieutenant General LTG	Vice Admiral VADM	Lieutenant General Lt. Gen.	Lieutenant General Lt. Gen.
O8	Major General MG	Rear Admiral Upper Half RADM	Major General Maj. Gen.	Major General Maj. Gen.
O7	Brigadier General BG	Rear Admiral Lower Half RDML	Brigadier General Brig. Gen.	Brigadier General Brig. Gen.
O6	Colonel COL	Captain CAPT	Colonel Col.	Colonel Col.
O5	Lieutenant Colonel LTC	Commander CDR	Lieutenant Colonel Lt. Col.	Lieutenant Colonel Lt. Col.
O4	Major MAJ	Lieutenant Commander LCDR	Major Maj.	Major Maj.
O3	Captain CPT	Lieutenant LT	Captain Capt.	Captain Capt.

	<b>Army</b>	<b>Navy Coast Guard</b>	<b>Marines</b>	<b>Air Force</b>
O2	First Lieutenant 1LT	Lieutenant Junior Grade LTJG	First Lieutenant 1st Lt.	First Lieutenant 1st Lt.
O1	Second Lieutenant 2LT	Ensign ENS	Second Lieutenant 2nd Lt.	Second Lieutenant 2nd Lt.
W5	Chief Warrant Officer CW5	Chief Warrant Officer CWO5	Chief Warrant Officer 5 CWO5	NO WARRANT
W4	Chief Warrant Officer 4 CW4	Chief Warrant Officer 4 CWO4	Chief Warrant Officer 4 CWO4	NO WARRANT
W3	Chief Warrant Officer 3 CW3	Chief Warrant Officer 3 CWO3	Chief Warrant Officer 3 CWO3	NO WARRANT
W2	Chief Warrant Officer 2 CW2	Chief Warrant Officer 2 CWO2	Chief Warrant Officer 2 CWO2	NO WARRANT
W1	Warrant Officer 1 WO1	Warrant Officer 1 WO1	Warrant Officer 1 WO	NO WARRANT

Source: <http://www.defenselink.mil/specials/insignias/officers.html>.

### ***Enlisted rank***

Service members in pay grades E-1 through E-3 are usually either in some kind of training status or on their initial assignment. The training includes the basic training phase where recruits are immersed in military culture and values and are taught the core skills required by their service component.

Basic training is followed by a specialized or advanced training phase that provides recruits with a specific area of expertise or concentration. In the Army and Marines, this area is called a military occupational specialty; in the Navy it is known as a rate; and in the Air Force it is simply called an Air Force specialty.

Leadership responsibility significantly increases in the mid-level enlisted ranks. This responsibility is given formal recognition by use of the terms noncommissioned officer and petty officer. An Army sergeant, an Air Force staff sergeant, and a Marine corporal are considered NCO ranks. The Navy NCO equivalent, petty officer, is achieved at the rank of petty officer third class.

At the E-8 level, the Army, Marines, and Air Force have two positions at the same pay grade. Whether one is, for example, a senior master sergeant or a first sergeant in the Air Force depends on the person’s job. The same is true for the positions at the E-9 level. Marine Corps master gunnery sergeants and sergeants major receive the same pay but have different responsibilities. E-8s and E-9s have 15 to 30 years on the job, and are commanders’ senior advisers for enlisted matters.

A third E-9 element is the senior enlisted person of each service. The sergeant major of the Army, the sergeant major of the Marine Corps, the master chief petty officer of the Navy, and the chief master sergeant of the Air Force are the spokespersons of the enlisted force at the highest levels of their services.

	<b>Army</b>		<b>Navy Coast Guard</b>		<b>Marines</b>		<b>Air Force</b>		
E9	Sergeant Major of the Army (SMA)		Master Chief Petty Officer of the Navy (MCPON) and Coast Guard (MCPOCG)		Sergeant Major of the Marine Corps (SgtMajMC)		Chief Master Sergeant of the Air Force (CMSAF)		
E9	Sergeant Major (SGM)	Command Sergeant Major (CSM)	Master Chief Petty Officer (MCPO)	Fleet/Command Master Chief Petty Officer	Sergeant Major (SgtMaj)	Master Gunnery Sergeant (MGySgt)	Chief Master Sergeant (CMSgt)	First Sergeant	Command Chief Master Sergeant (CCM)
E8	Master Sergeant (MSG)	First Sergeant (1SG)	Senior Chief Petty Officer (SCPO)		Master Sergeant (MSgt)	First Sergeant	Senior Master Sergeant (SMSgt)	First Sergeant	
E7	Sergeant First Class (SFC)		Chief Petty Officer (CPO)		Gunnery Sergeant (GySgt)		Master Sergeant (MSgt)	First Sergeant	
E6	Staff Sergeant (SSG)		Petty Officer First Class (PO1)		Staff Sergeant (SSgt)		Technical Sergeant (TSgt)		
E5	Sergeant (SGT)		Petty Officer Second Class (PO2)		Sergeant (Sgt)		Staff Sergeant (SSgt)		
E4	Corporal (CPL)	Specialist (SPC)	Petty Officer Third Class (PO3)		Corporal (Cpl)		Senior Airman (SrA)		



	<b>Army</b>	<b>Navy Coast Guard</b>	<b>Marines</b>	<b>Air Force</b>
E3	Private First Class (PFC)	Seaman (SN)	Lance Corporal (LCpl)	Airman First Class (A1C)
E2	Private E-2 (PV2)	Seaman Apprentice (SA)	Private First Class (PFC)	Airman (Amn)
E1	Private	Seaman Recruit (SR)	Private	Airman Basic

Source: <http://www.defenselink.mil/specials/insignias/enlisted.html>.

**9.30.** Spell out *Senator*, *Representative*, and *commandant*.

**9.31.** Unless preceded by *the*, abbreviate *Honorable*, *Reverend*, and *Monsignor* when followed by the first name, initials, or title.

Hon. Elihu Root; the Honorable Elihu Root; the Honorable Mr. Root  
the Honorables John Roberts, John Paul Stevens, and Ruth Bader Ginsberg  
Rev. Martin Luther King, Jr.; the Reverend Dr. King; Rev. Dr. King; Reverend  
King (*not* Rev. King, *nor* the Reverend King)  
Rt. Rev. James E. Freeman; the Right Reverend James E. Freeman; Very Rev. Henry  
Boyd; the Very Reverend Henry Boyd  
Rt. Rev. Msgr. John Bird; the Right Reverend Monsignor John Bird

**9.32.** The following and similar forms are used after a name:

Esq., Jr., Sr.  
2d, 3d (*or* II, III) (*not* preceded by comma)  
Degrees: LL.D., M.A., Ph.D., etc.  
Fellowships, orders, etc.: FSA Scot, F.R.S., K.C.B., C.P.A., etc.

**9.33.** The abbreviation *Esq.* and other titles such as *Mr.*, *Mrs.*, and *Dr.*, should not appear with any other title or with abbreviations indicating scholastic degrees.

John L. Smith, Esq., *not* Mr. John L. Smith, Esq., *nor* John L. Smith, Esq., A.M.;  
*but* James A. Jones, Jr., Esq.  
Ford Maddox, A.B., Ph.D., *not* Mr. Ford Maddox, A.B., Ph.D.  
George Gray, M.D., *not* Mr. George Gray, M.D., *nor* Dr. George Gray, M.D.  
Dwight A. Bellinger, D.V.M.

**9.34.** *Sr.* and *Jr.* should not be used without first or given name or initials, but may be used in combination with any title.

A.K. Jones, Jr., or Mr. Jones, Junior, *not* Jones, Jr., *nor* Jones, Junior  
President J. B. Nelson, Jr.

- 9.35.** When name is followed by abbreviations designating religious and fraternal orders and scholastic and honorary degrees, their sequence is as follows: Orders, religious first; theological degrees; academic degrees earned in course; and honorary degrees in order of bestowal.

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)	pl., pls. (plate, plates)
art., arts. (article, articles)	pt., pts. (part, parts)
bull., bulls. (bulletin, bulletins)	sec., secs. (section, sections)
ch., chs. (chapter, chapters)	subch., subchs. (subchapter, subchapters)
col., cols. (column, columns)	subpar., subpars. (subparagraph, subparagraphs)
ed., eds. (edition, editions)	subpt., subpts. (subpart, subparts)
fig., figs. (figure, figures)	subsec., subsecs. (subsection, subsections)
No., Nos. (number, numbers)	supp., supps. (supplement, supplements)
p., pp. (page, pages)	vol., vols. (volume, volumes)
par., pars. (paragraph, paragraphs)	

- 9.39.** The word *article* and the word *section* are abbreviated when appearing at the beginning of a paragraph and set in caps and small caps followed by a period and an en space, except that the first of a series is spelled out.

ART. 2; SEC. 2; etc.; *but* ARTICLE 1; SECTION 1  
ART. II; SEC. II; etc.; *but* ARTICLE I; SECTION I

- 9.40.** At the beginning of a legend, the word *figure* preceding the legend number is not abbreviated.

FIGURE 4.—Landscape.

### Terms relating to Congress

- 9.41.** The words *Congress* and *session*, when accompanied by a numerical reference, are abbreviated in parentheses, brackets, and text footnotes. In sidenotes, lists of references, tables, leaderwork, and footnotes to tables and leaderwork, the following abbreviations are used:

106th Cong., 1st sess.	Public Law 84, 102d Cong.
1st sess., 106th Cong.	Private Law 68, 102d Cong.

- 9.42.** In references to bills, resolutions, documents and reports in parentheses, brackets, footnotes, sidenotes, tables, and leaderwork, the following abbreviations are used:

H.R. 416 (House bill)	H. Conf. Rept. 10 (House conference report)
S. 116 (Senate bill)	H. Doc. 35 (House document)
The examples above may be abbreviated or spelled out in text.	S. Doc. 62 (Senate document)
H. Res. 5 (House resolution)	H. Rept. 214 (House report)
H. Con. Res. 10 (House concurrent resolution)	S. Rept. 410 (Senate report)
H.J. Res. 21 (House joint resolution)	Ex. Doc. B (Executive document)
S. Res. 50 (Senate resolution)	Ex. F (92d Cong., 2d sess.)
S. Con. Res. 17 (Senate concurrent resolution)	Ex. Rept. 9 (92d Cong., 1st sess.)
S.J. Res. 45 (Senate joint resolution)	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, 2005)

(Congressional Record, Sept. 25, 2007)

[From the New York Times, Mar. 4, 2008]

[From the Mar. 4 issue]

On Jan. 25 (we had commenced on Dec. 26, 2005) the work was finished. (In footnotes, tables, leaderwork, and sidenotes)

On January 25, a decision was reached (Op. Atty. Gen., Dec. 4, 2006). (Text, but with citation in parentheses)

*but* On January 25 (we had commenced on December 26, 2008) the work was finished. (Not a citation or reference in text)

- 9.46.** Weekdays are not abbreviated, but the following forms are used, if necessary, in lists or in narrow columns in tables:

Sun.	Wed.	Fri.
Mon.	Thurs.	Sat.
Tues.		

## Time zones

**9.47.** The following forms are to be used when abbreviating names of time zones:

AKDT—Alaska daylight time	GMAT—Greenwich mean astronomical time
AKST—Alaska standard time	GMT—Greenwich mean time
AKT—Alaska time (implies standard or daylight time)	HDT—Hawaii-Aleutian daylight time (not observed in HI)
AST—Atlantic standard time	HST—Hawaii-Aleutian standard time
AT—Atlantic time	LST—local standard time
CDT—central daylight time	MDT—mountain daylight time
CST—central standard time	MST—mountain standard time
CT—central time	MT—mountain time
DST—daylight saving (no “s”) time	PDT—Pacific daylight time
EDT—eastern daylight time	PST—Pacific standard time
EST—eastern standard time	PT—Pacific time
ET—eastern time	UTC—coordinated universal time
GCT—Greenwich civil time	

## Acronyms and coined words

**9.48.** To obtain uniform treatment in the formation of acronyms and coined words, apply the formulas that follow:

Use all capital letters when only the first letter of each word or selected words is used to make up the symbol:

- APPR (Army package power reactor)
- EPCOT (Experimental Prototype Community of Tomorrow)
- MAG (Military Advisory Group)
- MIRV (multiple independently targetable reentry vehicle)
- SALT (strategic arms limitation talks); (*avoid* SALT talks)
- STEP (supplemental training and employment program)

Use all capital letters where first letters of prefixes and/or suffixes are utilized as part of established expressions:

- CPR (*cardiopulmonary resuscitation*)
- ESP (*extrasensory perception*)
- FLIR (*forward-looking infrared*)

Copy must be followed where an acronym or abbreviated form is copyrighted or established by law:

- ACTION (agency of Government; not an acronym)
- MarAd (*Maritime Administration*)
- NACo (National Association of Counties)
- MEDLARS (*Medical Literature Analysis and Retrieval System*)

Use caps and lowercase when proper names are used in shortened form, any word

of which uses more than the first letter of each word:

- Conrail (Consolidated Rail Corporation)
- Pepco (Potomac Electric Power Co.)
- Inco (International Nickel Co.)
- Aramco (Arabian-American Oil Co.)
- Unprofor (United Nations Protection Force)

Use lowercase in common-noun combinations made up of more than the first letter of lowercased words:

- loran (*long-range navigation*)
- sonar (*sound navigation ranging*)
- secant (*separation control of aircraft by nonsynchronous techniques*)

**9.49.** The words *infra* and *supra* are not abbreviated.

### Terms of measure

**9.50.** Compass directions are abbreviated as follows:

N.	S.	ESE.
NE.	NNW.	10° N. 25° W.
E.	W.	NW. by N. ¼ W.
SW.		

**9.51.** The words *latitude* and *longitude*, followed by figures, are abbreviated in parentheses, brackets, footnotes, sidenotes, tables, and leaderwork, and the figures are always closed up.

lat. 52°33'05" N.                      long. 13°21'10" E.

**9.52.** Avoid breaking latitude and longitude figures at end of line; space out line instead. In case of an unavoidable break at end of line, use hyphen.

**9.53.** Temperature and gravity are expressed in figures. When the degree mark is used, it must appear closed up to the capital letter, not against the figures. Note the following related abbreviations and letter symbols and their usages:

abs, absolute	API, American Petroleum
Bé, Baumé	Institute
°C, <sup>1</sup> degree Celsius <sup>2</sup>	Twad, Twaddell
°F, degree Fahrenheit	100 °C
°R, degree Rankine	212 °F <sup>1</sup>
K, kelvin	671.67 °R
273.15 K	18 °API
°API	

<sup>1</sup>Without figures preceding it, °C or °F should be used only in boxhead and over figure columns in tables.

<sup>2</sup>Preferred form (superseding Centigrade).

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

10 a.m. ( <i>not</i> 10:00 a.m.)	12 p.m. (12 noon)
2:30 p.m.	12 a.m. (12 midnight)

- 9.55.** The word *o'clock* is not used with abbreviations of time.

*not* 10 o'clock p.m.

- 9.56.** Metric unit letter symbols are set lowercase roman unless the unit name has been derived from a proper name, in which case the first letter of the symbol is capitalized (for example Pa for pascal and W for watt). The exception is the letter L for liter. The same form is used for singular and plural. The preferred symbol for *cubic centimeter* is  $\text{cm}^3$ ; use *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	<i>but</i> 33°15'21"
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<i>Prefixes for multiples and submultiples</i>				<i>Metric units</i>	
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 ( $10^9$ )	$\mu$	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 ( $10^{-18}$ )		
	<i>Length</i>		<i>Area</i>		<i>Volume</i>
km	kilometer	km <sup>2</sup>	square kilometer	km <sup>3</sup>	cubic kilometer
hm	hectometer	hm <sup>2</sup>	square hectometer	hm <sup>3</sup>	cubic hectometer
dam	decameter	dam <sup>2</sup>	square decameter	dam <sup>3</sup>	cubic decameter
m	meter	m <sup>2</sup>	square meter	m <sup>3</sup>	cubic meter
dm	decimeter	dm <sup>2</sup>	square decimeter	dm <sup>3</sup>	cubic decimeter
cm	centimeter	cm <sup>2</sup>	square centimeter	cm <sup>3</sup>	cubic centimeter
mm	millimeter	mm <sup>2</sup>	square millimeter	mm <sup>3</sup>	cubic millimeter

<i>Weight</i>		<i>Land area</i>		<i>Capacity of containers</i>	
kg	kilogram	ha	hectare	kL	kiloliter
hg	hectogram	a	acre	hL	hectoliter
dag	dekagram			daL	dekaliter
g	gram			L	liter
dg	decigram			dL	deciliter
cg	centigram			cL	centiliter
mg	milligram			mL	milliliter
µg	microgram				

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

A	ampere	V	volt	mF	millifarad
VA	voltampere	W	watt	mH	millihenry
F	farad	kc	kilocycle	µF	microfarad (one-millionth of a farad)
H	Henry	kV	kilovolt		
Hz	Hertz	kVA	kilovoltampere		
J	joule	kW	kilowatt		

**9.58.** The following forms are used when units of English weight and measure and units of time are abbreviated, the same form of abbreviation being used for both singular and plural:

		<i>Length</i>		<i>Area and volume</i>	
	in	inch		in <sup>2</sup>	square inch
	ft	foot		in <sup>3</sup>	cubic inch
	yd	yard		mi <sup>2</sup>	square mile
	mi	mile (statute)		ft <sup>3</sup>	cubic foot
<i>Time</i>		<i>Weight</i>		<i>Capacity</i>	
yr	year	gr	grain	gill	(not abbreviated)
mo	month	dr	dram	pt	pint
d	day	oz	ounce	qt	quart
h	hour	lb	pound	gal	gallon
min	minute	cwt	hundredweight	pk	peck
s	second	dwt	pennyweight	bu	bushel
		ton(s)	(not abbreviated)	bbl	barrel
		<i>but t</i>	metric ton (tonne)		

**9.59.** In astrophysical and similar scientific matter, magnitudes and units of time may be expressed as follows:

$$5^h 3^m 9^s$$

$$4.5^h$$



## Money

**9.60.** The following are some of the abbreviations and symbols used for indicating money:

(For the abbreviations of other terms indicating currency, see the table “Currency” in Chapter 17 “Useful Tables.”)

\$, dol (dollar)	Mex \$2,650
c, ct, ¢ (cent, cents)	P (peso)
TRL175 (Turkish)	£ (pound)
USD15,000	d (pence)
€ (euro)	

Use “USD” if omission would result in confusion.

## Standard word abbreviations

**9.61.** If abbreviations are required, use these forms:

2,4D (insecticide)	AFL-CIO—American Federation of Labor and Congress of Industrial Organizations
3d—third	AID—Agency for International Development
4°—quarto	AIDS—acquired immunodeficiency syndrome
8°—octavo	a.k.a.—also known as
A1 (rating)	A.L.R.—American Law Reports
A.A.—Alcoholics Anonymous	AM—amplitude modulation (no periods)
AARP—American Association of Retired Persons	A.M.—(anno mundi) in the year of the world
abbr.—abbreviation	A.M. or M.A.—master of arts
abs.—abstract	a.m.—(ante meridiem) before noon
acct.—account	Am. Repts.—American Reports
ACDA—Arms Control and Disarmament Agency	Amtrak—National Railroad Passenger Corporation
ACTH—adrenocorticotrophic hormone	AMVETS—American Veterans of World War II; Amvet(s) (individual)
A.D.—(anno Domini) in the year of our Lord (A.D. 937)	antilog—antilogarithm (no period)
ADDH—attention deficit disorder with hyperactivity	AOA—Administration on Aging
ADHD—attention deficit hyperactivity disorder	API—American Petroleum Institute
AEF—American Expeditionary Forces	
AF—audiofrequency	
AFB—Air Force Base	

- APO—Army post office (no periods)
- App. D.C.—District of Columbia Appeal Cases
- App. Div.—Appellate Division
- APPR—Army package power reactor
- approx.—approximately
- ARC—American Red Cross
- ARS—Agricultural Research Service
- ASCS—Agricultural Stabilization and Conservation Service
- ASME—American Society of Mechanical Engineers
- A.S.N.—Army service number
- ASTM—American Society for Testing and Materials
- ATM—automatic teller machine
- Atl.—Atlantic Reporter; A.2d, Atlantic Reporter, second series
- AUS—Army of the United States
- Ave.—avenue
- AWACS—airborne warning and control system
- AWOL—absent without leave
- B.A. or A.B.—bachelor of arts
- BBB—Better Business Bureau
- B.C.—before Christ (1200 B.C.)
- B.C.E.—Before Common Era
- BCG—(bacillus Calmette-Guerin) antituberculosis vaccine
- bf.—boldface
- BGN—Board on (*not* of) Geographic Names
- BIA—Bureau of Indian Affairs
- BIS—Bank for International Settlements
- Blatch. Pr. Cas.—Blatchford's Prize Cases
- Bldg.—building
- B. Lit(t). or Lit(t).B.—bachelor of literature
- BLM—Bureau of Land Management
- BLS—Bureau of Labor Statistics
- Bld.—boulevard
- b.o.—buyer's option
- B.S. or B.Sc.—bachelor of science
- c. and s.c.—caps and small caps
- ca.—(circa) about
- ca—centiare
- CACM—Central American Common Market
- CAD—computer-aided design
- CAP—Civil Air Patrol
- CARE—Cooperative for American Remittances to Everywhere, Inc.
- CAT scan—computerized axial tomography
- C.C.A.—Circuit Court of Appeals
- CCC—Commodity Credit Corporation
- CCITT—Consultative Committee for International Telegraphy and Telephony
- C.Cls.—Court of Claims
- C.Cls.R.—Court of Claims Reports
- C.C.P.A.—Court of Customs and Patents Appeals
- CCR—Commission on Civil Rights
- CDC—Centers for Disease Control and Prevention
- C.E.—Common Era
- CEA—Council of Economic Advisers
- cf.—(confer) compare or see
- CFR—Code of Federal Regulations
- CFR Supp.—Code of Federal Regulations Supplement
- CHAMPUS—Civilian Health and Medical Program of the Uniformed Services
- CIA—Central Intelligence Agency
- 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)  
 Conus—continental United States  
 Corp.—corporation (commercial)  
 cos—cosine (no period)  
 cosh—hyperbolic cosine (no  
     period)  
 cot—cotangent (no period)  
 coth—hyperbolic cotangent (no  
     period)  
 c.p.—chemically pure  
 C.P.A.—certified public  
     accountant  
 CPI—Consumer Price Index  
 CPR—cardiopulmonary  
     resuscitation  
 cr.—credit; creditor  
 C-SPAN—Cable Satellite Public  
     Affairs Network  
 csc—cosecant (no period)  
 csch—hyperbolic cosecant (no  
     period)  
 Ct.—court  
 Dall.—Dallas (U.S. Supreme  
     Court Reports)  
 DAR—Daughters of the American  
     Revolution  
 d.b.a.—doing business as  
 d.b.h.—diameter at breast height  
 D.D.—doctor of divinity  
 D.D.S.—doctor of dental surgery  
 DDT—dichlorodiphenyl-  
     trichloroethane  
 DHS—Department of Homeland  
     Security  
 Dist. Ct.—District Court  
 D.Lit(t). or Lit(t).D.—doctor of  
     literature  
 DNC—Domestic Names  
     Committee (BGN)  
 do.—(ditto) the same  
 DOC—Department of Commerce  
 DOD—Department of Defense  
 DOE—Department of Energy  
 DOJ—Department of Justice  
 DOL—Department of Labor  
 DOS—Department of State  
 DOT—Department of  
     Transportation  
 DP—displaced person (no period)  
 D.P.H.—doctor of public health  
 D.P.Hy.—doctor of public hygiene  
 DPT—diphtheria, pertussis,  
     tetanus innoculation  
 dr.—debit; debtor  
 Dr.—doctor; drive  
 d.s.t.—daylight saving (no “s”) time  
 D.V.M.—doctor of veterinary  
     medicine  
 E.—east  
 EDGAR—Electronic Data  
     Gathering, Analysis and  
     Retrieval (SEC)  
 EEOC—Equal Employment  
     Opportunity Commission  
 EFTA—European Free Trade  
     Association  
 EFTS—electronic funds transfer  
     system  
 e.g.—(exempli gratia) for example  
 EHF—extremely high frequency  
 emcee—master of ceremony  
 e.o.m.—end of month  
 EOP—Executive Office of the  
     President  
 EPA—Environmental Protection  
     Agency

- et al.—(et alii) and others  
 et seq.—(et sequentia) and the following  
 etc.—(et cetera) and so forth  
 EU—European Union  
 Euratom—European Atomic Energy Community  
 Euro—currency (common)  
 Eurodollars—U.S. dollars used to finance foreign trade  
 Ex. Doc. (with letter)—executive document  
 Ex-Im Bank—Export-Import Bank of the United States  
 f., ff.—and following page (pages)  
 FAA—Federal Aviation Administration  
 FACS—Faculty of the American College of Surgeons  
 FAO—Food and Agriculture Organization  
 f.a.s.—free alongside ship  
 FAS—Foreign Agricultural Service  
 FBI—Federal Bureau of Investigation  
 FCA—Farm Credit Administration  
 FCC—Federal Communications Commission  
 FCIC—Federal Crop Insurance Corporation  
 FCSC—Foreign Claims Settlement Commission  
 FDA—Food and Drug Administration  
 FDIC—Federal Deposit Insurance Corporation  
 FDLP—Federal Depository Library Program  
 Fed.—Federal Reporter; F.3d, Federal Reporter, third series  
 FEOF—Foreign Exchange Operations Fund  
 FHA—Federal Housing Administration  
 FmHA—Farmers Home Administration  
 FHLBB—Federal Home Loan Bank Board  
 FHWA—Federal Highway Administration  
 FICA—Federal Insurance Contributions Act  
 FLSA—Fair Labor Standards Act  
 FM—frequency modulation  
 FMC—Federal Maritime Commission  
 FMCS—Federal Mediation and Conciliation Service  
 FNMA—Federal National Mortgage Association (Fannie Mae)  
 FNS—Food and Nutrition Service  
 f°—folio  
 f.o.b.—free on board  
 FPC—Federal Power Commission  
 FPO—fleet post office (no periods)  
 FR—Federal Register (publication)  
 FRG—Federal Republic of Germany  
 FRS—Federal Reserve System  
 FS—Forest Service  
 FSLIC—Federal Savings and Loan Insurance Corporation  
 FSS—Federal Supply Service  
 F.Supp.—Federal Supplement  
 FTC—Federal Trade Commission  
 FWS—Fish and Wildlife Service  
 GAO—Government Accountability Office  
 GATT—General Agreement on Tariffs and Trade  
 GDR—German Democratic Republic  
 GI—general issue; Government issue

- GIS—Geographic Information System
- G.M.&S.—general, medical, and surgical
- GNMA—Government National Mortgage Association (Ginnie Mae)
- GNP—gross national product
- Gov.—Governor
- GPO—Government Printing Office
- GPS—Global Positioning System
- gr. wt.—gross weight
- GSA—General Services Administration
- GSE—Government-Sponsored Enterprise
- H.C.—House of Commons
- H. Con. Res. (with number)—House concurrent resolution
- H. Doc. (with number)—House document
- hazmat—hazardous material
- HDTV—high definition television
- HE—high explosive (no periods)
- HF—high frequency (no periods)
- HHS—Health and Human Services (Department of)
- HIV—human immunodeficiency virus
- H.J. Res. (with number)—House joint resolution
- HMO—health-maintenance organization
- HOV—high-occupancy vehicle
- How.—Howard (U.S. Supreme Court Reports)
- H.R. (with number)—House bill
- H. Rept. (with number)—House report
- H. Res. (with number)—House resolution
- HUD—Housing and Urban Development (Department of)
- IADB—Inter-American Defense Board
- IAEA—International Atomic Energy Agency
- ibid.—(ibidem) in the same place
- ICBM—intercontinental ballistic missile
- id.—(idem) the same
- IDA—International Development Association
- IDE—integrated drive electronics
- i.e.—(id est) that is
- IEEE—Institute of Electrical and Electronic Engineers
- IF—intermediate frequency (no periods)
- IFC—International Finance Corporation
- IMCO—Intergovernmental Maritime Consultative Organization
- IMF—International Monetary Fund
- Insp. Gen. (also IG)—inspector general
- Interpol—International Criminal Police Organization
- IOU—I owe you
- IQ—intelligence quotient
- IRA—individual retirement account
- IRBM—intermediate range ballistic missile
- IRE—Institute of Radio Engineers
- IRO—International Refugee Organization
- IRS—Internal Revenue Service
- ISO—International Standards Organization
- ITO—International Trade Organization
- ITU—International Telecommunications Union
- JAG—Judge Advocate General

- jato—jet-assisted takeoff  
 J.D.—(jurum or juris doctor)  
     doctor of laws  
 JOBS—Job Opportunities in the  
     Business Sector  
 JIT—just in time  
 Jpn.—Japan or Japanese where  
     necessary to abbreviate  
 Jr.—junior  
 Judge Adv. Gen.—Judge Advocate  
     General  
 LAFTA—Latin American Free  
     Trade Association  
 lat.—latitude  
 LC—Library of Congress  
 LCD—liquid crystal display  
 lc.—lowercase  
 L.Ed.—Lawyer's edition (U.S.  
     Supreme Court Reports)  
 liq.—liquid  
 lf.—lightface  
 LF—low frequency  
 LL.B.—bachelor of laws  
 LL.D.—doctor of laws  
 loc. cit.—(loco citato) in the place  
     cited  
 log (no period)—logarithm  
 long.—longitude  
 loran (no periods)—long-range  
     navigation  
 lox (no periods)—liquid oxygen  
 LPG—liquefied petroleum gas  
 Ltd.—limited  
 Lt. Gov.—lieutenant governor  
 M—money supply: M1, M2, etc.  
 M.—monsieur; MM., messieurs  
 m.—(meridies) noon  
 M—more  
 MAC—Military Airlift Command  
 MAG—Military Advisory Group  
 MarAd—Maritime  
     Administration  
 MC—Member of Congress  
     (emcee, master of ceremonies)
- M.D.—doctor of medicine  
 MDAP—Mutual Defense  
     Assistance Program  
 MediCal—Medicaid California  
 memo—memorandum  
 MF—medium frequency;  
     microfiche  
 MFN—most favored nation  
 MIA—missing in action (plural  
     MIA's)  
 MIRV—multiple independently  
     targetable reentry vehicle  
 Misc. Doc. (with number)—  
     miscellaneous document  
 Mlle.—mademoiselle  
 Mme.—madam  
 Mmes.—mesdames  
 mo.—month  
 MOS—military occupational  
     specialty  
 M.P.—Member of Parliament  
 MP—military police  
 Mr.—mister (plural Messrs.)  
 MRI—magnetic resonance  
     imaging  
 Mrs.—mistress  
 Ms.—feminine title (plural Mses.)  
 M.S.—master of science  
 MS.—MSS., manuscript,  
     manuscripts  
 MSC—Military Sealift Command  
 Msgr.—monsignor  
 m.s.l.—mean sea level  
 MSNBC—Microsoft National  
     Broadcasting Co.  
 MTN—multilateral trade  
     negotiations  
 N.—north  
 NA—not available; not applicable  
 NACo.—National Association of  
     Counties  
 NAFTA—North American Free  
     Trade Agreement

NAS—National Academy of Sciences	n.s.p.f.—not specifically provided for
NASA—National Aeronautics and Space Administration	NW.—northwest
NATO—North Atlantic Treaty Organization	OAPEC—Organization of Arab Petroleum Exporting Countries
NCUA—National Credit Union Administration	OAS—Organization of American States
NE.—northeast	OASDHI—Old-Age, Survivors, Disability, and Health Insurance Program
n.e.c.—not elsewhere classified	OASI—Old-Age and Survivors Insurance
n.e.s.—not elsewhere specified	OCD—Office of Civil Defense
net wt.—net weight	OD—officer of the day
N.F.—National Formulary	OD—overdose; Odd, overdosed
NFAH—National Foundation on the Arts and the Humanities	O.D.—doctor of optometry
NIH—National Institutes of Health	OECD—Organization for Economic Cooperation and Development
NIST—National Institute of Standards and Technology	OK—Oked, Oking, Oks
n.l.—natural log or logarithm	OMB—Office of Management and Budget
NLRB—National Labor Relations Board	Op. Atty. Gen.—Opinions of the Attorney General
NNTP—Network News Transfer Protocol	op. cit.—(opere citato) in the work cited
No.—Nos., number, numbers	OPEC—Organization of Petroleum Exporting Countries
NOAA—National Oceanic and Atmospheric Administration	OSD—Office of the Secretary of Defense
n.o.i.b.n.—not otherwise indexed by name	OTC—Organization for Trade Cooperation
n.o.p.—not otherwise provided (for)	PA—public address system
n.o.s.—not otherwise specified	Pac.—Pacific Reporter; P.2d, Pacific Reporter, second series
NOVS—National Office of Vital Statistics	PAC—political action committee (plural PAC's)
NPS—National Park Service	Passed Asst. Surg.—passed assistant surgeon
NRC—Nuclear Regulatory Commission	PBS—Public Building Service
NS—nuclear ship	PCV—Peace Corps Volunteer
NSA—National Security Agency	
NSC—National Security Council	
NSF—National Science Foundation	
n.s.k.—not specified by kind	

- Pet.—Peters (U.S. Supreme Court Reports)
- Ph—phenyl
- Phar.D.—doctor of pharmacy
- Ph.B. or B.Ph.—bachelor of philosophy
- Ph.D. or D.Ph.—doctor of philosophy
- Ph.G.—graduate in pharmacy
- PHS—Public Health Service
- PIN—personal identification number
- Pl.—place
- p.m.—(post meridiem) after noon
- P.O. Box (with number)—*but* post office box (in general sense)
- POP—Point of Presence; Post Office Protocol
- POW—prisoner of war (plural POWs)
- PTSD—post-traumatic-stress disorder
- Private Res. (with number)—private resolution
- Prof.—professor
- pro tem—(pro tempore) temporarily
- P.S.—(post scriptum) postscript; public school (with number)
- PTA—parent-teachers' association
- Public Res. (with number)—public resolution
- PX—post exchange
- QT—on the quiet
- racon—radar beacon
- radar—radio detection and ranging
- R&D—research and development
- rato—rocket-assisted takeoff
- Rd.—road
- RDT&E—research, development, testing, and evaluation
- REA—Rural Electrification Administration
- Rev.—reverend
- Rev. Stat.—Revised Statutes
- RF—radiofrequency
- R.F.D.—rural free delivery
- Rh—Rhesus (blood factor)
- RIF—reduction(s) in force; RIFed, RIFing, RIFs
- R.N.—registered nurse
- ROTC—Reserve Officers' Training Corps
- RR.—railroad
- RRB—Railroad Retirement Board
- Rt. Rev.—right reverend
- Ry.—railway
- S.—south; Senate bill (with number)
- SAC—Strategic Air Command
- SAE—Society of Automotive Engineers
- S&L(s)—savings and loan(s)
- SALT—strategic arms limitation talks
- SAR—Sons of the American Revolution
- SBA—Small Business Administration
- sc.—(scilicet) namely (see also ss)
- s.c.—small caps
- S. Con. Res. (with number)—Senate concurrent resolution
- s.d.—(sine die) without date
- SDI—Strategic Defense Initiative
- S. Doc. (with number)—Senate document
- SE.—southeast
- SEATO—Southeast Asia Treaty Organization
- SEC—Securities and Exchange Commission
- sec—secant
- sech—hyperbolic secant
- 2d—second
- SHF—superhigh frequency
- shoran—short range (radio)



- SI—Système International d'Unités  
 sic—thus  
 sin—sine  
 sinh—hyperbolic sine  
 S.J. Res. (with number)—Senate joint resolution  
 sonar—sound, navigation, and ranging (no period)  
 SOP—standard operating procedure  
 SOS—wireless distress signal  
 SP—shore patrol  
 SPAR—Coast Guard Women's Reserve (*semper paratus*—always ready)  
 sp. gr.—specific gravity  
 Sq.—square (street)  
 Sr.—senior  
 S. Rept. (with number)—Senate report  
 S. Res. (with number)—Senate resolution  
 SS—steamship  
 ss—(scilicet) namely (in law) (see also sc.)  
 SSA—Social Security Administration  
 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  
 SWAT—special weapons and tactics (team)  
 T.—Tps., township, townships  
 tan—tangent  
 tann—hyperbolic tangent  
 TB—tuberculosis  
 T.D.—Treasury Decisions  
 TDY—temporary duty  
 Ter.—terrace  
 t.m.—true mean  
 TNT—trinitrotoluol  
 TV—television  
 TVA—Tennessee Valley Authority  
 uc.—uppercase  
 UHF—ultrahigh frequency  
 UMTA—Urban Mass Transportation Administration  
 U.N.—United Nations  
 UNESCO—United Nations Educational, Scientific, and Cultural Organization  
 UNICEF—United Nations Children's Fund  
 U.S.—U.S. Supreme Court Reports  
 U.S.A.—United States of America  
 USA—U.S. Army  
 USAF—U.S. Air Force  
 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	w.a.e.—when actually employed
U.S.P.—United States Pharmacopeia	Wall.—Wallace (U.S. Supreme Court Reports)
USPS—U.S. Postal Service	wf—wrong font
U.S.S.—U.S. Senate	Wheat.—Wheaton (U.S. Supreme Court Reports)
v. or vs.—(versus) against	WHO—World Health Organization
VA—Department of Veterans Affairs	WIPO—World Intellectual Property Organization
VAT—value added tax	WMAL—WRC, etc., radio stations
VCR—video cassette recorder	w.o.p.—without pay
VHF—very high frequency	Yale L.J.—Yale Law Journal
VIP—very important person	ZIP Code—Zone Improvement Plan Code (Postal Service)
viz—(videlicet) namely	ZIP+4—9-digit ZIP Code
VLF—very low frequency	
VTR—video tape recording	
W.—west	

## Standard letter symbols for units of measure

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

A—ampere	Bd—baud
Å—angstrom	bd. ft.—board foot (obsolete); use fbm
a—are	Bé—Baumé
a—atto (prefix, one-quintillionth)	Bev (obsolete); see GeV
aA—attoampere	Bhn—Brinell hardness number
abs—absolute (temperature and gravity)	bhp—brake horsepower
ac—alternating current	bm—board measure
AF—audiofrequency	bp—boiling point
Ah—ampere-hour	Btu—British thermal unit
A/m—ampere per meter	bu—bushel
AM—amplitude modulation	c—¢, ct; cent(s)
asb—apostilb	c—centi (prefix, one-hundredth)
At—ampere-turn	C—coulomb
at—atmosphere, technical	°C—degree Celsius
atm—atmosphere	cal—calorie (also: cal <sub>IT</sub> , International Table; cal <sub>th</sub> , thermochemical)
at wt—atomic weight	cd/in <sup>2</sup> —candela per square inch
au—astronomical units	cd/m <sup>2</sup> —candela per square meter
avdp—avoirdupois	cg—centigram
b—barn	cd•h—candela-hour
B—bel	Ci—curie
b—bit	cL—centiliter
bbl—barrel	cm—centimeter
bbl/d—barrel per day	c/m—cycles per minute

cm <sup>2</sup> —square centimeter	FM—frequency modulation
cm <sup>3</sup> —cubic centimeter	ft—foot
cmil—circular mil	ft <sup>2</sup> —square foot
cp—candlepower	ft <sup>3</sup> —cubic foot
cP—centipoise	ftH <sub>2</sub> O—conventional foot of water
cSt—centistokes	ft•lb—foot-pound
cwt—hundredweight	ft•lbf—foot-pound force
D—darcy	ft/min—foot per minute
d—day	ft <sup>2</sup> /min—square foot per minute
d—deci (prefix, one-tenth)	ft <sup>3</sup> /min—cubic foot per minute
d—pence	ft-pdl—foot poundal
da—deka (prefix, 10)	ft/s—foot per second
dag—dekagram	ft <sup>2</sup> /s—square foot per second
daL—dekaliter	ft <sup>3</sup> /s—cubic foot per second
dam—dekameter	ft/s <sup>2</sup> —foot per second squared
dam <sup>2</sup> —square dekameter	ft/s <sup>3</sup> —foot per second cubed
dam <sup>3</sup> —cubic dekameter	G—gauss
dB—decibel	G—giga (prefix, 1 billion)
dBu—decibel unit	g—gram; acceleration of gravity
dc—direct current	Gal—gal cm/s <sup>2</sup>
dg—decigram	gal—gallon
dL—deciliter	gal/min—gallons per minute
dm—decimeter	gal/s—gallons per second
dm <sup>2</sup> —square decimeter	GB—gigabyte
dm <sup>3</sup> —cubic decimeter	Gb—gilbert
dol—dollar	g/cm <sup>3</sup> —gram per cubic centimeter
doz—dozen	GeV—gigaelectronvolt
dr—dram	GHz—gigahertz (gigacycle per second)
dwt—deadweight tons	gr—grain; gross
dwt—pennyweight	h—hecto (prefix, 100)
dyn—dyne	H—henry
EHF—extremely high frequency	h—hour
emf—electromotive force	ha—hectare
emu—electromagnetic unit	HF—high frequency
erg—erg	hg—hectogram
esu—electrostatic unit	hL—hectoliter
eV—electronvolt	hm—hectometer
°F—degree Fahrenheit	hm <sup>2</sup> —square hectometer
F—farad	hm <sup>3</sup> —cubic hectometer
f—femto (prefix, one-quadrillionth)	hp—horsepower
fbm—board foot; board foot measure	hph—horsepower-hour
fc—footcandle	Hz—hertz (cycles per second)
fL—footlambert	id—inside diameter
fm—fentometer	ihp—indicated horsepower

in—inch	lbf/ft <sup>3</sup> —pound-force per cubic foot
in <sup>2</sup> —square inch	lbf/in <sup>2</sup> —pound-force per square inch (see psi)
in <sup>3</sup> —cubic inch	lb/ft—pound per foot
in/h—inch per hour	lb/ft <sup>2</sup> —pound per square foot
inH <sub>2</sub> O—conventional inch of water	lb/ft <sup>3</sup> —pound per cubic foot
inHg—conventional inch of mercury	lct—long calcined ton
in-lb—inch-pound	ldt—long dry ton
in/s—inch per second	LF—low frequency
J—joule	lin ft—linear foot
J/K—joule per kelvin	l/m—lines per minute
K—kayser	lm—lumen
K—kelvin (use without degree symbol)	lm/ft <sup>2</sup> —lumen per square foot
k—kilo (prefix, 1,000)	lm/m <sup>2</sup> —lumen per square meter
k—thousand (7k=7,000)	lm•s—lumen second
kc—kilocycle; see also kHz (kilohertz), kilocycles per second	lm/W—lumen per watt
kcal—kilocalorie	l/s—lines per second
keV—kiloelectronvolt	L/s—liter per second
kG—kilogauss	lx—lux
kg—kilogram	M—mega (prefix, 1 million)
kgf—kilogram-force	M—million (3 M=3 million)
kHz—kilohertz (kilocycles per second)	m—meter
kL—kiloliter	m—milli (prefix, one-thousandth)
kLbf—kilopound-force	M1—monetary aggregate
km—kilometer	m <sup>2</sup> —square meter
km <sup>2</sup> —square kilometer	m <sup>3</sup> —cubic meter
km <sup>3</sup> —cubic kilometer	μ—micro (prefix, one-millionth)
km/h—kilometer per hour	μm—micrometer
kn—knot (speed)	mA—milliampere
kΩ—kilohm	μA—microampere
kt—kiloton; carat	MB—megabyte
kV—kilovolt	mbar—millibar
kVA—kilovoltampere	μbar—microbar
kvar—kilovar	Mc—megacycle; see also MHz (megahertz), megacycles per second
kW—kilowatt	mc—millicycle; see also mHz (millihertz), millicycles per second
kWh—kilowatthour	mD—millidarcy
L—lambert	meq—milliequivalent
L—liter	MeV—megaelectronvolts
lb—pound	mF—millifarad
lb ap—apothecary pound	μF—microfarad
lb—avdp, avoirdupois pound	
lbf—pound-force	
lbf/ft—pound-force foot	
lbf/ft <sup>2</sup> —pound-force per square foot	

mG—milligauss	n—nano (prefix, one-billionth)
mg—milligram	N—newton
$\mu\text{g}$ —microgram	nA—nanoampere
Mgal/d—million gallons per day	nF—nanofarad
mH—millihenry	N•m—newton meter
$\mu\text{H}$ —microhenry	$\text{N}/\text{m}^2$ —newton per square meter
MHz—megahertz	nmi—nautical mile
mHz—millihertz	Np—neper
mi—mile (statute)	ns—nanosecond
$\text{mi}^2$ —square mile	$\text{N}\cdot\text{s}/\text{m}^2$ —newton second per square meter
mi/gal—mile(s) per gallon	nt—nit
mi/h—mile(s) per hour	od—outside diameter
mil—mil	Oe—oersted (use of A/m, amperes per meter, preferred)
min—minute (time)	oz—ounce (avoirdupois)
$\mu\text{in}$ —microinch	p—pico (prefix, one-trillionth)
mL—milliliter	P—poise
mm—millimeter	Pa—pascal
$\text{mm}^2$ —square millimeter	pA—picoampere
$\text{mm}^3$ —cubic millimeter	pct—percent
$\mu\text{m}^2$ —square micrometer	pdl—poundal
$\mu\text{m}^3$ —cubic micrometer	pF—picofarad (micromicrofarad, obsolete)
$\mu\mu$ —micromicron (use of compound prefixes obsolete; use pm, picometer)	pF—water-holding energy
$\mu\mu\text{f}$ —micromicrofarad (use of compound prefixes obsolete; use pF)	pH—hydrogen-ion concentration
mmHg—conventional millimeter of mercury	ph—phot; phase
$\text{m}\Omega$ —megohm	pk—peck,
mo—month	p/m—parts per million
mol—mole (unit of substance)	ps—picosecond
mol wt—molecular weight	psi—pounds per square inch
mp—melting point	pt—pint
ms—millisecond	pW—picowatt
$\mu\text{s}$ —microsecond	qt—quart
Mt—megaton	quad—quadrillion ( $10^{15}$ )
mV—millivolt	$^{\circ}\text{R}$ —rankine
$\mu\text{V}$ —microvolt	$^{\circ}\text{R}$ —roentgen
MW—megawatt	R—degree rankine
mW—milliwatt	R—degree reamur
$\mu\text{W}$ —microwatt	rad—radian
MWd/t—megawatt-days per ton	rd—rad
Mx—maxwell	rem—roentgen equivalent man
	r/min—revolutions per minute
	rms—root mean square

r/s—revolutions per second	tsp—teaspoonful
s—second (time)	Twad—twaddell
s—shilling	u—(unified) atomic mass unit
S—siemens	UHF—ultrahigh frequency
sb—stillb	V—volt
scp—spherical candlepower	VA—voltampere
s•ft—second-foot	var—var
shp—shaft horsepower	VHF—very high frequency
slug—slug	V/m—volt per meter
sr—steradian	W—watt
sSf—standard saybolt fural	Wb—weber
sSu—standard saybolt universal	Wh—watthour
stdft <sup>3</sup> —standard cubic foot (feet)	W/(m•K)—watt per meter kelvin
Sus—saybolt universal second(s)	W/sr—watt per steradian
T—tera (prefix, 1 trillion)	W/(sr•m <sup>2</sup> )—watt per steradian square meter
Tft <sup>3</sup> —trillion cubic feet	<i>x</i> —unknown quantity (italic)
T—tesla	yd—yard
t—tonne (metric ton)	yd <sup>2</sup> —square yard
tbsp—tablespoonful	yd <sup>3</sup> —cubic yard
thm—therm	yr—year
ton—ton	

## Standard Latin abbreviations

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

a.—annus, year; ante, before	ad inf.—ad infinitum, to infinity
A.A.C.—anno ante, Christum in the year before Christ	ad init.—ad initium, at the beginning
A.A.S.—Academiae Americanae Socius, Fellow of the American Academy [Academy of Arts and Sciences]	ad int.—ad interim, in the meantime
A.B.—artium baccalaureus, bachelor of arts	ad lib.—ad libitum, at pleasure
ab init.—ab initio, from the beginning	ad loc.—ad locum, at the place
abs. re.—absente reo, the defendant being absent	ad val.—ad valorem, according to
A.C.—ante Christum, before Christ	A.I.—anno inventionis, in the year of the discovery
A.D.—anno Domini, in the year of our Lord	al.—alia, alii, other things, other persons
a.d.—ante diem, before the day	A.M.—anno mundi, in the year of the world; Annus mirabilis, the wonderful year [1666]; a.m., ante meridiam, before noon
ad fin.—ad finem, at the end, to one end	an.—anno, in the year; ante, before
ad h.l.—ad hunc locum, to this place, on this passage	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 40l.
- L.A.M.—liberalium artium magister, master of the liberal arts
- L.B.—baccalaureus literarum, bachelor of letters
- lb.—libra, pound (singular and plural)
- L.H.D.—literarum humaniorum doctor, doctor of the more humane letters
- Litt. D.—literarum doctor, doctor of letters
- LL.B.—legum baccalaureus, bachelor of laws
- LL.D.—legum doctor, doctor of laws
- LL.M.—legum magister, master of laws
- loc. cit.—loco citato, in the place cited
- loq.—loquitur, he, or she, speaks
- L.S.—locus sigilli, the place of the seal
- l.s.c.—loco supra citato, in the place above cited
- £ s. d.—librae, solidi, denarii, pounds, shillings, pence
- M.—magister, master; manipulus, handful; medicinae, of medicine; m., meridies, noon
- M.A.—magister artium, master of arts
- M.B.—medicinae baccalaureus, bachelor of medicine
- M. Ch.—magister chirurgiae, master of surgery
- M.D.—medicinae doctor, doctor of medicine
- m.m.—mutatis mutandis, with the necessary changes
- m.n.—mutato nomine, the name being changed
- MS.—manuscriptum, manuscript; MSS., manuscripta, manuscripts
- Mus. B.—musicae baccalaureus, bachelor of music
- Mus. D.—musicae doctor, doctor of music
- Mus. M.—musicae magister, master of music
- N.—Nepos, grandson; nomen, name; nomina, names; noster, our; n., natus, born; nocte, at night
- N.B.—nota bene, mark well
- ni. pri.—nisi prius, unless before
- nob.—nobis, for (or on) our part
- nol. pros.—nolle prosequi, will not prosecute
- non cul.—non culpabilis, not guilty
- n.l.—non licet, it is not permitted; non liquet, it is not clear; non longe, not far
- non obs.—non obstante, notwithstanding
- non pros.—non prosequitur, he does not prosecute



- non seq.—non sequitur, it does not follow logically
- O.—octarius, a pint
- ob.—obiit, he, or she, died; obiter, incidentally
- ob. s.p.—obiit sine prole, died without issue
- o.c.—opere citato, in the work cited
- op.—opus, work; opera, works
- op. cit.—opere citato, in the work cited
- P.—papa, pope; pater, father; pontifex, bishop; populus, people; p., partim, in part; per, by, for; pius, holy; pondere, by weight; post, after; primus, first; pro, for
- p.a.—or per ann., per annum, yearly; pro anno, for the year
- p. ae.—partes aequales, equal parts
- pass.—passim, everywhere
- percent.—per centum, by the hundred
- pil.—pilula, pill
- Ph. B.—philosophiae baccalaureus, bachelor of philosophy
- P.M.—post mortem, after death
- p.m.—post meridiem, afternoon
- pro tem.—pro tempore, for the time being
- prox.—proximo, in or of the next [month]
- P.S.—postscriptum, postscript; P.SS., postscripta, postscripts
- q.d.—quasi dicat, as if one should say; quasi dictum, as if said; quasi dixisset, as if he had said
- q.e.—quod est, which is
- Q.E.D.—quod erat demonstrandum, which was to be demonstrated
- Q.E.F.—quod erat faciendum, which was to be done
- Q.E.I.—quod erat inveniendum, which was to be found out
- q.l.—quantum libet, as much as you please
- q. pl.—quantum placet, as much as seems good
- q.s.—quantum sufficit, sufficient quantity
- q.v.—quantum vis, as much as you will; quem, quam, quod vide, which see; qq. v., quos, quas, or quae vide, which see (plural)
- R.—regina, queen; recto, right-hand page; republica, 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
- 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

## Information technology acronyms and initialisms

**9.64.** If abbreviations are required, use these forms:

- AARP—Apple Address Resolution  
Protocol
- ABLS—Automated Bid List System
- ABM—asynchronous balanced mode
- ACES—access certificates for  
electronic services
- ACP—Access Content Package
- ACS—Access Content Storage
- ACSIS—Acquisition, Classification,  
and Shipment Information  
System
- AES—advanced encryption standard
- AIFF—audio interchange file format
- AIP—Archival Information Package
- AIS—Archival Information Storage
- ANSI—American National Standards  
Institute
- AP—access processor
- ARK—archival resource key
- ARP—address resolution protocol
- ASCII—American Standard Code for  
Information Interchange

- ASP—application service provider  
BAC—billing address code  
BBS—bulletin board service  
BPEL—business process execution language  
BPI—business process information  
BPS—business process storage  
CA—certification authority  
CCSDS—Consultative Committee for Space Data Systems  
CD—compact disk  
CDN—content delivery network  
CDR—critical design review  
CD-ROM—compact disk read only memory  
CE—content evaluator  
CFR—Code of Federal Regulations  
CGP—Catalog of U.S. Government Publications  
CMS—content management system  
CMYK—cyan, magenta, yellow, black  
CO—content originator  
COOP—continuity of operations plan  
CP—content processor  
CPI—content packet information  
CRC—cyclic redundancy checks  
CSV—comma separated variable  
DBMS—database management system  
DES—data encryption standard  
DIP—Dissemination Information Package  
DMI—desktop management interface  
DNS—domain name system  
DO—digital objects  
DOI—Digital Object Identifier  
DoS—denial of service  
DPI—dots per inch  
DSR—deployment system review  
DSSL—document style and semantics language  
DVD—digital versatile disc  
EA—enterprise architecture  
EAD—encoded archival description  
EAC—estimate at completion  
EAP—enterprise application platform  
EBCDIC—Extended Binary Coded Decimal Interchange Code  
ePub—Electronic Publishing Section  
FAQ—frequently asked question  
FBCA—Federal Bridge Certificate Authority  
FDDI—fiber distributed data interface  
FDLP—Federal Depository Library Program  
FDsys—Federal Digital System  
FICC—Federal Identity Credentialing Committee  
FIFO—first in first out  
FIPS—Federal Information Processing Standard  
FOB—free on board  
FOSI—format output specification instance  
FTP—file transfer protocol  
GAP—GPO Access Package  
GDI—graphical device interface  
GFE—government furnished equipment  
GFI—government furnished information  
GGP—gateway-to-gateway protocol  
GIF—graphics interchange format  
GILS—Government Information Locator Service  
GUI—graphical user interface  
HDTV—high definition television  
HMAC—key hashed message authentication code  
HSM—hardware security module  
HTML—hypertext markup language  
HTTP—hypertext transfer protocol  
Hz—Hertz  
ICMP—internet control message protocol  
ID—Information Dissemination  
IDD—interface design description

- IEEE—Institute of Electronics and Electrical Engineers
- IETF—Internet Engineering Task Force
- ILS—Integrated Library System
- IP—internet protocol
- IPR—internal progress review
- IPSEC—internet protocol security
- ISO—International Organization for Standardization
- ISP—internet service provider
- ISSN—International Standard Serial Number
- IT—information technology
- ITU—International Telecommunications Union
- JDF—Job Definition Format
- JPEG—Joint Photographic Experts Group
- LAN—local area network
- LDAP—lightweight directory access protocol
- LPI—lines per inch
- MAC—message authentication code
- MARC—Machine Readable Cataloging
- METS—Metadata Encoding and Transmission Standard
- MHz—megahertz
- MIME—multipurpose internet mail extensions
- MIPS—millions of instructions per second
- MMAR—Materials Management Procurement Regulation
- MODS—Metadata Object Descriptive Schema
- MPCF—marginally punched continuous forms
- NAT—network address translation
- NDIIPP—National Digital Information Infrastructure and Preservation Program
- NFC—National Finance Center
- NIST—National Institute of Standards and Technology
- NNTP—network news transfer protocol
- OAI—Open Archives Initiative
- OAI-PMH—Open Archives Initiative Protocol for Metadata Harvesting
- OAIS—Open Archival Information Systems
- OCLC—Online Computer Library Center
- OCR—optical character recognition
- OLTP—online transaction processing
- PRONOM—Practical Online Compendium of File Formats
- PTR—program tracking report
- PURL—persistent uniform resource locator
- RAID—redundant array of inexpensive disks
- RAM—random access memory
- RFC—request for comments
- RGB—red, green, blue
- RI—representation information
- RMA—reliability, maintainability, availability
- RPC—remote procedure call
- RSA—Rivest, Shamir, Adleman (public key decryption algorithm)
- RTF—rich text format
- RVTM—requirements verification traceability matrix
- SAML—security assertion markup language
- SDLC—software/system development life cycle
- SDR—system design review
- Section 508—Section 508 of the Rehabilitation Act
- SGML—standard generalized markup language
- SHA—secure hash algorithm

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SIP—Submission Information Package	VLAN—virtual local area network
SLIP—serial line internet protocol	VPN—virtual private network
SMP—storage management processor	VRML—virtual reality modeling language
SMS—storage management system	W3C—World Wide Web Consortium
SMTP—simple mail transfer protocol	WAIS—wide area information service
SNMP—simple network management protocol	WAN—wide area network
SPA—simplified purchase agreement	WAP—wireless application protocol
SSL—secure sockets layer	WAV—waveform audio format
SSP—system security plan	WIP—work in process
SSR—software specification review	WML—wireless markup language
TDES—Triple Data Encryption Standard	WMS—workflow management system
TIFF—tagged image file format	WWW—World Wide Web
TLS—transport layer security	WYSIWYG—what you see is what you get
UDP—user datagram protocol	XML—extensible markup language
URL—uniform resource locator	XMLDsig—xml signature
URN—uniform resource name/number	XMLENC—xml encryption

## 10. Signs and Symbols

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- 10.1.** The increased use of signs and symbols and their importance in technical and scientific work have emphasized the necessity of standardization on a national basis and of the consistent use of the standard forms.
- 10.2.** Certain symbols are standardized—number symbols (the digits, 0, 1, 2, 3, 4, 5, 6, 7, 8, 9); letter symbols (the letters of the alphabet, a, b, c, d, etc.); and graphic symbols (the mathematical signs +, −, ±, ×, ÷).
- 10.3.** The signs +, −, ±, ×, and ÷, etc., are closed against accompanying figures and symbols. When the × is used to indicate “crossed with” (in plant or animal breeding) or magnification, it will be separated from the accompanying words by a space.

i–vii+1–288 pages  
The equation A+B  
The result is 4×4  
20,000±5,000

Early June × Bright (crossed with)  
× 4 (magnification)  
miles ÷ gallons

### Symbols with figures

- 10.4.** In technical publications the degree mark is used in lieu of the word *degree* following a figure denoting measurement.
- 10.5.** Following a figure, the spelled form is preferred. The percent symbol is used in areas where space will not allow the word *percent* to be used.

In that period the price rose 12, 15, and 19 percent.

*not* In that period the price rose 12 percent, 15 percent, and 19 percent.

- 10.6.** Any symbol set close up to figures, such as the degree mark, number mark, dollar mark, or cent mark, is used before or after each figure in a group or series.

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

*but*  
§ 12 (thin space)  
¶ 1951 (thin space)  
from 15 to 25 percent  
45 to 65 °F *not* 45° to 65° F

## Letter symbols

- 10.7.** Letter symbols are set in italic (see rule 10.8) or in roman (see rule 9.56) without periods and are capitalized only if so shown in copy, since the capitalized form may have an entirely different meaning.

## Equations

- 10.8.** In mathematical equations, use italic for all letter symbols—capitals, lowercase, small capitals, and superiors and inferiors (exponents and subscripts); use roman for figures, including superiors and inferiors.
- 10.9.** If an equation or a mathematical expression needs to be divided, break before +, −, =, etc. However, the equal sign is to clear on the left of other beginning mathematical signs.
- 10.10.** A short equation in text should not be broken at the end of a line. Space out the line so that the equation will begin on the next line; or better, center the equation on a line by itself.
- 10.11.** An equation too long for one line is set flush left, the second half of the equation is set flush right, and the two parts are balanced as nearly as possible.
- 10.12.** Two or more equations in a series are aligned on the equal signs and centered on the longest equation in the group.
- 10.13.** Connecting words of explanation, such as *hence*, *therefore*, and *similarly*, are set flush left either on the same line with the equation or on a separate line.
- 10.14.** Parentheses, braces, brackets, integral signs, and summation signs should be of the same height as the mathematical expressions they include.
- 10.15.** Inferiors precede superiors if they appear together; but if either inferior or superior is too long, the two are aligned on the left.

## Chemical symbols

**10.16.** The names and symbols listed below are approved by the International Union of Pure and Applied Chemistry. They are set in roman without periods.

Element	Symbol	Atomic No.	Element	Symbol	Atomic No.
Actinium.....	Ac	89	Mendelevium.....	Md	101
Aluminum.....	Al	13	Mercury.....	Hg	80
Americium.....	Am	95	Molybdenum.....	Mo	42
Antimony.....	Sb	51	Neodymium.....	Nd	60
Argon.....	Ar	18	Neon.....	Ne	10
Arsenic.....	As	33	Neptunium.....	Np	93
Astatine.....	At	85	Nickel.....	Ni	28
Barium.....	Ba	56	Niobium.....	Nb	41
Berkelium.....	Bk	97	Nitrogen.....	N	7
Beryllium.....	Be	4	Nobelium.....	No	102
Bismuth.....	Bi	83	Osmium.....	Os	76
Bohrium.....	Bh	107	Oxygen.....	O	8
Boron.....	B	5	Palladium.....	Pd	46
Bromine.....	Br	35	Phosphorus.....	P	15
Cadmium.....	Cd	48	Platinum.....	Pt	78
Calcium.....	Ca	20	Plutonium.....	Pu	94
Californium.....	Cf	98	Polonium.....	Po	84
Carbon.....	C	6	Potassium.....	K	19
Cerium.....	Ce	58	Praseodymium.....	Pr	59
Cesium.....	Cs	55	Promethium.....	Pm	61
Chlorine.....	Cl	17	Protactinium.....	Pa	91
Chromium.....	Cr	24	Radium.....	Ra	88
Cobalt.....	Co	27	Radon.....	Rn	86
Copper.....	Cu	29	Rhenium.....	Re	75
Curium.....	Cm	96	Rhodium.....	Rh	45
Darmstadtium.....	Ds	110	Roentgenium.....	Rg	111
Dubnium.....	Db	105	Rubidium.....	Rb	37
Dysprosium.....	Dy	66	Ruthenium.....	Ru	44
Einsteinium.....	Es	99	Rutherfordium.....	Rf	104
Erbium.....	Er	68	Samarium.....	Sm	62
Europium.....	Eu	63	Scandium.....	Sc	21
Fermium.....	Fm	100	Seaborgium.....	Sg	106
Fluorine.....	F	9	Selenium.....	Se	34
Francium.....	Fr	87	Silicon.....	Si	14
Gadolinium.....	Gd	64	Silver.....	Ag	47
Gallium.....	Ga	31	Sodium.....	Na	11
Germanium.....	Ge	32	Strontium.....	Sr	38
Gold.....	Au	79	Sulfur.....	S	16
Hafnium.....	Hf	72	Tantalum.....	Ta	73
Hassium.....	Hs	108	Technetium.....	Tc	43
Helium.....	He	2	Tellurium.....	Te	52
Holmium.....	Ho	67	Terbium.....	Tb	65
Hydrogen.....	H	1	Thallium.....	Tl	81
Indium.....	In	49	Thorium.....	Th	90
Iodine.....	I	53	Thulium.....	Tm	69
Iridium.....	Ir	77	Tin.....	Sn	50
Iron.....	Fe	26	Titanium.....	Ti	22
Krypton.....	Kr	36	Tungsten.....	W	74
Lanthanum.....	La	57	Uranium.....	U	92
Lawrencium.....	Lr	103	Vanadium.....	V	23
Lead.....	Pb	82	Xenon.....	Xe	54
Lithium.....	Li	3	Ytterbium.....	Yb	70
Lutetium.....	Lu	71	Yttrium.....	Y	39
Magnesium.....	Mg	12	Zinc.....	Zn	30
Manganese.....	Mn	25	Zirconium.....	Zr	40
Meitnerium.....	Mt	109			



## Standardized symbols

10.17. Symbols duly standardized by any national scientific, professional, or technical group are accepted as preferred forms within the field of the group. The issuing office desiring or requiring the use of such standardized symbols should see that copy is prepared accordingly.

## Signs and symbols

10.18. The following list contains some signs and symbols frequently used in printing. The forms and style of many symbols vary with the method of reproduction employed. It is important that editors and writers clearly identify signs and symbols when they appear within a manuscript.

### ACCENTS

- ˊ acute
- ˘ breve
- ˜ cedilla
- ⊆ circumflex
- ¨ dieresis
- ˋ grave
- ˉ macron
- ˘ tilde

- ⊠ dot in triangle in circle
- ⊕ cross in circle
- © copyright
- ♁ Ceres
- ♃ Pallas
- ♄ Juno
- ♁ Vesta

- ⦿ (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

### 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

### 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
- ˉ canceled second

### DECORATIVE

- ⊕ bold cross
- ⊕ cross patte
- ⊕ cross patte
- ⊕ cross patte

ELECTRICAL—Con.	MATHEMATICAL—Con.	MATHEMATICAL—Con.
$\rho$ resistivity; rho	$\doteq$ approaches a limit	$\parallel$ double bond
$\Lambda$ equivalent conductivity	$\sphericalangle$ equal angles	$\equiv$ double bond
HP horsepower	$\neq$ not equal to	$\equiv$ double bond
	$\equiv$ identical with	$\bigcirc$ benzene ring
	$\not\equiv$ not identical with	$\partial$ or $\delta$ differential; variation
	$\sim$ score	$\partial$ Italian differential
<b>MATHEMATICAL</b>	$\approx$ or $\doteq$ nearly equal to	$\rightarrow$ approaches limit of
— vinculum (above letters)	$=$ equal to	$\sim$ cycle sine
$\therefore$ geometrical proportion	$\sim$ difference	$\int$ horizontal integral
$\therefore$ difference, excess	$\cong$ perspective to	$\oint$ contour integral
$\parallel$ parallel	$\cong$ congruent to approximately equal	$\propto$ variation; varies as
$\parallel$ s parallels	$\neq$ difference between	$\Pi$ product
$\neq$ not parallels	$\diamond$ geometrically equivalent to	$\Sigma$ summation of; sum; sigma
$ $ absolute value	$($ included in	$!$ or $\perp$ factorial product
$\cdot$ multiplied by	$)$ excluded from	
$:$ is to; ratio	$\subset$ is contained in	<b>MEASURE</b>
$+$ divided by	$\cup$ logical sum or union	$\text{lb}$ pound
$\therefore$ therefore; hence	$\cap$ logical product or intersection	$\text{gr}$ dram
$\because$ because	$\sqrt{\quad}$ radical	$\text{fl oz}$ fluid dram
$\therefore$ proportion; as	$\sqrt{\quad}$ root	$\text{oz}$ ounce
$\ll$ is dominated by	$\sqrt{\quad}$ square root	$\text{fl oz}$ fluid ounce
$\gt$ greater than	$\sqrt{\quad}$ cube root	$\text{pt}$ pint
$\sqsupset$ greater than	$\sqrt{\quad}$ fourth root	
$\supseteq$ greater than or equal to	$\sqrt{\quad}$ fifth root	<b>MISCELLANEOUS</b>
$\supseteq$ greater than or equal to	$\sqrt{\quad}$ sixth root	$\S$ section
$\supseteq$ greater than or less than	$\pi$ pi	$\dagger$ dagger
$\nlessgtr$ is not greater than	$\epsilon$ base (2.718) of natural system of logarithms; epsilon	$\ddagger$ double dagger
$\lessgtr$ less than	$\epsilon$ is a member of; dielectric constant; mean error; epsilon	$\%$ account of
$\sqsubset$ less than		$\%$ care of
$\lessgtr$ less than or greater than		$\sim$ score
$\nlessgtr$ is not less than	$+$ plus	$\P$ paragraph
$\lessgtr$ smaller than	$+$ bold plus	$\text{b}$ Anglo-Saxon
$\lessgtr$ less than or equal to	$-$ minus	$\text{C}$ center line
$\lessgtr$ less than or equal to	$-$ bold minus	$\sigma$ conjunction
$\supseteq$ or $\geq$ greater than or equal to	$/$ shill(ing); slash; virgule	$\perp$ perpendicular to
$\lessgtr$ equal to or less than	$\pm$ plus or minus	" or " ditto
$\lessgtr$ equal to or less than	$\mp$ minus or plus	$\propto$ variation
$\lessgtr$ is not greater than equal to or less than	$\times$ multiplied by	$\text{R}$ recipe
$\lessgtr$ equal to or greater than	$=$ bold equal	$\rightarrow$ move right
$\lessgtr$ is not less than equal to or greater than	$\#$ number	$\leftarrow$ move left
$\perp$ equilateral	$\text{p}$ per	$\bigcirc$ or $\odot$ or $\text{\textcircled{1}}$ annual
$\perp$ perpendicular to	$\%$ percent	$\text{\textcircled{2}}$ or $\text{\textcircled{2}}$ biennial
$\vdash$ assertion sign	$\int$ integral	$\in$ element of
$\doteq$ approaches	$ $ single bond	$\text{\textcircled{D}}$ scruple
	$\backslash$ single bond	$f$ function
	$/$ single bond	$!$ exclamation mark
		$\boxplus$ plus in square
		$\text{\textcircled{2}}$ perennial

## MISCELLANEOUS—Con.

ϕ	diameter
̄	mean value of c
U	mathmodifier
⊂	mathmodifier
◻	dot in square
△	dot in triangle
⊠	station mark
@	at

## MONEY

¢	cent
¥	yen
£	pound sterling
₹	mills

## MUSIC

♮	natural
♭	flat
♯	sharp

## PLANETS

♿	Mercury
♀	Venus
♁	Earth
♂	Mars
♃	Jupiter
♄	Saturn
♅	Uranus
♆	Neptune
♇	Pluto
♁	dragon's head, ascending node
♁	dragon's tail, descending node
♋	conjunction
♌	opposition
☉	or ☽ Sun
☽	Sun's lower limb
☽	Sun's upper limb
☉	solar corona
☉	solar halo
☾	Moon
☾	new Moon
☾	first quarter
☾	first quarter
☾	third quarter
☾	last quarter
☾	last quarter
☾	last quarter
☾	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<sup>1</sup>

Q	Quaternary
T	Tertiary
K	Cretaceous

J	Jurassic
Tr	Triassic
P	Permian
P	Pennsylvanian
M	Mississippian
D	Devonian
S	Silurian
O	Ordovician
C	Cambrian
pC	Precambrian
C	Carboniferous

## VERTICAL

	5 unit vertical
	8 point vertical
	9 unit vertical

## WEATHER

T	thunder
☉	thunderstorm; sheet lightning
☉	sheet lightning
↓	precipitate
☉	rain
←	floating ice crystals
→	ice needles
▲	hail
⊗	sleet
☉	glazed frost
☉	hoarfrost
√	frostwork
*	snow or sextile
☉	snow on ground
+	drifting snow (low)
≡	fog
∞	haze
△	Aurora

## ZODIAC

♈	Aries; Ram
♉	Taurus; Bull
♊	Gemini; Twins
♋	Cancer; Crab
♌	Leo; Lion
♍	Virgo; Virgin
♎	Libra; Balance
♏	Scorpio; Scorpion
♐	Sagittarius; Archer
♑	Capricornus; Goat
♒	Aquarius; Water bearer
♓	Pisces; Fishes

<sup>1</sup> Standard letter symbols used by the Geological Survey on geologic maps. Capital letter indicates the system and one or more lowercased letters designate the formation and member where used.

## 11. Italic

(See also Chapter 9 “Abbreviations and Letter Symbols” and Chapter 16 “Datelines, Addresses, and Signatures”)

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- 11.1. Italic is sometimes used to differentiate or to give greater prominence to words, phrases, etc. However, an excessive amount of italic defeats this purpose and should be restricted.

### Emphasis, foreign words, and titles of publications

- 11.2. Italic is not used for mere emphasis, foreign words, or the titles of publications.
- 11.3. In nonlegal work, *ante*, *post*, *infra*, and *supra* are italicized only when part of a legal citation. Otherwise these terms, as well as the abbreviations *id.*, *ibid.*, *op. cit.*, *et seq.*, and other foreign words, phrases, and their abbreviations, are printed in roman.
- 11.4. When “emphasis in original,” “emphasis supplied,” “emphasis added,” or “emphasis ours” appears in copy, it should not be changed; but “underscore supplied” should be changed to “italic supplied.” Therefore, when emphasis in quoted or extracted text is referred to by the foregoing terms, such emphasized text must be reflected and set in italic.
- 11.5. When copy is submitted with instructions to set “all roman (no italic),” these instructions will not apply to *Ordered*, *Resolved*, *Be it enacted*, etc.; titles following signatures or addresses; or the parts of datelines that are always set in italic.

### Names of aircraft, vessels, and spacecraft

- 11.6. The names of aircraft, vessels, and manned spacecraft are italicized unless otherwise indicated. In lists set in columns and in stubs and reading columns of tables consisting entirely of such names, they will be set in roman. Missiles and rockets will be set in caps and lowercase and will not be italicized.

SS <i>America</i> ; the liner <i>America</i>	MV (motor vessel) <i>Havtroll</i>
the Bermuda <i>Clipper</i>	<i>Apollo 13</i> , <i>Atlantis</i> (U.S. spaceships)
USS <i>Los Angeles</i> (submarine)	<i>West Virginia</i> class or type
USS <i>Wisconsin</i>	the <i>Missouri's</i> (roman "s") turret
ex-USS <i>Savannah</i>	the U-7's (roman "s") deck
USCGS (U.S. Coast and Geodetic Survey) ship <i>Pathfinder</i>	<i>but</i>
C.S.N. <i>Virginia</i>	Air Force One (President's plane)
CG cutter <i>Thetus</i>	B-50 (type of plane)
the U-7	DD-882
destroyer <i>31</i>	LST-1155
H.M.S. <i>Hornet</i>	MiG; MiG-35
HS (hydrofoil ship) <i>Denison</i>	PT-109
MS (motorship) <i>Richard</i>	F-22 Raptor
GTS (gas turbine ship) <i>Alexander</i>	F-117 Nighthawk (Stealth fighter)
NS (nuclear ship) <i>Savannah</i>	A-10 Thunderbolt

- 11.7.** Names of vessels are quoted in matter printed in other than lowercase roman, even if there is italic type available in the series.

<i>Sinking of the "Lusitania"</i>	SINKING OF THE "LUSITANIA"
<b>Sinking of the "Lusitania"</b>	SINKING OF THE "LUSITANIA"

## Names of legal cases

- 11.8.** The names of legal cases are italicized, except for the *v.*, which is always set in lowercase. When requested, the names of such cases may be set in roman with an italic *v.* In matter set in italic, legal cases are set in roman with the *v.* being set roman.

<i>"The Hornet" and "The Hood,"</i> 124 F.2d 45	SMITH v. BROWN ET AL. (heading) SMITH v. BROWN ET AL.
<i>Smith v. Brown et al.</i>	(heading)
<i>Smith Bros.</i> case (172 App. Div. 149)	<i>Durham</i> rule
<i>Smith Bros.</i> case, <i>supra</i>	<i>Brown</i> decision
<i>Smith Bros.</i> case	<i>John Doe v. Richard Roe</i>
As cited in <i>Smith Bros.</i>	<i>but</i> John Doe against Richard Roe, the <i>Cement</i> case.

## Scientific names

- 11.9.** The scientific names of genera, subgenera, species, and subspecies (varieties) are italicized but are set in roman in italic matter; the names of groups of higher rank than genera (phyla, classes, orders, families, tribes, etc.) are printed in roman.

*A.s. perpallidus*

*Dorothia?* sp. (roman “?”)

*Tsuga canadensis*

*Cypripedium parviflorum* var. *pubescens*

the genera *Quercus* and *Liriodendron*

the family Leguminosae; the family Nessiteras rhombopteryx

*Measurements of specimens of* *Cyanoderma erythroptera neocara*

- 11.10.** Quotation marks should be used in place of italic for scientific names appearing in lines set in caps, caps and small caps, or boldface, even if there is italic type available in the series.

## Words and letters

- 11.11.** The words *Resolved*, *Resolved further*, *Provided*, *Provided, however*, *Provided further*, *And provided further*, and *ordered*, in bills, acts, resolutions, and formal contracts and agreements are italicized; also the words *To be continued*, *Continued on p. —*, *Continued from p. —*, and *See* and *see also* (in indexes and tables of contents only).

*Resolved*, That (resolution)

*Resolved by the Senate and House of Representatives of the United States of America in Congress assembled*, That

[*To be continued*] (centered; no period)

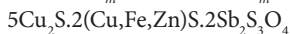
[*Continued from p. 3*] (centered; no period)

*see also* Mechanical data (index entry)

- 11.12.** All letters (caps, small caps, lowercase, superiors, and inferiors) used as symbols are italicized. In italic matter, roman letters are used. Chemical symbols (even in italic matter) and certain other standardized symbols are set in roman.

*n*th degree; *x* dollars

$$D \div 0.025 V_m^{2.7} = 0.042 / G - 1 V_m^{2.7}$$



- 11.13.** Letter designations in mathematical and scientific matter, except chemical symbols, are italicized.
- 11.14.** Letter symbols used in legends to illustrations, drawings, etc., or in text as references to such material, are set in italic without periods and are capitalized if so shown in copy.
- 11.15.** Letters *(a)*, *(b)*, *(c)*, etc., and *a*, *b*, *c*, etc., used to indicate sections or paragraphs, are italicized in general work but not in laws or other legal documents.
- 11.16.** Internet Web sites and email addresses should be set in roman.

## 12. Numerals

(See also Chapter 13 “Tabular Work” and Chapter 14 “Leaderwork”)

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- 12.1.** Most rules for the use of numerals are based on the general principle that the reader comprehends numerals more readily than numerical word expressions, particularly in technical, scientific, or statistical matter. However, for special reasons, numbers are spelled out in certain instances, except in FIC & punc. and Fol. Lit. matter.
- 12.2.** The following rules cover the most common conditions that require a choice between the use of numerals and words. Some of them, however, are based on typographic appearance rather than on the general principle stated above.
- 12.3.** Arabic numerals are preferable to Roman numerals.

### Numbers expressed in figures

- 12.4.** A figure is used for a single number of 10 or more with the exception of the first word of the sentence. (See also rules 12.9 and 12.23.)

50 ballots	24 horses	nearly 13 buckets
10 guns	about 40 men	10 times as large

### Numbers and numbers in series

- 12.5.** When 2 or more numbers appear in a sentence and 1 of them is 10 or larger, figures are used for each number. (See supporting rule 12.6.)

Each of 15 major commodities (9 metal and 6 nonmetal) was in supply.

*but* Each of nine major commodities (five metal and four nonmetal) was in supply.

Petroleum came from 16 fields, of which 8 were discovered in 1956.

*but* Petroleum came from nine fields, of which eight were discovered in 1956.

That man has 3 suits, 2 pairs of shoes, and 12 pairs of socks.

*but* That man has three suits, two pairs of shoes, and four hats.

Of the 13 engine producers, 6 were farm equipment manufacturers, 6 were principally engaged in the production of other types of machinery, and 1 was not classified in the machinery industry.

*but* Only nine of these were among the large manufacturing companies, and only three were among the largest concerns.

There were three 6-room houses, five 4-room houses, and three 2-room cottages, and they were built by 20 carpenters. (See rule 12.21.)



There were three six-room houses, five four-room houses, and three two-room cottages, and they were built by nine carpenters.

*but* If two columns of sums of money add or subtract one into the other and one carries points and ciphers, the other should also carry points and ciphers.

At the hearing, only one Senator and one Congressman testified.

There are four or five things that can be done.

- 12.6.** A unit of measurement, time, or money (as defined in rule 12.9), which is always expressed in figures, does not affect the use of figures for other numerical expressions within a sentence.

Each of the five girls earned 75 cents an hour.

Each of the 15 girls earned 75 cents an hour.

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

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

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

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

*but* There were two six-room houses, three four-room houses, and four two-room cottages, and they were built by nine workers in thirty 5-day weeks. (See rule 12.21.)

- 12.7.** Figures are used for serial numbers.

Bulletin 725

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 p.m. (12 noon)  
 12 a.m. (12 midnight)  
 4<sup>h</sup>30<sup>m</sup> *or* 4.5<sup>h</sup>, in scientific work, if so written in copy  
 0025, 2359 (astronomical and military time)  
 08:31:04 (stopwatch reading)

## c. Dates:

- 9/11 (referring to the attack on the United States that occurred on September 11, 2001)  
 June 1985 (*not* June, 1985); June 29, 1985 (*not* June 29th, 1985)  
 March 6 to April 15, 1990 (*not* March 6, 1990, to April 15, 1990)  
 May, June, and July 1965 (*but* June and July 1965)  
 15 April 1951; 15–17 April 1951 (military)  
 4th of July (*but* Fourth of July, meaning the holiday)  
 the 1st [day] of the month (*but* the last of April or the first [part] of May, *not* referring to specific days)  
 in the year 2000 (*not* 2,000)

In referring to a fiscal year, consecutive years, or a continuous period of 2 years or more, when contracted, the forms 1900–11, 1906–38, 1931–32, 1801–2, 1875–79 are used (*but* upon change of century, 1895–1914 and to avoid multiple ciphers together, 2000–2001). For two or more separate years not representing a continuous period, a comma is used instead of a dash (1875, 1879); if the word *from* precedes the year or the word *inclusive* follows it, the second year is not shortened and the word *to* is used in lieu of the dash (from 1933 to 1936; 1935 to 1936, inclusive).

In dates, *A.D.* precedes the year (*A.D.* 937); *B.C.* follows the year (254 *B.C.*); *C.E.* and *B.C.E.* follow the year.

## d. Decimals: In text a cipher should be supplied before a decimal point if there is no whole unit, and ciphers should be omitted after a decimal point unless they indicate exact measurement.

- |                         |  |
|-------------------------|--|
| 0.25 inch; 1.25 inches  | <i>but</i> .30 caliber (meaning 0.30 inch, |
| silver 0.900 fine       | bore of small arms); 30 calibers           |
| specific gravity 0.9547 | (length)                                   |
| gauge height 10.0 feet  |  |

- e. Use spaces to separate groups of three digits in a decimal fraction.  
(See rule 12.27.)

0.123 456 789; *but* 0.1234

- f. Degrees, etc. (spaces omitted):

longitude 77°04'06" E.

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)

<i>but</i>	six bales
tenpenny nail	two dozen
fourfold	one gross
three-ply	zero miles
five votes	seven-story building

## k. Money:

\$3.65; \$0.75; 75 cents; 0.5 cent	<i>but</i>
\$3 ( <i>not</i> \$3.00) per 200 pounds	two pennies
75 cents apiece	three quarters
Rs32,25,644 (Indian rupees)	one half
2.5 francs <i>or</i> fr2.5	six bits, etc.
65 yen	
₱265	

## l. Percentage:

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

## m. Proportion:

1 to 4	1:62,500
1–3–5	

## n. Time (see also Clock time):

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

## o. Unit modifiers:

5-day week	a 5-percent increase
8-year-old wine	20th-century progress
8-hour day	
10-foot pole	<i>but</i>
½-inch pipe	two-story house
5-foot-wide entrance	five-member board
10-million-peso loan	\$20 million airfield

## p. Vitamins:

B<sub>12</sub>, B<sub>7</sub>, A<sub>1</sub>, etc.

**Ordinal numbers**

**12.10.** Except as indicated in rules 12.11 and 12.19, and also for day preceding month, figures are used in text and footnotes to text for serial ordinal numbers beginning with *10th*. In tables, leaderwork, footnotes to tables and leaderwork, and in sidenotes, figures are used at all times. Military units are expressed in figures at all times when not the beginning of a sentence, except *Corps*. (For ordinals in addresses, see rule 12.13.)

29th of May, <i>but</i> May 29	eighth parallel; 38th parallel
First Congress; 102d Congress	fifth ward; 12th ward
ninth century; 21st century	ninth birthday; 66th birthday
Second Congressional District; 20th Congressional District	first grade; 11th grade
seventh region; 17th region	1st Army
323d Fighter Wing	1st Cavalry Division
12th Regiment	<i>but</i>
9th Naval District	XII Corps (Army usage)
7th Fleet	Court of Appeals for the Tenth Circuit
7th Air Force	
7th Task Force	Seventeenth Decennial Census (title)

**12.11.** When ordinals appear in juxtaposition and one of them is *10th* or more, figures are used for such ordinal numbers.

This legislation was passed in the 1st session of the 102d Congress.  
He served in the 9th and 10th Congresses.

From the 1st to the 92d Congress.  
Their children were in 1st, 2d, 3d, and 10th grades.  
We read the 8th and 12th chapters.

*but* The district comprised the first and second precincts.  
He represented the first, third, and fourth regions.  
The report was the sixth in a series of 14.

- 12.12.** Ordinals and numerals appearing in a sentence are treated according to the separate rules dealing with ordinals and numerals standing alone or in a group. (See rules 12.4, 12.5, and 12.24.)

The fourth group contained three items.  
The fourth group contained 12 items.  
The 8th and 10th groups contained three and four items, respectively.  
The eighth and ninth groups contained 9 and 12 items, respectively.

- 12.13.** Beginning with *10th*, figures are used in text matter for numbered streets, avenues, etc. However, figures are used at all times and *street*, *avenue*, etc. are abbreviated in sidenotes, tables, leaderwork, and footnotes to tables and leaderwork.

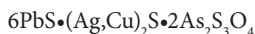
First Street NW.; *also* in parentheses: (Fifth Street) (13th Street); 810 West 12th Street; North First Street; 1021 121st Street; 2031 18th Street North; 711 Fifth Avenue; 518 10th Avenue; 51–35 61st Avenue

## Punctuation

- 12.14.** The comma is used in a number containing four or more digits, except in serial numbers, common and decimal fractions, astronomical and military time, and kilocycles and meters of not more than four figures pertaining to radio.

## Chemical formulas

- 12.15.** In chemical formulas full-sized figures are used before the symbol or group of symbols to which they relate, and inferior figures are used after the symbol.



## Numbers spelled out

- 12.16.** Spell out numbers at the beginning of a sentence or head. Rephrase a sentence or head to avoid beginning with figures. (See rule 12.25 for related numbers.)

Five years ago \* \* \* ; *not* 5 years ago \* \* \*  
 Five hundred fifty men hired \* \* \* ; *not* 550 men hired \* \* \*  
 “Five-Year Plan Announced”; *not* “5-Year Plan Announced” (head)  
 The year 2065 seems far off \* \* \* ; *not* 2065 seems far off \* \* \*  
 Workers numbering 207,843 \* \* \* ; *not* 207,843 workers \* \* \*  
 Benefits of \$69,603,566 \* \* \* ; *not* \$69,603,566 worth of benefits \* \* \*  
 1958 REPORT *change to* THE 1958 REPORT  
 \$3,000 BUDGETED *change to* THE SUM OF \$3,000 BUDGETED  
 4 MILLION JOBLESS *change to* JOBLESS NUMBER 4 MILLION

- 12.17.** In verbatim testimony, hearings, transcripts, and question-and-answer matter, figures are used immediately following Q. and A. or name of interrogator or witness for years (e.g., 2008), sums of money, decimals, street numbers, and for numerical expressions beginning with *101*.

Mr. BIRCH, Junior. 2008 was a good year.  
 Mr. BELL. \$1 per share was the return. Two dollars in 1956 was the alltime high. Two thousand ten may be another story.  
 Colonel DAVIS. 92 cents.  
 Mr. SMITH. 12.8 people.  
 Mr. JONES. 1240 Pennsylvania Avenue NW., Washington, DC 20004.  
 Mr. SMITH. Ninety-eight persons.  
 Q. 101 years? *But* Q. One hundred years?  
 A. 200 years.  
 Mr. SMITH. Ten-year average would be how much?

- 12.18.** A spelled-out number should not be repeated in figures, except in legal documents. In such instances use these forms:

five (5) dollars, *not* five dollars (5)  
 ten dollars (\$10), *not* ten (\$10) dollars

- 12.19.** Numbers appearing as part of proper names, used in a hypothetical or inexact sense, or mentioned in connection with serious and dignified subjects such as Executive orders, legal proclamations, and in formal writing are spelled out.

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

- 12.20.** If spelled out, whole numbers should be set in the following form:

two thousand twenty  
one thousand eight hundred fifty  
one hundred fifty-two thousand three hundred five  
eighteen hundred fifty (serial number)

When spelled out, any number containing a fraction or piece of a whole should use the word “and” when stating the fraction or piece:

sixty-two dollars and four cents  
ninety-nine and three-tenths degrees  
thirty-three and seventy-five one-hundredths shares

- 12.21.** Numbers below 100 preceding a compound modifier containing a figure are spelled out.

two $\frac{3}{4}$ -inch boards	<i>but</i>
twelve 6-inch guns	120 8-inch boards
two 5-percent discounts	three four-room houses

- 12.22.** Indefinite expressions are spelled out.

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



Words such as *nearly*, *about*, *around*, *approximately*, etc., do not reflect indefinite expressions.

The bass weighed about 6 pounds.  
She was nearly 8 years old.

- 12.23.** Except as indicated in rules 12.5 and 12.9, a number less than 10 is spelled out within a sentence.

six horses	<i>but</i>
five wells	3½ cans
eight times as large	2½ times or 2.5 times

- 12.24.** For typographic appearance and easy grasp of large numbers beginning with *million*, the word *million* or *billion* is used.

The following are guides to treatment of figures as submitted in copy. If copy reads—

\$12,000,000, *change to* \$12 million  
 2,750,000,000 dollars, *change to* \$2,750 million  
 2.7 million dollars, *change to* \$2.7 million  
 2¾ million dollars, *change to* \$2¾ million  
 two and one-half million dollars, *change to* \$2½ million  
 a hundred cows, *change to* 100 cows  
 a thousand dollars, *change to* \$1,000  
 a million and a half, *change to* 1½ million  
 two thousand million dollars, *change to* \$2,000 million  
 less than a million dollars, *change to* less than \$1 million  
*but* \$2,700,000, *do not convert to* \$2.7 million  
*also* \$10 to \$20 million; 10 or 20 million; between 10 and 20 million  
 4 million of assets  
 amounting to 4 million  
 \$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, ⅔, ⅝, ⅞, ½<sub>954</sub>) 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	XXV.....	25	LXX.....	70	D.....	500
II.....	2	XXIX.....	29	LXXV.....	75	DC.....	600
III.....	3	XXX.....	30	LXXIX.....	79	DCC.....	700
IV.....	4	XXXV.....	35	LXXX.....	80	DCCC.....	800
V.....	5	XXXIX.....	39	LXXXV.....	85	CM.....	900
VI.....	6	XL.....	40	LXXXIX.....	89	M.....	1,000
VII.....	7	XLV.....	45	XC.....	90	MD.....	1,500
VIII.....	8	XLIX.....	49	XCV.....	95	MM.....	2,000
IX.....	9	L.....	50	IC.....	99	MMM.....	3,000
X.....	10	LV.....	55	C.....	100	MMMM	
XV.....	15	LIX.....	59	CL.....	150	_ or MV.....	4,000
XIX.....	19	LX.....	60	CC.....	200	V.....	5,000
XX.....	20	LXV.....	65	CCC.....	300	M̄.....	1,000,000
		LXIX.....	69	CD.....	400		

### 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 Chapter 9 “Abbreviations and Letter Symbols” and Chapter 14 “Leaderwork”)

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- 13.1.** The object of a table is to present in a concise and orderly manner information that cannot be presented as clearly in any other way.
- 13.2.** Tabular material should be kept as simple as possible, so that the meaning of the data can be easily grasped by the user.
- 13.3.** Tables shall be set without down (vertical) rules when there is at least an em space between columns, except where: (1) In GPO’s judgment down rules are required for clarity; or (2) the agency has indicated on the copy they are to be used. The mere presence of down rules in copy or enclosed sample is not considered a request that down rules be used. The publication dictates the type size used in setting tables. Tabular work in the Congressional Record is set 6 on 7. The balance of congressional tabular work sets 7 on 8.

### **Abbreviations**

- 13.4.** To avoid burdening tabular text, commonly known abbreviations are used in tables. Metric and unit-of-measurement abbreviations are used with figures.
- 13.5.** The names of months (except May, June, and July) when followed by the day are abbreviated.
- 13.6.** The words *street*, *avenue*, *place*, *road*, *square*, *boulevard*, *terrace*, *drive*, *court*, and *building*, following name or number, are abbreviated. For numbered streets, avenues, etc., figures are used.
- 13.7.** Abbreviate the words *United States* if preceding the word *Government*, the name of any Government organization, or as an adjective generally.
- 13.8.** Use the abbreviations *RR.* and *Ry.* following a name, and *SS*, *MS*, etc., preceding a name.
- 13.9.** Use *lat.* and *long.* with figures.
- 13.10.** Abbreviate, when followed by figures, the various parts of publications, as *article*, *part*, *section*, etc.

- 13.11. 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**

- 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]				Not reported
			June to August		September to May		
	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	

**No-down-rule style (preferred)**

TABLE 9.—*Mine production of gold, silver, copper, lead, and zinc in 2008*

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:						
2008 .....	249,436	1,424	159,756	14,578,246	5,636,290	26,738,510
2007 .....	367,430	1,789	432,122	10,622,155	13,544,875	11,923,060
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:						
2008 .....	125,749	919	45,444	30,375,754	249,710	6,890
2007 .....	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 one line space below the deepest head. (If alignment of parentheses is required within the table, use brackets in boxhead.) These column references align across the table. Units of quantity are set in parentheses within boxheads.

States	Department of Agriculture				Department of Commerce		
	Commodity Credit Corporation, value of commodities donated	Special school milk program <sup>1</sup>	Value of commodities distributed within States	Disaster loans, etc. (payments to assist States in furnishing hay in droughtstricken areas)	Civil Aeronautics Administration—Federal airport program—regular grants	Bureau of Public Roads: Highway construction	
	(1)	(2)	(3)	(4)	(5)	Regular grants <sup>2</sup>	Emergency grants <sup>3</sup>
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 but no space below.

**No-down-rule style (preferred)**

The rules are used here to aid readability.

<i>2007</i>								
Oct. 1 .....	35.6	15	Jan. 16.....	45.2	15	May 8.....	46.5	15
Oct. 31 .....	45.0	15	Feb. 4.....	50.2	15	May 22 .....	45.1	18
Nov. 14 .....	40.9	18	Feb. 17 .....	43.4	15	June 9.....	47.1	14
Dec. 24 .....	41.7	15	Mar. 4.....	45.6	15	June 24 .....	48.2	16
			Mar. 19.....	42.7	15	July 9.....	46.6	17
<i>2008</i>			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)**

2007								
Oct. 1 .....	35.6	15	Jan. 16.....	45.2	15	May 8 .....	46.5	15
Oct. 31 .....	45.0	15	Feb. 4 .....	50.2	15	May 22 .....	45.1	18
Nov. 14 .....	40.9	18	Feb. 17 .....	43.4	15	June 9 .....	47.1	14
Dec. 24 .....	41.7	15	Mar. 4 .....	45.6	15	June 24 .....	48.2	16
			Mar. 19 .....	42.7	15	July 9 .....	46.6	17
			Apr. 2 .....	40.9	15	July 24 .....	45.9	16
2008								
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. The cipher repeats in mixed units before decimals unless the group totals.

January.....	+26.4	0	0	0	0	0	<sup>1</sup> +\$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  $\pounds s d$ , if a whole number of pounds is given, one cipher is supplied under  $s$  and one under  $d$ ; if only shillings are given, one cipher is supplied under  $d$ .
- 13.35.** In columns of figures under  $Ft In$ , if only feet are given, supply cipher under  $In$ ; if only inches are given, clear under  $Ft$ ; if ciphers are used for *None*, place one cipher under both  $Ft$  and  $In$ .
- 13.36.** In any column containing sums of money, the period and ciphers are omitted if the column consists entirely of whole dollars.

### Continued heads

- 13.37.** In continued lines an em dash is used between the head and the word *Continued*. No period is carried after a continued line.
- 13.38.** Continued heads over tables will be worded exactly like the table heading. Notes above tables are repeated; footnote references are repeated in boxheads and in continued lines.

### Dashes or rules

- 13.39.** Rules are not carried in reading columns or columns consisting of serial or tracing numbers, but are carried through all figure columns.
- 13.40.** Parallel rules are used to cut off figures from other figures below that are added or subtracted; also, generally, above a grand total.

### Ditto (do.)

- 13.41.** The abbreviation *do.* is used to indicate that the previous line is being repeated instead of repeating the line, verbatim, over and over. It is used in reading columns only, lowercased and preceded by leaders (6 periods) when there is matter in preceding column. If ditto marks are requested, closing quotes will be used.
- 13.42.** Capitalize *Do.* in the first and last columns. These are indented 1 or 2 ems, depending on the length of the word being repeated, or the width of the column; the situation will determine as it is encountered.

- 13.43.** In mixed columns made up of figure and reading-matter items, *do.* is used only under the latter items.
- 13.44.** *Do.* is not used—
- (1) In a figure or symbol column (tracing columns are figure columns);
  - (2) In the first line under a centerhead in the column in which the centerhead occurs;
  - (3) Under a line of leaders or a rule;
  - (4) Under an item italicized or set in boldface type for a specific reason (italic or boldface *do.* is never used; item is repeated);
  - (5) Under an abbreviated unit of quantity or other abbreviations; or
  - (6) Under words of three letters or less.
- 13.45.** *Do.* is used, however, under a clear space and under the word *None* in a reading column.
- 13.46.** *Do.* does not apply to a reference mark on the preceding item. The reference mark, if needed, is added to *do.*
- 13.47.** Leaders are not used before *Do.* in the first column or before or after *Do.* in the last column.
- 13.48.** In a first and/or last column 6 ems or less in width, a 1-em space is used before *Do.* In all other columns 6 ems or less in width, six periods are used. Bearoff is not included.
- 13.49.** In a first and/or last column more than 6 ems in width, 2 ems of space are used before *Do.* In all other columns more than 6 ems in width, six periods are used. Bearoff space is not included. If the preceding line is indented, the indentation of *Do.* is increased accordingly.
- 13.50.** *Do.* under an indented item in an inside reading column, with or without matter in preceding column, is preceded by six periods which are indented to align with item above.

**Dollar mark**

- 13.51.** The dollar mark or any other money symbol is placed close to the figure; it is used only at the head of the table and under cross rules when the same unit of value applies to the entire column.
- 13.52.** In columns containing mixed amounts (as money, tons, gallons, etc.), the dollar mark, pound mark, peso mark, or other symbol, as required, is repeated before each sum of money.
- 13.53.** If several sums of money are grouped together, they are separated from the nonmoney group by a parallel rule, and the symbol is placed on the first figure of the separated group only.

	1958	1967
Water supply available (gallons) .....	4,000,000	3,000,000
Wheat production (bushels) .....	9,000,000	8,000,000
<b>Operations:</b>		
Water-dispatching operations.....	\$442,496	\$396,800
Malaria control .....	571,040	426,600
Plant protection .....	134,971	58,320
Total .....	1,148,507	881,720
Number of plants.....	642	525
Percent of budget .....	96.8	78.8

NOTE.—Preliminary figures.  
Source: U.S. Department of Commerce, Bureau of the Census.

- 13.54.** In a double money column, dollar marks are used in the first group of figures only; en dashes are aligned.

\$7-\$9  
10-12  
314-316  
1,014-1,016

- 13.55.** The dollar mark is omitted from a first item consisting of a cipher.

0	<i>but</i> \$0.12
\$300	13.43
500	15.07
700	23.18

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

0 to \$0.99 .....

\$1 to \$24 .....

\$25 to \$49 .....

\$50 to \$74 .....

**Figure columns**

- 13.57. Figures align on the right, with an en space bearoff. There is no bearoff on leaders.
- 13.58. In a crowded table the bearoff may be reduced in figure columns only. It is preferable to retain the bearoff.
- 13.59. Figures in parentheses align.
- 13.60. In double rows of figures in a single column, connected by a dash, a plus, or minus sign, and in dates appearing in the form 9–4–08, the dashes or signs can be aligned.
- 13.61. Plus or minus signs at the left of figures are placed against the figures regardless of alignment; plus and minus signs at the right of figures are cleared.
- 13.62. Words and Roman numerals in figure columns are aligned on the right with the figures, without periods.

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. The remaining footnotes in a table will follow this sequence: footnotes (numbers, letters, or symbols); NOTE.—; then Source:.
- 13.76.** For better makeup or appearance, footnotes may be placed at the end of a lengthy table. A line reading “Footnotes at end of table.” is supplied.

- 13.77. If the footnotes to both table and text fall together at the bottom of a page, the footnotes to the table are placed above the footnotes to the text, and the two groups are separated by a 50-point rule flush left; but if there are footnotes to the text and none to the table, the 50-point rule is retained.
- 13.78. Footnotes to cut-in and indented tables and tables in rules are set full measure, except when footnotes are short, they can be set in 1 em under indented table.
- 13.79. Footnotes are set as paragraphs, but two or more short footnotes should be combined into one line, separated by not less than 2 ems.
- 13.80. The footnotes and notes to tables are set solid.
- 13.81. Footnotes and notes to tables and boxheads are set the same size, but not smaller than 6 point, unless specified otherwise.
- 13.82. Footnotes to tables follow tabular style in the use of abbreviations, figures, etc.
- 13.83. In footnotes, numbers are expressed in figures, even at the beginning of a note or sentence.
- 13.84. If a footnote consists entirely or partly of a table or leaderwork, it should always be preceded by introductory matter carrying the reference number; if necessary, the copy preparer should add an introductory line, such as “<sup>1</sup> 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.....	10%	10	10	10	11	11	11	11	11	1 in.
Armhole length.....	8%	8½	9	9½	9½	10	10½	10½	11	1 in.
Sleeve cuff length (if cuff is used).	5½	5½	5½	5½ <sub>12</sub>	5½	5½ <sub>12</sub>	5½	5½	5½	Maximum.
Neck opening.....	26½	26	27 <sup>17</sup> / <sub>32</sub>	28 <sup>15</sup> / <sub>32</sub>	28	29 <sup>17</sup> / <sub>32</sub>	30	30	31	2 in.
Waist:										
7, 8, 9, 10 cut.....	23½	24	25½	27 <sup>15</sup> / <sub>32</sub>	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 should be spelled out at the beginning of a footnote.

### Headnotes

- 13.88.** Headnotes should be set lowercase, but not smaller than 6 point, bracketed, and period omitted at end, even if the statement is a complete sentence; but periods should not be omitted internally if required by sentence structure.
- 13.89.** Headnotes are repeated under continued heads but the word *Continued* is not added to the headnote.

### Indentions and overruns

#### **Subentries**

- 13.90.** The indention of subentries is determined by the width of the stub or reading column. Subentries in columns more than 15 ems wide are indented in 2-em units; in columns 15 ems or less, with short entry lines and few overruns, 2-em indentions are also used. All overruns are indented 1 em more.
- 13.91.** Subentries in columns of 15 ems or less are indented in 1-em units. Overruns are indented 1 additional em space.

#### **Total, mean, and average lines**

- 13.92.** All total (also mean and average) lines are indented 3 ems. In very narrow stub columns, total lines may be reduced to 1- or 2-em indentions, depending on length of line.
- 13.93.** Where overrun of item above conflicts, the total line is indented 1 em more. Runovers of total lines are also indented 1 additional em space.
- 13.94.** It is not necessary to maintain uniform indention of the word *Total* throughout the same table. The word *Total* is supplied when not in copy.

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
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 invest- ment 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 type-faces without italic, quotes are allowed.

**13.96.** Set “See” and “See also” in roman.

**Leaders**

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

**13.98.** The style of leadering is guided by two rules: (1) Tables with a single reading column leader from the bottom line, or (2) tables with any combination of more than one reading or symbol column leader from the top line.



- 13.99.** If leadering from the top line, overruns end with a period.
- 13.100.** A column of dates is regarded as a reading column only if leaders are added; in all other cases it is treated as a figure column.
- 13.101.** In tables with tracing figures on left and right of page, leader from top line.

### **Numerals in tables**

- 13.102.** Figures, ordinals, and fractions are used in all parts of a table, except fractions that will be spelled out at the beginning of a footnote.

### **Parallel and divide tables are discouraged**

- 13.103.** Parallel tables are set in pairs of pages; beginning on a left-hand page and running across to facing right-hand page, leader from the top line.
- 13.104.** Heads and headnotes center across the pair of pages, with 2-em hanging indentation for three or more lines when combined measure exceeds 30 picas in width. Two-line heads are set across the pair of pages. A single-line head or headnote is divided evenly, each part set flush right and left, respectively. Words are not divided between pages.
- 13.105.** 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. A single entry under a colon line should be run in; retain the colon.
- 13.114. Numerical terms, including numbered streets, avenues, etc., are expressed in figures, even at the beginning of an item.

**Symbol columns**

13.115. A column consisting entirely of letters, letters and figures, symbols, or signs, or any combination of these, is called a symbol column. It should be set flush left and cleared, except when it takes the place of the stub, it should then be leaded. No closing period is used when such column is the last column. Blank lines in a last column are cleared. *Do.* is not used in a symbol column.

Symbol	Typical commercial designation	Army product symbol	Filing order symbol	General description	Specification symbol
GM(2) .....	Gasoline and diesel engine oil, SAE10 and SAE10W grades.	OR10	A	Fuel, grease, chassis, or soap base.	G.&D.
CG .....	Ball and roller bearing grease.	41-X-59	N	Extreme pressure .....	BR
CW <sup>1</sup> .....	Wheel-bearing grease ..... Grease not typified .....	OE20 <sup>2</sup> .....	X .....	.....do ..... Further tests being conducted.	WBG <sup>3</sup>
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 filling 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*

	<i>Fixed assets</i>					
	<i>Balance June 30, 2008 (table 9-a)</i>	<i>Investment</i>		<i>Operations</i>		<i>Balance June 30, 2008</i>
		<i>Current additions</i>	<i>Adjustments</i>	<i>Transfers</i>	<i>Retirements</i>	
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
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

	<i>Estimated</i>		
	2004	2008	Change
General account:			
Receipts .....	\$64,800	\$69,800	+\$5,000
Expenditures.....	(70,300)	(67,100)	(-3,200)
Net improvement, 2008 over 2004 .....			1,800
Deduct 2004 deficit .....			1,500
Net surplus, estimated for 2008.....			300

[In U.S.-dollar equivalent]

Balance with the Treasury Department July 1, 2008.....		\$165,367,704.85
Receipts:		
Collections .....	\$564,944,502.99	
Return from agency accounts of currencies advanced for liquidation of obligations incurred prior to July 1, 2007.....	<u>4,450,577.07</u>	
Total receipts.....		<u>569,395,080.06</u>
Total available.....		<u>734,762,784.91</u>

**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	<sup>1</sup> 25,526,646	5,080,403	<sup>2</sup> 29,519,871
Diatomite.....	( <sup>123</sup> )	( <sup>1</sup> )	( <sup>1</sup> )	( <sup>123</sup> )
Emery (pounds) .....	765	6,828	1,046	9,349
Feldspar (crude) (long tons) .....	( <sup>1</sup> )	( <sup>1</sup> )	( <sup>1</sup> )	( <sup>1</sup> )
Ferroalloys (short tons) .....	183,465	<sup>2</sup> 18,388,766	259,303	<sup>2</sup> 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 overrun, but if one unit of quantity is abbreviated, all in the same table will be abbreviated. If units change in a column, the new units are set in italic with space above and no space below. The space is placed both above and below only when there is no italic available.

**Quoted tabular work**

**13.124.** When a table is part of quoted matter, quotation marks will open on each centerhead and each footnote paragraph, and, if table is end of quoted matter, quotation marks close at end of footnotes. If there are no footnotes and the table is the end of the quotation, quotation marks close at end of last item.

## 14. Leaderwork

(See also Chapter 9 “Abbreviations and Letter Symbols” and Chapter 13 “Tabular Work”)

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- 14.1. Leaderwork is a simple form of tabular work without boxheads or rules and is separated from text by 4 points of space above and below in solid matter or 6 points of space in leaded matter. It consists of a reading (stub) column and a figure column, leadered from the bottom line. It may also consist of two reading columns, aligning on the top line. In general, leaderwork (except indexes and tables of contents, which are set the same style as text) is governed by the same rules of style as tabular work. Unless otherwise indicated, leaderwork is set in 8 point. The period is omitted immediately before leaders.

### Bearoff

- 14.2. No bearoff is required at the right in a single reading column.

### Columns

- 14.3. A figure column is at least an en quad wider than the largest group of figures but not less than 3 ems in single columns or 2 ems in double-up columns. Total rules are to be the full width of all figure columns.

	<i>Pounds</i>
Year: 2000 .....	655,939
Fiscal year:	
2009 .....	368,233
2010 .....	100,000
Total .....	1,124,172

- 14.4. Where both columns are reading columns, they are separated by an em space.

<i>Particulars</i>	<i>Artist</i>
To the French Government:	
The entire collection of French paintings on loan, with the exception of Mlle. DuBourg (Mme. Fantin-Latour).	Degas.
Avant la Course .....	Do.
To Col. Axel H. Oxholm, Washington, DC:	
Martha Washington, George Washington, and Thomas Jefferson.	Attributed to Jonathan E. Earl, Los Angeles, CA.
Roses .....	Renoir.
Do .....	Forain.
Roses in a Chinese Vase and Sculpture by Maillol	Vuillard.
Maternity .....	Gauguin.

**Continued heads**

14.5. The use of continued heads in leaderwork is not necessary.

**Ditto (do.)**

14.6. The abbreviation *do.* is indented and capitalized in the stub. It is capitalized and cleared in last reading column.

**Dollar mark and ciphers**

14.7. In a column containing mixed amounts (as money, tons, gallons, etc.) the figures are aligned on the right, and the dollar mark or other symbol is repeated before each sum of money. If several sums of money are grouped and added or subtracted to make a total, they are separated from the nonmoney group by a parallel rule, and the symbol is placed on the first figure of the separated group only.

14.8. If two columns of sums of money add or subtract one into the other and one carries points and ciphers, the other should also carry points and ciphers.

**Flush items and subheads**

14.9. Flush items clear the figure column.

14.10. Subheads are centered in full measure.

**Footnotes**

- 14.11. Footnotes to leaderwork follow the style of footnotes to tables.
- 14.12. Footnote references begin with 1 in each leadered grouping, and footnotes are placed at the end, separated from it by 4 points of space. Separate notes from matter following by not less than 6 points of space.
- 14.13. If the leaderwork runs over from one page to another, the footnotes will be placed at the bottom of the leadered material.<sup>1</sup>

**Units of quantity**

- 14.14. Units of quantity or other words over a stub or figure column are set italic.
- 14.15. The following example shows the style to be observed where there is a short colon line at left. In case of only one subentry, run in with colon line and preserve the colon.

	<i>Tons</i>
Baltimore & Ohio RR.:	
Freight carried:	
May.....	50,000
June.....	52,000
Coal carried .....	90,000
Dixie RR.: Freight carried Jan. 1, 1999, including freight carried by all its subsidiaries.....	<sup>1</sup> 2,000
<sup>1</sup> Livestock not included.	

- 14.16. If there is no colon line, the style is as follows:

	<i>Tons</i>
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)

---

<sup>1</sup> If footnotes to leaderwork and text fall at bottom of page, leaderwork footnotes are placed above text footnotes. The two groups are separated by a 50-point rule.



- 14.18.** In blank forms, leaders used in place of complete words to be supplied are preceded and followed by a space.

On this ..... day of ..... 20 .....

- 14.19.** In half measure doubled up, units of quantity are aligned across the page.

	<i>Inches</i>		<i>Inches</i>
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**

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### **Footnotes and reference marks**

- 15.1.** Text footnotes follow the style of the text with the exception of those things noted in Chapter 9 “Abbreviations and Letter Symbols.” Footnotes appearing in tabular material follow the guidelines set forth in Chapter 13 “Tabular Work.”
- 15.2.** In a publication divided into chapters, sections, or articles, each beginning a new page, text footnotes begin with 1 in each such division. In a publication without such divisional grouping, footnotes are numbered consecutively from 1 to 99, and then begin with 1 again. However, in supplemental sections, such as appendixes and bibliographies, which are not parts of the publication proper, footnotes begin with 1.
- 15.3.** Copy preparers must see that references and footnotes are plainly marked.
- 15.4.** If a reference is repeated on another page, it should carry the original footnote; but to avoid repetition of a long note, the copy preparer may use the words “See footnote 3 (6, 10, etc.) on p.—.” instead of repeating the entire footnote.
- 15.5.** Unless the copy is otherwise marked: (1) Footnotes to 12-point text are set in 8 point; (2) footnotes to 11-point text are set in 8 point, except in Supreme Court reports, in which they are set in 9 point; (3) footnotes to 10- and 8-point text are set in 7 point.
- 15.6.** Footnotes are set as paragraphs at the bottom of the page and are separated from the text by a 50-point rule, set flush left, with no less than 2 points of space above and below the rule.
- 15.7.** Footnotes to indented matter (other than excerpt footnotes) are set full measure.
- 15.8.** To achieve faithful reproduction of indented excerpt material (particularly legal work) containing original footnotes, these footnotes are also indented and placed at the bottom of the excerpt, separated

by 6 points of space. No side dash is used. Reference numbers are not changed to fit the numbering sequence of text footnotes.

- 15.9. Footnotes must always begin on the page where they are referenced. If the entire footnote will not fit on the page where it is cited, it will be continued at the bottom of the next page.<sup>1</sup>
- 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.

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<sup>1</sup>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 duplicated.

- 15.17.** When items carry several reference marks, the superior-figure reference precedes an asterisk, dagger, or similar character used for reference.
- 15.18.** A superior reference mark follows all punctuation marks except a dash, but it falls inside a closing parenthesis or bracket if applying only to matter within the parentheses or brackets.
- 15.19.** Two or more superior footnote references occurring together are separated by thin spaces.

### Indexes and tables of contents

- 15.20.** Indexes and tables of contents are set in the same style as the text, except that *See* and *see also* are set in italic.
- 15.21.** Where a word occurs in an index page column, either alone or with a figure, it is set flush on the right. If the word extends back into the leaders, it is preceded by an en space.

	Page
Explanatory diagram.....	Frontispiece
General instructions.....	VIII
Capitalization ( <i>see also</i> Abbreviations).....	16
Correct imposition (diagram).....	Facing 34
Legends. ( <i>See</i> Miscellaneous rules.)	
Appendixes A, B, C, and D, maps, illustrations, and excerpts.....	In supplemental volume

- 15.22.** For better appearance, Roman numerals should be set in small caps in the figure columns of tables of contents and indexes.
- 15.23.** In indexes set with leaders, if the page numbers will not fit in the leader line, the first number only is set in that line and the other numbers are overrun. If the entry makes three or more lines and the last line of figures is not full, do not use a period at the end.

If page folios overrun due to an excessive amount of figures use this form .....	220, 224, 227, 230, 240
And this way when overrun folios make two or more lines .....	220, 224–225, 230–240, 245, 246, 250–255, 258, 300, 320, 330, 350, 360, 370, 380, 390, 400, 410–500, 510, 520, 530, 540, 550, 560, 570, 580, 590, 600–620, 630, 640, 650

(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), 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.

Chapter	Page
I. Introduction.....	1
II. Summary.....	1
VI. Conclusions.....	7

- 15.29.** Subheads in indexes and tables of contents are centered in the full measure.
- 15.30.** In contents using two sizes of lightface type, or a combination of boldface and lightface type, all leaders and page numbers will be set in lightface roman type. Contents set entirely in boldface will use boldface page numbers. All page numbers will be set in the predominant size.

	Page
PART I. MAINTENANCE OF PEACE AND SECURITY .....	5
Disarmament .....	6
Peaceful Uses of Atomic Energy .....	7
<b>Part I. Maintenance of Peace and Security</b> .....	5
Disarmament .....	6
Peaceful Uses of Atomic Energy .....	7
<b>Part I. Maintenance of Peace and Security</b> .....	5
<b>Disarmament</b> .....	6
<b>Peaceful Uses of Atomic Energy</b> .....	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

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- 16.1. The general principle involved in the typography of datelines, addresses, and signatures is that they should be set to stand out clearly from the body of the letter or paper that they accompany. This is accomplished by using caps and small caps and italic, as set forth below. Other typographic details are designed to ensure uniformity and good appearance. Street addresses and ZIP Code numbers are not to be used. In certain lists that carry ZIP Code numbers, regular spacing will be used preceding the ZIP Code. Certain general instructions apply alike to datelines, addresses, and signatures.

### General instructions

- 16.2. Principal words in datelines, addresses, and titles accompanying signatures are capitalized.
- 16.3. *Mr.*, *Mrs.*, *Miss*, *Ms.*, and all other titles preceding a name, and *Esq.*, *Jr.*, *Sr.*, and *2d* following a name in address and signature lines, are set in roman caps and lowercase if the name is in caps and small caps or caps and lowercase; if the name is in caps, they are set in caps and small caps, if small caps are available—otherwise in caps and lowercase.

### Spacing

- 16.4. At least 2 points of space should appear between dateline and text or address, address and text, text and signature, or signature and address.

### Datelines

- 16.5. Datelines at the beginning of a letter or paper are set at the right side of the page, the originating office in caps and small caps, the address and date in italic; if the originating office is not given, the address is set in caps and small caps and the date in italic; if only the date is given, it is set in caps and small caps. Such datelines are indented from the right 1 em for a single line; 3 ems and 1 em, successively, for two lines; or 5 ems, 3 ems, and 1 em, successively, for three lines. In measures 30 picas or wider, these indentions are increased by 1 em.



THE WHITE HOUSE, □□□  
*Washington, DC, January 1, 2008.* □  
 THE WHITE HOUSE, *July 30, 2008.* □  
 TREASURY DEPARTMENT, □□□□□  
 OFFICE OF THE TREASURER, □□□  
*Washington, DC, January 1, 2008.* □  
 TREASURY DEPARTMENT, *July 30, 2008.* □  
 DEPARTMENT OF COMMERCE, □□□  
*July 30, 2008.* □  
 FAIRFAX COUNTY, VA. □  
 OFFICE OF JOHN SMITH & CO., □□□  
*New York, NY, June 6, 2008.* □  
 WASHINGTON, *May 20, 2008—10 a.m.* □  
 THURSDAY, MAY 8, 2008—2 P.M. □  
 JANUARY 24, 2008. □  
 WASHINGTON, *November 28, 2008.* □□□  
 [Received December 5, 2008]. □  
 ON BOARD USS “CONNECTICUT,” □□□  
*January 22, 2008.* □

**16.6.** Congressional hearings:

**TUESDAY, JULY 29, 2008<sup>1</sup>**

HOUSE OF REPRESENTATIVES, □□□□□□□  
 COMMITTEE ON THE JUDICIARY, □□□□□  
 SUBCOMMITTEE ON IMMIGRATION, □□□  
 CITIZENSHIP, REFUGEES, □□□  
 BORDER SECURITY, AND INTERNAL LAW, □□□  
*Washington, DC.* □  
 U.S. SENATE, □□□□□  
 COMMITTEE ON ARMED SERVICES, □□□  
*Washington, DC.* □  
 CONGRESS OF THE UNITED STATES, □□□□□  
 JOINT COMMITTEE ON PRINTING, □□□  
*Washington, DC.* □

<sup>1</sup>Normally, dates in House hearings on appropriation bills are set on the right in 10-point caps and small caps.

- 16.7.** Datelines at the end of a letter or paper, either above or below signatures, are set on left in caps and small caps for the address and italic for the date. When the word *dated* is used, dateline is set in roman caps and lowercase.

- MAY 7, 2008.
- ROANOKE, VA.
- ROANOKE, VA, *July 1, 2008.*
- Dated July 1, 2008.
- Dated Albany, March 13, 2008.

- 16.8.** Datelines in newspaper extracts are set at the beginning of the paragraph, the address in caps and small caps and the date in roman caps and lowercase, followed by a period and a 1-em dash.

- ABOARD USS *Ronald Reagan* April 3, 2008.—
- NEW YORK, NY, August 21, 2008.—A message received here from \* \* \*.

## Addresses

- 16.9.** Addresses are set flush left at the beginning of a letter or paper in congressional work (or at end in formal usage).

- 16.10.** At beginning or at end:

To SMITH & JONES and  
 BROWN & GREEN, Esqs.,  
*Attorneys for Claimant.*  
 (Attention of Mr. Green.)

Hon. DIANNE FEINSTEIN,  
*U.S. Senate.*

Hon. NANCY PELOSI,  
*U.S. House of Representatives.* (Collective address.)

The PRESIDENT,  
*The White House.*

- 16.11.** A long title following an address is set in italic caps and lowercase, the first line flush left and right, overruns indented 2 ems to clear a following 1-em paragraph indentation.

Hon. DANIEL K. AKAKA,  
*Chairman, Subcommittee on Oversight of Government Management,*  
 *the Federal Workforce and the District of Columbia, U.S. Senate,*  
 *Washington, DC.*

- 16.12.** The name or title forming the first line of the address is set in caps and small caps, but *Mr.*, *Mrs.*, or other title preceding a name, and *Esq.*, *Jr.*, *Sr.*, or *2d* following a name, are set in roman caps and lowercase; the matter following is set in italic. The words *U.S. Army* or *U.S. Navy* immediately following a name are set in roman caps and lowercase in the same line as the name.

Lt. Gen. ROBERT L. VAN ANTWERP, JR., U.S. Army,  
*Chief of Engineers.*

CHIEF OF ENGINEERS, U.S. ARMY. (Full title, all caps and small caps.)

Lt. Gen. ROBERT L. VAN ANTWERP, JR.,  
*Chief of Engineers, U.S. Army,*  
*Washington, DC.*

Hon. LORRAINE C. MILLER,  
*Clerk of the House of Representatives.*

Hon. ROBERT C. BYRD,  
*U.S. Senator, Washington, DC.*

Hon. JIM WEBB,  
*Russell Senate Office Building, Washington, DC.*

The COMMITTEE ON APPROPRIATIONS,  
*House of Representatives.*

- 16.13.** General (or collective) addresses are set in italic caps and lowercase, flush left, with overruns indented 2 ems and ending with a colon, except when followed by a salutation, in which case a period is used.

- 16.14.** Examples of general addresses when not followed by salutation (note the use of colon at end of italic line):

*To the Officers and Members of the Daughters of the American*  
*Revolution, Washington, DC:*

*To the American Diplomatic and Consular Officers:*

*To Whom It May Concern:*

*Collectors of Customs:*

*To the Congress of the United States:*

- 16.15.** Example of general address when followed by salutation (note the use of period at end of italic line):

*Senate and House of Representatives.*

GENTLEMEN: You are hereby \* \* \*.

**16.16.** Examples illustrating other types of addresses:

To the EDITOR:

To JOHN L. NELSON, *Greeting*:

To JOHN L. NELSON, *Birmingham, AL, Greeting*:

To the CLERK OF THE HOUSE OF REPRESENTATIVES:

CHIEF OF ENGINEERS

(Through the Division Engineer).

MY DEAR SIR: I have the honor \* \* \*.

MR. REED: I have the honor \* \* \*.

DEAR MR. REED: I have the honor \* \* \*.

Lt. (jg.) JOHN SMITH,

*Navy Department*:

The care shown by you \* \* \*.

STATE OF NEW YORK,

*County of New York, ss:*

Before me this day appeared \* \* \*.

DISTRICT OF COLUMBIA, *ss:*

Before me this day appeared \* \* \*.

**Envelope addresses**

U.S. House of Representatives  
Committee on Education and Labor  
2181 Rayburn House Office Building  
Washington, DC 20515

## Signatures

- 16.17.** Signatures, preceded by an em dash, are sometimes run in with last line of text.
- 16.18.** Signatures are set at the right side of the page. They are indented 1 em for a single line; 3 ems and 1 em, successively, for two lines; and 5 ems, 3 ems, and 1 em, successively, for three lines. In measures 30 picas or wider, these indentions are increased by 1 em.
- 16.19.** The name or names are set in caps and small caps; *Mr.*, *Mrs.*, and all other titles preceding a name, and *Esq.*, *Jr.*, *Sr.*, and *2d* following a name, are set in roman caps and lowercase; the title following name is set in italic. Signatures as they appear in copy must be followed in regard to abbreviations.

- 16.20.** If name and title make more than half a line, they are set as two lines.
- 16.21.** Two to eight independent signatures, with or without titles, are aligned on the left, at approximately the center of the measure.

ROBERT E. SCHWENK.  
 QUEEN E. HUGHES.  
 ERICA N. PROPHET.  
 ANDRE RODGERS,  
*Commander, U.S. Navy (Retired).*□  
 WILLIAM H. COUGHLIN, *Chairman.*

- 16.22.** More than eight signatures, with or without titles, are set full measure, roman caps and lowercase, run in, indented 5 and 7 ems in measures of 26½ picas or wider; in measures less than 26½ picas, indent 2 and 3 ems.

□□□□□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.

NITA M. LOWEY,  
FRANK WOLF,  
*Managers on the Part of the House.*

JOSEPH R. BIDEN, Jr.,  
RICHARD LUGAR,  
*Managers on the Part of the Senate.*

I am, very respectfully, yours,  
(Signed)  FRED C. KLEINSCHMIDT,   
*Assistant Clerk, Court of Claims.*

On behalf of the Philadelphia Chamber of Commerce:  
GEO. W. PHILIPS.  
SAML. CAMPBELL.

I have the honor to be,  
 Very respectfully, your obedient servant,  
(Signed)  John R. King  
(Typed)  JOHN R. KING,  
*Secretary.*

*or*  
(S)  John R. King  
JOHN R. KING,  
*Secretary.*

Attest:  
RICHARD ROE, *Notary Public.*

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

Approved.  
JOHN SMITH, *Governor.*

By the President:  
CONDOLEEZZA RICE, *Secretary of State.*

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

Yours truly,  
Capt. JAMES STALEY, Jr.,   
*Superintendent.*

Respectfully yours,  
Mrs. FRANK E. (BETTY) SHEFFIELD.

Very respectfully,  
RON GOLDEN, *U.S. Indian Agent.*

**16.25.** In quoted matter:

“Very respectfully,

“TODD S. GILBERT.

“PAUL HARTMAN.

“DOLORES HICKS.

“ALBERT H. JONES.

“JOAN C. NUGENT.

“BRANDON PROCTOR.”

**16.26.** Examples of various kinds of datelines, addresses, and signatures:

Re weather reports submitted by the International Advisory Committee of  
the Weather Council.

Mr. JOHN D. DINGELL,  
*Chairman, House Committee on Energy and Commerce,*  
*Washington, DC.*

DEAR MR. DINGELL: We have been in contact with your office, etc.

JOHN L. “JACK” HAYES,

*Executive Director;*

*National Weather Service.*

---

LINCOLN PARK, MI, *February 15, 2008.*

Re Romeo O. Umanos, Susanna M. Umanos, case No. S-254, U.S.  
Citizenship and Immigration Services, application pending.

Hon. RUSSELL D. FEINGOLD,  
*Chairman, Subcommittee on the Constitution,*  
*Committee on the Judiciary, Washington, DC.*

DEAR MR. FEINGOLD: You have for some time \* \* \*.

Sincerely yours,

EDWARD PULTORAK,

*Architectural Designer.*

Hon. ZOE LOFGREN,  
*Chairman, Subcommittee on Immigration, Citizenship, Refugees,*  
*Border Security and International Law of the Committee on*  
*the Judiciary, House of Representatives, Washington, DC.*

DEAR MS. LOFGREN: You have for some time \* \* \*.

U.S. DEPARTMENT OF   
COMMERCE,   
NATIONAL WEATHER SERVICE,   
*Washington, March 3, 2008.*

Hon. GENE GREEN,  
*House of Representatives,*  
*Washington, DC.*

DEAR MR. GREEN: We will be glad to  
give you any further information.

Sincerely yours,  
F.W. REICHELDERFER,   
*Chief of Service.*

NEW YORK, NY, *February 8, 2008.*

To: All supervisory employees of production plants, northern and  
eastern divisions, New York State.

From: Production manager.

Subject: Regulations concerning vacations, health and welfare plans,  
and wage contract negotiations.

It has come to our attention that the time \* \* \*.

WASHINGTON, DC, *May 16, 2008.*

The Honorable the SECRETARY OF THE NAVY.

DEAR MR. SECRETARY: This is in response to your letter \* \* \*.

Very sincerely yours,

[SEAL] GEORGE W. BUSH.



EAST LANSING, MI, *June 10, 2008.*□

*To Whom It May Concern:*

□I have known Kyu Yawp Lee for 7 years and am glad to testify as to his fine character. He has been employed \* \* \*.

□Wishing you success in your difficult and highly important job, we are,

□□□Sincerely yours,

AGOSTINO J. GONINO.

LOUISE M. GONINO.

U.S. DEPARTMENT OF VETERANS AFFAIRS,□□□□□□□□  
OFFICE OF THE SECRETARY OF□□□□□□  
VETERANS AFFAIRS,□□□□  
*Washington, DC.*□

Hon. PATRICK J. LEAHY,  
*Chairman, Committee on the Judiciary,*  
*U.S. Senate, Washington, DC.*

□DEAR SENATOR LEAHY: Further reference is made to your reply \* \* \*.

□□□Sincerely yours,

GORDON M. MANSFIELD,□□□□□□□□  
*Deputy Secretary*□□□□□□  
(For and in the absence of□□□□  
James B. Peake, Secretary).□

WASHINGTON, DC, *September 16, 2008.*□

Mr. WILLIAM E. JONES, Jr.,  
*Special Assistant to the Attorney General, Attorney for Howard*  
□□*Sutherland, Director, Office of Alien Property.*

□DEAR MR. JONES: In reply to your letter \* \* \*.

□□□Yours truly,

(Signed)□THOMAS E. RHODES,□□□□

*Special Assistant to the Attorney General.*□

□P.S.—A special word of thanks to you from J.R. Brown for your fine  
□□help.

T.E.R.□

TOKYO, JAPAN, *November 13, 2008.*

U.S. DEPARTMENT OF HOMELAND SECURITY,  
U.S. CITIZENSHIP AND NATURALIZATION SERVICES,  
*Detroit, MI.*

GENTLEMEN: This letter will testify to the personal character \* \* \*.

Very truly yours,

Mrs. GRACE C. LOHR,

*Inspector General Section, HQ, AFPE,*

*APO 343, San Francisco, CA.*

- 16.27.** The word *seal* appearing with the signature of a notary or of an organized body, such as a company, is spaced 1 em from the signature. The word *seal* is to be set in small caps and bracketed.

[SEAL]  RICHARD ROE,

*Notary Public.*

[SEAL]  J.M. WILBER.

[SEAL]  BARTLETT, ROBINS & Co.

- 16.28.** Presidential proclamations after May 23, 1967, do not utilize the seal except when they pertain to treaties, conventions, protocols, or other international agreements. Copy will be followed literally with respect to the inclusion of and between elements of numerical expressions.

NOW, THEREFORE, I, GEORGE W. BUSH, President of the United States of America, by virtue of the authority vested in me by the Constitution and laws of the United States, do hereby proclaim September 27, 2008, as National Hunting and Fishing Day. I call upon the people of the United States to join me in recognizing the contributions of America's hunters and anglers, and all those who work to conserve our Nation's fish and wildlife resources.

\* \* \* \* \*

IN WITNESS WHEREOF, I have hereunto set my hand this twenty-sixth day of September, in the year of our Lord two thousand eight, and of the Independence of the United States of America the two hundred and thirty-third.

GEORGE W. BUSH.

## 17. Useful Tables

This chapter contains useful tables presented in GPO style. The tables display various design features most frequently used in Government publications and can be considered examples of GPO style.

**U.S. Presidents and Vice Presidents**

President	Years	Vice President	Years
George Washington.....	(1789–1797)	John Adams.....	(1789–1797)
John Adams.....	(1797–1801)	Thomas Jefferson.....	(1797–1801)
Thomas Jefferson.....	(1801–1809)	Aaron Burr.....	(1801–1805)
		George Clinton.....	(1805–1809)
James Madison.....	(1809–1817)	George Clinton.....	(1809–1812)
		Vacant.....	(1812–1813)
		Elbridge Gerry.....	(1813–1814)
		Vacant.....	(1814–1817)
James Monroe.....	(1817–1825)	Daniel D. Tompkins.....	(1817–1825)
John Quincy Adams.....	(1825–1829)	John C. Calhoun.....	(1825–1829)
Andrew Jackson.....	(1829–1837)	John C. Calhoun.....	(1829–1832)
		Vacant.....	(1832–1833)
		Martin Van Buren.....	(1833–1837)
Martin Van Buren.....	(1837–1841)	Richard M. Johnson.....	(1837–1841)
William Henry Harrison.....	(1841)	John Tyler.....	(1841)
John Tyler.....	(1841–1845)	Vacant.....	(1841–1845)
James K. Polk.....	(1845–1849)	George M. Dallas.....	(1845–1849)
Zachary Taylor.....	(1849–1850)	Millard Fillmore.....	(1849–1850)
Millard Fillmore.....	(1850–1853)	Vacant.....	(1850–1853)
Franklin Pierce.....	(1853–1857)	William R. King.....	(1853)
		Vacant.....	(1853–1857)
James Buchanan.....	(1857–1861)	John C. Breckinridge.....	(1857–1861)
Abraham Lincoln.....	(1861–1865)	Hannibal Hamlin.....	(1861–1865)
		Andrew Johnson.....	(1865)
Andrew Johnson.....	(1865–1869)	Vacant.....	(1865–1869)
Ulysses S. Grant.....	(1869–1877)	Schuyler Colfax.....	(1869–1873)
		Henry Wilson.....	(1873–1875)
		Vacant.....	(1875–1877)
Rutherford B. Hayes.....	(1877–1881)	William A. Wheeler.....	(1877–1881)
James A. Garfield.....	(1881)	Chester A. Arthur.....	(1881)
Chester A. Arthur.....	(1881–1885)	Vacant.....	(1881–1885)
Grover Cleveland.....	(1885–1889)	Thomas A. Hendricks.....	(1885)
		Vacant.....	(1885–1889)
Benjamin Harrison.....	(1889–1893)	Levi P. Morton.....	(1889–1893)
Grover Cleveland.....	(1893–1897)	Adlai E. Stevenson.....	(1893–1897)
William McKinley.....	(1897–1901)	Garret A. Hobart.....	(1897–1901)
		Theodore Roosevelt.....	(1901)
Theodore Roosevelt.....	(1901–1909)	Vacant.....	(1901–1905)
		Charles W. Fairbanks.....	(1905–1909)
William H. Taft.....	(1909–1913)	James S. Sherman.....	(1909–1912)
		Vacant.....	(1912–1913)
Woodrow Wilson.....	(1913–1921)	Thomas R. Marshall.....	(1913–1921)
Warren G. Harding.....	(1921–1923)	Calvin Coolidge.....	(1921–1923)
Calvin Coolidge.....	(1923–1929)	Vacant.....	(1923–1925)
		Charles G. Dawes.....	(1925–1929)
Herbert Hoover.....	(1929–1933)	Charles Curtis.....	(1929–1933)
Franklin D. Roosevelt.....	(1933–1945)	John Nance Garner.....	(1933–1941)
		Henry A. Wallace.....	(1941–1945)
		Harry S. Truman.....	(1945)
Harry S. Truman.....	(1945–1953)	Vacant.....	(1945–1949)
		Alben W. Barkley.....	(1949–1953)
Dwight D. Eisenhower.....	(1953–1961)	Richard M. Nixon.....	(1953–1961)

### U.S. Presidents and Vice Presidents—Continued

President	Years	Vice President	Years
John F. Kennedy.....	(1961–1963)	Lyndon B. Johnson.....	(1961–1963)
Lyndon B. Johnson.....	(1963–1969)	Vacant.....	(1963–1965)
		Hubert H. Humphrey.....	(1965–1969)
Richard M. Nixon.....	(1969–1974)	Spiro T. Agnew.....	(1969–1973)
		Gerald R. Ford.....	(1973–1974)
Gerald R. Ford.....	(1974–1977)	Nelson Rockefeller.....	(1974–1977)
Jimmy Carter.....	(1977–1981)	Walter F. Mondale.....	(1977–1981)
Ronald Reagan.....	(1981–1989)	George H.W. Bush.....	(1981–1989)
George H.W. Bush.....	(1989–1993)	J. Danforth Quayle.....	(1989–1993)
William J. Clinton.....	(1993–2001)	Albert Gore, Jr.....	(1993–2001)
George W. Bush.....	(2001– )	Richard B. Cheney.....	(2001– )

### Most Populous U.S. Cities by State <sup>1</sup>

[2006 Census estimates]

<b>Alabama:</b>		<b>Delaware:</b>	
Birmingham.....	229,424	Wilmington.....	72,826
Montgomery*.....	201,998	Dover*.....	34,735
Mobile.....	192,830	Newark.....	30,014
Huntsville.....	168,132	Middletown.....	10,272
Tuscaloosa.....	83,052	Milford.....	7,852
<b>Alaska:</b>		<b>District of Columbia:</b>	
Anchorage.....	278,700	Washington.....	581,530
Fairbanks.....	31,142	<b>Florida:</b>	
Juneau*.....	30,737	Jacksonville.....	794,555
Wasilla.....	9,236	Miami.....	404,048
Sitka City and Borough.....	8,920	Tampa.....	332,888
<b>Arizona:</b>		St. Petersburg.....	248,098
Phoenix*.....	1,512,986	Tallahassee*.....	159,012
Tucson.....	518,956	<b>Georgia:</b>	
Mesa.....	447,541	Atlanta*.....	486,411
Glendale.....	246,531	Augusta.....	189,366
Chandler.....	240,595	Columbus.....	188,660
<b>Arkansas:</b>		Savannah.....	127,889
Little Rock*.....	184,422	Athens.....	111,580
Fort Smith.....	83,461	<b>Hawaii:</b>	
Fayetteville.....	68,726	Honolulu*.....	377,357
Springdale.....	63,082	Hilo.....	40,759
Jonesboro.....	60,489	Kailua.....	36,513
<b>California:</b>		Kaneohe.....	34,970
Los Angeles.....	3,849,378	Waipahu.....	33,108
San Diego.....	1,256,951	<b>Idaho:</b>	
San Jose.....	929,936	Boise*.....	198,638
San Francisco.....	744,041	Nampa.....	76,587
Sacramento*.....	453,781	Meridian.....	59,832
<b>Colorado:</b>		Pocatello.....	53,932
Denver*.....	566,974	Idaho Falls.....	52,786
Colorado Springs.....	372,437	<b>Illinois:</b>	
Aurora.....	303,582	Chicago.....	2,833,321
Lakewood.....	140,024	Aurora.....	170,617
Fort Collins.....	129,467	Rockford.....	155,138
<b>Connecticut:</b>		Naperville.....	142,901
Bridgeport.....	137,912	Springfield*.....	116,482
Hartford*.....	124,512	<b>Indiana:</b>	
New Haven.....	124,001	Indianapolis*.....	785,597
Stamford.....	119,261	Fort Wayne.....	248,637
Waterbury.....	107,251	Evansville.....	115,738

**Most Populous U.S. Cities by State<sup>1</sup>—Continued**

[2006 Census estimates]

Indiana—Continued		Mississippi—Continued	
South Bend .....	104,905	Biloxi .....	44,342
Gary .....	97,715	Southaven .....	41,295
Iowa:		Missouri:	
Des Moines* .....	193,886	Kansas City .....	447,306
Cedar Rapids .....	124,417	St. Louis .....	347,181
Davenport .....	99,514	Springfield .....	150,797
Sioux City .....	83,262	Independence .....	109,400
Waterloo .....	65,998	Jefferson City* .....	39,274
Kansas:		Montana:	
Wichita .....	357,698	Billings .....	100,148
Overland Park .....	166,722	Missoula .....	64,081
Kansas City .....	143,801	Great Falls .....	56,215
Topeka* .....	122,113	Bozeman .....	35,061
Olathe .....	114,662	Helena* .....	27,885
Kentucky:		Nebraska:	
Louisville .....	554,496	Omaha .....	419,545
Lexington .....	270,789	Lincoln* .....	241,167
Owensboro .....	55,525	Bellevue .....	47,594
Bowling Green .....	53,176	Grand Island .....	44,632
Frankfort* .....	27,077	Kearney .....	29,385
Louisiana:		Nevada:	
Baton Rouge* .....	229,553	Las Vegas .....	552,539
New Orleans .....	223,388	Henderson .....	240,614
Shreveport .....	200,199	Reno .....	210,255
Lafayette .....	114,214	North Las Vegas .....	197,567
Lake Charles .....	70,224	Carson City* .....	55,289
Maine:		New Hampshire:	
Portland .....	63,011	Manchester .....	109,497
Lewiston .....	35,734	Nashua .....	87,157
Bangor .....	31,008	Concord* .....	42,378
South Portland .....	23,784	Rochester .....	30,117
Augusta* .....	18,560	Dover .....	28,422
Maryland:		New Jersey:	
Baltimore .....	631,366	Newark .....	281,402
Rockville .....	59,114	Jersey City .....	241,789
Frederick .....	58,882	Paterson .....	148,708
Gaithersburg .....	57,934	Elizabeth .....	126,179
Annapolis* .....	36,408	Trenton* .....	83,923
Massachusetts:		New Mexico:	
Boston* .....	590,763	Albuquerque .....	504,949
Worcester .....	175,454	Las Cruces .....	86,268
Springfield .....	151,176	Santa Fe* .....	72,056
Lowell .....	103,229	Rio Rancho .....	71,607
Cambridge .....	101,365	Roswell .....	45,582
Michigan:		New York:	
Detroit .....	871,121	New York .....	8,214,426
Grand Rapids .....	193,083	Buffalo .....	276,059
Warren .....	134,589	Rochester .....	208,123
Sterling Heights .....	127,991	Yonkers .....	197,852
Lansing* .....	114,276	Albany* .....	93,963
Minnesota:		North Carolina:	
Minneapolis .....	372,833	Charlotte .....	630,478
St. Paul* .....	273,535	Raleigh* .....	356,321
Rochester .....	96,975	Greensboro .....	236,865
Duluth .....	84,167	Durham .....	209,009
Bloomington .....	80,869	Winston-Salem .....	196,990
Mississippi:		North Dakota:	
Jackson* .....	176,614	Fargo .....	90,056
Gulfport .....	64,316	Bismarck* .....	58,333
Hattiesburg .....	48,012	Grand Forks .....	50,372

### Most Populous U.S. Cities by State<sup>1</sup>—Continued

[2006 Census estimates]

North Dakota—Continued		Tennessee—Continued	
Minot.....	34,745	Clarksville.....	113,175
West Fargo.....	21,508	Texas:	
Ohio:		Houston.....	2,144,491
Columbus*.....	733,203	San Antonio.....	1,296,682
Cleveland.....	444,313	Dallas.....	1,232,940
Cincinnati.....	332,252	Austin*.....	709,893
Toledo.....	298,446	Fort Worth.....	653,320
Akron.....	209,704	Utah:	
Oklahoma:		Salt Lake City*.....	178,858
Oklahoma City*.....	537,734	West Valley.....	119,841
Tulsa.....	382,872	Provo.....	113,984
Norman.....	102,827	West Jordan.....	94,309
Broken Arrow.....	88,314	Sandy.....	94,203
Lawton.....	87,540	Vermont:	
Oregon:		Burlington.....	38,358
Portland.....	537,081	South Burlington.....	17,014
Salem*.....	152,239	Rutland.....	16,964
Eugene.....	146,356	Barre.....	9,078
Gresham.....	97,105	Montpelier*.....	7,954
Beaverton.....	89,643	Virginia:	
Pennsylvania:		Virginia Beach.....	435,619
Philadelphia.....	1,448,394	Norfolk.....	229,112
Pittsburgh.....	312,819	Chesapeake.....	220,560
Allentown.....	107,294	Richmond*.....	192,913
Erie.....	102,036	Newport News.....	178,281
Harrisburg*.....	47,164	Washington:	
Rhode Island:		Seattle.....	582,454
Providence*.....	175,255	Spokane.....	198,081
Warwick.....	85,925	Tacoma.....	196,532
Cranston.....	81,479	Vancouver.....	158,855
Pawtucket.....	72,998	Olympia*.....	44,645
East Providence.....	49,123	West Virginia:	
South Carolina:		Charleston*.....	50,846
Columbia*.....	119,961	Huntington.....	49,007
Charleston.....	107,845	Parkersburg.....	31,755
North Charleston.....	87,482	Wheeling.....	29,330
Rock Hill.....	61,620	Morgantown.....	28,654
Mount Pleasant.....	59,113	Wisconsin:	
South Dakota:		Milwaukee.....	573,358
Sioux Falls.....	142,396	Madison*.....	223,389
Rapid City.....	62,715	Green Bay.....	100,353
Aberdeen.....	24,071	Kenosha.....	96,240
Watertown.....	20,526	Racine.....	79,592
Pierre*.....	14,095	Wyoming:	
Tennessee:		Cheyenne*.....	55,314
Memphis.....	670,902	Casper.....	52,089
Nashville*.....	552,120	Laramie.....	25,688
Knoxville.....	182,337	Gillette.....	23,899
Chattanooga.....	155,190	Rock Springs.....	19,324

<sup>1</sup> The five most populous cities of each state are listed except where the capital city did not fall into the top five, in which case the fifth most populous city was replaced by the capital city.

\* State capital.

Source: Information courtesy of the U.S. Census Bureau.

## Principal Foreign Countries as of June 2008

Country	UN member	Capital	Chief of state	Legislative body	Government type
Afghanistan	Yes	Kabul	President	National Assembly of House of People, House of Elders	Islamic Republic.
Albania	do	Tirana (Tirane)	do	Assembly (unicameral)	Emerging Democracy.
Algeria	do	Algiers	do	National People's Assembly, Council of Nations	Republic.
Andorra	do	Andorra la Vella	Executive Council President	General Council of the Valleys (unicameral)	Parliamentary Democracy.
Angola	do	Luanda	President	National Assembly (unicameral)	Republic: multiparty presidential regime.
Antigua and Barbuda	do	Saint John's	Queen (represented by Governor General)	Parliament (bicameral)	Constitutional Monarchy with a parliamentary system of government.
Argentina	do	Buenos Aires	President	National Congress (bicameral)	Republic.
Armenia	do	Yerevan	do	National Assembly (Parliament)	Do.
Australia	do	Canberra	Queen (represented by Governor General)	Federal Parliament (bicameral)	Federal Parliamentary Democracy.
Austria	do	Vienna	President	Federal Assembly (bicameral)	Federal Republic.
Azerbaijan	do	Baku (Baki, Baky)	do	National Assembly (unicameral)	Republic.
Bahamas, The	do	Nassau	Queen (represented by Governor General)	Parliament (bicameral)	Constitutional Parliamentary Democracy.
Bahrain	do	Manama	King	Legislature (bicameral)	Constitutional Monarchy.
Bangladesh	do	Dhaka	President	National Parliament (unicameral)	Parliamentary Democracy.
Barbados	do	Bridgetown	Queen (represented by Governor General)	Parliament (bicameral)	Do.
Belarus	do	Minsk	President	National Assembly (bicameral)	Republic in name, although in fact a dictatorship.
Belgium	do	Brussels	King	Parliament (bicameral)	Federal Parliamentary Democracy under a Constitutional Monarchy.
Belize	do	Belmopan	Queen (represented by Governor General)	National Assembly (bicameral)	Parliamentary Democracy.
Benin	do	Porto-Novo	President	National Assembly (unicameral)	Republic.
Bhutan	do	Thimphu	King	Parliament (bicameral)	In transition to Constitutional Monarchy; special treaty relationship with India.
Bolivia	do	La Paz	President	National Congress (bicameral)	Republic.
Bosnia and Herzegovina	do	Sarajevo	Chairman of the Presidency	Parliamentary Assembly (bicameral)	Emerging Federal Democratic Republic.
Botswana	do	Gaborone	President	Parliament (bicameral)	Parliamentary Republic.
Brazil	do	Brasilia	do	National Congress (bicameral)	Federal Republic.
Brunei	do	Bandar Seri	Sultan and Prime Minister	Legislative Council	Constitutional Sultanate.

## Principal Foreign Countries as of June 2008—Continued

Country	UN member	Capital	Chief of state	Legislative body	Government type
Bulgaria	Yes	Sofia	President	National Assembly (unicameral)	Parliamentary Democracy.
Burkina Faso	do	Ouagadougou	do	do	Parliamentary Republic.
Burma (Myanmar) <sup>1</sup>	do	Rangoon (Yangon)	Chairman of the State Peace and Development Council (SPDC).	People's Assembly (unicameral)	Military Junta.
Burundi	do	Bujumbura	President	Parliament (bicameral)	Republic.
Cambodia	do	Phnom Penh	King	National Assembly (bicameral)	Multiparty Democracy under a Constitutional Monarchy.
Cameroon	do	Yaounde	President	National Assembly (unicameral)	Republic; Multiparty Presidential Regime.
Canada	do	Ottawa	Queen (represented by Governor General).	Parliament (bicameral)	Constitutional Monarchy that is also a Parliamentary Democracy and a Federation.
Cape Verde	do	Praia	President	National Assembly (unicameral)	Republic.
Central African Republic.	do	Bangui	do	do	Do.
Chad	do	N'Djamena	do	do	Do.
Chile	do	Santiago	do	National Congress (bicameral)	Do.
China	do	Beijing	do	National People's Congress (unicameral)	Communist State.
Colombia	do	Bogota	do	Congress (bicameral)	Republic; Executive Branch dominates government structure.
Comoros	do	Moroni	do	Assembly of the Union (unicameral)	Republic.
Congo, Democratic Republic of the.	do	Kinshasa	do	Legislature (bicameral)	Do.
Congo, Republic of the.	do	Brazzaville	do	Parliament (bicameral)	Do.
Costa Rica	do	San Jose	do	Legislative Assembly (unicameral)	Democratic Republic.
Cote d'Ivoire (Ivory Coast).	do	Yamoussoukro	do	National Assembly (unicameral)	Republic; Multiparty Presidential Regime (est. 1960). <sup>2</sup>
Croatia	do	Zagreb	do	Assembly (unicameral)	Presidential/Parliamentary Democracy.
Cuba	do	Havana	do	National Assembly of People's Power (unicameral)	Communist State.
Cyprus	do	Nicosia (Leftkosia)	do	House of Representatives (unicameral)	Republic.
Czech Republic	do	Prague	do	Parliament (bicameral)	Parliamentary Democracy.
Denmark	do	Copenhagen	Queen	People's Assembly (unicameral)	Constitutional Monarchy.
Djibouti	do	Djibouti	President	Chamber of Deputies (unicameral)	Republic.
Dominica	do	Roseau	do	House of Assembly (unicameral)	Parliamentary Democracy.
Dominican Republic	do	Santo Domingo	do	National Congress (bicameral)	Democratic Republic.



Ecuador	Yes	Quito	President	National Congress (unicameral)	Republic.
Egypt	do	Cairo	do	People's Assembly (bicameral)	Do.
El Salvador	do	San Salvador	do	Legislative Assembly (unicameral)	Do.
Equatorial Guinea	do	Malabo	do	House of People's Representatives (unicameral)	Do.
Eritrea	do	Asmara (Asmera)	do	National Assembly (unicameral)	Transitional Government.
Estonia	do	Tallinn	do	Parliament (unicameral)	Parliamentary Republic.
Ethiopia	do	Addis Ababa	do	Parliament (bicameral)	Federal Republic.
Fiji	do	Suva (on Viti Levu)	do	do	Do.
Finland	do	Helsinki	do	Parliament (unicameral)	Do.
France	do	Paris	do	Parliament (bicameral)	Do.
Gabon	do	Libreville	do	Legislature (bicameral)	Republic; Multiparty Presidential Regime.
Gambia, The	do	Banjul	do	National Assembly (unicameral)	Republic.
Georgia	do	T'bilisi	do	Parliament (unicameral, also known as Supreme Council)	Do.
Germany	do	Berlin	do	Parliament (bicameral)	Federal Republic.
Ghana	do	Accra	do	Parliament (unicameral)	Constitutional Democracy.
Greece	do	Athens	do	do	Parliamentary Republic.
Grenada	do	Saint George's	Queen (represented by Governor General)	Parliament (bicameral)	Parliamentary Democracy.
Guatemala	do	Guatemala	President	Congress of the Republic (unicameral)	Constitutional Democratic Republic.
Guinea	do	Conakry	do	People's National Assembly (unicameral)	Republic.
Guinea-Bissau	do	Bissau	do	National People's Assembly (unicameral)	Do.
Guyana	do	Georgetown	do	National Assembly (unicameral)	Do.
Haiti	do	Port-au-Prince	do	National Assembly (bicameral)	Do.
Holy See (Vatican City)	No	Vatican City	Pope	Pontifical Commission for the State of Vatican City (unicameral)	Ecclesiastical.
Honduras	Yes	Tegucigalpa	President	National Congress (unicameral)	Democratic Constitutional Republic.
Hungary	do	Budapest	do	National Assembly (unicameral)	Parliamentary Democracy.
Iceland	do	Reykjavik	do	Parliament (unicameral)	Constitutional Republic.
India	do	New Delhi	do	Parliament (bicameral)	Federal Republic.
Indonesia	do	Jakarta	do	House of Representatives	Republic.
Iran	do	Tehran	Supreme Leader	Islamic Consultative Assembly (unicameral)	Theocratic Republic.
Iraq	do	Baghdad	President	Council of Representatives	Parliamentary Democracy.
Ireland	do	Dublin	do	Parliament (bicameral)	Republic, Parliamentary Democracy.
Israel	do	Jerusalem <sup>3</sup>	do	Knesset (unicameral)	Parliamentary Democracy.
Italy	do	Rome	do	Parliament (bicameral)	Republic.

## Principal Foreign Countries as of June 2008—Continued

Country	UN member	Capital	Chief of state	Legislative body	Government type
Jamaica	Yes	Kingston	Queen (represented by Governor-General)	Parliament (bicameral)	Constitutional Parliamentary Democracy.
Japan	do	Tokyo	Emperor	Diet (bicameral)	Constitutional Monarchy with a Parliamentary Government.
Jordan	do	Amman	King	National Assembly (bicameral)	Constitutional Monarchy.
Kazakhstan	do	Astana	President	Parliament (bicameral)	Republic, Authoritarian Presidential rule, with little power outside the Executive Branch.
Kenya	do	Nairobi	do	National Assembly (unicameral)	Republic.
Kiribati	do	Tarawa	do	House of Parliament (unicameral)	Do.
Korea, North	do	Pyeongyang	Premier	Supreme People's Assembly (unicameral)	Communist State one-man dictatorship.
Korea, South	do	Seoul	President	National Assembly (unicameral)	Republic.
Kosovo	No	Pristina (Pristine)	do	Kosovo Assembly of the Provisional Government (unicameral)	Do.
Kuwait	Yes	Kuwait	Amir	National Assembly (unicameral)	Constitutional Emirate.
Kyrgyzstan	do	Bishkek	President	Supreme Council (unicameral)	Republic.
Laos	do	Vientiane	do	National Assembly (unicameral)	Communist State.
Latvia	do	Riga	do	Parliament (unicameral)	Parliamentary Democracy.
Lebanon	do	Beirut	do	National Assembly (unicameral)	Republic.
Lesotho	do	Maseru	King	Parliament (bicameral)	Parliamentary Constitutional Monarchy.
Liberia	do	Monrovia	President	National Assembly (bicameral)	Republic.
Libya	do	Tripoli	Revolutionary Leader <sup>4</sup>	General People's Congress (unicameral)	Jamahiriyah. <sup>5</sup>
Liechtenstein	do	Vaduz	Prince	Parliament or Landtag (unicameral)	Constitutional Monarchy.
Lithuania	do	Vilnius	President	Parliament or Seimas (unicameral)	Parliamentary Democracy.
Luxembourg	do	Luxembourg	Grand Duke	Chamber of Deputies (unicameral)	Constitutional Monarchy.
Macedonia, former Yugoslav Republic.	do	Skopje	President	Assembly or Sobranie (unicameral)	Parliamentary Democracy.
Madagascar	do	Antananarivo	do	Legislature (bicameral)	Republic.
Malawi	do	Lilongwe	do	National Assembly (unicameral)	Multiparty Democracy.
Malaysia	do	Kuala Lumpur	Paramount Ruler	Parliament (bicameral)	Constitutional Monarchy.
Maldives	do	Male	President	People's Council (unicameral)	Republic.
Mal	do	Bamako	do	National Assembly (unicameral)	Do.
Malta	do	Valletta	do	House of Representatives (unicameral)	Do.
Marshall Islands	do	Majuro	do	Legislature (unicameral)	Constitutional Government in free association with the U.S.

Mauritania	Yes	Nouakchott	President	Legislature (bicameral)	Democratic Republic.
Mauritius	do	Port Louis	do	National Assembly (unicameral)	Parliamentary Democracy.
Mexico	do	Mexico	do	National Congress (bicameral)	Federal Republic.
Micronesia, Federated States of	do	Palikir	do	Congress (unicameral)	Constitutional Government in free association with the U.S. Republic.
Moldova	do	Chisinau	do	Parliament (unicameral)	Republic.
Monaco	do	Monaco	Prince	National Council (unicameral)	Constitutional Monarchy.
Mongolia	do	Ulaanbaatar	President	State Great Hural (unicameral)	Mixed Parliamentary/Presidential.
Montenegro	do	Podgorica	do	Assembly (unicameral)	Republic.
Morocco	do	Rabat	King	Parliament (bicameral)	Constitutional Monarchy.
Mozambique	do	Maputo	President	Assembly of the Republic (unicameral)	Republic.
Namibia	do	Windhoek	do	Legislature (bicameral)	Do.
Nauru	do	No official capital; government offices in Yaren District.	do	Parliament (unicameral)	Do.
Nepal	do	Kathmandu	Prime Minister	330 seat Interim Parliament	Constitutional Monarchy.
Netherlands	do	Amsterdam	Queen	States General (bicameral)	Do.
New Zealand	do	Wellington	do	House of Representatives (unicameral)	Parliamentary Democracy.
Nicaragua	do	Managua	President	National Assembly (unicameral)	Republic.
Niger	do	Niamey	do	do	Do.
Nigeria	do	Abuja	do	National Assembly (bicameral)	Federal Republic.
Norway	do	Oslo	King	Parliament (Storting), (modified unicameral) <sup>6</sup>	Constitutional Monarchy.
Oman	do	Muscat	Sultan and Prime Minister	Majlis Oman (bicameral)	Monarchy.
Pakistan	do	Islamabad	President	Parliament (bicameral)	Federal Republic.
Palau	do	Melekeok	do	National Congress (bicameral)	Constitutional Government in free association with the U.S.
Panama	do	Panama	do	National Assembly (unicameral)	Constitutional Democracy.
Papua New Guinea	do	Port Moresby	Queen	National Parliament (unicameral)	Constitutional Parliamentary Democracy.
Paraguay	do	Asuncion	President	Congress (bicameral)	Constitutional Republic.
Peru	do	Lima	do	Congress of the Republic of Peru (unicameral)	Do.
Philippines	do	Manila	do	Congress (bicameral)	Republic.
Poland	do	Warsaw	do	National Assembly (bicameral)	Do.
Portugal	do	Lisbon	do	Assembly of the Republic (unicameral)	Parliamentary Democracy.
Qatar	do	Doha	Amir	Advisory Council (unicameral)	Emirate.
Romania	do	Bucharest	President	Parliament (bicameral)	Republic.
Russia	do	Moscow	do	Federal Assembly (bicameral)	Federation.
Rwanda	do	Kigali	do	Parliament (bicameral)	Republic; presidential, multiparty system.
Saint Kitts and Nevis	do	Basseterre	Queen	National Assembly (unicameral)	Parliamentary Democracy.

## Principal Foreign Countries as of June 2008—Continued

Country	UN member	Capital	Chief of state	Legislative body	Government type
Saint Lucia	Yes	Castries	Queen	Parliament (bicameral)	Parliamentary Democracy
Saint Vincent and the Grenadines	do	Kingstown	do	House of Assembly (unicameral)	Do.
Samoa	do	Apia	Chief of State	Legislative Assembly (unicameral)	Do.
San Marino	do	San Marino	Co-Chiefs of State (Captains Regent)	Grand and General Council (unicameral)	Republic
Sao Tome and Principe	do	Sao Tome	President	National Assembly (unicameral)	Do.
Saudi Arabia	do	Riyadh	King and Prime Minister	Consultative Council	Monarchy
Senegal	do	Dakar	President	Parliament (bicameral)	Republic
Serbia	do	Belgrade	do	National Assembly (unicameral)	Do.
Seychelles	do	Victoria	do	do	Do.
Sierra Leone	do	Freetown	do	Parliament (unicameral)	Constitutional Democracy
Singapore	do	Singapore	do	do	Parliamentary Republic
Slovakia	do	Bratislava	do	National Council (unicameral)	Parliamentary Democracy
Slovenia	do	Ljubljana	do	Parliament (bicameral)	Parliamentary Republic
Solomon Islands	do	Honiara	Queen	National Parliament (unicameral)	Parliamentary Democracy
Somalia	do	Mogadishu	Transitional Federal President	National Assembly (unicameral)	No permanent National Government; transitional Parliamentary Federal Government
South Africa	do	Pretoria	President	Parliament (bicameral)	Republic
Spain	do	Madrid	King	General Courts or National Assembly (bicameral)	Parliamentary Monarchy
Sri Lanka	do	Colombo	President	Parliament (unicameral)	Republic
Sudan	do	Khartoum	do	National Legislature (bicameral)	Government of National Unity (GNU)
Suriname	do	Paramaribo	do	National Assembly (unicameral)	Constitutional Democracy
Swaziland	do	Mbabane	King	Parliament (bicameral)	Monarchy
Sweden	do	Stockholm	King	Parliament (unicameral)	Constitutional Monarchy
Switzerland	do	Bern	President	Federal Assembly (bicameral)	Formally a Confederation but similar in structure to a Federal Republic
Syria	do	Damascus	do	People's Council (unicameral)	Republic under an authoritarian military-dominated regime
Tajikistan	do	Dushanbe	do	Supreme Assembly (bicameral)	Republic
Taiwan	No	Taipei	do	Legislative Yuan (unicameral)	Multiparty Democracy
Tanzania	Yes	Dar es Salaam	do	National Assembly (unicameral)	Republic
Thailand	do	Bangkok	King	National Assembly (bicameral)	Constitutional Monarchy
Timor-Leste	do	Dili	President	National Parliament (unicameral)	Republic

Togo	Yes	Lome	President	National Assembly (unicameral)	Republic under transition to multiparty democratic rule.
Tonga	do	Nuku'alofoa	King	Legislative Assembly (unicameral)	Constitutional Monarchy.
Trinidad and Tobago	do	Port-of-Spain	President	Parliament (bicameral)	Parliamentary Democracy.
Tunisia	do	Tunis	do	Chamber of Deputies and the Chamber of Advisors (bicameral)	Republic.
Turkey	do	Ankara	do	Grand National Assembly of Turkey (unicameral)	Republican Parliamentary Democracy
Turkmenistan	do	Ashgabat (Ashkhabad)	do	Two Parliamentary Bodies: People's Council and a National Assembly.	Republic; Authoritarian Presidential rule, with little power outside the executive branch.
Tuvalu	do	Funafuti	Queen	Parliament (also called House of Assembly; unicameral)	Constitutional Monarchy with a Parliamentary Democracy.
Uganda	do	Kampala	President	National Assembly (unicameral)	Republic.
Ukraine	do	Kyiv (Kiev)	do	Supreme Council (unicameral)	Do.
United Arab Emirates.	do	Abu Dhabi	do	Federal National Council (FNC) (unicameral)	Federation with specified powers delegated to the UAE federal government and other powers reserved to member emirates.
United Kingdom	do	London	Queen	Parliament (bicameral)	Constitutional Monarchy.
Uruguay	do	Montevideo	President	General Assembly (bicameral)	Constitutional Republic.
Uzbekistan	do	Tashkent	do	Supreme Assembly (bicameral)	Republic; authoritarian presidential rule, with little power outside the executive branch.
Vanuatu	do	Port-Vila (on Efate)	do	Parliament (unicameral)	Parliamentary Republic.
Venezuela	do	Caracas	do	National Assembly (unicameral)	Federal Republic.
Vietnam	do	Hanoi	do	do	Communist State.
Yemen	do	Sanaa	do	Legislature (bicameral)	Republic.
Zambia	do	Lusaka	do	National Assembly (unicameral)	Do.
Zimbabwe	do	Harare	Executive President	Parliament (bicameral)	Parliamentary Democracy.

<sup>1</sup> Since 1989, the military authorities in Burma have promoted the name Myanmar as a conventional name for their state; this decision was not approved by any sitting legislature in Burma, and the U.S. Government did not adopt the name, which is a derivative of the Burmese short-form name Myanma Naingandaw.

<sup>2</sup> Government currently under power sharing agreement mandated by international mediators.

<sup>3</sup> 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.

<sup>4</sup> Holds no official title, but is de facto Chief of State.

<sup>5</sup> In theory, governed by the populace through local councils; in practice, an authoritarian state.

<sup>6</sup> No accurate English equivalents.

<sup>7</sup> The Law of Succession, July 27, 1947, declared that Spain was constituted a Kingdom.

Source: World Factbook 2008, Central Intelligence Agency, <http://www.cia.gov/library/publications/the-world-factbook/index.html>.

### Demonyms: Names of Nationalities

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

Country	Demonym*	Country	Demonym*
Afghanistan .....	Afghan.	Costa Rica.....	Costa Rican.
Albania.....	Albanian.	Cote d'Ivoire.....	Ivorian.
Algeria.....	Algerian.	Croatia.....	Croat or Croatian.
American Samoa .....	American Samoan.	Cuba.....	Cuban.
Andorra .....	Andorran.	Cyprus.....	Cypriot.
Angola.....	Angolan.	Czech Republic.....	Czech.
Anguilla.....	Anguillan.	Denmark.....	Dane.
Antigua and Barbuda .....	Antiguan Barbudan.	Djibouti.....	Djiboutian.
Argentina.....	Argentine.	Dominica.....	Dominican.
Armenia.....	Armenian.	Dominican Republic.....	Dominican.
Aruba.....	Aruban.	Ecuador.....	Ecuadorian.
Australia.....	Australian.	Egypt.....	Egyptian.
Austria.....	Austrian.	El Salvador.....	Salvadoran.
Azerbaijan .....	Azerbaijani.	Equatorial Guinea .....	Equatorial Guinean or Equatoguinean.
The Bahamas.....	Bahamian.	Eritrea.....	Eritrean.
Bahrain.....	Bahraini.	Estonia.....	Estonian.
Bangladesh.....	Bangladeshi.	Ethiopia.....	Ethiopian.
Barbados.....	Barbadian or Bajan.	Falkland Islands.....	Falkland Islander.
Belarus.....	Belarusian.	Faroe Islands.....	Faroes (singular and plural).
Belgium.....	Belgian.	Fiji.....	Fijian.
Belize.....	Belizean.	Finland.....	Finn.
Benin.....	Beninese (singular and plural).	France.....	Frenchman (men) or Frenchwoman (women).
Bermuda .....	Bermudian.	French Polynesia.....	French Polynesian.
Bhutan.....	Bhutanese (singular and plural).	Gabon.....	Gabonese (singular and plural).
Bolivia .....	Bolivian.	The Gambia.....	Gambian.
Bosnia and Herzegovina .....	Bosnian, Herzegovinian.	Georgia.....	Georgian.
Botswana .....	Motswana (singular), Batswana (plural).	Germany.....	German.
Brazil.....	Brazilian.	Ghana.....	Ghanaian.
British Virgin Islands .....	British Virgin Islander.	Gibraltar .....	Gibraltarian.
Brunei.....	Bruneian.	Greece.....	Greek.
Bulgaria.....	Bulgarian.	Greenland.....	Greenlander.
Burkina Faso.....	Burkinabe (singular and plural).	Grenada.....	Grenadian.
Burma (Myanmar <sup>1</sup> ) .....	Burmese (singular and plural).	Guam.....	Guamanian.
Burundi.....	Burundian.	Guatemala.....	Guatemalan.
Cambodia.....	Cambodian.	Guernsey.....	Channel Islander.
Cameroon.....	Cameroonian.	Guinea.....	Guinean.
Canada.....	Canadian.	Guinea-Bissau .....	Guinean.
Cape Verde .....	Cape Verdean.	Guyana.....	Guyanese (singular and plural).
Cayman Islands .....	Caymanian.	Haiti.....	Haitian.
Central African Republic.....	Central African.	Honduras.....	Honduran.
Chad.....	Chadian.	Hong Kong.....	Chinese/Hong Konger.
Chile.....	Chilean.	Hungary.....	Hungarian.
China.....	Chinese (singular and plural).	Iceland.....	Icelander.
Christmas Island .....	Christmas Islander.	India.....	Indian.
Cocos (Keeling) Islands .....	Cocos Islander.	Indonesia .....	Indonesian.
Colombia.....	Colombian.	Iran.....	Iranian.
Comoros .....	Comoran.	Iraq.....	Iraqi.
Congo, Democratic Republic of the.....	Congolese (singular and plural).	Ireland.....	Irishman (men), Irishwoman (women), Irish (collective plural).
Congo, Republic of the.....	Congolese (singular and plural).	Israel.....	Israeli.
Cook Islands .....	Cook Islander.		

**Demonyms: Names of Nationalities—Continued**

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

Country	Demonym*	Country	Demonym*
Italy .....	Italian.	Netherlands.....	Dutchman (men), Dutchwoman (women), Dutch (collective).
Jamaica.....	Jamaican.	Netherlands Antilles.....	Dutch Antillean.
Japan.....	Japanese (singular and plural).	New Caledonia.....	New Caledonian.
Jersey.....	Channel Islander.	New Zealand.....	New Zealander.
Jordan.....	Jordanian.	Nicaragua.....	Nicaraguan.
Kazakhstan.....	Kazakhstani.	Niger.....	Nigerien.
Kenya.....	Kenyan.	Nigeria.....	Nigerian.
Kiribati.....	I-Kiribati (singular and plural).	Niue.....	Niuean.
Korea, North.....	Korean.	Norfolk Island.....	Norfolk Islander.
Korea, South.....	Korean.	Norway.....	Norwegian.
Kosovo.....	Kosovar (Albanian), Kosovac (Serbian).	Oman.....	Omani.
Kuwait.....	Kuwaiti.	Pakistan.....	Pakistani.
Kyrgyzstan.....	Kyrgyzstani.	Palau.....	Palauan.
Laos.....	Lao or Laotian.	Panama.....	Panamanian.
Latvia.....	Latvian.	Papua New Guinea.....	Papua New Guinean.
Lebanon.....	Lebanese (singular and plural).	Paraguay.....	Paraguayan.
Lesotho.....	Mosotho (singular), Basotho (plural).	Peru.....	Peruvian.
Liberia.....	Liberian.	Philippines.....	Filipino.
Libya.....	Libyan.	Pitcairn Islands.....	Pitcairn Islander.
Liechtenstein.....	Liechtensteiner.	Poland.....	Pole.
Lithuania.....	Lithuanian.	Portugal.....	Portuguese (singular and plural).
Luxembourg.....	Luxembourger.	Qatar.....	Qatari.
Macau.....	Chinese (singular and plural).	Romania.....	Romanian.
Macedonia.....	Macedonian.	Russia.....	Russian.
Madagascar.....	Malagasy (singular and plural).	Rwanda.....	Rwandan.
Malawi.....	Malawian.	Saint Helena.....	Saint Helenian.
Malaysia.....	Malaysian.	Saint Kitts and Nevis.....	Kittian and Nevisian.
Maldives.....	Maldivian.	Saint Lucia.....	Saint Lucian.
Mali.....	Malian.	Saint Pierre and Miquelon....	Frenchman (men), Frenchwoman (women).
Malta.....	Maltese (singular and plural).	Saint Vincent and the Grenadines.....	Saint Vincentian or Vincentian.
Marshall Islands.....	Marshallese (singular and plural).	Samoa.....	Samoaan.
Mauritania.....	Mauritanian.	San Marino.....	Sammarinese (singular and plural).
Mauritius.....	Mauritian.	Sao Tome and Principe.....	Sao Tomean.
Mayotte.....	Mahorais (singular and plural).	Saudi Arabia.....	Saudi.
Mexico.....	Mexican.	Senegal.....	Senegalese (singular and plural).
Micronesia, Federated States of.....	Micronesian.	Serbia.....	Serb.
Moldova.....	Moldovan.	Seychelles.....	Seychellois (singular and plural).
Monaco.....	Monegasque or Monacan.	Sierra Leone.....	Sierra Leonean.
Mongolia.....	Mongolian.	Singapore.....	Singaporean.
Montenegro.....	Montenegrin.	Slovakia.....	Slovak.
Montserrat.....	Montserratian.	Slovenia.....	Slovene.
Morocco.....	Moroccan.	Solomon Islands.....	Solomon Islander.
Mozambique.....	Mozambican.	Somalia.....	Somali.
Namibia.....	Namibian.	South Africa.....	South African.
Nauru.....	Nauruan.	Spain.....	Spaniard.
Nepal.....	Nepalese (singular and plural).	Sri Lanka.....	Sri Lankan.
		Sudan.....	Sudanese (singular and plural).
		Suriname.....	Surinamer.

### Demonyms: Names of Nationalities—Continued

[Demonyim is a name given to a people or inhabitants of a place.]

Country	Demonyim*	Country	Demonyim*
Swaziland.....	Swazi.	Turkmenistan.....	Turkmen.
Sweden .....	Swede.	Tuvalu.....	Tuvaluan.
Switzerland .....	Swiss (singular and plural).	Uganda.....	Ugandan.
Syria.....	Syrian.	Ukraine.....	Ukrainian.
Taiwan.....	Taiwan (singular and plural).	United Arab Emirates.....	Emirati.
Tajikistan.....	Tajikistani.	United Kingdom.....	Briton or British (collective plural).
Tanzania.....	Tanzanian.	United States.....	American.
Thailand.....	Thai (singular and plural).	Uruguay.....	Uruguayan.
Timor-Leste .....	Timorese (singular and plural).	Uzbekistan .....	Uzbekistani.
Togo .....	Togolese (singular and plural).	Vanuatu.....	Ni-Vanuatu (singular and plural).
Tokelau.....	Tokelauan.	Venezuela.....	Venezuelan.
Tonga.....	Tongan.	Vietnam .....	Vietnamese (singular and plural).
Trinidad and Tobago .....	Trinidadian, (singular Tobagonian).	Virgin Islands.....	Virgin Islander.
Tunisia.....	Tunisian.	Wallis and Futuna .....	Wallisian, Futunan.
Turkey .....	Turk.	Western Sahara .....	Sahrawi, Sahraoui.
		Yemen.....	Yemeni.
		Zambia.....	Zambian.
		Zimbabwe.....	Zimbabwean.

<sup>1</sup> Since 1989 the military authorities in Burma have promoted the name Myanmar as a conventional name for their state; this decision was not approved by any sitting legislature in Burma, and the U.S. Government did not adopt the name, which is a derivative of the Burmese short-form name Myanma Naingngandaw.

\*NOTE.—Plural references add s unless otherwise indicated.

Source: Information courtesy of World Factbook as of July 24, 2008; for more information see [www.cia.gov/library/publications/the-world-factbook/fields/21110.html](http://www.cia.gov/library/publications/the-world-factbook/fields/21110.html).

### Currency

[As of July 2008]

Country	Currency	ISO 4217 code*
Afghanistan .....	Afghani .....	AFA
Akrotiri.....	Euro .....	EUR
Albania.....	Lek.....	ALL
Algeria.....	Algerian dinar.....	DZD
American Samoa .....	U.S. dollar.....	USD
Andorra .....	Euro .....	EUR
Angola.....	Kwanza.....	AOA
Anguilla.....	East Caribbean dollar.....	XCD
Antigua and Barbuda .....	East Caribbean dollar.....	XCD
Argentina.....	Argentine peso .....	ARS
Armenia.....	Dram .....	AMD
Aruba.....	Aruban guilder/florin.....	AWG
Australia .....	Australian dollar.....	AUD
Austria.....	Euro .....	EUR
Azerbaijan .....	Azerbaijani manat.....	AZN
Bahamas .....	Bahamian dollar .....	BSD
Bahrain .....	Bahraini dinar.....	BHD
Bangladesh.....	Taka .....	BDT
Barbados.....	Barbadian dollar.....	BBD
Belarus.....	Belarusian ruble.....	BYR
Belgium.....	Euro .....	EUR
Belize.....	Belizean dollar.....	BZD
Benin .....	Communaute Financiere Africaine franc .....	XOF <sup>1</sup>
Bermuda .....	Bermudian dollar .....	BMD



### Currency—Continued

[As of July 2008]

Country	Currency	ISO 4217 code*
Bhutan.....	Ngultrum and Indian rupee .....	BTN/INR
Bolivia .....	Boliviano .....	BOB
Bosnia and Herzegovina.....	Convertible mark.....	BAM
Botswana.....	Pula .....	BWP
Brazil .....	Real .....	BRL
British Indian Ocean Territory.....	British Pound and U.S. Dollar.....	GBP/USD
British Virgin Islands.....	U.S. dollar.....	USD
Brunei.....	Bruneian dollar.....	BND
Bulgaria.....	Lev.....	BGL
Burkina Faso.....	Communaute Financiere Africaine franc .....	XOF <sup>1</sup>
Burma (Myanmar <sup>2</sup> ).....	Kyat .....	MMK
Burundi.....	Burundi franc.....	BIF
Cambodia.....	Riel .....	KHR
Cameroon.....	Communaute Financiere Africaine franc .....	XAF <sup>2</sup>
Canada.....	Canadian dollar.....	CAD
Cape Verde.....	Cape Verdean escudo .....	CVE
Cayman Islands .....	Caymanian dollar.....	KYD
Central African Republic.....	Communaute Financiere Africaine franc .....	XAF <sup>2</sup>
Chad.....	Communaute Financiere Africaine franc .....	XAF <sup>2</sup>
Chile .....	Chilean peso .....	CLP
China.....	Renminbi, also called yuan.....	RMB/CNY
Christmas Island .....	Australian dollar.....	AUD
Cocos (Keeling) Islands.....	Australian dollar.....	AUD
Colombia.....	Colombian peso.....	COP
Comoros.....	Comoran franc.....	KMF
Congo, Democratic Republic of the.....	Congolese franc.....	CD
Congo, Republic of the.....	Communaute Financiere Africaine franc .....	XAF <sup>2</sup>
Cook Islands.....	NZ dollar .....	NZD
Costa Rica.....	Costa Rican colon.....	CRC
Cote d'Ivoire (Ivory Coast) .....	Communaute Financiere Africaine franc .....	XOF <sup>1</sup>
Croatia.....	Kuna .....	HRK
Cuba.....	Cuban peso and convertible peso.....	CUP/CUC
Cyprus.....	Euro .....	EUR
Czech Republic.....	Czech koruna.....	CZK
Denmark.....	Danish krone.....	DKK
Dhekelia.....	Euro .....	EUR
Djibouti.....	Djiboutian franc .....	DJF
Dominica.....	East Caribbean dollar.....	XCD
Dominican Republic.....	Dominican peso.....	DOP
Ecuador.....	U.S. dollar.....	USD
Egypt .....	Egyptian pound.....	EGP
El Salvador.....	U.S. dollar.....	USD
Equatorial Guinea.....	Communaute Financiere Africaine franc .....	XAF <sup>2</sup>
Eritrea.....	Nakfa .....	ERN
Estonia.....	Estonian kroon.....	EEK
Ethiopia.....	Birr .....	ETB
Falkland Islands (Islas Malvinas).....	Falkland pound.....	FKP
Faroe Islands.....	Danish krone.....	DKK
Fiji.....	Fijian dollar.....	FJD
Finland.....	Euro .....	EUR
France.....	Euro .....	EUR
French Polynesia.....	Comptoirs Francais du Pacifique franc.....	XPF
Gabon.....	Communaute Financiere Africaine franc .....	XAF <sup>2</sup>
Gambia, The.....	Dalasi.....	GMD
Gaza Strip.....	New Israeli shekel.....	ILS
Georgia.....	Lari.....	GEL
Germany.....	Euro .....	EUR
Ghana.....	Ghana cedi .....	GHC
Gibraltar.....	Gibraltar pound.....	GIP

### Currency—Continued

[As of July 2008]

Country	Currency	ISO 4217 code*
Greece.....	Euro .....	EUR
Greenland.....	Danish krone.....	DKK
Grenada.....	East Caribbean dollar.....	XCD
Guam.....	U.S. dollar.....	USD
Guatemala.....	Quetzal and U.S. dollar.....	GTQ/USD
Guernsey.....	Guernsey pound and British pound.....	**/GBP
Guinea.....	Guinean franc.....	GNF
Guinea-Bissau.....	Communaute Financiere Africaine franc.....	XOF <sup>1</sup>
Guyana.....	Guyanese dollar.....	GYP
Haiti.....	Gourde.....	HTG
Holy See (Vatican City).....	Euro.....	EUR
Honduras.....	Lempira.....	HNL
Hong Kong.....	Hong Kong dollar.....	HKD
Hungary.....	Forint.....	HUF
Iceland.....	Icelandic krona.....	ISK
India.....	Indian rupee.....	INR
Indonesia.....	Indonesian rupiah.....	IDR
Iran.....	Iranian rial.....	IRR
Iraq.....	New Iraqi dinar.....	NID
Ireland.....	Euro.....	EUR
Isle of Man.....	Isle of Man pound also called manx.....	IMP
Israel.....	New Israeli shekel.....	ILS
Italy.....	Euro.....	EUR
Jamaica.....	Jamaican dollar.....	JMD
Japan.....	Yen.....	JPY
Jersey.....	Jersey pound and British pound.....	**/GBP
Jordan.....	Jordanian dinar.....	JOD
Kazakhstan.....	Tenge.....	KZT
Kenya.....	Kenyan shilling.....	KES
Kiribati.....	Australian dollar.....	AUD
Korea, North.....	North Korean won.....	KPW
Korea, South.....	South Korean won.....	KRW
Kosovo.....	Euro and Serbian Dinar.....	EUR/RSD
Kuwait.....	Kuwaiti dinar.....	KWD
Kyrgyzstan.....	Som.....	KGS
Laos.....	Kip.....	LAK
Latvia.....	Latvian lat.....	LVL
Lebanon.....	Lebanese pound.....	LBP
Lesotho.....	Loti and South African rand.....	LSL/ZAR
Liberia.....	Liberian dollar.....	LRD
Libya.....	Libyan dinar.....	LYD
Liechtenstein.....	Swiss franc.....	CHF
Lithuania.....	Litas.....	LTL
Luxembourg.....	Euro.....	EUR
Macau.....	Pataca.....	MOP
Macedonia.....	Macedonian denar.....	NKD
Madagascar.....	Ariary.....	MGA
Malawi.....	Malawian kwacha.....	MWK
Malaysia.....	Ringgit.....	MYR
Maldives.....	Rufiyaa.....	MVR
Mali.....	Communaute Financiere Africaine franc.....	XOF <sup>1</sup>
Malta.....	Euro.....	EUR
Marshall Islands.....	U.S. dollar.....	USD
Mauritania.....	Ouguiya.....	MRO
Mauritius.....	Mauritian rupee.....	MUR
Mayotte.....	Euro.....	EUR
Mexico.....	Mexican peso.....	MXN
Micronesia, Federated States of.....	U.S. dollar.....	USD
Moldova.....	Moldovan leu.....	MDL

**Currency—Continued**

[As of July 2008]

Country	Currency	ISO 4217 code*
Monaco .....	Euro .....	EUR
Mongolia.....	Togrog/tugrik.....	MNT
Montenegro.....	Euro .....	EUR
Montserrat.....	East Caribbean dollar.....	XCD
Morocco.....	Moroccan dirham.....	MAD
Mozambique.....	Metical.....	MZM
Namibia.....	Namibian dollar and South African rand.....	NAD/ZAR
Nauru.....	Australian dollar.....	AUD
Nepal.....	Nepalese rupee.....	NPR
Netherlands.....	Euro .....	EUR
Netherlands Antilles.....	Netherlands Antillean guilder.....	ANG
New Caledonia.....	Comptoirs Francais du Pacifique franc.....	XPF
New Zealand.....	New Zealand dollar.....	NZD
Nicaragua.....	Gold cordoba.....	NIO
Niger.....	Communaute Financiere Africaine franc.....	XOF <sup>1</sup>
Nigeria.....	Naira.....	NGN
Niue.....	New Zealand dollar.....	NZD
Norfolk Island.....	Australian dollar.....	AUD
Northern Mariana Islands.....	U.S. dollar.....	USD
Norway.....	Norwegian krone.....	NOK
Oman.....	Omani rial.....	OMR
Pakistan.....	Pakistani rupee.....	PKR
Palau.....	U.S. dollar.....	USD
Panama.....	Balboa and U.S. dollar.....	PAB/USD
Papua New Guinea.....	Kina.....	PGK
Paraguay.....	Guarani.....	PYG
Peru.....	Nuevo sol.....	PEN
Philippines.....	Philippine peso.....	PHP
Pitcairn Islands.....	New Zealand dollar.....	NZD
Poland.....	Zloty.....	PLN
Portugal.....	Euro .....	EUR
Puerto Rico.....	U.S. dollar.....	USD
Qatar.....	Qatari rial.....	QAR
Romania.....	Romanian leu.....	RON
Russia.....	Russian ruble.....	RUB
Rwanda.....	Rwandan franc.....	RWF
Saint Barthelemy.....	Euro .....	EUR
Saint Helena.....	Saint Helenian pound.....	SHP
Saint Kitts and Nevis.....	East Caribbean dollar.....	XCD
Saint Lucia.....	East Caribbean dollar.....	XCD
Saint Martin.....	Euro .....	EUR
Saint Pierre and Miquelon.....	Euro .....	EUR
Saint Vincent and the Grenadines.....	East Caribbean dollar.....	XCD
Samoa.....	Tala.....	SAT
San Marino.....	Euro .....	EUR
Sao Tome and Principe.....	Dobra.....	STD
Saudi Arabia.....	Saudi riyal.....	SAR
Senegal.....	Communaute Financiere Africaine franc.....	XOF <sup>1</sup>
Serbia.....	Serbian dinar.....	RSD
Seychelles.....	Seychelles rupee.....	SCR
Sierra Leone.....	Leone.....	SLL
Singapore.....	Singapore dollar.....	SGD
Slovakia.....	Slovak koruna.....	SKK
Slovenia.....	Euro .....	EUR
Solomon Islands.....	Solomon Islands dollar.....	SBD
Somalia.....	Somali shilling.....	SOS
South Africa.....	Rand.....	ZAR
Spain.....	Euro .....	EUR
Sri Lanka.....	Sri Lankan rupee.....	LKR

### Currency—Continued

[As of July 2008]

Country	Currency	ISO 4217 code*
Sudan.....	Sudanese pound.....	SDG
Suriname.....	Surinam dollar.....	SRD
Svalbard.....	Norwegian krone.....	NOK
Swaziland.....	Lilangeni.....	SZL
Sweden.....	Swedish krona.....	SEK
Switzerland.....	Swiss franc.....	CHF
Syria.....	Syrian pound.....	SYP
Taiwan.....	New Taiwan dollar.....	TWD
Tajikistan.....	Somoni.....	TJS
Tanzania.....	Tanzanian shilling.....	TZS
Thailand.....	Baht.....	THB
Timor-Leste.....	U.S. dollar.....	USD
Togo.....	Communaute Financiere Africaine franc.....	XOF <sup>1</sup>
Tokelau.....	New Zealand dollar.....	NZD
Tonga.....	Pa'anga.....	TOP
Trinidad and Tobago.....	Trinidad and Tobago dollar.....	TTD
Tunisia.....	Tunisian dinar.....	TND
Turkey.....	Turkish lira.....	TRY
Turkmenistan.....	Turkmen manat.....	TMM
Turks and Caicos Islands.....	U.S. dollar.....	USD
Tuvalu.....	Australian dollar.....	AUD
Uganda.....	Ugandan shilling.....	UGX
Ukraine.....	Hryvnia.....	UAH
United Arab Emirates.....	Emirati dirham.....	AED
United Kingdom.....	British pound.....	GBP
United States.....	U.S. dollar.....	USD
Uruguay.....	Uruguayan peso.....	UYU
Uzbekistan.....	Soum.....	UZS
Vanuatu.....	Vatu.....	VUV
Venezuela.....	Bolivar.....	VEB
Vietnam.....	Dong.....	VND
Virgin Islands.....	U.S. dollar.....	USD
Wallis and Futuna.....	Comptoirs Francais du Pacifique franc.....	XPF
West Bank.....	New Israeli shekel and Jordanian dinar.....	ILS/JOD
Western Sahara.....	Moroccan dirham.....	MAD
Yemen.....	Yemeni rial.....	YER
Zambia.....	Zambian kwacha.....	ZMK
Zimbabwe.....	Zimbabwean dollar.....	ZWD

<sup>1</sup> Responsible authority is the Central Bank of the West African States.

<sup>2</sup> Responsible authority is the Bank of the Central African States.

<sup>3</sup> Since 1989 the military authorities in Burma have promoted the name Myanmar as a conventional name for their state; this decision was not approved by any sitting legislature in Burma, and the U.S. Government did not adopt the name, which is a derivative of the Burmese short-form name Myanma Naingngandaw.

\* ISO 4217 is the international standard of 3-letter codes used to define names of currencies; it is used in place of currency symbols or names. For more information see [www.iso.org/iso/support/faqs/faqs\\_widely\\_used\\_standards/widely\\_used\\_standards\\_other/currency\\_codes/currency\\_codes\\_list-1.htm](http://www.iso.org/iso/support/faqs/faqs_widely_used_standards/widely_used_standards_other/currency_codes/currency_codes_list-1.htm).

\*\* There is no currency code for Island monies. Guernsey and Jersey are both British crown dependencies, but not part of the United Kingdom. However, the United Kingdom Government is constitutionally responsible for their international representation.

Source: World Factbook: [www.cia.gov/library/publications/the-world-factbook/fields/2065.html](http://www.cia.gov/library/publications/the-world-factbook/fields/2065.html).

**Metric and U.S. Measures<sup>1</sup>****Length**

Metric unit		U.S. unit	
10 millimeters.....	1 centimeter.	12 inches.....	1 foot (ft).
10 centimeters.....	1 decimeter.	3 feet.....	1 yard.
10 decimeters.....	1 meter.	22 yards.....	1 chain.
10 meters.....	1 dekameter.	10 chains.....	1 furlong (660 ft).
10 dekameters.....	1 hectometer.	8 furlongs.....	1 mile (5,280 ft).
10 hectometers.....	1 kilometer.	1 nautical mile.....	1.1508 mile.
1 kilometer.....	1,000 meters.	1 league.....	3 nautical miles.

**Mass Weight**

Metric unit		U.S. unit	
10 milligrams (mg).....	1 centigram.	16 ounces.....	1 pound.
10 centigrams.....	1 decigram (100 mg).	100 pounds (lbs).....	1 hundredweight.
10 decigrams.....	1 gram (1,000 mg).	20 hundredweight.....	1 ton (2,000 lbs).
10 grams (g).....	1 dekagram.		
10 dekagrams.....	1 hectogram (100 g).		
10 hectograms.....	1 kilogram (1,000 g).		
1,000 kilograms.....	1 metric ton.		

**Volume**

Metric unit		U.S. liquid capacity	
10 milliliters.....	1 centiliter.	3 teaspoons.....	1 tablespoon.
10 centiliters.....	1 deciliter.	2 tablespoons.....	1 fluid ounce (fl oz).
10 deciliters.....	1 liter.	1 cup.....	8 fl oz.
1,000 liters.....	1 cubic meter.	2 cups.....	1 pint.
		2 pints.....	1 quart.
		4 quarts.....	1 gallon.
		42 gallons.....	1 petroleum barrel.
		U.S. dry measure <sup>2</sup>	
		2 pints.....	1 quart.
		4 quarts.....	1 gallon.
		2 gallons.....	1 peck.
		4 pecks.....	1 bushel.
		8 bushels.....	1 quarter.

**Temperature Conversion<sup>3</sup>**

Celsius	Fahrenheit	Kelvin	Celsius	Fahrenheit	Kelvin
100.....	212	373.1	0.....	32	273.1
50.....	122	323.1	-10.....	14	263.1
40.....	104	313.1	-20.....	-4	253.1
30.....	86	303.1	-30.....	-22	243.1
20.....	68	293.1	-40.....	-40	233.1
10.....	50	283.1	-50.....	-58	223.1
			-273.1.....	-459.7	0

<sup>1</sup> At this time, only three countries—Burma, Liberia, and the United States—have not adopted the International System of Units (SI, or metric system) as their official system of weights and measures.

<sup>2</sup> Dry measurements are mainly used for measuring grain or fresh produce. Do not confuse dry measure for liquid measure, as they are not the same.

<sup>3</sup> The equation for converting temperatures is as follows: °C to °F: multiply by 9, then divide by 5, then add 32; °F to °C: subtract 32, then multiply by 5, then divide by 9.

### Common Measures and Their Metric Equivalents

U.S. to metric	Metric to U.S.
Inch.....2.54 centimeters.	Centimeter.....0.3937 inch.
Foot.....0.3048 meter.	Meter.....3.2808 feet.
Yard.....0.9144 meter.	Do.....1.0936 yards.
Mile.....1.6093 kilometers.	Kilometer.....0.6214 mile.
Nautical mile.....1.852 kilometers.	Do.....0.5399 nautical mile.
League.....5.556 kilometers.	Do.....0.1799 league.
Square inch.....6.452 square centimeters.	Square centimeter.....0.155 square inch.
Square foot.....0.0929 square meter.	Square meter.....10.7639 square feet.
Square yard.....0.836 square meter.	Do.....1.196 square yards.
Acre.....0.4047 hectare.	Hectare.....2.471 acres.
Square mile.....259 hectares.	Do.....0.0039 square mile.
Cubic inch.....16.39 cubic centimeters.	Cubic centimeter.....0.06 cubic inch.
Cubic foot.....0.0283 cubic meter.	Cubic meter.....35.3146 cubic feet.
Cubic yard.....0.7646 cubic meter.	Do.....1.3079 cubic yards.
Cord.....128 cubic feet.	
Ounce (liquid).....29.574 milliliters.	Milliliter.....0.0338 ounce (liquid).
Pint (liquid).....473.176 milliliters.	
Quart (liquid).....946.35 milliliters.	Liter.....1.06 quarts (liquid).
Gallon (liquid).....3.79 liters.	Do.....0.26 gallon (liquid).
Pint (dry).....550.61 milliliters.	
Quart (dry).....1101 milliliters.	Do.....0.91 quart (dry).
Quart, imperial.....1137 milliliters.	
Gallon (dry).....4.40 liters.	Do.....0.23 gallon (dry).
Gallon, imperial.....4.55 liters.	
Peck.....8.810 liters.	Do.....0.1135 peck.
Peck, imperial.....9.092 liters.	
Bushel.....35.24 liters.	Do.....0.028 bushel.
Bushel, imperial.....36.37 liters.	
Grain <sup>1</sup> .....64.799 milligrams.	
Ounce <sup>2</sup> .....28.35 grams.	Gram.....0.04 ounce.
Ounce, troy <sup>3</sup> .....31.103 grams.	Do.....0.032 troy ounce.
Pound <sup>2</sup> .....0.4536 kilogram.	Kilogram.....2.20 pounds.
Pound, troy.....12 troy ounces.	
Ton, short.....907.185 kilograms.	
Do.....2,000 pounds.	
Ton, metric.....1,000 kilograms.	
Do.....2,204.6 pounds.	
Ton, long.....1,016.047 kilograms.	
Do.....2,240 pounds.	

<sup>1</sup> The grain is used to measure in ballistics and archery; grains were originally used in medicine but have been replaced by milligrams.

<sup>2</sup> Avoirdupois; avoirdupois is the measure of mass of everyday items.

<sup>3</sup> The troy ounce is used in pricing silver, gold, platinum, and other precious metals and gemstones.

### Measurement Conversion

Fraction	Decimal inches	Milli-meters	Picas	Points	Fraction	Decimal inches	Milli-meters	Picas	Points
1/16 .....	.0625	1.587	0p4.5	4.5	7/8 .....	.875	22.225	5p3	63
1/8 .....	.125	3.175	0p9	9	15/16 .....	.9375	23.812	5p7.5	67.5
3/16 .....	.1875	4.762	1p1.5	13.5	1 .....	1	25.4	6	72
1/4 .....	.25	6.35	1p6	18	1 1/4 .....	1.25	31.75	7p6	90
5/16 .....	.3125	7.937	1p10.5	22.5	1 1/2 .....	1.5	38.1	9	108
3/8 .....	.375	9.525	2p3	27	1 3/4 .....	1.75	44.5	10p6	126
7/16 .....	.4375	11.112	2p7.5	31.5	2 .....	2	50.8	12	144
1/2 .....	.5	12.7	3	36	2 1/2 .....	2.5	63.5	15	180
9/16 .....	.5625	14.287	3p4.5	40.5	3 .....	3	76.2	18	216
5/8 .....	.625	15.875	3p9	45	3 1/2 .....	3.5	88.9	21	252
11/16 .....	.6875	17.462	4p1.5	49.5	4 .....	4	100.6	24	288
3/4 .....	.75	19.05	4p6	54	5 .....	5	127	30	360
13/16 .....	.8125	20.637	4p10.5	58.5	6 .....	6	152.4	36	432

## 18. Geologic Terms and Geographic Divisions

### Geologic terms

For capitalization, compounding, and use of quotations in geologic terms, copy is to be followed. Geologic terms quoted verbatim from published material should be left as the original author used them; however, it should be made clear that the usage is that of the original author.

Formal geologic terms are capitalized: Proterozoic Eon, Cambrian Period. Structural terms such as arch, anticline, or uplift are capitalized when preceded by a name: Cincinnati Arch, Cedar Creek Anticline, Ozark Uplift. See Chapter 4 geographic terms for more information.

### Divisions of Geologic Time

[Most recent to oldest]

Eon	Era	Period
Phanerozoic.....	Cenozoic.....	Quarternary. Tertiary (Neogene, Paleogene).
	Mesozoic.....	Cretaceous. Jurassic. Triassic.
	Paleozoic .....	Permian. Carboniferous (Pennsylvanian, Mississippian). Devonian. Silurian. Ordovician. Cambrian.
Proterozoic .....	Neoproterozoic .....	Ediacaran. Cryogenian. Tonian.
	Mesoproterozoic.....	Stenian. Ectasian. Calymmian.
	Paleoproterozoic.....	Statherian. Orosirian. Rhyacian. Siderian.
Archean.....	Neoarchean.	
	Mesoarchean.	
	Paleoarchean.	
	Eoarchean.	
Hadean.		

Source: Information courtesy of the U.S. Geological Survey; for graphic see <http://pubs.usgs.gov/fs/2007/3015/fs2007-3015.pdf>.



### Physiographic regions

Physiographic regions are based on terrain texture, rock type, and geologic structure and history. The classification system has three tiers: divisions, which are broken into provinces, and some provinces break further into sections. All names are capitalized, not the class; for graphic see <http://tapestry.usgs.gov/physiogr/physio.html>.

#### Physiographic Regions of the Lower 48 United States

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

Division	Province	Section
Interior Highlands.....	Great Plains.....	Missouri Plateau, glaciated. Missouri Plateau, unglaciated. Black Hills. High Plains. Plains Border. Colorado Piedmont. Raton. Pecos Valley. Edwards Plateau. Central Texas.
	Ozark Plateaus.....	Springfield-Salem Plateaus. Boston "Mountains."
Rocky Mountain System.....	Ouachita .....	Arkansas Valley. Ouachita Mountains.
	Southern Rocky Mountains. Wyoming Basin. Middle Rocky Mountains. Northern Rocky Mountains.	
Intermontane Plateaus .....	Columbia Plateau .....	Walla Walla Plateau. Blue Mountain. Payette. Snake River Plain. Harney.
	Colorado Plateaus .....	High Plateaus of Utah. Uinta Basin. Canyon Lands. Navajo. Grand Canyon. Datil.
	Basin and Range .....	Great Basin. Sonoran Desert. Salton Trough. Mexican Highland. Sacramento.
Pacific Mountain System.....	Cascade-Sierra Mountains.....	Northern Cascade Mountains. Middle Cascade Mountains. Southern Cascade Mountains. Sierra Nevada.
	Pacific Border .....	Puget Trough. Olympic Mountains. Oregon Coast Range. Klamath Mountains. California Trough. California Coast Ranges. Los Angeles Ranges.
	Lower California.	

Source: Information courtesy of the U.S. Geological Survey.

## Geographic divisions

The Public Land Survey System has a hierarchy of lines. Principal meridians and base lines and their related townships, sections, and subdivisions of sections are incorporated in the description of land conveyed by the Federal Government and others.

### The Principal Meridians and Base Lines of the United States <sup>1</sup>

Black Hills Meridian and Base Line. (South Dakota)	New Mexico Principal Meridian and Base Line. (New Mexico-Colorado)
Boise Meridian and Base Line. (Idaho)	Point of Beginning and Geographer's Line. (Ohio)
Chickasaw Meridian and Base Line. (Mississippi-Tennessee)	Principal Meridian and Base Line. (Montana)
Choctaw Meridian and Base Line. (Mississippi)	Salt Lake Meridian and Base Line. (Utah)
Cimarron Meridian and Base Line. (Oklahoma)	San Bernardino Meridian and Base Line. (California-Nevada)
Copper River Meridian and Base Line. (Alaska)	Second Principal Meridian and Base Line. (Illinois-Indiana)
Fairbanks Meridian and Base Line. (Alaska)	Seward Principal Meridian and Base Line. (Alaska)
Fifth Principal Meridian and Base Line. (Arkansas-Iowa-Minnesota-Missouri-North Dakota-South Dakota)	Sixth Principal Meridian and Base Line. (Colorado-Kansas-Nebraska-South Dakota-Wyoming)
First Principal Meridian and Base Line. (Ohio-Indiana)	St. Helena Meridian and Base Line. (Louisiana)
Fourth Principal Meridian and Base Line. (Illinois)	St. Stephens Meridian and Base Line. (Alabama-Mississippi)
Fourth Principal Meridian and Base Line Wisconsin. (Minnesota-Wisconsin)	Tallahassee Meridian and Base Line. (Florida)
Gila and Salt River Meridian and Base Line. (Arizona)	Third Principal Meridian and Base Line. (Illinois)
Humboldt Meridian and Base Line. (California)	Uintah Special Meridian and Base Line. (Utah)
Huntsville Meridian and Base Line. (Alabama-Mississippi)	Umiat Principal Meridian and Base Line. (Alaska)
Indian Meridian and Base Line. (Oklahoma)	Ute Principal Meridian and Base Line. (Colorado)
Kateel River Principal Meridian and Base Line. (Alaska)	Washington Meridian and Base Line. (Mississippi)
Louisiana Meridian and Base Line. (Louisiana-Texas)	Willamette Meridian and Base Line. (Oregon-Washington)
Michigan Meridian and Base Line. (Michigan-Ohio)	Wind River Meridian and Base Line. (Wyoming)
Mount Diablo Meridian and Base Line. (California-Nevada)	
Navajo Meridian and Base Line. (Arizona-New Mexico)	

<sup>1</sup> Information courtesy of the U.S. Department of the Interior, Bureau of Land Management.

**Public Land Surveys Having No Initial Point as an Origin for Both Township and Range Numbers<sup>1</sup>**

Between the Miamis, north of Symmes Purchase. (Ohio)	Scioto River Base. (Ohio)
Muskingum River Survey. (Ohio)	Twelve-Mile-Square Reserve. (Ohio)
Ohio River Base. (Indiana)	United States Military Survey. (Ohio)
Ohio River Survey. (Ohio)	West of the Great Miami. (Ohio)

<sup>1</sup> Information courtesy of the U.S. Department of the Interior, Bureau of Land Management.

Sources: Manual of Instructions for the Survey of the Public Lands of the United States, Bureau of Land Management, GPO; Initial Points of the Rectangular Survey System, C. Albert White, 1996.

See <http://www.blm.gov/wo/st/en/prog/more/cadastralsurvey.html> for more information on principal meridians and base lines.

**Major Rivers of the World**

River	Length (in miles)	River	Length (in miles)
Nile (Africa) .....	4,160	MacKenzie (Canada) .....	2,635
Amazon (S. America).....	4,000	Mekong (Vietnam).....	2,600
Yangtze (China) .....	3,964	Niger (Africa) .....	2,590
Yellow (China).....	3,395	Yenisey (Russia) .....	2,543
Ob-Irtysh (Russia) .....	3,362	Missouri (U.S.) .....	2,540
Amur (Asia) .....	2,744	Parana (S. America) .....	2,485
Lena (Russia).....	2,734	Mississippi (U.S.) .....	2,340
Congo (Africa).....	2,718	Murray-Darling (Australia) .....	2,310

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

**Major Rivers of the United States**

River	Length (in miles)	River	Length (in miles)
Missouri.....	2,540	Ohio.....	1,310
Mississippi.....	2,340	Red.....	1,290
Yukon .....	1,980	Brazos .....	1,280
Rio Grande .....	1,900	Columbia .....	1,240
St. Lawrence .....	1,900	Snake.....	1,040
Arkansas .....	1,460	Platte .....	990
Colorado .....	1,450	Pecos .....	926
Atchafalaya.....	1,420	Canadian.....	906

Source: Information courtesy of the U.S. Geological Survey; see <http://ga.water.usgs.gov/edu/riversofworld.html>.

## States, capitals, and counties

The following includes parishes, boroughs, census divisions, districts, islands, municipalities, and “municipios” of the 50 States, U.S. possessions, and territories. County totals include city counties as defined by the National Association of Counties. See [www.naco.org](http://www.naco.org) for more information.

### ALABAMA (AL) (67 counties)

**Capital: Montgomery**

Autauga	Cleburne	Fayette	Lowndes	Russell
Baldwin	Coffee	Franklin	Macon	St. Clair
Barbour	Colbert	Geneva	Madison	Shelby
Bibb	Conecuh	Greene	Marengo	Sumter
Blount	Coosa	Hale	Marion	Talladega
Bullock	Covington	Henry	Marshall	Tallapoosa
Butler	Crenshaw	Houston	Mobile	Tuscaloosa
Calhoun	Cullman	Jackson	Monroe	Walker
Chambers	Dale	Jefferson	Montgomery	Washington
Cherokee	Dallas	Lamar	Morgan	Wilcox
Chilton	De Kalb	Lauderdale	Perry	Winston
Choctaw	Elmore	Lawrence	Pickens	
Clarke	Escambia	Lee	Pike	
Clay	Etowah	Limestone	Randolph	

### ALASKA (AK) (27 entities: 16 boroughs,\* 11 census areas)

**Capital: Juneau**

Aleutians East*	Juneau*	North Slope*	Wade Hampton
Aleutians West	Kenai Peninsula*	Northwest Arctic*	Wrangell-
Anchorage*	Ketchikan	Prince of Wales-	Petersburg
Bethel	Gateway*	Outer Ketchikan	Yakutat*
Bristol Bay*	Kodiak Island*	Sitka*	Yukon-Koyukuk
Denali*	Lake and	Skagway-Hoonah-	
Dillingham	Peninsula*	Angoon	
Fairbanks	Matanuska-	Southeast	
North Star*	Susitna*	Fairbanks	
Haines*	Nome	Valdez-Cordova	

### AMERICAN SAMOA (AS) (5 entities: 2 islands,\* 3 districts)

**Capital: Pago Pago**

Eastern	Manu'a	Rose*	Swains*	Western
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**ARIZONA (AZ) (15 counties)****Capital: Phoenix**

Apache	Gila	La Paz	Navajo	Santa Cruz
Cochise	Graham	Maricopa	Pima	Yavapai
Coconino	Greenlee	Mohave	Pinal	Yuma

**ARKANSAS (AR) (75 counties)****Capital: Little Rock**

Arkansas	Craighead	Howard	Miller	Randolph
Ashley	Crawford	Independence	Mississippi	St. Francis
Baxter	Crittenden	Izard	Monroe	Saline
Benton	Cross	Jackson	Montgomery	Scott
Boone	Dallas	Jefferson	Nevada	Searcy
Bradley	Desha	Johnson	Newton	Sebastian
Calhoun	Drew	Lafayette	Ouachita	Sevier
Carroll	Faulkner	Lawrence	Perry	Sharp
Chicot	Franklin	Lee	Phillips	Stone
Clark	Fulton	Lincoln	Pike	Union
Clay	Garland	Little River	Poinsett	Van Buren
Cleburne	Grant	Logan	Polk	Washington
Cleveland	Greene	Lonoke	Pope	White
Columbia	Hempstead	Madison	Prairie	Woodruff
Conway	Hot Spring	Marion	Pulaski	Yell

**CALIFORNIA (CA) (58 counties)****Capital: Sacramento**

Alameda	Imperial	Modoc	San Diego	Solano
Alpine	Inyo	Mono	San Francisco	Sonoma
Amador	Kern	Monterey	San Joaquin	Stanislaus
Butte	Kings	Napa	San Luis	Sutter
Calaveras	Lake	Nevada	Obispo	Tehama
Colusa	Lassen	Orange	San Mateo	Trinity
Contra Costa	Los Angeles	Placer	Santa Barbara	Tulare
Del Norte	Madera	Plumas	Santa Clara	Tuolumne
El Dorado	Marin	Riverside	Santa Cruz	Ventura
Fresno	Mariposa	Sacramento	Shasta	Yolo
Glenn	Mendocino	San Benito	Sierra	Yuba
Humboldt	Merced	San Bernardino	Siskiyou	

**COLORADO (CO) (64 counties)****Capital: Denver**

Adams	Crowley	Gunnison	Mesa	Rio Blanco
Alamosa	Custer	Hinsdale	Mineral	Rio Grande
Arapahoe	Delta	Huerfano	Moffat	Routt
Archuleta	Denver	Jackson	Montezuma	Saguache
Baca	Dolores	Jefferson	Montrose	San Juan
Bent	Douglas	Kiowa	Morgan	San Miguel
Boulder	Eagle	Kit Carson	Otero	Sedgwick
Broomfield	El Paso	La Plata	Ouray	Summit
Chaffee	Elbert	Lake	Park	Teller
Cheyenne	Fremont	Larimer	Phillips	Washington
Clear Creek	Garfield	Las Animas	Pitkin	Weld
Conejos	Gilpin	Lincoln	Prowers	Yuma
Costilla	Grand	Logan	Pueblo	

**CONNECTICUT (CT) (8 counties)****Capital: Hartford**

Fairfield	Litchfield	New Haven	Tolland
Hartford	Middlesex	New London	Windham

**DELAWARE (DE) (3 counties)****Capital: Dover**

Kent	New Castle	Sussex
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**DISTRICT OF COLUMBIA (DC) (single entity)****FEDERATED STATES OF MICRONESIA (FM) (4 States)****Capital: Palikir**

Chuuk	Kosrae	Pohnpei	Yap
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**FLORIDA (FL) (67 counties)****Capital: Tallahassee**

Alachua	Calhoun	De Sota	Gadsden	Hendry
Baker	Charlotte	Dixie	Gilchrist	Hernando
Bay	Citrus	Duval	Glades	Highlands
Bradford	Clay	Escambia	Gulf	Hillsborough
Brevard	Collier	Flagler	Hamilton	Holmes
Broward	Columbia	Franklin	Hardee	Indian River

Jackson	Madison	Okeechobee	Putnam	Suwannee
Jefferson	Manatee	Orange	St. Johns	Taylor
Lafayette	Marion	Osceola	St. Lucie	Union
Lake	Martin	Palm Beach	Santa Rosa	Volusia
Lee	Miami-Dade	Pasco	Sarasota	Wakulla
Leon	Monroe	Pinellas	Seminole	Walton
Levy	Nassau	Polk	Sumter	Washington
Liberty	Okaloosa			

**GEORGIA (GA) (159 counties)****Capital: Atlanta**

Appling	Cobb	Grady	McDuffie	Sumter
Atkinson	Coffee	Greene	McIntosh	Talbot
Bacon	Colquitt	Gwinnett	Meriwether	Taliaferro
Baker	Columbia	Habersham	Miller	Tattnall
Baldwin	Cook	Hall	Mitchell	Taylor
Banks	Coweta	Hancock	Monroe	Telfair
Barrow	Crawford	Haralson	Montgomery	Terrell
Bartow	Crisp	Harris	Morgan	Thomas
Ben Hill	Dade	Hart	Murray	Tift
Berrien	Dawson	Heard	Muscogee	Toombs
Bibb	Decatur	Henry	Newton	Towns
Bleckley	De Kalb	Houston	Oconee	Treutlen
Brantley	Dodge	Irwin	Oglethorpe	Troup
Brooks	Dooley	Jackson	Paulding	Turner
Bryan	Dougherty	Jasper	Peach	Twiggs
Bulloch	Douglas	Jeff Davis	Pickens	Union
Burke	Early	Jefferson	Pierce	Upson
Butts	Echols	Jenkins	Pike	Walker
Calhoun	Effingham	Johnson	Polk	Walton
Camden	Elbert	Jones	Pulaski	Ware
Candler	Emanuel	Lamar	Putnam	Warren
Carroll	Evans	Lanier	Quitman	Washington
Catoosa	Fannin	Laurens	Rabun	Wayne
Charlton	Fayette	Lee	Randolph	Webster
Chatham	Floyd	Liberty	Richmond	Wheeler
Chattahoochee	Forsyth	Lincoln	Rockdale	White
Chattooga	Franklin	Long	Schley	Whitfield
Cherokee	Fulton	Lowndes	Screven	Wilcox
Clarke	Gilmer	Lumpkin	Seminole	Wilkes
Clay	Glascok	Macon	Spalding	Wilkinson
Clayton	Glynn	Madison	Stephens	Worth
Clinch	Gordon	Marion	Stewart	



**GUAM (GU) (single entity)****Capital: Agana****HAWAII (HI) (4 counties)****Capital: Honolulu**

Hawaii	Honolulu	Kauai	Maui
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**IDAHO (ID) (44 counties)****Capital: Boise**

Ada	Bonneville	Custer	Kootenai	Owyhee
Adams	Boundary	Elmore	Latah	Payette
Bannock	Butte	Franklin	Lemhi	Power
Bear Lake	Camas	Fremont	Lewis	Shoshone
Benewah	Canyon	Gem	Lincoln	Teton
Bingham	Caribou	Gooding	Madison	Twin Falls
Blaine	Cassia	Idaho	Minidoka	Valley
Boise	Clark	Jefferson	Nez Perce	Washington
Bonner	Clearwater	Jerome	Oneida	

**ILLINOIS (IL) (102 counties)****Capital: Springfield**

Adams	DuPage	Jo Daviess	McHenry	Saline
Alexander	Edgar	Johnson	McLean	Sangamon
Bond	Edwards	Kane	Menard	Schuyler
Boone	Effingham	Kankakee	Mercer	Scott
Brown	Fayette	Kendall	Monroe	Shelby
Bureau	Ford	Knox	Montgomery	Stark
Calhoun	Franklin	La Salle	Morgan	Stephenson
Carroll	Fulton	Lake	Moultrie	Tazewell
Cass	Gallatin	Lawrence	Ogle	Union
Champaign	Greene	Lee	Peoria	Vermilion
Christian	Grundy	Livingston	Perry	Wabash
Clark	Hamilton	Logan	Piatt	Warren
Clay	Hancock	Macon	Pike	Washington
Clinton	Hardin	Macoupin	Pope	Wayne
Coles	Henderson	Madison	Pulaski	White
Cook	Henry	Marion	Putnam	Whiteside
Crawford	Iroquois	Marshall	Randolph	Will
Cumberland	Jackson	Mason	Richland	Williamson
De Kalb	Jasper	Massac	Rock Island	Winnebago
De Witt	Jefferson	McDonough	St. Clair	Woodford
Douglas	Jersey			

**INDIANA (IN) (92 counties)****Capital: Indianapolis**

Adams	Elkhart	Jefferson	Noble	Starke
Allen	Fayette	Jennings	Ohio	Steuben
Bartholomew	Floyd	Johnson	Orange	Sullivan
Benton	Fountain	Knox	Owen	Switzerland
Blackford	Franklin	Kosciusko	Parke	Tippecanoe
Boone	Fulton	La Porte	Perry	Tipton
Brown	Gibson	LaGrange	Pike	Union
Carroll	Grant	Lake	Porter	Vanderburgh
Cass	Greene	Lawrence	Posey	Vermillion
Clark	Hamilton	Madison	Pulaski	Vigo
Clay	Hancock	Marion	Putnam	Wabash
Clinton	Harrison	Marshall	Randolph	Warren
Crawford	Hendricks	Martin	Ripley	Warrick
Daviess	Henry	Miami	Rush	Washington
De Kalb	Howard	Monroe	St. Joseph	Wayne
Dearborn	Huntington	Montgomery	Scott	Wells
Decatur	Jackson	Morgan	Shelby	White
Delaware	Jasper	Newton	Spencer	Whitley
Dubois	Jay			

**IOWA (IA) (99 counties)****Capital: Des Moines**

Adair	Cherokee	Franklin	Johnson	Montgomery
Adams	Chickasaw	Fremont	Jones	Muscatine
Allamakee	Clarke	Greene	Keokuk	O'Brien
Appanoose	Clay	Grundy	Kossuth	Osceola
Audubon	Clayton	Guthrie	Lee	Page
Benton	Clinton	Hamilton	Linn	Palo Alto
Black Hawk	Crawford	Hancock	Louisa	Plymouth
Boone	Dallas	Hardin	Lucas	Pocahontas
Bremer	Davis	Harrison	Lyon	Polk
Buchanan	Decatur	Henry	Madison	Pottawattamie
Buena Vista	Delaware	Howard	Mahaska	Poweshiek
Butler	Des Moines	Humboldt	Marion	Ringgold
Calhoun	Dickinson	Ida	Marshall	Sac
Carroll	Dubuque	Iowa	Mills	Scott
Cass	Emmet	Jackson	Mitchell	Shelby
Cedar	Fayette	Jasper	Monona	Sioux
Cerro Gordo	Floyd	Jefferson	Monroe	Story

Tama	Van Buren	Washington	Winnebago	Worth
Taylor	Wapello	Wayne	Winneshiek	Wright
Union	Warren	Webster	Woodbury	

### **KANSAS (KS) (105 counties)**

**Capital: Topeka**

Allen	Doniphan	Jackson	Morris	Saline
Anderson	Douglas	Jefferson	Morton	Scott
Atchison	Edwards	Jewell	Nemaha	Sedgwick
Barber	Elk	Johnson	Neosho	Seward
Barton	Ellis	Kearny	Ness	Shawnee
Bourbon	Ellsworth	Kingman	Norton	Sheridan
Brown	Finney	Kiowa	Osage	Sherman
Butler	Ford	Labette	Osborne	Smith
Chase	Franklin	Lane	Ottawa	Stafford
Chautauqua	Geary	Leavenworth	Pawnee	Stanton
Cherokee	Gove	Lincoln	Phillips	Stevens
Cheyenne	Graham	Linn	Pottawatomie	Sumner
Clark	Grant	Logan	Pratt	Thomas
Clay	Gray	Lyon	Rawlins	Trego
Cloud	Greeley	Marion	Reno	Wabaunsee
Coffey	Greenwood	Marshall	Republic	Wallace
Comanche	Hamilton	McPherson	Rice	Washington
Cowley	Harper	Meade	Riley	Wichita
Crawford	Harvey	Miami	Rooks	Wilson
Decatur	Haskell	Mitchell	Rush	Woodson
Dickinson	Hodgeman	Montgomery	Russell	Wyandotte

### **KENTUCKY (KY) (120 counties)**

**Capital: Frankfort**

Adair	Boyd	Campbell	Crittenden	Franklin
Allen	Boyle	Carlisle	Cumberland	Fulton
Anderson	Bracken	Carroll	Daviess	Gallatin
Ballard	Breathitt	Carter	Edmonson	Garrard
Barren	Breckinridge	Casey	Elliott	Grant
Bath	Bullitt	Christian	Estill	Graves
Bell	Butler	Clark	Fayette	Grayson
Boone	Caldwell	Clay	Fleming	Green
Bourbon	Calloway	Clinton	Floyd	Greenup

Hancock	Knox	Marshall	Nicholas	Shelby
Hardin	Larue	Martin	Ohio	Simpson
Harlan	Laurel	Mason	Oldham	Spencer
Harrison	Lawrence	McCracken	Owen	Taylor
Hart	Lee	McCreary	Owsley	Todd
Henderson	Leslie	McLean	Pendleton	Trigg
Henry	Letcher	Meade	Perry	Trimble
Hickman	Lewis	Menifee	Pike	Union
Hopkins	Lincoln	Mercer	Powell	Warren
Jackson	Livingston	Metcalfe	Pulaski	Washington
Jefferson	Logan	Monroe	Robertson	Wayne
Jessamine	Lyon	Montgomery	Rockcastle	Webster
Johnson	Madison	Morgan	Rowan	Whitley
Kenton	Magoffin	Muhlenberg	Russell	Wolfe
Knott	Marion	Nelson	Scott	Woodford

**LOUISIANA (LA) (64 parishes)**  
**Capital: Baton Rouge**

Acadia	Concordia	La Salle	Red River	Tangipahoa
Allen	De Soto	Lafayette	Richland	Tensas
Ascension	East Baton Rouge	Lafourche	Sabine	Terrebonne
Assumption	Rouge	Lincoln	St. Bernard	Union
Avoyelles	East Carroll	Livingston	St. Charles	Vermilion
Beauregard	East Feliciana	Madison	St. Helena	Vernon
Bienville	Evangeline	Morehouse	St. James	Washington
Bossier	Franklin	Natchitoches	St. John the Baptist	Webster
Caddo	Grant	Orleans	St. Landry	West Baton Rouge
Calcasieu	Iberia	Ouachita	St. Martin	West Carroll
Caldwell	Iberville	Plaquemines	St. Mary	West Feliciana
Cameron	Jackson	Pointe Coupee	St. Tammany	Winn
Catahoula	Jefferson	Rapides		
Claiborne	Jefferson Davis			

**MAINE (ME) (16 counties)**  
**Capital: Augusta**

Androscoggin	Hancock	Lincoln	Piscataquis	Waldo
Aroostook	Kennebec	Oxford	Sagadahoc	Washington
Cumberland	Knox	Penobscot	Somerset	York
Franklin				

**MARSHALL ISLANDS (MH) (33 municipalities)****Capital: Majuro**

Ailinginae	Bokak	Kili	Mejit	Toke
Ailinglaplap	Ebon	Kwajalein	Mili	Ujae
Ailuk	Enewetak	Lae	Namorik	Ujelang
Arno	Erikub	Lib	Namu	Utirik
Aur	Jabat	Likiep	Rongelap	Wotho
Bikar	Jaluit	Majuro	Rongrik	Wotje
Bikini	Jemo	Maloelap		

**MARYLAND (MD) (24 counties)****Capital: Annapolis**

Allegany	Caroline	Frederick	Montgomery	Talbot
Anne Arundel	Carroll	Garrett	Prince George's	Washington
Baltimore	Cecil	Harford	Queen Anne's	Wicomico
Baltimore City	Charles	Howard	St. Mary's	Worcester
Calvert	Dorchester	Kent	Somerset	

**MASSACHUSETTS (MA) (14 counties)****Capital: Boston**

Barnstable	Dukes	Hampden	Nantucket	Suffolk
Berkshire	Essex	Hampshire	Norfolk	Worcester
Bristol	Franklin	Middlesex	Plymouth	

**MICHIGAN (MI) (83 counties)****Capital: Lansing**

Alcona	Cass	Gogebic	Kalamazoo	Marquette
Alger	Charlevoix	Grand	Kalkaska	Mason
Allegan	Cheboygan	Traverse	Kent	Mecosta
Alpena	Chippewa	Gratiot	Keweenaw	Menominee
Antrim	Clare	Hillsdale	Lake	Midland
Arenac	Clinton	Houghton	Lapeer	Missaukee
Baraga	Crawford	Huron	Leelanau	Monroe
Barry	Delta	Ingham	Lenawee	Montcalm
Bay	Dickinson	Ionia	Livingston	Montmorency
Benzie	Eaton	Iosco	Luce	Muskegon
Berrien	Emmet	Iron	Mackinac	Newaygo
Branch	Genesee	Isabella	Macomb	Oakland
Calhoun	Gladwin	Jackson	Manistee	Oceana

Ogemaw	Otsego	Saginaw	Schoolcraft	Washtenaw
Ontonagon	Ottawa	St. Clair	Shiawassee	Wayne
Osceola	Presque Isle	St. Joseph	Tuscola	Wexford
Oscoda	Roscommon	Sanilac	Van Buren	

**MINNESOTA (MN) (87 counties)****Capital: St. Paul**

Aitkin	Dakota	Lac qui Parle	Norman	Sibley
Anoka	Dodge	Lake	Olmsted	Stearns
Becker	Douglas	Lake of the	Otter Tail	Steele
Beltrami	Faribault	Woods	Pennington	Stevens
Benton	Fillmore	Le Sueur	Pine	Swift
Big Stone	Freeborn	Lincoln	Pipestone	Todd
Blue Earth	Goodhue	Lyon	Polk	Traverse
Brown	Grant	Mahnomen	Pope	Wabasha
Carlton	Hennepin	Marshall	Ramsey	Wadena
Carver	Houston	Martin	Red Lake	Waseca
Cass	Hubbard	McLeod	Redwood	Washington
Chippewa	Isanti	Meeker	Renville	Watonwan
Chisago	Itasca	Mille Lacs	Rice	Wilkin
Clay	Jackson	Morrison	Rock	Winona
Clearwater	Kanabec	Mower	Roseau	Wright
Cook	Kandiyohi	Murray	St. Louis	Yellow
Cottonwood	Kittson	Nicollet	Scott	Medicine
Crow Wing	Koochiching	Nobles	Sherburne	

**MISSISSIPPI (MS) (82 counties)****Capital: Jackson**

Adams	Clay	Hinds	Lamar	Montgomery
Alcorn	Coahoma	Holmes	Lauderdale	Neshoba
Amite	Copiah	Humphreys	Lawrence	Newton
Attala	Covington	Issaquena	Leake	Noxubee
Benton	DeSoto	Itawamba	Lee	Oktibbeha
Bolivar	Forrest	Jackson	Leflore	Panola
Calhoun	Franklin	Jasper	Lincoln	Pearl River
Carroll	George	Jefferson	Lowndes	Perry
Chickasaw	Greene	Jefferson Davis	Madison	Pike
Choctaw	Grenada	Jones	Marion	Pontotoc
Claiborne	Hancock	Kemper	Marshall	Prentiss
Clarke	Harrison	Lafayette	Monroe	Quitman

Rankin	Stone	Tishomingo	Warren	Wilkinson
Scott	Sunflower	Tunica	Washington	Winston
Sharkey	Tallahatchie	Union	Wayne	Yalobusha
Simpson	Tate	Walthall	Webster	Yazoo
Smith	Tippah			

### MISSOURI (MO) (115 counties)

Capital: Jefferson City

Adair	Clay	Iron	Montgomery	St. Clair
Andrew	Clinton	Jackson	Morgan	St. Francois
Atchison	Cole	Jasper	New Madrid	St. Louis
Audrain	Cooper	Jefferson	Newton	St. Louis City
Barry	Crawford	Johnson	Nodaway	Ste. Genevieve
Barton	Dade	Knox	Oregon	Saline
Bates	Dallas	Laclede	Osage	Schuyler
Benton	Daviess	Lafayette	Ozark	Scotland
Bollinger	DeKalb	Lawrence	Pemiscot	Scott
Boone	Dent	Lewis	Perry	Shannon
Buchanan	Douglas	Lincoln	Pettis	Shelby
Butler	Dunklin	Linn	Phelps	Stoddard
Caldwell	Franklin	Livingston	Pike	Stone
Callaway	Gasconade	Macon	Platte	Sullivan
Camden	Gentry	Madison	Polk	Taney
Cape Girardeau	Greene	Maries	Pulaski	Texas
Carroll	Grundy	Marion	Putnam	Vernon
Carter	Harrison	McDonald	Ralls	Warren
Cass	Henry	Mercer	Randolph	Washington
Cedar	Hickory	Miller	Ray	Wayne
Chariton	Holt	Mississippi	Reynolds	Webster
Christian	Howard	Moniteau	Ripley	Worth
Clark	Howell	Monroe	St. Charles	Wright

### MONTANA (MT) (56 counties)

Capital: Helena

Beaverhead	Broadwater	Cascade	Daniels	Fallon
Big Horn	Carbon	Chouteau	Dawson	Fergus
Blaine	Carter	Custer	Deer Lodge	Flathead

Gallatin	Lewis and Clark	Musselshell	Ravalli	Sweet Grass
Garfield	Liberty	Park	Richland	Teton
Glacier	Lincoln	Petroleum	Roosevelt	Toole
Golden Valley	Madison	Phillips	Rosebud	Treasure
Granite	McCone	Pondera	Sanders	Valley
Hill	Meagher	Powder River	Sheridan	Wheatland
Jefferson	Mineral	Powell	Silver Bow	Wibaux
Judith Basin	Missoula	Prairie	Stillwater	Yellowstone
Lake				

**NEBRASKA (NE) (93 counties)****Capital: Lincoln**

Adams	Cuming	Greeley	Loup	Sarpy
Antelope	Custer	Hall	Madison	Saunders
Arthur	Dakota	Hamilton	McPherson	Scotts Bluff
Banner	Dawes	Harlan	Merrick	Seward
Blaine	Dawson	Hayes	Morrill	Sheridan
Boone	Deuel	Hitchcock	Nance	Sherman
Box Butte	Dixon	Holt	Nemaha	Sioux
Boyd	Dodge	Hooker	Nuckolls	Stanton
Brown	Douglas	Howard	Otoe	Thayer
Buffalo	Dundy	Jefferson	Pawnee	Thomas
Burt	Fillmore	Johnson	Perkins	Thurston
Butler	Franklin	Kearney	Phelps	Valley
Cass	Frontier	Keith	Pierce	Washington
Cedar	Furnas	Keya Paha	Platte	Wayne
Chase	Gage	Kimball	Polk	Webster
Cherry	Garden	Knox	Red Willow	Wheeler
Cheyenne	Garfield	Lancaster	Richardson	York
Clay	Gosper	Lincoln	Rock	
Colfax	Grant	Logan	Saline	

**NEVADA (NV) (17 counties)****Capital: Carson City**

Carson City	Elko	Lander	Mineral	Storey
Churchill	Esmeralda	Lincoln	Nye	Washoe
Clark	Eureka	Lyon	Pershing	White Pine
Douglas	Humboldt			



**NEW HAMPSHIRE (NH) (10 counties)****Capital: Concord**

Belknap	Cheshire	Grafton	Merrimack	Strafford
Carroll	Coos	Hillsborough	Rockingham	Sullivan

**NEW JERSEY (NJ) (21 counties)****Capital: Trenton**

Atlantic	Cumberland	Hunterdon	Morris	Somerset
Bergen	Essex	Mercer	Ocean	Sussex
Burlington	Gloucester	Middlesex	Passaic	Union
Camden	Hudson	Monmouth	Salem	Warren
Cape May				

**NEW MEXICO (NM) (33 counties)****Capital: Santa Fe**

Bernalillo	Dona Ana	Lincoln	Rio Arriba	Sierra
Catron	Eddy	Los Alamos	Roosevelt	Socorro
Chaves	Grant	Luna	San Juan	Taos
Cibola	Guadalupe	McKinley	San Miguel	Torrance
Colfax	Harding	Mora	Sandoval	Union
Curry	Hidalgo	Otero	Santa Fe	Valencia
De Baca	Lea	Quay		

**NEW YORK (NY) (62 counties)****Capital: Albany**

Albany	Dutchess	Madison	Otsego	Steuben
Allegany	Erie	Monroe	Putnam	Suffolk
Bronx	Essex	Montgomery	Queens	Sullivan
Broome	Franklin	Nassau	Rensselaer	Tioga
Cattaraugus	Fulton	New York	Richmond	Tompkins
Cayuga	Genesee	Niagara	Rockland	Ulster
Chautauqua	Greene	Oneida	St. Lawrence	Warren
Chemung	Hamilton	Onondaga	Saratoga	Washington
Chenango	Herkimer	Ontario	Schenectady	Wayne
Clinton	Jefferson	Orange	Schoharie	Westchester
Columbia	Kings	Orleans	Schuyler	Wyoming
Cortland	Lewis	Oswego	Seneca	Yates
Delaware	Livingston			

**NORTH CAROLINA (NC) (100 counties)****Capital: Raleigh**

Alamance	Chowan	Guilford	Mitchell	Rutherford
Alexander	Clay	Halifax	Montgomery	Sampson
Alleghany	Cleveland	Harnett	Moore	Scotland
Anson	Columbus	Haywood	Nash	Stanly
Ashe	Craven	Henderson	New Hanover	Stokes
Avery	Cumberland	Hertford	Northampton	Surry
Beaufort	Currituck	Hoke	Onslow	Swain
Bertie	Dare	Hyde	Orange	Transylvania
Bladen	Davidson	Iredell	Pamlico	Tyrrell
Brunswick	Davie	Jackson	Pasquotank	Union
Buncombe	Duplin	Johnston	Pender	Vance
Burke	Durham	Jones	Perquimans	Wake
Cabarrus	Edgecombe	Lee	Person	Warren
Caldwell	Forsyth	Lenoir	Pitt	Washington
Camden	Franklin	Lincoln	Polk	Watauga
Carteret	Gaston	Macon	Randolph	Wayne
Caswell	Gates	Madison	Richmond	Wilkes
Catawba	Graham	Martin	Robeson	Wilson
Chatham	Granville	McDowell	Rockingham	Yadkin
Cherokee	Greene	Mecklenburg	Rowan	Yancey

**NORTH DAKOTA (ND) (53 counties)****Capital: Bismarck**

Adams	Divide	LaMoure	Pembina	Stark
Barnes	Dunn	Logan	Pierce	Steele
Benson	Eddy	McHenry	Ramsey	Stutsman
Billings	Emmons	McIntosh	Ransom	Towner
Bottineau	Foster	McKenzie	Renville	Trail
Bowman	Golden Valley	McLean	Richland	Walsh
Burke	Grand Forks	Mercer	Rolette	Ward
Burleigh	Grant	Morton	Sargent	Wells
Cass	Griggs	Mountrail	Sheridan	Williams
Cavalier	Hettinger	Nelson	Sioux	
Dickey	Kidder	Oliver	Slope	

**NORTHERN MARIANA ISLANDS (MP) (4 municipalities)****Capital: Saipan**

Northern Islands	Rota	Saipan	Tinian
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**OHIO (OH) (88 counties)****Capital: Columbus**

Adams	Darke	Hocking	Miami	Sandusky
Allen	Defiance	Holmes	Monroe	Scioto
Ashland	Delaware	Huron	Montgomery	Seneca
Ashtabula	Erie	Jackson	Morgan	Shelby
Athens	Fairfield	Jefferson	Morrow	Stark
Auglaize	Fayette	Knox	Muskingum	Summit
Belmont	Franklin	Lake	Noble	Trumbull
Brown	Fulton	Lawrence	Ottawa	Tuscarawas
Butler	Gallia	Licking	Paulding	Union
Carroll	Geauga	Logan	Perry	Van Wert
Champaign	Greene	Lorain	Pickaway	Vinton
Clark	Guernsey	Lucas	Pike	Warren
Clermont	Hamilton	Madison	Portage	Washington
Clinton	Hancock	Mahoning	Preble	Wayne
Columbiana	Hardin	Marion	Putnam	Williams
Coshocton	Harrison	Medina	Richland	Wood
Crawford	Henry	Meigs	Ross	Wyandot
Cuyahoga	Highland	Mercer		

**OKLAHOMA (OK) (77 counties)****Capital: Oklahoma City**

Adair	Coal	Harmon	Love	Osage
Alfalfa	Comanche	Harper	Major	Ottawa
Atoka	Cotton	Haskell	Marshall	Pawnee
Beaver	Craig	Hughes	Mayes	Payne
Beckham	Creek	Jackson	McClain	Pittsburg
Blaine	Custer	Jefferson	McCurtain	Pontotoc
Bryan	Delaware	Johnston	McIntosh	Pottawatomie
Caddo	Dewey	Kay	Murray	Pushmataha
Canadian	Ellis	Kingfisher	Muskogee	Roger Mills
Carter	Garfield	Kiowa	Noble	Rogers
Cherokee	Garvin	Latimer	Nowata	Seminole
Choctaw	Grady	Le Flore	Okfuskee	Sequoyah
Cimarron	Grant	Lincoln	Oklahoma	Stephens
Cleveland	Greer	Logan	Okmulgee	Texas

Tillman	Wagoner	Washita	Woods	Woodward
Tulsa	Washington			

**OREGON (OR) (36 counties)****Capital: Salem**

Baker	Deschutes	Jefferson	Malheur	Umatilla
Benton	Douglas	Josephine	Marion	Union
Clackamas	Gilliam	Klamath	Morrow	Wallowa
Clatsop	Grant	Lake	Multnomah	Wasco
Columbia	Harney	Lane	Polk	Washington
Coos	Hood River	Lincoln	Sherman	Wheeler
Crook	Jackson	Linn	Tillamook	Yamhill
Curry				

**PALAU (PW) (16 States)****Capital: Melekeok**

Aimeliik	Kayangel	Ngaraard	Ngatpang	Ngiwal
Airai	Koror	Ngarchelong	Ngchesar	Peleliu
Angaur	Melekeok	Ngardmau	Ngeremlengui	Sonsorol
Hatohobei				

**PENNSYLVANIA (PA) (67 counties)****Capital: Harrisburg**

Adams	Chester	Fulton	McKean	Snyder
Allegheny	Clarion	Greene	Mercer	Somerset
Armstrong	Clearfield	Huntingdon	Mifflin	Sullivan
Beaver	Clinton	Indiana	Monroe	Susquehanna
Bedford	Columbia	Jefferson	Montgomery	Tioga
Berks	Crawford	Juniata	Montour	Union
Blair	Cumberland	Lackawanna	Northampton	Venango
Bradford	Dauphin	Lancaster	Northumberland	Warren
Bucks	Delaware	Lawrence	Perry	Washington
Butler	Elk	Lebanon	Philadelphia	Wayne
Cambria	Erie	Lehigh	Pike	Westmoreland
Cameron	Fayette	Luzerne	Potter	Wyoming
Carbon	Forest	Lycoming	Schuylkill	York
Centre	Franklin			

**PUERTO RICO (PR) (78 municipios)****Capital: San Juan**

Adjuntas	Cataño	Gurabo	Maunabo	San Germán
Aguada	Cayey	Hatillo	Mayagüez	San Juan
Aguadilla	Ceiba	Hormigueros	Moca	San Lorenzo
Aguas Buenas	Ciales	Humacao	Morovis	San Sebastián
Aibonito	Cidra	Isabela	Naguabo	Santa Isabel
Añasco	Coamo	Jayuya	Naranjito	Toa Alta
Arecibo	Comerio	Juana Díaz	Orocovis	Toa Baja
Arroyo	Corozal	Juncos	Patillas	Trujillo Alto
Barceloneta	Culebra	Lajas	Peñuelas	Utuado
Barranquitas	Dorado	Lares	Ponce	Vega Alta
Bayamón	Fajardo	Las Marías	Quebradillas	Vega Baja
Cabo Rojo	Florida	Las Piedras	Rincón	Vieques
Caguas	Guánica	Loíza	Río Grande	Villalba
Camuy	Guayama	Luquillo	Sabana Grande	Yabucoa
Canóvanas	Guayanilla	Manatí	Salinas	Yauco
Carolina	Guaynabo	Maricao		

**RHODE ISLAND (RI) (5 counties)****Capital: Providence**

Bristol	Kent	Newport	Providence	Washington
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**SOUTH CAROLINA (SC) (46 counties)****Capital: Columbia**

Abbeville	Cherokee	Fairfield	Lancaster	Orangeburg
Aiken	Chester	Florence	Laurens	Pickens
Allendale	Chesterfield	Georgetown	Lee	Richland
Anderson	Clarendon	Greenville	Lexington	Saluda
Bamberg	Colleton	Greenwood	Marion	Spartanburg
Barnwell	Darlington	Hampton	Marlboro	Sumter
Beaufort	Dillon	Horry	McCormick	Union
Berkeley	Dorchester	Jasper	Newberry	Williamsburg
Calhoun	Edgefield	Kershaw	Oconee	York
Charleston				

**SOUTH DAKOTA (SD) (66 counties)****Capital: Pierre**

Aurora	Bennett	Brookings	Brule	Butte
Beadle	Bon Homme	Brown	Buffalo	Campbell

Charles Mix	Fall River	Hyde	McPherson	Shannon
Clark	Faulk	Jackson	Meade	Spink
Clay	Grant	Jerauld	Mellette	Stanley
Codington	Gregory	Jones	Miner	Sully
Corson	Haakon	Kingsbury	Minnehaha	Todd
Custer	Hamlin	Lake	Moody	Tripp
Davison	Hand	Lawrence	Pennington	Turner
Day	Hanson	Lincoln	Perkins	Union
Deuel	Harding	Lyman	Potter	Walworth
Dewey	Hughes	Marshall	Roberts	Yankton
Douglas	Hutchinson	McCook	Sanborn	Ziebach
Edmunds				

**TENNESSEE (TN) (95 counties)****Capital: Nashville**

Anderson	Decatur	Henderson	Maury	Sequatchie
Bedford	DeKalb	Henry	McMinn	Sevier
Benton	Dickson	Hickman	McNairy	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	Macon	Roane	Weakley
Crockett	Hardin	Madison	Robertson	White
Cumberland	Hawkins	Marion	Rutherford	Williamson
Davidson	Haywood	Marshall	Scott	Wilson

**TEXAS (TX) (254 counties)****Capital: Austin**

Anderson	Archer	Bailey	Bee	Borden
Andrews	Armstrong	Bandera	Bell	Bosque
Angelina	Atascosa	Bastrop	Bexar	Bowie
Aransas	Austin	Baylor	Blanco	Brazoria

Brazos	Dimmit	Henderson	Llano	Real
Brewster	Donley	Hidalgo	Loving	Red River
Briscoe	Duval	Hill	Lubbock	Reeves
Brooks	Eastland	Hockley	Lynn	Refugio
Brown	Ector	Hood	Madison	Roberts
Burleson	Edwards	Hopkins	Marion	Robertson
Burnet	El Paso	Houston	Martin	Rockwall
Caldwell	Ellis	Howard	Mason	Runnels
Calhoun	Erath	Hudspeth	Matagorda	Rusk
Callahan	Falls	Hunt	Maverick	Sabine
Cameron	Fannin	Hutchinson	McCulloch	San Augustine
Camp	Fayette	Irion	McLennan	San Jacinto
Carson	Fisher	Jack	McMullen	San Patricio
Cass	Floyd	Jackson	Medina	San Saba
Castro	Foard	Jasper	Menard	Schleicher
Chambers	Fort Bend	Jeff Davis	Midland	Scurry
Cherokee	Franklin	Jefferson	Milam	Shackelford
Childress	Freestone	Jim Hogg	Mills	Shelby
Clay	Frio	Jim Wells	Mitchell	Sherman
Cochran	Gaines	Johnson	Montague	Smith
Coke	Galveston	Jones	Montgomery	Somervell
Coleman	Garza	Karnes	Moore	Starr
Collin	Gillespie	Kaufman	Morris	Stephens
Collingsworth	Glasscock	Kendall	Motley	Sterling
Colorado	Goliad	Kenedy	Nacogdoches	Stonewall
Comal	Gonzales	Kent	Navarro	Sutton
Comanche	Gray	Kerr	Newton	Swisher
Concho	Grayson	Kimble	Nolan	Tarrant
Cooke	Gregg	King	Nueces	Taylor
Coryell	Grimes	Kinney	Ochiltree	Terrell
Cottle	Guadalupe	Kleberg	Oldham	Terry
Crane	Hale	Knox	Orange	Throckmorton
Crockett	Hall	La Salle	Palo Pinto	Titus
Crosby	Hamilton	Lamar	Panola	Tom Green
Culberson	Hansford	Lamb	Parker	Travis
Dallam	Hardeman	Lampasas	Parmer	Trinity
Dallas	Hardin	Lavaca	Pecos	Tyler
Dawson	Harris	Lee	Polk	Upshur
Deaf Smith	Harrison	Leon	Potter	Upton
Delta	Hartley	Liberty	Presidio	Uvalde
Denton	Haskell	Limestone	Rains	Val Verde
DeWitt	Hays	Lipscomb	Randall	Van Zandt
Dickens	Hemphill	Live Oak	Reagan	Victoria

Walker	Webb	Wilbarger	Winkler	Young
Waller	Wharton	Willacy	Wise	Zapata
Ward	Wheeler	Williamson	Wood	Zavala
Washington	Wichita	Wilson	Yoakum	

**UTAH (UT) (29 counties)****Capital: Salt Lake City**

Beaver	Duchesne	Kane	San Juan	Utah
Box Elder	Emery	Millard	Sanpete	Wasatch
Cache	Garfield	Morgan	Sevier	Washington
Carbon	Grand	Piute	Summit	Wayne
Daggett	Iron	Rich	Tooele	Weber
Davis	Juab	Salt Lake	Uintah	

**VERMONT (VT) (14 counties)****Capital: Montpelier**

Addison	Chittenden	Grand Isle	Orleans	Windham
Bennington	Essex	Lamoille	Rutland	Windsor
Caledonia	Franklin	Orange	Washington	

**VIRGIN ISLANDS (VI) (3 islands)****Capital: Charlotte Amalie**

St. Croix	St. John	St. Thomas
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**VIRGINIA (VA) (95 counties)****Capital: Richmond**

Accomack	Buckingham	Fairfax	Henrico	Mathews
Albemarle	Campbell	Fauquier	Henry	Mecklenburg
Alleghany	Caroline	Floyd	Highland	Middlesex
Amelia	Carroll	Fluvanna	Isle of Wight	Montgomery
Amherst	Charles City	Franklin	James City	Nelson
Appomattox	Charlotte	Frederick	King and Queen	New Kent
Arlington	Chesterfield	Giles	King George	Northampton
Augusta	Clarke	Gloucester	King William	Northumberland
Bath	Craig	Goochland	Lancaster	Nottoway
Bedford	Culpeper	Grayson	Lee	Orange
Bland	Cumberland	Greene	Loudoun	Page
Botetourt	Dickenson	Greensville	Louisa	Patrick
Brunswick	Dinwiddie	Halifax	Lunenburg	Pittsylvania
Buchanan	Essex	Hanover	Madison	Powhatan



Prince Edward	Richmond	Scott	Stafford	Washington
Prince George	Roanoke	Shenandoah	Surry	Westmoreland
Prince William	Rockbridge	Smyth	Sussex	Wise
Pulaski	Rockingham	Southampton	Tazewell	Wythe
Rappahannock	Russell	Spotsylvania	Warren	York

### WASHINGTON (WA) (39 counties)

Capital: Olympia

Adams	Douglas	King	Pacific	Stevens
Asotin	Ferry	Kitsap	Pend Oreille	Thurston
Benton	Franklin	Kittitas	Pierce	Wahkiakum
Chelan	Garfield	Klickitat	San Juan	Walla Walla
Clallam	Grant	Lewis	Skagit	Whatcom
Clark	Grays Harbor	Lincoln	Skamania	Whitman
Columbia	Island	Mason	Snohomish	Yakima
Cowlitz	Jefferson	Okanogan	Spokane	

### WEST VIRGINIA (WV) (55 counties)

Capital: Charleston

Barbour	Grant	Logan	Nicholas	Summers
Berkeley	Greenbrier	Marion	Ohio	Taylor
Boone	Hampshire	Marshall	Pendleton	Tucker
Braxton	Hancock	Mason	Pleasants	Tyler
Brooke	Hardy	McDowell	Pocahontas	Upshur
Cabell	Harrison	Mercer	Preston	Wayne
Calhoun	Jackson	Mineral	Putnam	Webster
Clay	Jefferson	Mingo	Raleigh	Wetzel
Doddridge	Kanawha	Monongalia	Randolph	Wirt
Fayette	Lewis	Monroe	Ritchie	Wood
Gilmer	Lincoln	Morgan	Roane	Wyoming

### WISCONSIN (WI) (72 counties)

Capital: Madison

Adams	Chippewa	Dunn	Iowa	Lafayette
Ashland	Clark	Eau Claire	Iron	Langlade
Barron	Columbia	Florence	Jackson	Lincoln
Bayfield	Crawford	Fond du Lac	Jefferson	Manitowoc
Brown	Dane	Forest	Juneau	Marathon
Buffalo	Dodge	Grant	Kenosha	Marinette
Burnett	Door	Green	Kewaunee	Marquette
Calumet	Douglas	Green Lake	La Crosse	Menominee

Milwaukee	Pierce	Rusk	Taylor	Washington
Monroe	Polk	St. Croix	Trempealeau	Waukesha
Oconto	Portage	Sauk	Vernon	Waupaca
Oneida	Price	Sawyer	Vilas	Waushara
Outagamie	Racine	Shawano	Walworth	Winnebago
Ozaukee	Richland	Sheboygan	Washburn	Wood
Pepin	Rock			

**WYOMING (WY) (23 counties)****Capital: Cheyenne**

Albany	Crook	Laramie	Platte	Teton
Big Horn	Fremont	Lincoln	Sheridan	Uinta
Campbell	Goshen	Natrona	Sublette	Washakie
Carbon	Hot Springs	Niobrara	Sweetwater	Weston
Converse	Johnson	Park		

**Common misspellings**

Geographers and cartographers omit the possessive apostrophe in place-names; however, apostrophes appearing in legally constituted names of counties should not be changed.

The names of the following counties are often misspelled and/or confused:

Allegany in Maryland and New York	Burnett in Wisconsin
Alleghany in North Carolina and Virginia	Cheboygan in Michigan
Allegheny in Pennsylvania	Sheboygan in Wisconsin
Andrew in Missouri	Clarke in Alabama, Georgia, Iowa, Mississippi, and Virginia
Andrews in Texas	Clark in all other States
Aransas in Texas	Coffee in Alabama, Georgia, and Tennessee
Arkansas in Arkansas	Coffey in Kansas
Barber in Kansas	Coal in Oklahoma
Barbour in Alabama and West Virginia	Cole in Missouri
Brevard in Florida	Coles in Illinois
Broward in Florida	Cook in Illinois and Minnesota
Brooke in West Virginia	Cooke in Texas
Brooks in Georgia and Texas	Davidson in North Carolina and Tennessee
Bulloch in Georgia	
Bullock in Alabama	
Burnet in Texas	

Davie in North Carolina  
Daviss in Indiana, Kentucky,  
and Missouri  
Davis in Iowa and Utah  
Davison in South Dakota  
De Kalb in Alabama, Georgia,  
Illinois, and Indiana  
DeKalb in Tennessee and Missouri  
Dickenson in Virginia  
Dickinson in Iowa, Kansas, and  
Michigan  
Dickson in Tennessee  
Forrest in Mississippi  
Forest in all other States  
Glascock in Georgia  
Glasscock in Texas  
Green in Kentucky and Wisconsin  
Greene in all other States  
Harford in Maryland  
Hartford in Connecticut  
Huntingdon in Pennsylvania  
Huntington in Indiana  
Johnston in North Carolina and  
Oklahoma  
Johnson in all other States  
Kanabec in Minnesota  
Kennebec in Maine  
Kearney in Nebraska  
Kearny in Kansas  
Kenedy in Texas  
Linn in Iowa, Kansas, Missouri,  
and Oregon  
Lynn in Texas  
Loudon in Tennessee  
Loudoun in Virginia  
Manatee in Florida  
Manistee in Michigan  
Merced in California  
Mercer in all other States  
Morton in Kansas  
Norton in Kansas  
Muscogee in Georgia  
Muskogee in Oklahoma  
Park in Colorado and Montana  
Parke in Indiana  
Pottawatomie in Kansas and  
Oklahoma  
Pottawattamie in Iowa  
Prince George in Virginia  
Prince George's in Maryland  
Sanders in Montana  
Saunders in Nebraska  
Smyth in Virginia  
Smith in all other States  
Stafford in Virginia  
Strafford in New Hampshire  
Stanley in South Dakota  
Stanly in North Carolina  
Stark in Illinois, North Dakota,  
and Ohio  
Starke in Indiana  
Stephens in Georgia, Oklahoma,  
and Texas  
Stevens in Kansas, Minnesota,  
and Washington  
Storey in Nevada  
Story in Iowa  
Terrell in Georgia and Texas  
Tyrrell in North Carolina  
Tooele in Utah  
Toole in Montana  
Vermillion in Indiana  
Vermilion in all other States  
Woods in Oklahoma  
Wood in all other States  
Wyandot in Ohio  
Wyandotte in Kansas

## **19. Congressional Record**

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### **Code of laws of the United States and rules for publication of the Congressional Record**

TITLE 44, SECTION 901. CONGRESSIONAL RECORD: ARRANGEMENT, STYLE, CONTENTS, AND INDEXES.—The Joint Committee on Printing shall control the arrangement and style of the Congressional Record, and while providing that it shall be substantially a verbatim report of proceedings, shall take all needed action for the reduction of unnecessary bulk. It shall provide for the publication of an index of the Congressional Record semimonthly during and at the close of sessions of Congress.

TITLE 44, SECTION 904. CONGRESSIONAL RECORD: MAPS, DIAGRAMS, ILLUSTRATIONS.—Maps, diagrams, or illustrations may not be inserted in the Record without the approval of the Joint Committee on Printing.

#### **General rules**

The rules governing document work (FIC & punc.) apply to the Congressional Record, except as may be noted herein. The same general style should be followed in the permanent (bound) Record as is used in the daily Record. It is important to be familiar with the exceptions and the forms peculiar to the Record.

Much of the data printed in the Congressional Record is forwarded to the GPO via fiber optic transmission using the captured keystrokes of the floor reporters. Element identifier codes are programmatically inserted, and galley output is accomplished without manual intervention. It is not cost-effective to prepare the accompanying manuscript as per the GPO STYLE MANUAL, and it is too time-consuming to update and change the data once it is already in type form. Therefore, the Record is to be FIC & punc. Because of its volume, it is not necessary to stamp the manuscript FIC & punc. However, Record style will be followed, as stated in the following rules:

Daily and permanent Record texts are set in 8-point type on a 9-point body. Extracts are set in 7-point type on an 8-point body.

An F-dash will be used preceding 8-point cap lines in the proceedings of the Senate and House.

All 7-point extracts and poetry will carry 2 points of space above and below unless heads appear, which generate their own space.

All extracts are set 7 point unless otherwise ordered by the Joint Committee on Printing.

Except as noted below, all communications from the President must be set in 8 point, but if such communications contain extracts, etc., the extracts are set in 7 point.

An address of the President delivered outside of Congress or referred to as an extract is set in 7 point.

A letter from the President to the Senate is set in 7 point when any form of treaty is enclosed that is to be printed in the Record in connection therewith. The letter is set in 7 point whether the treaty follows or precedes it or is separated from it by intervening matter.

In all quoted amendments and excerpts of bills and in reprinting bills, the style and manuscript as printed in the bill will be followed.

Except where otherwise directed, profanity, obscene wording, or extreme vulgarisms are to be deleted and a 3-em dash substituted.

All manuscript submitted in a foreign language will not be printed. It will be returned for translation and resubmitted for printing in the next Record.

Extreme caution must be used in making corrections in manuscript, and no important change will be made without proper authorization.

Observe the lists of names of Senators, Representatives, and Delegates, committees of both Houses, and duplicate names. Changes caused by death, resignation, or otherwise must be noted. There is no excuse for error in the spelling of names of Senators, Representatives, or department officials. In case of doubt, the Congressional Directory will be the authority.

Datelines should be followed on Extensions of Remarks. If any question arises as to the proper date to be used, a supervisor must be consulted.

Indented matter in leaderwork will be 1 em only.

Do not write queries on proofs.

## Capitalization

(See also Chapter 3 “Capitalization Rules”)

If the name of the Congressional Record is mentioned, it must be set in caps and small caps and never abbreviated, even when appearing in citations, except in extract matter, then cap/lowercase.

The name of a Senator or a Representative preceding his or her direct remarks is set in caps and is followed by a period with equal spacing to be used.

The name of a Senator or a Representative used in connection with a bill or other paper—that is, in an adjectival sense—is lowercased, as the Hawkins bill, the Fish amendment, etc.; but FISH’s amendment, etc.

The names of Members and Members-elect of both Houses of the Congress, including those of the Vice President and Speaker, will be printed in caps and small caps if mention is made of them, except in extract matter.

Deceased Members’ names will be set in caps and small caps in eulogies only on the first day the House or Senate is in session following the death of a Member, in a speech carrying date when the Member was eulogized, or on memorial day in the Senate and House. Eulogy day in one House will be treated the same in the other.

Certificates of Senators-elect of a succeeding Congress are usually presented to the current Congress, and in such cases the names of the Senators-elect must be in caps and small caps.

Names of Members of Congress must be set in caps and lowercase in votes, in lists set in columns, in the list of standing and select committees, in contested-election cases, in lists of pairs, and in all parts of tabular matter (head, body, and footnotes).

Observe that the names of all persons not certified Members of Congress are to be set in caps and lowercase; that is, names of secretaries, clerks, messengers, and others.

Names of proposed Federal boards, commissions, services, etc., are capitalized.

Capitalize principal words and quote after each of the following terms: *Address, article, book, caption, chapter heading, editorial, essay, heading, headline, motion picture or play* (including TV or radio program), *paper, poem, report, song, subheading, subject, theme*, etc. Also, following the word *entitled*, except with reference to bill titles which are treated as follows: “A bill (or an act) transferring certain functions of the Price Administrator to the Petroleum Administrator for War,” etc.

### **Figures**

Follow the manuscript as to the use of numerals. Dollar amounts in Record manuscript are to be followed.

Figures appearing in manuscript as “20 billion 428 million 125 thousand dollars” should be followed.

### **Tabular matter and leaderwork**

Record tables may be set either one or three columns in width, as follows:

One-column table: 14 picas (168 points).

Three-column table: 43½ picas (522 points). Footnote(s) will be set 43½ picas.

All short footnotes should be run in with 2 ems between each.

### **Italic**

Italic, boldface, caps, or small caps shall not be used for emphasis; nor shall unusual indentions be used. This does not apply to literally reproduced quotations from historical, legal, or official documents. If italic other than restricted herein is desired, the words should be underscored and “Fol. ital.” written on each folio. Do not construe this to apply to “*Provided*,” “*Provided further*,” “*Ordered*,” “*Resolved*,” “*Be it enacted*,” etc.

Names of vessels must be set in italic, except in headings, where they will be quoted.

The prayer delivered in either House must be set in 8-point roman. If prefaced or followed by a quotation from the Bible, such quotation must be set in 8-point italic. Extracts from the Bible or other literature contained in the body of the prayer will be set in 8-point roman and quoted.

When general or passing mention is made of a case in 8 point, the title is set in roman, as Smith Bros. case. When a specific citation is indicated and reference follows, use italic for title, as *Smith Bros. case* (172 App. Div. 149).

In 8 point manuscript, titles of cases are always set in italic if followed by references. In 7 point, manuscript is followed.

In 8-point matter, when only the title of a case is given, set in roman, as United States versus 12 Diamond Rings.

When *versus* is used in other than legal phrases and for the purposes of showing contrast, it is not abbreviated or set in italic, as “airplanes versus battleships.”

### **Miscellaneous**

Do not quote any communication carrying date and signature. However, a letter (or other communication) bearing both date and signature that appears within a letter shall be quoted.

Do not put quotation marks on centerheads in 7-point extracts unless centerheads belong to original matter.

In newspaper extracts, insert place and date at beginning of paragraph. Use caps and small caps for name of place and roman lowercase for spelled-out date. Connect date and extract by a period and an em dash. If date and place are credited in a bracket line above extract, they need not be used again at the beginning of the paragraph.

Each *Whereas* in a preamble must begin a new paragraph. The *Therefore be it* must be preceded by a colon and be run in with the last *Whereas*. *Be it* will run in with the word *Therefore*, but it must not be supplied when not in manuscript. Note the following:

Whereas it has been deemed advisable  
to, etc.: Therefore be it

*Resolved*, That the committee, etc.

In the titles of legal cases, manuscript is followed as to spelling, abbreviations, and use of figures.

Use single punctuation in citations of cases and statutes:

*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 manuscript.

In text references to Senate and House reports and in executive and miscellaneous documents, follow the manuscript.

In headings and text references to resolutions and memorials, follow the manuscript.

### **In gross or en gros**

When a bill comes to final action, in the presentment of amendments collectively for a vote, either the term "*in gross*" or the French equivalent "*en gros*" may be used.

## **Examples of Congressional Record**

### **USE OF CAPS AND SMALL CAPS**

[Note the use of parentheses and brackets in the following examples. Each will be used as submitted, as long as they are consistent throughout.]

Mr. WEBB. (Name all caps when a Member or visitor addresses Senate or House.)

On motion by [or of] Mr. WEBB, it was, etc.

The VICE PRESIDENT resumed the chair.

The PRESIDING OFFICER (Mr. LEVIN). Is there objection?

The SPEAKER called the House to order.

Mr. ETHERIDGE's amendment was adopted.

Mr. HARE. Madam Speaker, I yield to Mr. HOYER.

Mr. HOYER said: If not paired, I would vote "no" on this bill.

A MEMBER. And debate it afterward.

SEVERAL SENATORS. I object.

*But:* Several Senators addressed the Chair.

Mr. KENNEDY, Mr. WEBB (and others). Let it be read.

The ACTING SECRETARY. In line 11, after the word "*Provided*", it is proposed, etc.

Mrs. CAPPS was recognized, and yielded her time to Mr. CARDOZA.

**[When two Members from the same State have the same surname, full name is used.]**

On motion of Ms. LINDA T. SÁNCHEZ of California . . .

On motion of Ms. LORETTA SANCHEZ of California . . .

Mr. LINCOLN DIAZ-BALART of Florida and Mr. MARIO DIAZ-BALART of Florida rose to a point of order.

The CHAIRMAN appointed Mr. CAMPBELL of California and Mr. INSLEE as conferees.

**[Extracts that consist of colloquies will use caps and small caps for names of persons speaking, as shown below:]**

Mr. DEFazio. I think this bill is so well understood that no time will be required for its discussion.

Ms. NORTON. Does this bill come from the Committee on Armed Services?

The SPEAKER. It does.

#### SPECIAL ORDERS GRANTED

By unanimous consent, permission to address the House, following the legislative and any special orders heretofore entered, was granted to:

#### 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 the third time, was read the third time, and passed.

Mr. HOYER, for 1 hour, on Wednesday, February 2.

Mr. ENGEL (at the request of Mr. HOYER), for 1 hour, on February 2.

(The following Members (at the request of Mr. HALL of New York) and to revise and extend their remarks and include therein extraneous matter:)

Mrs. BACHMANN, for 5 minutes, today.

Mr. HOLDEN, for 5 minutes, today.

Mr. INSLEE, for 60 minutes, today.

**[Note the following double action:]**

(Mr. HOYER asked and was given permission to extend his remarks at this point in the RECORD and to include extraneous matter.)

(Mr. HOYER addressed the House. His remarks will appear hereafter in the Extensions of Remarks.)

The SPEAKER pro tempore. Under a previous order of the House, the gentleman from Nebraska (Mr. FORTENBERRY) is recognized for 5 minutes.

(Mr. FORTENBERRY addressed the House. His remarks will appear hereafter in the Extensions of Remarks.)

The title was amended so as to read: "A bill for the relief of Maude S. Burman."

A motion to reconsider was laid on the table. [House.]

**[Use this form when title of bill is not given:]**

The bill was ordered to be engrossed and read a third time, was read the third time, and passed, and a motion to reconsider was laid on the table. [House.]

The bill was ordered to be engrossed and read a third time, and passed.

The 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. . . .

The question was taken, and the motion was agreed to.

The question being taken, the motion was agreed to.

Ordered to lie on the table and to be printed.

Ms. EDWARDS of Maryland. Mr. Chairman, I move to strike the requisite number of words.

(Ms. EDWARDS of Maryland asked and was given permission to revise and extend her remarks.)

**[Note use of interrogation mark in the following:]**

Mr. KERRY. Mr. President, what does this mean?—

We have never received a dollar of this amount.

POM-376. A resolution adopted by the House of Representatives of the State of Rhode Island expressing its opposition to federal proposals to authorize increases in the size or weight of commercial motor vehicles; to the Committee on Commerce, Science, and Transportation.

HOUSE RESOLUTION No. 8296

Whereas, The State of Rhode Island is committed to protecting the safety of motorists on its highways and to protecting

taxpayers' investment in our highway infrastructure; and

Whereas, The General Assembly of the State of Rhode Island and Providence Plantations resolved jointly to urge the Congress of the United States to . . .

*Resolved*, That this House of Representatives of the State of Rhode Island and Providence Plantations hereby reaffirms its opposition to proposals, at all levels of government, that would authorize increases in the size and weight of commercial motor vehicles because of the impact that these increases would have on highway infrastructure, especially bridges; and be it further

*Resolved*, That the Secretary of State be and he hereby is authorized and directed to transmit duly certified copies of this resolution to the President and Vice President of the United States, the Speaker of the United States House of Representatives, the Majority Leader of the United States Senate and the Rhode Island Delegation to the Congress of the United States.

**[Note use of italic in title of cases:]**

. . . This is the occasion America did not have to consider what other options might guarantee maternal safety while protecting the unborn. This is our national opportunity to reconsider *Roe v. Wade*, 410 U.S. 113 (1973).

Roe against Wade and its companion case, *Doe v. Bolton*, 410 U.S. 179 (1973), granted abortion the elevated status of a fundamental constitutional right and invalidated almost all effective restrictions on abortion throughout the 9 months of pregnancy. . . .

## PARENTHESES AND BRACKETS

**[The use of parentheses and brackets will be followed as submitted for acronyms, symbols, or abbreviations.]**

This legislation would exempt certain defined Central Intelligence Agency [CIA] operational files from the search and review process of the Freedom of Information Act [FOIA], thus permitting the Agency to respond much more quickly to those FOIA requests which are at all likely to result in the release of information.

Mr. BACA. Madam Speaker, I now yield 5 minutes to the gentleman from Indiana (Mr. HILL).

(Mr. BUTTERFIELD asked and was given permission to revise and extend his remarks in the Record.)

Ms. HARMAN. There is no "may not" about it. Here is the form in which they are printed.

Mr. DOYLE. I am in hopes we shall be able to secure a vote on the bill tonight.

["Vote! Vote!"]

Mr. YOUNG. The Chair rather gets me on that question. [Laughter.] I did not rise. [Cries of "Vote! Vote!"]

Mr. CAPPS [one of the tellers]. I do not desire to press the point that no quorum has voted.

The CHAIRMAN [after a pause]. If no gentleman claims the floor, the Clerk will proceed with the reading of the bill.

Mr. HALL of Texas. Then he is endeavoring to restrict the liberty of the individual in the disbursement of his own money. [Applause on the Republican side.]

Mr. KENNEDY. Mr. Speaker, I desire to ask unanimous consent that the time of the gentleman—[Cries of "Regular Order!"]

[Laughter.]

The SPEAKER. Is there objection to the consideration of this bill at this time? [After a pause.] There is no objection.

The CHAIRMAN [rapping with his gavel]. Debate is exhausted.

Mr. MORAN of Virginia. Patrick Henry said

Cæsar had his Brutus, Charles I his Cromwell, and George III— [here he was interrupted by cries of "Treason, Treason"]

and George III may profit by their example. If this be treason, let us make the most of it!

(Mr. MILLER of Florida addressed the Committee [or House]. His re-

marks will appear hereafter in the Extensions of Remarks.)

[Names of Senators or Representatives appearing in remarks of other Members of Congress should be enclosed in brackets, except in listing of tellers or when some title other than "Mr." is used, as in the following examples:]

Mr. LIEBERMAN. Mr. President, I thank my friend from Rhode Island [Senator WHITEHOUSE] for that magnificent exchange of correspondence between the Hebrew congregation of Newport, RI, and President Washington.

May I say that Senator WHITEHOUSE, in his own bearing and substance, lives out the promise of religious freedom that our first President gave to all Americans.

Perhaps I should say I say that as one of the descendants of the Stock of Abraham who is privileged to be a Member of the Senate today. I thank Senator WHITEHOUSE. I thank Senator COBURN.

I am going to take the liberty, if I may, to speak for a few minutes while we are waiting for either Senator MURKOWSKI, Senators WEBB or MARTINEZ, who are going to read documents before I conclude.

[In Senate manuscript a Senator is referred to as "the Senator from —[Mr. —].]" Do not supply name and brackets if name does not appear in manuscript.]

[Note that brackets are used only when Mr., etc., appears in manuscript.]

[See also use of Mr., Mrs., Miss, Ms. in explanation of votes under "Pairs."]

## VOTING IN THE HOUSE AND IN COMMITTEE OF THE WHOLE

[Note that a dash is used only when a comma is necessary to separate the ayes and noes. If only the ayes or the noes are given, no punctuation is to be used. If the word *and* is used to connect the ayes and noes, as *ayes 52 and noes 65*, or *52 ayes and 65 noes*, the dash is omitted after the word *were* or *being*.]

On the question of ordering the yeas and nays there were 18 ayes and 88 noes.

The House divided; and there were— ayes 52, noes 65.

So (no further count being called for) the amendment of Mr. MORAN of Virginia was not agreed to.

So (two-thirds having voted in favor thereof) the rules were suspended, and the bill was passed.

So (two-thirds not having voted in favor thereof) the motion was rejected.

The CHAIRMAN. The gentleman raises the point of no quorum. The Chair will count. [After counting.]

Two hundred and seventeen present, a quorum. The noes have it, and the amendment is rejected.

The question being taken on the motion of Mr. HOYER to suspend the rules and pass the bill, it was agreed to (two-thirds voting in favor thereof).

So (the affirmative not being one-fifth of the whole vote) the yeas and nays were not ordered.

The question was taken by a viva voice vote, and the Speaker announced that two-thirds appeared to have voted in the affirmative and [after a pause] that the bill was passed.

The yeas and nays were ordered, there being 43 in the affirmative, more than one-fifth of the last vote.

The question being taken on Mr. KENNEDY'S motion, there were—ayes 18, noes 35.

The question being taken on concurring in the amendments of the Senate, there were—ayes 101, noes 5.

The question was taken; and on a division [demanded by Mr. HOYER] there were—ayes 17, noes 29.

Mr. HOYER. Mr. Chairman, I demand a recorded vote, and pending that, I make the point of order that a quorum is not present.

The CHAIRMAN. Evidently a quorum is not present.

The Chair announces that pursuant to clause 2, rule XXIII, he will vacate proceedings under the call when a quorum of the Committee appears.

Members will record their presence by electronic device.

The call was taken by electronic device.

□ 1715

**[The above box followed by a four-digit number indicates floor time in the House (5:15 p.m.)]**

QUORUM CALL VACATED

The CHAIRMAN. One hundred Members have appeared. A quorum of the Committee of the Whole is present.

Pursuant to rule XXIII, clause 2, further proceedings under the call shall be considered as vacated.

The Committee will resume its business.

The pending business is the demand of the gentleman from Minnesota [Mr. OBERSTAR] for a recorded vote.

A recorded vote was refused.

So the amendment to the amendment offered as a substitute for the amendment was rejected.

The CHAIRMAN. The question is on the amendment offered by the gentleman from Pennsylvania [Mr. ENGLISH] as a substitute for the amendment offered by the gentlewoman from South Dakota [Ms. HERSETH SANDLIN].

The question was taken; and the Chairman announced that the noes appeared to have it.

RECORDED VOTE

Mr. ENGLISH. Mr. Chairman, I demand a recorded vote.

A recorded vote was ordered.

The vote was taken by electronic device, and there were—ayes 228, noes 188, answered "present" 1, not voting 47, as follows

[Roll No. 509]

AYES—228

Abercrombie	Baird	Berman
Ackerman	Baldwin	Berry
Allen	Barrow	Bishop (GA)
Altmire	Bean	Bishop (NY)
Arcuri	Becerra	Blumenauer
Baca	Berkley	Boren

NOES—188

Aderholt	Bartlett (MD)	Blackburn
Akin	Barton (TX)	Blunt
Alexander	Biggert	Boehner
Bachmann	Bilbray	Bonner
Bachus	Bilirakis	Bono Mack
Barrett (SC)	Bishop (UT)	Boozman

ANSWERED "PRESENT"—1

Andrews

NOT VOTING—17

Boswell	Frank (MA)	Inslee
Cooper	Gilchrest	Lucas
Cubin	Heger	Miller, Gary
Doolittle	Hunter	Paul

□ 1311

Mr. RYAN of Wisconsin changed his vote from “aye” to “no.”

Ms. WASSERMAN SCHULTZ, Ms. HOOLEY, and Ms. ROS-LEHTINEN changed their vote from “no” to “aye.”

[The Speaker’s vote is recorded only in the “Ayes” or “Noes.” It is never recorded as “not voting.”]

[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]

Akaka	Bennett	Brownback
Alexander	Biden	Bunning
Allard	Bingaman	Burr
Barrasso	Bond	Byrd
Bacus	Boxer	Cantwell
Bayh	Brown	Cardin

The PRESIDING OFFICER [Mr. WEBB]. A quorum is not present.

Mr. REID. Mr. President, I move that the Sergeant at Arms be instructed to require the attendance of absent Senators, and I ask for the yeas and nays on the motion.

THE PRESIDING OFFICER. Is there a sufficient second? There is a sufficient second.

The yeas and nays were ordered.

The PRESIDING OFFICER. The question is on agreeing to the motion of the Senator from Nevada. On this question the yeas and nays have been ordered, and the clerk will call the roll.

The Assistant legislative clerk called the roll.

Mr. DURBIN. I announce that the Senator from Ohio (Mr. BROWN), the Senator from Massachusetts (Mr. KENNEDY), the Senator from Illinois (Mr. OBAMA), the Senator from Arkansas (Mr. PRYOR), and the

Senator from Montana (Mr. TESTER) are necessarily absent.

Mr. KYL. The following Senators are necessarily absent: the Senator from Minnesota (Mr. COLEMAN), the Senator from Nevada (Mr. ENSIGN), the Senator from South Carolina (Mr. GRAHAM), the Senator from New Hampshire (Mr. GREGG), the Senator from Arizona (Mr. McCAIN), the Senator from Alaska (Ms. MURKOWSKI), the Senator from South Dakota (Mr. THUNE), the Senator from Louisiana (Mr. VITTER), and the Senator from Mississippi (Mr. WICKER).

Further, if present and voting, the Senator from Minnesota (Mr. COLEMAN) would have voted “yea.”

The result was announced—yeas 76, nays 10, as follows:

[Rollcall Vote No. 163 Leg.]

YEAS—76

Akaka	Conrad	Kohl
Alexander	Corker	Landrieu
Allard	Craig	Lautenberg
Baucus	Dodd	Leahy
Bayh	Dole	Levin
Bennett	Domenici	Lieberman
Biden	Dorgan	Lincoln
Bingaman	Durbin	Lugar
Bond	Feingold	Martinez
Boxer	Feinstein	McCaskill
Brownback	Grassley	McConnell
Byrd	Hagel	Menendez
Cantwell	Harkin	Mikulski
Cardin	Hatch	Murray
Carper	Hutchison	Nelson (FL)
Casey	Inouye	Nelson (NE)
Chambliss	Isakson	Reed
Clinton	Johnson	Reid
Cochran	Kerry	Roberts
Collins	Klobuchar	Rockefeller

Salazar	Snowe	Voinovich
Sanders	Specter	Warner
Schumer	Stabenow	Webb
Sessions	Stevens	Whitehouse
Smith	Sununu	Wyden

NOT VOTING—14

Brown	Kennedy	Tester
Coleman	McCain	Thune
Ensign	Murkowski	Vitter
Graham	Obama	Wicker
Gregg	Pryor	

NAYS—10

Barrasso	Cornyn	Inhofe
Bunning	Crapo	Kyl
Burr	DeMint	
Coburn	Enzi	

So the motion was agreed to.

PAIRS

[The word *with* must always be used in pairs in the House, not *and*; and manuscript 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. Abercrombie for, with Mr. Aderholt against.

Until further notice:

Mr. Baca with Mrs. Bachmann.

Mrs. Capps with Mr. Calvert.

Mr. Artur Davis of Alabama with Mr. Lincoln Diaz-Balart of Florida.

Mr. Ackerman with Mr. Young of Alaska.

Mr. HALL of New York, Mrs. DRAKE, Messrs. FOSTER, HILL, and ISRAEL 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. BACA. Mr. Speaker, I voted, but, being paired with the gentlelady from Minnesota, Mrs. BACHMANN, I withdraw my vote.

Mr. ARTUR DAVIS of Alabama. Mr. Speaker, I have a pair with the gentleman from Florida, Mr. LINCOLN DIAZ BALART of Florida, who, if present, would have voted “yea.” I voted “nay.” I withdraw my vote and vote “present.”

[In House pairs do not use brackets when members are referred to by name. In Senate pairs observe the following use of brackets:]

Mr. DOMENICI (when his name was called). I am paired on this question with the senior Senator from Massachusetts [Mr. KENNEDY]. If he were here, I should vote “yea.”

CALL OF THE HOUSE

Mr. MURTHA. Ms. Speaker, I move a call of the House.

A call of the House was ordered.

The call was taken by electronic device and the following Members responded to their names:

[Roll No. 41]

Abercrombie	Baird	Berman
Ackerman	Baldwin	Berry
Allen	Barrow	Bishop (GA)
Altmire	Bean	Bishop (NY)
Arcuri	Becerra	Blumenauer
Baca	Berkley	Boren

[No reference will be made of the names of those not voting.]

FORMS OF TITLES

[Always in roman lowercase, flush and hang 1 em, if more than two lines.]

H.J. RES. 2

Joint resolution authorizing the Secretary of the Treasury to issue to

the public 2 per centum bonds or certificates, etc.

*Resolved by the Senate and House of Representatives of the United States of America in Congress assembled, That the . . .*



H.R. 4487

A bill to authorize the Rock Island and Southwestern Railway Company to construct a bridge, etc.

Be it enacted by the Senate and House of Representatives of the United States of

America in Congress assembled, That it shall be lawful for the Rock Island and Southwestern Railway Company, a corporation organized under the general incorporation, etc.

ADDRESSES AND SIGNATURES

[No line spacing, street addresses, or ZIP Code numbers are to be used in communications in the Record.]

The Honorable the SECRETARY OF THE NAVY.

DEAR MR. SECRETARY: This is in response to your letter, etc.

Very sincerely yours, BILL CLINTON.

COLUMBIA, MO., January 17, 2008.

HON. IKE SKELTON, Cannon House Office Building, Washington, DC.

The President's farm message of today . . . farmers and prevent the spread of this depression to every part of our country.

MISSOURI FARMERS ASSOCIATION, F.V. HEINKEL, President.

JANUARY 20, 2008.

HON. JOHN B. CONNALLY, JR., The Secretary of the Treasury, Department of the Treasury, Washington, DC.

DEAR MR. SECRETARY: Mindful of the tremendous workload, etc.

I would appreciate your comment on the foregoing proposal.

Your proposal seems to be in the best interest of all concerned.

Sincerely yours, JOHN P. SARBANES, Member of Congress.

ALEXANDRIA, MN., November 10, 2008.

HON. AMY KLOBUCHAR, Senate Office Building, Washington, DC.

We oppose the nomination of John Smith for Secretary of Agriculture because he resists family farms.

RAYMOND WAGNER.

BRANDON, MN.

JANUARY 17, 1972.

Re resignation from committee.

HON. CARL ALBERT, The Speaker, U.S. House of Representatives, U.S. Capitol, Washington, DC.

DEAR MR. SPEAKER: Having changed my politics from Republican to Democrat, etc.

With my best wishes.

Sincerely,

VINCENT J. DELLAY.

U.S. SENATE, PRESIDENT PRO TEMPORE, Washington, DC, March 17, 2008.

To the Senate:

Being temporarily absent from the Senate, I appoint Hon. MAX BAUCUS, a Senator from the State of Montana, to perform the duties of the Chair during my absence.

ROBERT C. BYRD, President pro tempore.

DESIGNATION OF SPEAKER PRO TEMPORE

The SPEAKER pro tempore laid before the House the following communication from the Speaker:

WASHINGTON, DC, June 17, 2008.

I hereby appoint the Honorable RICK LARSEN to act as Speaker pro tempore on this day.

NANCY PELOSI, Speaker of the House of Representatives.

THE INTERNATIONAL UNION OF UNITED BREWERY, FLOUR, CEREAL, SOFT DRINKS & DISTILLERY WORKERS OF AMERICA,

Cincinnati, OH, March 25, 2007. To the Senate of the United States.

To the United States House of Representatives.

HONORABLE SIRs: April 7, 2007, being the 60th anniversary of the modification, etc.

[Two to eight independent signatures, or without titles, are aligned on the left.]

To the Honorable Senate and House of Representatives of the United States of America Now Assembled at Washington, DC:

The undersigned, officers of the Navy of the United States, respectfully show unto



your honorable bodies the following information, 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; Cyn-

thia Asplund, James Pedersen, George Doty, Thomas St. Martin; Joan O'Neill; Lloyd Moosebrugger; Sam Kaplan; Ronald Nemer; Dean Potter; Philip Archer; Thomas McDonough; Mrs. Lloyd Moosebrugger; Minnesota Young Democratic Civil Rights Committee.

JOHN SMITH,   
Lieutenant Governor   
(For the Governor of Maine)

TEXARKANA TEXTILE  
MERCHANTS &  
MANUFACTURERS'  
ASSOCIATION,  
JOHN L. JONES,  
*Secretary.*

## CREDITS

[From the Wall Street Journal,  
Oct. 31, 2007]

### SURVEILLANCE SANITY

(By Benjamin Civiletti, Dick Thornburgh  
and William Webster)

Following the terrorist attacks of Sept. 11, 2001, President Bush authorized the National Security Agency to target al Qaeda communications into and out of the country. Mr. Bush concluded that this was essential for protecting the country, that using the Foreign Intelligence Surveillance Act would not permit the necessary speed and agility, and that he had the constitutional power to authorize such surveillance without court orders to defend the country.

Since the program became public in 2006, Congress has been asserting appropriate oversight. Few of those who learned the details of the program have criticized its necessity. Instead, critics argued that if the president found FISA inadequate, he should have gone to Congress and gotten the changes necessary to allow the program to proceed under court orders. That process is now underway. The administration has brought the program under FISA, and the Senate Intelligence Committee recently reported out a bill with a strong bipartisan majority of 13-2, that would make the changes to FISA needed for the program to continue. This bill is now being considered by the Senate Judiciary Committee.

## POETRY

**[If poetry is quoted, each stanza should start with quotation marks, but only the last stanza should end with them. The lines of the poem should align on the left, those that rhyme taking the same indentation. Poems are flush left; overs 3 ems; 2 points of space between stanzas, and 2 points of space above and below.]**

### CASEY AT THE BAT

The outlook wasn't brilliant for the  
Mudville nine that day:  
The score stood four to two, with but one  
inning more to play.

And then when Cooney died at first, and  
Barrows did the same,  
A pall-like silence fell upon the patrons of  
the game.  
A straggling few got up to go in deep  
despair.  
The rest clung to that hope which springs  
eternal in the human breast;  
They thought, if only Casey could get but a  
whack at that—  
We'd put up even money now, with Casey at  
the bat.

But Flynn preceded Casey, as did also  
 Jimmy Blake,  
 And the former was a hoodoo and the latter  
 was a cake;  
 So upon that stricken multitude grim mel-  
 ancholy sat,  
 For there seemed but little chance of  
 Casey's getting to the bat.  
 But Flynn let drive a single, to the wonder-  
 ment of all,  
 And Blake, the much despised, tore the  
 cover off the ball;  
 And when the dust had lifted, and the men  
 saw what had occurred,  
 There was Jimmy safe at second and Flynn  
 a-hugging third.  
 Then from five thousand throats and more  
 there rose a lusty yell;  
 It rumbled through the valley, it rattled in  
 the dell;  
 It pounded on the mountain and recoiled  
 upon the flat,  
 For Casey, mighty Casey, was advancing  
 to the bat.  
 There was ease in Casey's manner as he  
 stepped into his place;  
 There was pride in Casey's bearing and a  
 smile lit Casey's face.  
 And when, responding to the cheers, he  
 lightly doffed his hat,  
 No stranger in the crowd could doubt 'twas  
 Casey at the bat.  
 Ten thousand eyes were on him as he  
 rubbed his hands with dirt;  
 Five thousand tongues applauded when he  
 wiped them on his shirt.  
 Then while the writhing pitcher ground  
 the ball into his hip,  
 Defiance gleamed in Casey's eye, a sneer  
 curled Casey's lip.  
 And now the leather-covered sphere came  
 hurtling through the air,  
 And Casey stood a-watching it in haughty  
 grandeur there.

Close by the sturdy batsman the ball  
 unheeded sped—  
 "That ain't my style," said Casey. "Strike  
 one," the umpire said.  
 From the benches, black with people, there  
 went up a muffled roar,  
 Like the beating of the storm-waves on a  
 stern and distant shore.  
 "Kill him! Kill the umpire!" shouted some-  
 one on the stand;  
 And it's likely they'd a-killed him had not  
 Casey raised his hand.  
 With a smile of Christian charity great  
 Casey's visage shone;  
 He stilled the rising tumult; he bade the  
 game go on;  
 He signaled to the pitcher, and once more  
 the dun sphere flew;  
 But Casey still ignored it, and the umpire  
 said, "Strike two."  
 "Fraud!" cried the maddened thousands,  
 and echo answered fraud;  
 But one scornful look from Casey and the  
 audience was awed.  
 They saw his face grow stern and cold, they  
 saw his muscles strain,  
 And they knew that Casey wouldn't let  
 that ball go by again.  
 The sneer is gone from Casey's lip, his teeth  
 are clenched in hate;  
 He pounds with cruel violence his bat upon  
 the plate.  
 And now the pitcher holds the ball, and  
 now he lets it go,  
 And now the air is shattered by the force of  
 Casey's blow.  
 Oh, somewhere in this favored land the sun  
 is shining bright;  
 The band is playing somewhere, and some-  
 where hearts are light,  
 And somewhere men are laughing, and  
 somewhere children shout;  
 But there is no joy in Mudville—mighty  
 Casey has struck out.

—Ernest Lawrence Thayer.

## EXTRACTS

[Extracts must be set in 7 point unless ordered otherwise by the Joint Committee on Printing. This does not refer to a casual quotation of a few words or a quotation that would not make more than 3 lines of 7-point type. The beginning of the 7-point extract must start with a true paragraph; 8-point type following is always a paragraph.]

On February 29, Sue Payton, who is the Air Force's Assistant Secretary for Acquisition, said at a DOD news briefing:

We have been extremely open and transparent. We have had a very thorough review of what we're doing. We've got it nailed.

A week later, she told the House Appropriations Subcommittee on Defense:

The Air Force followed a carefully structured source selection process,—

They what?  
 designed to provide transparency, maintain integrity, and ensure a fair competition.

And throughout the last 4 months, Air Force officials have insisted that they selected the cheapest plane that best met their criteria and that they made no mistakes.

[Note, as above, that following an excerpt, the 8 point must begin with a paragraph.]

[An address of the President delivered outside of Congress or referred to as an extract will be set in 7 point.]

## SCHEME OF TEXT HEADINGS

[In 8-point, heads are 8-point caps. After the cap head, all sub heads are 7-point small caps, regardless of any perceived hierarchy.

[In 7-point, the progression is as follows (in descending order):

7-point caps and small caps.

7-point small caps.

7-point italic lowercase.

7-point roman caps and lowercase.

7-point roman lowercase.]

### USE OF DOUBLE HEADS

This is something which has been entirely overlooked by the . . .

ANALYSIS OF SPECIFIC PROVISIONS OF THE  
COMMITTEE BILL

AMENDMENTS CHANGING THE INTERSTATE  
COMMERCE PROVISIONS OF THE ACE

As the law stands today, it applies only to an employee who . . .

### EXECUTIVE PROGRAM

ESTATE TAX CONVENTION WITH  
CANADA

AMENDMENTS SUBMITTED

RECIPROCAL TRADE  
AGREEMENTS

SPECTER AMENDMENT NO. 1194

### HEADS USED IN EXTENSIONS OF REMARKS

DEPARTMENT OF DEFENSE  
AUTHORIZATION ACT, 2000

SPEECH OF

**HON. JOHN CONYERS, JR.**

OF MICHIGAN

IN THE HOUSE OF REPRESENTATIVES

*Wednesday, February 3, 1999*

The House in Committee of the Whole House on the State of the Union had under consideration the bill (H.R. 1401) to authorize appropriations for fiscal year 2000 for the Armed Forces . . .

[The words "Speech of" are to be used only when on manuscript and is an indication that that particular Extension of Remarks is to be inserted in the proceedings of the bound Record of the date used in the heading.]

MISSING CHILDREN

**HON. ORRIN G. HATCH**

OF UTAH

IN THE SENATE OF THE UNITED STATES

*Wednesday, February 3, 1999*

Mr. HATCH. Mr. President, I rise before this distinguished assembly to focus additional attention on the tragedy of missing children. The Department of Health and Human Services has estimated that approximately 1.3 million children disappear each year. A significant number do not leave of their own accord. . . .

## CONGRESSIONAL PROCEEDINGS

## SENATE

TUESDAY, JULY 15, 2008

*(Legislative day of Monday, July 14, 2008)<sup>1</sup>*

The Senate met at 9:30 a.m., on the expiration of the recess, and was called to order by the Honorable SHELDON WHITEHOUSE, a Senator from the State of Rhode Island.

[Above line to be used only when Senate had been in recess.]

The Senate met at 9:30 a.m., and was called to order by the Honorable BENJAMIN L. CARDIN, a Senator from the State of Maryland.

[Note.—Entire prayer set in 8 point.]

## PRAYER

The Chaplain, Dr. Barry C. Black, offered the following prayer:

Let us pray.

Our Father in heaven, we thank You for the beautiful differences in the human family, for its varied shapes and sizes, its features and colors, its abilities and talents. Deliver us from the forces that would destroy our unity by eliminating our diversity.

Bless the Members of this body. Help them in their debates to distinguish between substance and semantics, between rhetoric and reality. Free them from personal and partisan pre-occupations that would defeat their aspirations and deprive Americans of just and equitable solutions. May our lawmakers avoid the works of darkness and put on Your armor of light.

We pray in Your holy Name. Amen.

## PLEDGE OF ALLEGIANCE

The Honorable BENJAMIN L. CARDIN led the Pledge of Allegiance, as follows:

<sup>1</sup>To be used only when the Senate had been in recess.

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

## APPOINTMENT OF ACTING PRESIDENT PRO TEMPORE

The PRESIDING OFFICER. The clerk will please read a communication to the Senate from the President pro tempore (Mr. BYRD).

The legislative clerk read the following letter:

U.S. SENATE,  
PRESIDENT PRO TEMPORE,  
Washington, DC, June 11, 2008.

*To the Senate:*

Under the provisions of rule I, section 3, of the Standing Rules of the Senate, I hereby appoint the Honorable BENJAMIN L. CARDIN, a Senator from the State of Maryland, to perform the duties of the Chair.

ROBERT C. BYRD,  
*President pro tempore.*

Mr. CARDIN thereupon assumed the chair as Acting President pro tempore.

## RECOGNITION OF THE MAJORITY LEADER

The ACTING PRESIDENT pro tempore. The majority leader is recognized.

## SCHEDULE

Mr. REID. Mr. President, following my remarks and those of Senator McCONNELL, there will be a period of morning business for 1 hour, with Senators permitted to speak therein for up to 10 minutes each. The majority will control the first 30 minutes;

the Republicans will control the second 30 minutes.

Following morning business, the Senate will resume consideration of the motion to proceed to S. 3044, the Consumer-First Energy Act. The first 4 hours of debate will be equally divided and controlled in 30-minute alternating blocks of time, with the majority controlling the first 30 minutes and Republicans controlling the next 30 minutes.

Upon conclusion of the controlled time, Senators will be permitted to speak for up to 10 minutes each.

As a reminder, yesterday, I filed cloture on the motion to proceed to S. 3101, the Medicare Improvements for Patients and Providers Act. That cloture vote will occur tomorrow morning.

#### RESERVATION OF LEADER TIME

The ACTING PRESIDENT pro tempore. Under the previous order, the leadership time is reserved.

#### MORNING BUSINESS

The ACTING PRESIDENT pro tempore. Under the previous order, the Senate will proceed to a period of morning business for up to 1 hour, with Senators permitted to speak therein for up to 10 minutes each, with the time equally divided and controlled between the two leaders or their designees, with the majority controlling the first half and the Republicans controlling the final half.

Mr. CARDIN. Mr. President, I ask unanimous consent that the order for the quorum call be rescinded.

The PRESIDING OFFICER. Without objection, it is so ordered.

#### CONCLUSION OF MORNING BUSINESS

The PRESIDING OFFICER. Morning business is now closed.

#### CONSUMER-FIRST ENERGY ACT OF 2008—MOTION TO PROCEED

The PRESIDING OFFICER. Under the previous order, the Senate will resume consideration of the motion to proceed to S. 3044, which the clerk will report.

The legislative clerk read as follows:

Motion to proceed to S. 3044, a bill to provide energy price relief and hold oil companies and other entities accountable for their actions with regard to high energy prices, and for other purposes.

The PRESIDING OFFICER. The Senator from Maryland is recognized.

Mr. CARDIN. Mr. President, I take this time on behalf of Marylanders who are worried. They are worried because of the high cost of energy. They . . .

#### CONSUMER-FIRST ENERGY ACT OF 2008—MOTION TO PROCEED—Continued

[Note the use of bullets signifying that which was not spoken on the floor.]

#### ADDITIONAL STATEMENTS

##### CONGRATULATING MS. BAILEE CARROLL MAYFIELD

• Mr. BUNNING. Mr. President, today I congratulate Ms. Bailee Carroll Mayfield on receiving the American Veterans, AMVETS, scholarship award. The AMVETS National Scholarship Committee has awarded Ms. Mayfield a \$4,000 scholarship after competing successfully against nearly 200 applicants. AMVETS has recognized Ms. Mayfield as an outstanding high school senior exhibiting academic excellence, promise and merit.

The AMVETS organization awards only six scholarships per year. Each scholarship is awarded to a high school senior who is the child or grandchild of a United States veteran, and is seeking a postsecondary education. Ms. Mayfield plans to utilize her scholarship at Eastern Kentucky University to pursue a career in psychology.

Ms. Mayfield has proven herself to be an exemplary student, rightfully receiving the AMVETS Scholarship Award. She is an inspiration to the citizens of Kentucky and to students everywhere. I look forward to seeing all that she will accomplish in the future. ●

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#### MESSAGES FROM THE PRESIDENT

Messages from the President of the United States were communicated to the Senate by Mr. Thomas, one of his secretaries.

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#### EXECUTIVE MESSAGES REFERRED

As in executive session the Presiding Officer laid before the Senate messages from the President of the United States submitting sundry nominations which were referred to the appropriate committees.

(The nominations received today are printed at the end of the Senate proceedings.)

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#### REPORT ON THE ISSUANCE OF AN EXECUTIVE ORDER CONTINU- ING CERTAIN RESTRICTIONS ON NORTH KOREA AND NORTH KOREAN NATIONALS IMPOSED UNDER THE TRADING WITH THE ENEMY ACT—PM 55

The PRESIDING OFFICER laid before the Senate the following message from the President of the United States, together with an accompany-

ing report; which was referred to the Committee on Banking, Housing, and Urban Affairs:

*To the Congress of the United States:*

Pursuant to the International Emergency Economic Powers Act, as amended (50 U.S.C. 1701 *et seq.*) (IEEPA), I hereby report that I have issued an Executive Order continuing certain restrictions on North Korea and North Korean nationals imposed pursuant to the exercise of authorities under the Trading With the Enemy Act (50 U.S.C. App. 1 *et seq.*) (TWEA). . . .

I am enclosing a copy of the Executive Order and proclamation I have issued.

GEORGE W. BUSH.

THE WHITE HOUSE, June 26, 2008.

**[The above to be 8 point.]**

**[When communications from the President contain extracts, etc., such extracts must be in 7 point.]**

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#### MESSAGES FROM THE HOUSE

At 12:49 p.m., a message from the House of Representatives, delivered by Mrs. Cole, one of its reading clerks, announced that the House has agreed to the following concurrent resolution, in which it requests the concurrence of the Senate:

H. Con. Res. 377. Concurrent resolution authorizing the use of the rotunda of the Capitol for a ceremony commemorating the 60th Anniversary of the beginning of the integration of the United States Armed Forces.

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#### ENROLLED BILLS SIGNED

At 1:09 p.m., a message from the House of Representatives, delivered by Mrs. Cole, one of its reading clerks, announced that the Speaker has signed the following enrolled bills:

H.R. 6040. An act to amend the Water Resources Development Act of 2007 to clarify the authority of the Secretary of the Army to provide reimbursement for travel expenses incurred by members of the Committee on Levee Safety.

H.R. 6327. An act to amend the Internal Revenue Code of 1986 to extend the funding and expenditure authority of the Airport and Airway Trust Fund, and for other purposes.

The enrolled bills were subsequently signed by the President pro tempore (Mr. BYRD).

At 8:19 p.m., a message from the House of Representatives, delivered by Ms. Niland, one of its reading clerks, announced that the House has passed the following bill, in which it requests the concurrence of the Senate:

H.R. 6377. An act to direct the Commodity Futures Trading Commission to utilize all its authority, including its emergency powers, to curb immediately the role of excessive speculation in any contract market within the jurisdiction and control of the Commodity Futures Trading Commission, on or through which energy futures or swaps are traded, and to eliminate excessive speculation, price distortion, sudden or unreasonable fluctuations or unwarranted changes in prices, or other unlawful activity that is causing major market disturbances that prevent the market from accurately reflecting the forces of supply and demand for energy commodities.

#### MEASURES REFERRED

The following bills were read the first and the second times by unanimous consent, and referred as indicated:

H.R. 6275. An act to amend the Internal Revenue Code of 1986 to provide individuals temporary relief from the alternative minimum tax, and for other purposes; to the Committee on Finance.

H.R. 6358. An act to require certain standards and enforcement provisions to prevent child abuse and neglect in residential programs, and for other purposes; to the Committee on Health, Education, Labor, and Pensions.

#### MEASURES PLACED ON THE CALENDAR

The following bill was read the first and second times by unanimous consent, and placed on the calendar:

H.R. 3546. An act to authorize the Edward Byrne Memorial Justice Assistance Grant Program at fiscal year 2006 levels through 2012.

#### MEASURES READ THE FIRST TIME

The following bills were read the first time:

H.R. 3195. An act to restore the intent and protections of the Americans with Disabilities Act of 1990.

S. 3202. A bill to address record high gas prices at the pump, and for other purposes.

#### ENROLLED BILL PRESENTED

The Secretary of the Senate reported that on today, June 26, 2008, she had presented to the President of the United States the following enrolled bill:

S. 3180. An act to temporarily extend the programs under the Higher Education Act of 1965.

#### EXECUTIVE AND OTHER COMMUNICATIONS

The following communications were laid before the Senate, together with accompanying papers, reports, and documents, and were referred as indicated:

EC-6746. A communication from the Under Secretary of Defense (Acquisition, Technology and Logistics), transmitting, pursuant to law, an annual report relative to the conduct of the Defense Acquisition Challenge Program for fiscal year 2007; to the Committee on Armed Services.

#### REPORT ON CLASSIFIED INFORMATION (S. DOC. NO. 107)

Mr. WARNER. Mr. President, the Committee on Armed Services of the Senate has recently requested the Office of Public Relations of the Department of the Navy to submit to it a report on classified information. The Department of the Navy has complied with the request, and I now present the report and ask that it be published as a Senate document.



The VICE PRESIDENT. Without objection, the report will be printed as a document as requested by the Senator from Virginia.

[Note the insertion of S. Doc. No. — in cases where papers are ordered to be printed as a document. To be inserted only when ordered to be printed or its equivalent is in manuscript.]

### Third reading and passage of a bill.

#### MISSOURI RIVER BRIDGE NEAR ST. CHARLES, MO

The bill (S. 4174) to extend the times for commencing and completing the construction of a bridge across the Missouri River at or near St. Charles, MO, was considered, ordered to be engrossed for a third reading, read the third time, and passed, as follows:

S. 4174

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the times for commencing and completing the construction of the bridge across the Missouri River, etc.*

#### GOVERNMENT OF THE TERRITORY OF HAWAII

The Senate proceeded to consider the bill (S. 1881) to amend an act entitled "An act to provide a government for the Territory of Hawaii," approved April 30, 1900, as amended, to establish a Hawaiian Homes Commission, and for other purposes, which had been reported from the Committee on Interior and Insular Affairs with amendments.

The first amendment was, on page 4 line 22, to strike out "Keaapaha" and insert "Keaaukaha".

The amendment was agreed to.

The next amendment was, on page 6, line 19, after the figure "(1)", to insert "by further authorization of Congress and", so as to make the paragraph read:

(1) by further authorization of Congress and for a period of five years after the first meeting of the Hawaiian Homes

Commission only those lands situated on the island of Molokaki, etc.

The Amendment was agreed to.

The bill was ordered to be engrossed for a third reading, read the third time, and passed.

### Forms of amendments

The joint resolution (S.J. Res. 4) requesting the President to negotiate a treaty or treaties for the protection of salmon in retrain parts of the Pacific Ocean was announced as next in order.

Mr. INOUYE. Mr. President, I have just had an opportunity to examine this joint resolution. I offer this amendment.

The PRESIDING OFFICER. The Secretary will state the amendment offered by the Senator from Arizona.

The READING CLERK. On page 1, line 11, it is proposed to strike out the words "both within and", so as to make the joint resolution read:

*Resolved by the Senate and House of Representatives of the United States of America in Congress assembled, That the President of the United States be, and he is hereby, requested to negotiate on behalf of the United States, as promptly as is practicable, etc.*

Mr. REID. Mr. President, I observe in the report of the bill by the chairman of the Foreign Relations Committee that it is reported as a Senate joint resolution. I ask for a modification of it so that it will be a Senate resolution instead of a Senate joint resolution.

The LEGISLATIVE CLERK. It is proposed to strike out "S.J. Res. 4" and insert "S. Res. 85".

The PRESIDING OFFICER. Is there objection to the modification? The Chair hears one and it will be so modified.

Mr. INOUYE. Would it not be necessary to change the resolving clause also? The resolving clause reads:

*Resolved by the Senate and House of Representatives of the United States of America in Congress assembled,*

The amendment was agreed to.



[Note use of words, figures, and punctuation in the following example. Follow manuscript.]

The next amendment was, on page 34, in line 9, under the heading “Employees’ Compensation Commission”, before the word “assistants”, to strike out “five” and insert “three”; in line 10, after the word “clerks” and before the words “of class 3”, to strike out “seven” and insert “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:

EMPLOYEE’S COMPENSATION COMMISSION

Salaries: Three Commissioners at \$4,000 each; secretary, \$2,750; attorney, \$4,000; chief statistician, \$3,000; chief of accounts, \$2,500; accountant, \$2,250; claim examiners—chief \$2,250, assistant \$2,000, assistant \$1,800, 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. BAYH 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.

[An executive session usually being open, the following precedes the recess or adjournment heading:]

NATIONAL DRUG CONTROL  
STRATEGY FOR 2003—PM 15

The PRESIDING OFFICER laid before the Senate the following message from the President of the United

States, together with accompanying report; which was referred to the Committee on the Judiciary.

*To the Congress of the United States:*

I am pleased to transmit the 2003 National Drug Control Strategy, consistent with the Office of National Drug Control Policy Reauthorization Act of 1998 (12 U.S.C. 1705).

A critical component of our Strategy is to teach young people . . .

GEORGE W. BUSH. □

THE WHITE HOUSE, February 12, 2003.

*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 separated from it by intervening matter.]

RECESS UNTIL TOMORROW AT  
10:30 A.M.

Mr. REID. Mr. President, I know of no further business to come before the Senate. I move, in accordance with the order previously entered, that the Senate stand in recess until the hour of 10:30 a.m. tomorrow.

The motion was agreed to and, at 7:34 p.m., the Senate recessed until Wednesday, June 18, 2008, at 10:30 a.m.

[After the recess or adjournment the following may appear:]

NOMINATIONS

Executive Nominations received by the Senate.

[Under the heads *Nominations, Confirmations, Withdrawal, and Rejection*, the following scheme for subheads is to be followed:

[Heads indicating service, or branch or department of Government and subheads indicating subdivision or type of service—7-point small caps.]

[Subheads indicating new rank of appointee—7-point italic initial cap.]

[Text is set in 5 point caps.]

[Note: Nominations will be set first name, middle name (or first middle initial), and last name throughout followed by period. Asterisks, if any, precede names as in executive nominations.]

Executive nominations received by the Senate:

DEPARTMENT OF STATE

RICHARD G OLSON, JR., OF NEW MEXICO, A CAREER MEMBER OF THE SENIOR FOREIGN SERVICE, CLASS OF COUNSELOR, TO BE AMBASSADOR EXTRAORDINARY AND PLENIPOTENTIARY OF THE UNITED STATES OF AMERICA TO THE UNITED ARAB REPUBLIC.

DEPARTMENT OF LABOR

BRENT R. OLSON, JR. OF VIRGINIA, TO BE AN ASSISTANT SECRETARY OF LABOR, VICE EMILY STOVER DEROCCO.

IN THE ARMY

THE FOLLOWING NAMED OFFICERS FOR APPOINTMENT TO THE GRADE INDICATED IN THE RESERVE OF THE ARMY UNDER TITLE 10, U.S.C., SECTION 12203:

*To be colonel*

KENNETH L. BEALE, JR.  
THOMAS H. NROUILLARD

CONFIRMATIONS

NATIONAL COMMISSION ON LIBRARIES AND INFORMATION SCIENCE

HAROLD C. CROTTY, OF MICHIGAN, TO BE A MEMBER OF THE NATIONAL COMMISSION.

## HOUSE OF REPRESENTATIVES

TUESDAY, SEPTEMBER 9, 2008

**[When the Speaker is in the Chair, follow this style.]**

The House met at 9:30 a.m.

The Chaplain, the Reverend Daniel P. Coughlin, offered the following prayer:

Water, not only the essential planetary element, O Lord, water itself ushers in new human life. For Your people of covenant, both old and new, the symbol of water is complex, never stable, always fresh and beautiful, sometimes fearful and tragic.

As the Spring of Salvation, we call upon Your Holy Name to calm the waters of anxiety in mid-America. Enable Your people to cross these present waters of disaster and bring them to Your promised land of fruitful plenty.

In the book of Joshua, water upon the fleece is Joshua's own test of Your presence in the midst of trouble; later the way his people take water unto themselves becomes their measurement.

EndthiswaterboardingofAmerica's fields and rural towns even if we can no longer define torture ourselves. By the wellspring of Your Spirit, mix all our human endeavors with our natural resources in such an outstanding victory that believers and unbelievers alike will be touched again as in Joshua's day and acclaim: "Their hearts melted and became as water!"

This is our prayer now and forever. Amen.

**[When the Speaker is not in the Chair, follow this style.]**

The House met at 12:30 and was called to order by the Speaker pro tempore (Mr. LARSEN of Washington).

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<sup>1</sup> Head is not used when the Speaker is in the chair. See preceding example.

### DESIGNATION OF SPEAKER PRO TEMPORE

The SPEAKER pro tempore laid before the House the following communication from the Speaker:

WASHINGTON, DC,

*June 17, 2008.*

I hereby appoint the Honorable RICK LARSEN to act as Speaker pro tempore on this day.

NANCY PELOSI,

*Speaker of the House of Representatives.*

### PRAYER<sup>1</sup>

The Chaplain, the Reverend Daniel P. Coughlin, offered the following prayer:

O God, who rules all the world from everlasting to everlasting, during the time given them, help this Congress to set a great agenda for this Nation and its future. Grasping a sense of the urgent needs of Your people, may this week provide a sense of priorities. May the desires of the common good overshadow particular concerns and personal preferences.

Inspire each Member to draw upon his or her best instinct and highest ideal so true goodness overcomes every evil and determined work whit-tles away at every problem, until this great Nation becomes Your living glory for all the world to see.

Show us the way, fill us with life, and let truth reign, both now and forever. Amen.

### THE JOURNAL

The SPEAKER pro tempore. The Chair has examined the Journal of the last day's proceedings and announces to the House his approval thereof.

Pursuant to clause 1, rule I, the Journal stands approved.

PLEDGE OF ALLEGIANCE

The SPEAKER pro tempore. Will the gentleman from Iowa (Mr. BOSWELL) come forward and lead the House in the Pledge of Allegiance.

Mr. BOSWELL led the Pledge of Allegiance as follows:

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

SWEARING IN OF THE HONORABLE DONNA EDWARDS, OF MARYLAND, AS A MEMBER OF THE HOUSE

Mr. HOYER. Madam Speaker, I ask unanimous consent that the gentlewoman from Maryland, the Honorable DONNA EDWARDS, be permitted to take the oath of office today.

Her certificate of election has not arrived, but there is no contest and no question has been raised with regard to her election.

The SPEAKER. Is there objection to the request of the gentleman from Maryland?

There was no objection.

The SPEAKER. Will Representative-elect EDWARDS and the members of the Maryland delegation present themselves in the well.

Ms. EDWARDS of Maryland appeared at the bar of the house and took the oath of office, as follows:

Do you solemnly swear or affirm that you will support and defend the Constitution of the United States against all enemies, foreign and domestic; that you will bear true faith and allegiance to the same; that you take this obligation freely, without and mental reservation or purpose of evasion; and that you will well and faithfully discharge the duties of the office on which you are about to enter, so help you God.

The SPEAKER. Congratulations. You are now a Member of the 110th Congress.

WELCOMING THE HONORABLE DONNA EDWARDS TO THE HOUSE OF REPRESENTATIVES

[Welcoming speeches follow.]

[Initial speech of new Representative follows.]

ANNOUNCEMENT BY THE SPEAKER

The SPEAKER. Under clause 5(d) of rule XX, the Chair announces to the House that, in light of the administration of the oath of office to the gentlewoman from Maryland (Mrs. EDWARDS), the whole number of the House is 435.

OATH OF OFFICE OF MEMBERS

The oath of office required by the sixth article of the Constitution of the United States, and as provided by section 2 of the act of May 13, 1884 (23 Stat. 22), to be administered to Members, Resident Commissioner, and Delegates or the House of Representatives, the text of which is carried in 5 U.S.C. 3331:

"I, AB, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that you will bear true faith and allegiance to the same; that you take this obligation freely, without and mental reservation or purpose of evasion; and that you will well and faithfully discharge the duties of the office on which you are about to enter, so help you God.

has been subscribed to in person and filed in duplicate with the Clerk of the House of Representatives by the following Member of the 110th Congress, pursuant to Public Law 412 of the 80th Congress entitled "An act to amend section 30 of the Revised Statutes of

the United States” (2 U.S.C. 25, approved February 18, 1948:

DONNA F. EDWARDS, 4th District of Maryland

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#### MESSAGE FROM THE SENATE

A message from the Senate by Ms. Curtis, one of its clerks, announced that the Senate concurs in the amendment of the House to the bill (S. 2146) “An Act to authorize the Administrator of the Environmental Protection Agency to accept, as part of a settlement, diesel emission reduction Supplemental Environmental Projects, and for other purposes.”

[Above usage occurs when there is only one bill referenced. For more than one bill, use the following style.]

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#### MESSAGE FROM THE SENATE

A message from the Senate by Ms. Curtis, one of its clerks, announced that the Senate has passed without amendment bills and a concurrent resolution of the House of the following titles:

H.R. 430. An act to designate the United States bankruptcy courthouse located at 271 Cadman Plaza East in Brooklyn, New York, as the “Conrad B. Duberstein United States Bankruptcy Courthouse”.

H.R. 781. An act to redesignate Lock and Dam No. 5 of the McClellan-Kerr Arkansas River Navigation System near Redfield, Arkansas, authorized by the Rivers and Harbors Act approved July 24, 1946, as the “Colonel Charles D. Maynard Lock and Dam”.

H.R. 1019. An act to designate the United States customhouse building located at 31 Gonzalez Clemente Avenue in Mayagüez, Puerto Rico, as the “Rafael Martínez Nadal United States Customhouse Building”.

H.R. 2728. An act to designate the station of the United States Border Patrol located at 25762 Madison Avenue in Murrieta, California, as the “Theodore L. Newton, Jr. and George F. Azrak Border Patrol Station”.

H.R. 3712. An act to designate the United States courthouse located at 1716 Spielbusch Avenue in Toledo, Ohio, as the “James M. Ashley and Thomas W.L. Ashley United States Courthouse”.

H.R. 4140. An act to designate the Port Angeles Federal Building in Port Angeles, Washington, as the “Richard B. Anderson Federal Building”.

H. Con. Res. 32. Concurrent resolution honoring the members of the United States Air Force who were killed in the June 25, 1996, terrorist bombing of the Khobar Towers United States military housing compound near Dhahran, Saudi Arabia.

The message also announced that the Senate has passed bills of the following titles in which the concurrence of the House is requested:

S. 2403. An act to designate the new Federal Courthouse, located in the 700 block of East Broad Street, Richmond, Virginia, as the “Spottswood W. Robinson III and Robert R. Merhige, Jr. Federal Courthouse”.

S. 2837. An act to designate the United States courthouse located at 225 Cadman Plaza East, Brooklyn, New York, as the “Theodore Roosevelt United States Courthouse”.

S. 3009. An act to designate the Federal Bureau of Investigation building under construction in Omaha, Nebraska, as the “J. James Exon Federal Bureau of Investigation Building”.

S. 3145. An act to designate a portion of United States Route 20A, located in Orchard Park, New York, as the “Timothy J. Russert Highway”.

[Observe that bills from the Senate to the House read *An act*. If the manuscript should read *A bill*, change to *An act* in conformity with this rule, and place number first. Note also the following forms:]

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FOOD, CONSERVATION, AND ENERGY ACT OF 2008—VETO MESSAGE FROM THE PRESIDENT OF THE UNITED STATES (H. DOC. NO. 110-125)

The SPEAKER pro tempore laid before the House the following veto message from the President of the United States:

*To the House of Representatives:*

I am returning herewith without my approval H.R. 6124, the “Food, Conservation, and Energy Act of 2008.”

The bill that I vetoed on May 21, 2008, H.R. 2419, which became Public Law

110-234, did not include the title III provisions that are in this bill. . . . For similar reasons, I am vetoing the bill before me today.

GEORGE W. BUSH.

THE WHITE HOUSE, June 18, 2008.

The SPEAKER pro tempore. The objections of the President will be spread at large upon the Journal, and the veto message and the bill will be printed as a House document.

The question is, Will the House, on reconsideration, pass the bill, the objections of the President to the contrary notwithstanding?

The gentleman from Minnesota (Mr. PETERSON) is recognized for 1 hour.

[Debate and vote follow.]

#### MESSAGE FROM THE PRESIDENT

A message in writing from the President of the United States was communicated to the House by Mr. Leomar, one of his secretaries, who also informed the House that on the following dates the President approved and signed bills and a joint resolution of the House of the following titles:

On June 2, 1971:

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 manuscript reads *A bill*.]

#### IOWANS UNITED IN TIME OF TROUBLE

(Mr. BOSWELL asked and was given permission to address the House for

1 minute and to revise and extend his remarks.)

Mr. BOSWELL. Mr. Speaker, today I come to share with you that Iowa is in a lot of trouble. We have had extensive floods, etc.

#### MRS. VIRGINIA THRIFT

Mr. GOSS. Ms. Speaker, by direction of the Committee on House Administration, I offer a privileged resolution (H. Res. 321) and ask for its immediate consideration.

The Clerk read as follows:

H. RES. 321

*Resolved*, That there shall be paid out of the contingent fund of the House to Mrs. Virginia Thrift, widow of Chester R. Thrift, late an employee of the House, an amount equal to six months' salary compensation at the rate he was receiving at the time of his death, and an additional amount not to exceed \$250 to defray funeral expenses of the said Chester R. Thrift.

The Resolution was agreed to.

A motion to reconsider was laid on the table.

#### BILLS PRESENTED TO THE PRESIDENT

Ms. MATSUI, from the Committee on Rules, reported that that committee did on this day present to the President, for his approval, bills of the House of the following titles:

H.R. 3331. An act for the relief of Harry L. Smith; and

H.R. 3366. An act to amend section 409 of the Interstate Commerce Act, relating to joint rates of freight forwarders and common carriers by motor vehicle.

#### ENROLLED BILLS SIGNED

Ms. Lorraine C. Miller, Clerk of the House, reported and found truly enrolled bills of the House of the following titles, which were thereupon signed by the Speaker:

H.R. 430. An act to designate the United States bankruptcy courthouse located at 271 Cadman Plaza East in Brooklyn, New

York, as the "Conrad B. Duberstein United States Bankruptcy Courthouse".

H.R. 781. An act to redesignate Lock and Dam No. 5 of the McClellan-Kerr Arkansas River Navigation System near Redfield, Arkansas, authorized by the Rivers and Harbors Act approved July 24, 1946, as the "Colonel Charles D. Maynard Lock and Dam".

H.R. 1019. An act to designate the United States customhouse building located at 31 Gonzalez Clemente Avenue in Mayagüez, Puerto Rico, as the "Rafael Martínez Nadal United States Customhouse Building".

### THE COMMON CALENDAR

The SPEAKER. The Clerk will call the first bill on the Private Calendar.

#### JOHN SIMS

The Clerk called the first bill on the Private Calendar, H.R. 399, for the relief of John Sims.

#### H.R. 399

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Secretary of the Treasury is authorized and directed to pay to John Sims, Mobile, Alabama, the sum of \$5,000.

The SPEAKER. The gentleman from Florida offers an amendment, which the Clerk will report.

The Clerk read as follows:

Amendment by Mr. STEARNS: In line 4, after the word "pay", add a comma and the following words: "out of any money in the Treasury not otherwise appropriated".

The SPEAKER. The question is on agreeing to the amendment.

## COMMITTEE OF THE WHOLE HOUSE ON THE STATE OF THE UNION

### SAVING ENERGY THROUGH PUBLIC TRANSPORTATION ACT OF 2008

The SPEAKER pro tempore. Pursuant to House Resolution 1304 and rule XVIII, the Chair declares the House in the Committee of the Whole House on the State of the Union for the consideration of the bill, H.R. 6052.

The amendment was agreed to.

On motion of Mr. STEARNS, a motion to reconsider the vote by which the bill was passed was laid on the [not upon] the table.

### SENATE BILLS REFERRED

Bills of the Senate of the following titles were taken from the Speaker's table and, under the rule, referred as follows:

S. 2403. An act to designate the new Federal Courthouse, located in the 700 block of East Broad Street, Richmond, Virginia, as the "Spottswood W. Robinson III and Robert R. Merhige, Jr. Federal Courthouse"; to the Committee on Transportation and Infrastructure.

S. 2837. An act to designate the United States courthouse located at 225 Cadman Plaza East, Brooklyn, New York, as the "Theodore Roosevelt United States Courthouse"; to the Committee on Transportation and Infrastructure.

S. 3009. An act to designate the Federal Bureau of Investigation building under construction in Omaha, Nebraska, as the "J. James Exon Federal Bureau of Investigation Building"; to the Committee on Transportation and Infrastructure.

S. 3145. An act to designate a portion of United States Route 20A, located in Orchard Park, New York, as the "Timothy J. Russert Highway"; to the Committee on Transportation and Infrastructure.

**[In the reference of Senate acts to House committees the name of the committee will be repeated after the act, though there may be several acts referred to the same committee.]**

□ 1408

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. 6052) to promote increased public transportation use, to promote increased use of alternative fuels in providing public



transportation, and for other purposes, with Ms. DEGETTE in the chair.

The Clerk read the title of the bill.

The CHAIRMAN. Pursuant to the rule, the bill is considered read the first time.

The gentleman from Minnesota (Mr. OBERSTAR) and the gentleman from Florida (Mr. MICA) each will control 30 minutes.

The Chair recognizes the gentleman from Minnesota.

Mr. OBERSTAR. Madam Chairman, I rise in support of H.R. 6052, the Saving Energy Through Public Transportation Act of 2008. . . .

Mr. MICA. Madam Chairman, I rise today in strong support of H.R. 6052, the "Saving Energy Through Public Transportation Act of 2008". This bill promotes energy savings for all Americans by increasing public transportation use in the United States. . . .

The CHAIRMAN. All time for general debate has expired.

Pursuant to the rule, the bill shall be considered read for amendment under the 5-minute rule.

The text of the bill is as follows:

H.R. 6052

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,*

**SECTION 1. SHORT TITLE.**

This Act may be cited as the "Saving Energy Through Public Transportation Act of 2008".

**SEC. 2. FINDINGS.**

Congress finds the following:

(1) In 2007, people in the United States took more than 10.3 billion trips using public transportation, the highest level in 50 years. . . .

The CHAIRMAN. No amendment to the bill shall be in order except those printed in House Report 110-734. Each amendment may be offered only in the order printed in the report, by a Member designated in the report, shall be considered read, shall be debatable for the time specified in the report, equally divided and controlled

by the proponent and an opponent, shall not be subject to amendment, and shall not be subject to a demand for division of the question.

AMENDMENT NO. 1 OFFERED BY MR. OBERSTAR

The CHAIRMAN. It is now in order to consider amendment No. 1 printed in House Report 110-734.

Mr. OBERSTAR. Madam Chairman, I have an amendment at the desk.

The CHAIRMAN. The Clerk will designate the amendment.

The text of the amendment is as follows:

Amendment No. 1 offered by Mr. OBERSTAR:

Page 3, after line 23, insert the following:

(9) Public transportation stakeholders should engage and involve local communities in the education and promotion of the importance of utilizing public transportation. . . .

The CHAIRMAN. Pursuant to House Resolution 1304, the gentleman from Minnesota (Mr. OBERSTAR) and a Member opposed each will control 5 minutes.

The Chair recognizes the gentleman from Minnesota.

Mr. OBERSTAR. I yield myself such time as I may consume. . . .

I yield back the balance of my time.

Mr. OBERSTAR. I have no further speakers on this amendment, and I yield back the balance of my time.

The CHAIRMAN. The question is on the amendment offered by the gentleman from Minnesota (Mr. OBERSTAR).

The amendment was agreed to.

The CHAIRMAN. There being no other amendments, under the rule, the Committee rises.

Accordingly, the Committee rose; and the Speaker pro tempore (Mr. ROSS) having assumed the chair, Ms. DEGETTE, Chairman of the Committee of the Whole House on the State of the Union, reported that that Committee, having had under consideration the bill (H.R. 6052) to promote increased public transportation use, to promote



increased use of alternative fuels in providing public transportation, and for other purposes, pursuant to House Resolution 1304, she reported the bill back to the House with sundry amendments adopted by the Committee of the Whole.

The SPEAKER pro tempore. Under the rule, the previous question is ordered.

Is a separate vote demanded on any amendment reported from the Committee of the Whole? If not, the Chair will put them en gros.

The amendments were agreed to.

The SPEAKER pro tempore. The

question is on the engrossment and third reading of the bill.

The bill was ordered to be engrossed and read a third time, and was read the third time.

The SPEAKER pro tempore. The question is on the passage of the bill.

The question was taken; and the Speaker pro tempore announced that the ayes appeared to have it.

(Voting occurs)

So the bill was passed.

The result of the vote was announced as above recorded.

A motion to reconsider was laid on the table.

### CONFERENCE REPORT AND STATEMENT

Conference reports and statements to be set in 7 point.

Use 3-point space before and after conference report and statement.

In the House the names of Members are to be first.

Follow manuscript literally in the report. Observe the form *Amendments numbered 1, 2, 3, etc.*, and, when the amendment is to make an independent paragraph, the phrase *And the Senate [or House] agree to the same* will be a paragraph by itself; otherwise it will be run in after the amendment with a semicolon. Examples of each are given in the report following.

In the statement change *numbered* to *No.*, as *amendment No. 1*, but do not supply *No.* or *amendment* if omitted in manuscript; otherwise regular style will prevail.

#### CONFERENCE REPORT (H. REPT. 97-747)

The committee of conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H.R. 6863) making supplemental appropriations for the fiscal year ending September 30, 1982, and for other purposes, having met, after full and free conference, have agreed to recommend and do recommend to their respective Houses as follows:

That the Senate recede from its amendments numbered 7, 9, 14, 31, 38, 39, 40, 52, 53, 56, 75, 76, 80, 81, 94, 102, 109, 116, 118, 129, 133, 141, 142, 148, 152, 154, 155, 162, 163, 164, 171, 173, 179, and 181.

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, 678, 70, 77, 78, 79, 87, 99, 101, 14, 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 Senate numbered 16, and agree to the same with an amendment, as follows:

In lieu of the sum proposed by said amendment insert *\$4,400,000*; and the Senate agree to the same.

Amendment numbered 27:

That the House recede from its disagreement to the amendment of the Senate numbered 27, and agree to the same with an amendment, as follows:

In lieu of the sum proposed by said amendment insert *\$53,700,000*; and the Senate agree to the same.

JOHN T. MYERS  
(*except amendments 54 and 177*),

CLARENCE E. MILLER,  
LAWRENCE COUGHLIN,  
STENY H. HOYER,  
GEORGE M. O'BRIEN,

*Managers on the Part of the House.*

DALE BUMPERS,  
DANIEL K. INOUE,  
ERNEST F. HOLLINGS,  
TOM HARKIN,  
RICHARD H. BRYAN,  
J. BENNETT JOHNSON,  
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 manuscript as the data is picked up from the bill and used for the Record and then picked up from the Record and used for the report.]

EMANUEL F. LENKERSDORF

The Clerk called the bill (H.R. 2520) for the relief of Emanuel F. Lenkersdorf.

There being no objection, the Clerk read the bill as follows:

H.R. 2520

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That for the purposes of the Immigration and Nationality Act, Emanuel F. Lenkersdorf shall be held and considered to have been lawfully admitted to the United States for permanent residence as of the date of the enactment of this Act, upon payment of the required visa fee. Upon the granting of permanent residence to such alien as provided for in this Act, the Secretary of State shall instruct the proper officer to deduct one number from the total number of immigrant visas and conditional entries which are made available to natives of the country of the alien's birth under paragraphs (1) through (8) of section 203(a) of the Immigration and Nationality Act.*

With the following committee amendment:

On page 2, strike lines 4 through 6 and insert in lieu thereof: "which are made available to natives of the country of the alien's birth under section 203(a) of the Immigration and Nationality Act or, if

applicable, from the total number of such visas which are made available to such natives under section 202(3) of such Act.”.

The committee amendment was agreed to.

The bill was ordered to be engrossed and read a third time, was read the third time, and passed, and a motion to reconsider was laid on the table.

—————

CONTESTED ELECTION, CARTER  
AGAINST LeCOMPTE—MESSAGE  
FROM THE CLERK OF THE HOUSE  
OF REPRESENTATIVES (H. DOC.  
NO. 235)

The SPEAKER laid before the House the following message from the Clerk of the House of Representatives, which was read and, with the accompanying papers, referred to the Committee on House Administration:

JULY 29, 2008.

The Honorable the SPEAKER,  
*House of Representatives.*

SIR: *I have the honor to lay before the House of Representatives the contest for a seat in the House of Representatives from the Fourth Congressional District of the State of Iowa, Steven V. Carter against Karl M. LeCompte, notice of which has been filed in the office of the Clerk of the House; and also transmit herewith original testimony, papers, and documents relating thereto.*

—————

LEAVE OF ABSENCE

By unanimous consent, leave of absence was granted to:

Mr. CONYERS (at the request of Mr. HOYER) for today on account of personal business.

Mr. ENGEL (at the request of Mr. HOYER) for today on account of a code flight delay.

Mr. GENE GREEN of Texas (at the request of Mr. HOYER) for today on account of a doctor's appointment.

—————

SPECIAL ORDERS GRANTED

By unanimous consent, permission to address the House, following

the legislative program and any special orders heretofore entered, was granted to:

(The following Members (at the request of Ms. WOOLSEY) to revise and extend their remarks and include extraneous material:)

Ms. WOOLSEY, for 5 minutes, today.

Mr. DEFazio, for 5 minutes, today.

Ms. KAPTUR, for 5 minutes, today.

Mr. SPRATT, for 5 minutes, today.

(The following Members (at the request of Mr. SMITH of Nebraska) to revise and extend their remarks and include extraneous material:)

Mr. POE, for 5 minutes, June 20, 23 and 24.

Mr. JONES of North Carolina, for 5 minutes, June 20, 23 and 24.

Mr. BISHOP of Utah, for 5 minutes, today and June 18.

Mr. McCOTTER, for 5 minutes, June 19.

—————

ADJOURNMENT

Mr. FORBES. Mr. Speaker, I move that the House do now adjourn.

The motion was agreed to; accordingly (at 9 o'clock and 56 minutes p.m.), under its previous order, the House adjourned until tomorrow, Wednesday, June 18, 2008, at 9:30 a.m.

—————

RECESS

The SPEAKER pro tempore. Pursuant to clause 12(a) of rule I, the Chair declares the House in recess until 2 p.m. today.

Accordingly (at 12 o'clock and 50 minutes p.m.), the House stood in recess until 2 p.m.

—————

□ 1400

AFTER RECESS

The recess having expired, the House was called to order by the Speaker pro tempore (Mr. LARSEN of Washington) at 2 p.m.

[Follow manuscript 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, 2008.

TO THE CLERK OF THE HOUSE OF REPRESENTATIVES:

Pursuant to clause 4 of rule XXVII, I, PERCY J. PRIEST, move to discharge the Committee on Banking and Currency from the consideration of the bill (H.R. 2887) entitled "A bill transferring certain functions of the Price Administrator, with respect to petroleum and petroleum products, to the petroleum Administrator for War," which was referred to said committee March 7, 2008, in support of which motion the undersigned Members of the House of Representatives affix their signatures, to wit:

1. Percy J. Priest.
2. Oren Harris. . . .
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 29, 2008.

**House briefs**

[The briefs follow at end of day's proceedings, heads and dashes to be used as shown here. This data is supplied from the House and is printed as submitted.]

—————

EXECUTIVE COMMUNICATIONS,  
ETC.

Under clause 8 of rule XII, executive communications were taken from the Speaker's table and referred as follows:

7144. A letter from the Congressional Review Coordinator, Department of Agriculture, transmitting the Department's final rule—Consolidation of the Fruit Fly Regulations [Docket No. APHIS-2007-0084] (RIN: 0579-AC57) received June 9,

2008, pursuant to 5 U.S.C. 801(a)(1)(A); to the Committee on Agriculture.

7145. A letter from the Director, Regulatory Management Division, Environmental Protection Agency, transmitting the Agency's final rule—Bifenthrin; Pesticide Tolerances [EPA-HQ-OPP-2007-0535; FRL-8366-4] received June 9, 2008, pursuant to 5 U.S.C. 801(a)(1)(A); to the Committee on Agriculture.

7146. A letter from the Director, Regulatory Management Division, Environmental Protection Agency, transmitting the Agency's final rule—1,3-Dichloropropene and metabolites; Pesticide Tolerance [EPA-HQ-OPP-2007-0637; FRL-8345-1] received April 30, 2008, pursuant to 5 U.S.C. 801(a)(1)(A); to the Committee on Agriculture.

[Use the following form if only one communication is submitted—8 point:]

7147. Under clause 8 of rule XII, a letter from the Director, Regulatory Management Division, Environmental Protection Agency, transmitting the Agency's final rule—(Z)-7,8-epoxy-2-methyloctadecane (Disparlure); Exemption from the Requirement of a Tolerance [EPA-HQ-OPP-2007-0596; FRL-8367-7] received June 9, 2008, pursuant to 5 U.S.C. 801(a)(1)(A), was taken from the Speaker's table, referred to the Committee on Agriculture, and ordered to be printed.

—————

REPORTS OF COMMITTEES ON  
PUBLIC BILLS AND RESOLUTIONS

Under clause 2 of rule XIII, reports of committees were delivered to the Clerk for printing and reference to the proper calendar, as follows:

Mr. WAXMAN: Committee on Oversight and Government Reform. Supplemental report on H.R. 5781. A bill to provide that 8 of the 12 weeks of parental leave made available to a Federal employee shall be paid leave, and for other purposes. (Rept. 110-624 Pt. 2).

—————

REPORTS OF COMMITTEES ON  
PUBLIC BILLS AND RESOLUTIONS

Under clause 2 of rule XIII, reports of committees were delivered to the

Clerk for printing and reference to the proper calendar, as follows:

Mr. RAHALL: Committee on Natural Resources. H.R. 2964. A bill to amend the Lacey Act Amendments of 1981 to treat nonhuman primates as prohibited wildlife species under that Act, to make corrections in the provisions relating to captive wildlife offenses under that Act, and for other purposes, with an amendment (Rept. 110-712). Referred to the Committee of the Whole House on the State of the Union.

Mr. RAHALL: Committee on Natural Resources. H.R. 3702. A bill to direct the Secretary of Agriculture to convey certain land in the Beaverhead-Deerlodge National Forest, Montana, to Jefferson County, Montana, for use as a cemetery (Rept. 110-713). Referred to the Committee of the Whole House on the State of the Union.

Mr. RAHALL: Committee on Natural Resources. H.R. 5511. A bill to direct the Secretary of the Interior, acting through the Bureau of Reclamation, to remedy problems caused by a collapsed drainage tunnel in Leadville, Colorado, and for other purposes (Rept. 110-715). Referred to the Committee of the Whole House on the State of the Union.

Mr. THOMPSON of Mississippi: Committee on Homeland Security. House Resolution 1150. Resolution expressing the sense of the House of Representatives that the Transportation Security Administration should, in accordance with the congressional mandate provided for in the Implementing Recommendations of the 9/11 Commission Act of 2007, enhance security against terrorist attack and other security threats to our Nation's rail and mass transit lines, with amendments (Rept. 110-716). Referred to the House Calendar.

[Use above form also when only one report is submitted.]

## PUBLIC BILLS AND RESOLUTIONS

Under clause 2 of rule XII, public bills and resolutions were introduced and severally referred, as follows:

By Mr. SHADEGG:

H.R. 6274. A bill to provide an equivalent to habeas corpus protection for persons held under military authority under that part of Cuba leased to the United States; to the Committee on the Judiciary, and in addition to the Committee on Armed Services, for a period to be subsequently

determined by the Speaker, in each case for consideration of such provisions as fall within the jurisdiction of the committee concerned.

By Mr. RANGEL (for himself, Mr. McDERMOTT, Mr. LEWIS of Georgia, Mr. NEAL of Massachusetts, Mr. POMEROY, Mrs. JONES of Ohio, Mr. BLUMENAUER, Ms. BERKLEY, Mr. CROWLEY, Mr. VAN HOLLEN, Mr. MEEK of Florida, Mr. LEVIN, and Mr. LARSON of Connecticut):

H.R. 6275. A bill to amend the Internal Revenue Code of 1986 to provide individuals temporary relief from the alternative minimum tax, and for other purposes; to the Committee on Ways and Means.

[Use the following form when only one bill or resolution is submitted:]

Under clause 2 of rule XII:

Mr. CAZAYOUX (for himself, Mr. CHILDERS, Ms. WATERS, Mr. THOMPSON of Mississippi, Mr. FRANK of Massachusetts, Mr. CUELLAR, and Mrs. CAPITO) introduced a bill (H.R. 6276) to repeal section 9(k) of the United States Housing Act of 1937; to the Committee on Financial Services.

## MEMORIALS

Under clause 3 of rule XII, memorials were presented and referred as follows:

[Use the following form when submitted by the Speaker if *By the Speaker* is not in manuscript:]

327. By the SPEAKER: Memorial of the Legislature of the State of Louisiana, relative to Senate Concurrent Resolution No. 76 memorializing the Congress of the United States to take such actions as are necessary to expedite the reopening of the Arabi branch of the United States Postal Service located in St. Bernard Parish; to the Committee on Oversight and Government Reform.

328. Also, a memorial of the Legislature of the State of Idaho, relative to Senate Joint Memorial No. 114 expressing opposition to S. 40 and H.R. 3200; jointly to the Committees on Financial Services and the Judiciary.

## MEMORIALS

Under clause 3 of rule XII,

[Use the following form when only one memorial is submitted:]

326. The SPEAKER presented a memorial of the Legislature of the State of Louisiana, relative to Senate Concurrent Resolution No. 51 memorializing the Congress of the United States to establish a grant program to assist the seafood industry in St. Tammany, St. Bernard, Orleans, and Plaque-mines parishes; to the Committee on Financial Services.

#### PRIVATE BILLS AND RESOLUTIONS

Under clause 1 of rule XXII, private bills and resolutions were introduced and severally referred as follows:

By Mr. ATKINSON:

H.R. 6583. A bill for the relief of Mohamed Tejpar and Nargis Tejpar; to the Committee on the Judiciary.

By Mr. AuCOIN:

H.R. 6584. A bill for the relief of Celia Maarit Halle; to the Committee of the Judiciary.

**[Use the following form when only one bill or resolution is submitted:]**

Under clause 1 of rule XXII,

Mr. LANTOS introduced a bill (H.R. 6766) for the relief of Shanna Teresa Millich; which was referred to the Committee on the Judiciary.

#### ADDITIONAL SPONSORS

Under clause 7 of rule XII, sponsors were added to public bills and resolutions as follows:

H.R. 78: Mr. GARRETT of New Jersey.

H.R. 96: Mr. RANGEL.

H.R. 154: Mr. TOWNS, Mr. FRELINGHUYSEN, Mr. DOYLE, Mr. SPACE, and Mr. LARSON of Connecticut.

**[Note.—Set sponsors caps and Members caps and lower case.]**

#### DISCHARGE PETITIONS

Under clause 2 of rule XV, the following discharge petitions were filed:

Petition 10, June 24, 2008, by Mr. JOHN R. "RANDY" KUHLL, Jr. on H.R. 5656, was signed by the following Members: John R. "Randy" Kuhl Jr., Doug Lamborn, David Davis, Robert E. Latta, Joseph R. Pitts, Charles W. Boustany, Jr., Ron Paul, Michael T. McCaul, John Kline, Randy Neugebauer, Lynn A. Westmoreland, and Wally Herger.

Petition 11, June 24, 2008, by Mr. THOMAS G. TANCREDO on House Resolution 1240, was signed by the following Members: Thomas G. Tancredo and Jean Schmidt.

#### DISCHARGE PETITIONS— ADDITIONS OR DELETIONS

The following Members added their names to the following discharge petitions:

Petition 3 by Mr. PENCE on House Resolution 694: Timothy V. Johnson.

Petition 4 by Mr. ADERHOLT on H.R. 3584: Trent Franks.

Petition 5 by Mrs. DRAKE on H.R. 4088: Timothy V. Johnson.

#### PETITIONS, ETC.

Under clause 3 of rule XII, petitions and papers were laid on the clerk's desk and referred as follows:

283. The SPEAKER presented a petition of the City Council of Compton, CA, relative to Resolution No. 22,564 supporting the Homeowners and Bank Protection Act of 2007; to the Committee on Financial Services.

284. Also, a petition of the California State Lands Commission, relative to a Resolution regarding the taking of marine mammals and sea turtles incidental to power plant operations of once-through cooling power plants in California; to the Committee on Natural Resources.

**[Use the following form when only one petition is submitted:]**

Under clause 1 of rule XXII,

139. The SPEAKER presented a petition of the Council of the District of Columbia, relative to the Council-adopted resolution entitled, "National Park Service-Georgetown Branch Rail Right-of-Way Acquisition Resolution of 1990"; which was referred to the Committee on the District of Columbia.

#### AMENDMENTS

Under clause 8 of rule XVIII, proposed amendments were submitted as follows:

H.R. 1328

OFFERED BY: MR. COLE OF OKLAHOMA

AMENDMENT No. 4: Page 341, line 11, after "title." insert the following: "The Federal Government shall not withhold funding."



## CONGRESSIONAL RECORD INDEX

### General instructions

Set in 7 point on 8 point, Record measure (168 points, 14 picas).

Cap lines or italic lines are set flush left.

Entries are indented 1 em, with overs 2 ems.

Bill introductions are to be identified as to sponsor or cosponsor.

Bullet following page number in index identifies unspoken material.

Pages are identified as S (Senate), H (House), and E (Extensions).

Pages in bound Record index are entered numerically, without S, H, or E prefixes.

### Abbreviations and acronyms—

*(for use on notation of content line)*

#### Abbreviations

*Streets:* St.; Ave.; Ct.; Dr.; Blvd.; Rd.; Sq.; Ter.

*Names:* Jr.; Sr.; II (etc.)

*Businesses:* Co.; Corp. (includes all Federal corporations); Inc.; Ltd.; Bros.

*States:* See rule 9.13.

Dept. of Agriculture .....	Sec. of Agriculture.
Dept. of Commerce .....	Sec. of Commerce.
Dept. of Defense .....	Sec. of Defense.
Dept. of Education .....	Sec. of Education.
Dept. of Energy.....	Sec. of Energy.
Dept. of Health and Human Services.....	Sec. of Health and . . .
Dept. of Homeland Security .....	Sec. of Homeland Security
Dept. of Housing and Urban Development.....	Sec. of Housing and . . .
Dept. of the Interior.....	Sec. of the Interior.
Dept. of Justice.....	Attorney General.
Dept. of Labor.....	Sec. of Labor.
Dept. of State.....	Sec. of State.
Dept. of Transportation.....	Sec. of Transportation.
Dept. of the Treasury.....	Sec. of the Treasury.
Dept. of Veterans Affairs.....	Sec. of Veterans Affairs.

## Acronyms

Agency for International Development.....	AID
Acquired Immunodeficiency Syndrome.....	AIDS
American Association of Retired Persons.....	AARP
American Bar Association.....	ABA
American Civil Liberties Union.....	ACLU
American Federation of Labor and Congress of Industrial Organizations.....	AFL-CIO
American Medical Association.....	AMA
British Broadcasting Corp.....	BBC
Bureau of Alcohol, Tobacco, Firearms and Explosives.....	ATF
Bureau of Indian Affairs.....	BIA
Bureau of Land Management.....	BLM
Bureau of Labor Statistics.....	BLS
Cable News Network.....	CNN
Cable Satellite Public Affairs Network.....	C-SPAN
Central Intelligence Agency.....	CIA
Civil Service Retirement System.....	CSRS
Civilian Health and Medical Program of the Uniformed Services.....	CHAMPUS
Commodity Credit Corp.....	CCC
Commodity Futures Trading Commission.....	CFTC
Comprehensive Environmental Response, Compensation and Liability Act....	CERCLA
Congressional Budget Office.....	CBO
Consolidated Omnibus Budget Reconciliation Act.....	COBRA
Consumer Product Safety Commission.....	CPSC
Daughters of the American Revolution.....	DAR
Deoxyribonucleic acid.....	DNA
Disabled American Veterans.....	DAV
Drug Enforcement Administration.....	DEA
Employee Retirement Income Security Act.....	ERISA
Environmental Protection Agency.....	EPA
Equal Employment Opportunity Commission.....	EEOC
Export-Import Bank.....	Eximbank
Federal Aviation Administration.....	FAA
Federal Bureau of Investigation.....	FBI
Federal Communications Commission.....	FCC
Federal Crop Insurance Corp.....	FCIC
Federal Deposit Insurance Corp.....	FDIC
Federal Election Commission.....	FEC
Federal Emergency Management Agency.....	FEMA
Federal Employee Retirement System.....	FERS



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 Agreement on Tariffs and Trade.....	GATT
General Services Administration.....	GSA
Government Accountability Office.....	GAO
Government Printing Office.....	GPO
Gross national product.....	GNP
Health maintenance organization(s).....	HMO(s)
Human immunodeficiency virus.....	HIV
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
Prisoner 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
Supplemental security income .....	SSI
Tennessee Valley Authority .....	TVA
United Auto Workers.....	UAW
United Nations .....	U.N.
United Nations Children's Fund.....	UNICEF
United Nations Educational Scientific and Cultural Organization .....	UNESCO
Veterans of Foreign Wars.....	VFW
Voice of America.....	VOA
Women, Infants, and Children Program.....	WIC
World Health Organization.....	WHO
Young Men's Christian Association.....	YMCA
Young Women's Christian Association.....	YWCA

**Spacing**

Biweekly Record index folioed in upper right and left corner; no extra spacing.

Bound Record index folioed in upper right and left corner; no extra spacing.

History of Bills folioed in upper right and left corner using H.B. numbers; no extra spacing.

Bound History of Bills folioed in lower right and left corner, first folio numerically higher than the last folio of index; no extra spacing.

**Capitalization**

Capitalize principal words after these formats:

Addresses	Book reviews
Analyses	Booklets
Appendices	Brochures
Articles and editorials	Conference reports
Biographies	Descriptions

Documents	Prayers by visitors
Essays	Prefaces
Essays: Voice of Democracy	Press releases
Eulogies	Proclamations
Explanations	Reports
Factsheets	Report filed
Forewords	Resolutions of ratification
Histories	Résumés
Homilies	Sermons
Hymns	Sngs
Memorandums	Statements
Messages	Studies
Oaths of office	Summaries
Pamphlets	Surveys
Papers	Synopses
Platforms	Testimonies
Poems	Transcripts
Prayers	Treaties

Lowercase after these formats:

Advertisements	Commentaries
Affidavits	Comments
Agenda	Communications from
Agreements	Communiques
Amendments	Comparisons
Announcements	Cost estimates
Appointments	Court decisions
Awards	Court documents
Bills and resolutions	Declarations
Bills and resolutions cosponsored	Dedications
Bills and resolutions introduced	Definitions
Bills and resolutions relative to	Descriptions
Briefs	Designated acting Presidents pro tempore
Briefings	Designated acting Speaker pro tempore
Broadcasts	Digests
Bulletins	Dispatches
Certificates of election	Examples
Chronologies	Excerpts
Citations	Executive orders
Civilian	Financial statements
Cloture motions	Granted
Colloquies	Granted in the House

Granted in the Senate	Questions
Guidelines	Questions and answers
Hearings	Quotations
Inscriptions	Recorded
Interviews	Regulations
Introductions	Remarks
Invocations	Remarks in House
Journals	Remarks in House relative to
Letters	Remarks in Senate
Lists	Remarks in Senate relative to
Meetings	Resignations
Military	Resolutions by organizations
Motions	Results
Newsletters	Reviews
Notices	Rollcalls
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Opinion polls	Rules
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Outlines	Schedules
Petitions	Subpoena notices
Petitions and memorials	Subpoenas
Press conferences	Tables
Privilege of the floor	Tests
Programs	Texts of
Projects	Transmittals
Proposals	Tributes
Questionnaires	Voting record

## Punctuation

Comma precedes folio figures.

If numbers of several bills are given, use this form: (see S. 24, 25); (see H.R. 217, 218), etc.; that is, do not repeat S. or H.R. with each number.

In consecutive numbers (more than two) use an en dash to connect first with last: S46–S48, 518–520.

Quotes are used for book titles.

A 3-em dash is used as a ditto for word or words leading up to colon:

Taxation: capital gains rates  
 ——earned income tax credit  
 ——rates

### **Roman and italic**

Use italic for Members of Congress descriptive data:

CARDIN, BENJAMIN L. (*a Senator from Maryland*);

EMANUEL, RAHM (*a Representative from Illinois*).

Names of vessels in italic:

*Brooklyn* (U.S.S.);

*Savannah* (vessel);

*Columbia* (space shuttle).

### **Flush cap lines**

All cap lines are separate entries. They are set flush with overs indented 2 ems:

CARDIN, BENJAMIN (*a Senator from Maryland*)

EMANUEL, RAHM (*a Representative from Illinois*)

PRESIDENT OF THE UNITED STATES (George W. Bush)

VICE PRESIDENT OF THE UNITED STATES (Richard B. Cheney)

COMMITTEE ON FOREIGN AFFAIRS (House)

COMMITTEE ON FOREIGN RELATIONS (Senate)

FARMERS *see* AGRICULTURE

SENATE *related term(s)* COMMITTEES OF THE SENATE; LEGISLATIVE  
BRANCH OF THE GOVERNMENT; MEMBERS OF CONGRESS; VOTES  
IN SENATE

DEPARTMENT OF THE INTERIOR *related term(s)* BUREAU OF LAND  
MANAGEMENT, BUREAU OF RECLAMATION

PRESIDENTIAL APPOINTMENTS

VOTES IN HOUSE

VOTES IN SENATE

# Congressional Record Index

PROCEEDINGS AND DEBATES OF THE 107<sup>th</sup> CONGRESS, SECOND SESSION

Vol. 154

JULY 21 TO AUGUST 8, 2008

Nos. 119 to 132

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\*Continuation of proceedings

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 (•).

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*Press releases*

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**ABERCROMBIE, NEIL (a Representative from Hawaii)**

*Bills and resolutions cosponsored*

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Bureau of Prisons: provide stab-resistant personal body armor to all correctional officers and require such officers to wear such armor while on duty (see H.R. 6462), H6734 [21JY]

Diseases: improve and enhance research and programs on cancer survivorship (see H.R. 4450), H7308 [29JY]

Education: strengthen communities through English literacy, civic education, and immigrant integration programs (see H.R. 6617), H7164 [24JY]

Medicare: ensure more timely access to home health services for beneficiaries (see H.R. 6826), H7808 [1AU]

—replace the prescription drug benefit with a revised and simplified program for all beneficiaries (see H.R. 6800), H7807 [1AU]

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natural gas vehicles and provide tax incentives for natural gas vehicle infrastructure (see H.R. 6570), H7630 [30JY]

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Power resources: open Outer Continental shelf areas to oil and gas leasing, curb excessive energy speculation, and require Strategic Petroleum Reserve sale and acquisitions of certain fuels (see H.R. 6670), H7628 [30JY]

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**ACCESS, COMPARISON, CARE, AND ETHICS FOR SERIOUSLY ILL PATIENTS (ACCESS) ACT***Remarks in Senate*

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**ACKERMAN, GARY L. (a Representative from New York)***Bills and resolutions cosponsored*

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China, People's Republic of: call for end to human rights abuses of citizens, cease repression of Tibetan and Uyghur people, and end support for Governments of Sudan and Burma (see H. Res. 1370), H7309 [29JY]

Dept. of the Treasury: establish a commemorative quarter dollar coin program emblematic of prominent civil rights leaders and important events advancing civil rights (see H.R. 6701), H7809 [1AU]

Great Lakes-St. Lawrence River Basin Water Resources Compact: grant congressional consent and approval (see H.R. 6577), H7165 [24JY]

Human rights: defeat campaign by some members of the Organization of the Islamic Conference to divert the U.N. Durban Review Conference from a review of problems in their own and other countries (see H. Res. 1361), H7059 [23JY]

Immigration: modify certain requirements with respect to H-1B nonimmigrants (see H.R. 5630), H7629 [30JY]

New York, NY: extend and improve protections and services to individuals directly impacted by the terrorist attack (see H.R. 6594), H7630 [30JY]

Palladio, Andrea: anniversary of birth (see H. Con. Res. 407), H7809 [1AU]

Religion: support spirit of peace and desire for unity displayed in the letter from leading Muslim scholars, and in the Pope Benedict XVI response (see H. Con. Res. 374), H7165 [24JY]

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Syria: express concern regarding continued violations of political, civil, and human rights and call for release of prisoners of conscience and other political prisoners (see H. Res. 1398), H7788 [31JY]

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**ADERHOLT, ROBERT B. (a Representative from Alabama)***Bills and resolutions cosponsored*

Crime: provide for the use of information in the

National Directory of New Hires in enforcing sex offender registration laws (see H.R. 6539), H7165 [24JY]

Dept. of the Interior: establish oil and gas leasing program for public lands within the Coastal Plain of Alaska (see H.R. 6758), H7787 [31JY]

House of Representatives: prohibit adjournment until approval of a bill to establish a comprehensive national energy plan addressing energy conservation and expansion of renewable and conventional energy sources (see H. Res. 1391), H7629 [30JY]

National Prostate Cancer Awareness Month: support goals and ideals (see H. Res. 672), H7790 [31JY]

Power resources: expedite exploration and development of oil and gas from Federal lands (see H.R. 6379), H7629 [30JY]

—promote alternative and renewable fuels, domestic energy production, conservation, and efficiency, and increase energy independence (see H.R. 6566), H6824 [22JY]

—provide a comprehensive plan for greater energy independence (see H.R. 6709), H7809 [1AU]

Schools: withhold Federal funds from schools that permit or require the recitation of the Pledge of Allegiance or the National Anthem in a language other than English (see H.R. 6783), H7806 [1AU]

Social Security: extend funding for the State Children's Health Insurance Program (see H.R. 6788), H7806 [1AU]

*Bills and resolutions introduced*

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—Peter R. Orszag, CBO, S7510 [26JY], S7543 [28JY]

—several ocean and coastal research, education, and conservation organizations, S7547 [28JY]

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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.

## *History of Bills and Resolutions*

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May 12	No. 77	S.	3001-3009		S. Con. Res. 82	S. Res. 558-560
			H.R. 6021-6024			
May 13	No. 78	S.	3010-3014	S.J. Res. 32		S. Res. 561-563
			H.R. 6025-6046		H. Con. Res. 348	H. Res. 1187-1193
May 19	No. 82	S.	3030-3034			S. Res. 569-570
			H.R. 6083-6084		H. Con. Res. 354	H. Res. 1208-1209
May 21	No. 84	S.	3045-3047	S.J. Res. 33	S. Con. Res. 83	S. Res. 572-573
			H.R. 6104-6122	H.J. Res. 86-87	H. Con. Res. 360	H. Res. 1217-1219
May 22	No. 85	S.	3048-3073	S.J. Res. 34-36	S. Con. Res. 84-85	S. Res. 574-579
			H.R. 6123-6166	H.J. Res. 88-89	H. Con. Res. 361-365	H. Res. 1220-1232

Bills receiving legislative action during this Index period numerically precede new bills introduced.

### SENATE BILLS

- S. 11**—A bill to provide liability protection to volunteer pilot nonprofit organizations that fly for public benefit and to the pilots and staff of such nonprofit organizations, and for other purposes; to the Committee on the Judiciary.  
Cosponsors added, S4621 [21MY]
- S. 2062**—A bill to amend the Native American Housing Assistance and Self-Determination Act of 1996 to reauthorize that Act, and for other purposes; to the Committee on Indian Affairs.  
Committee on Banking, Housing, and Urban Affairs discharged, S814 [8FE]  
Amendments, S850 [11FE], S4836, S4839, S4844 [22MY]  
Passed Senate amended, S4839 [22MY]

### SENATE JOINT RESOLUTIONS

- S.J. Res. 17**—A joint resolution directing the United States to initiate international discussions and take necessary steps with other Nations to negotiate an agreement for managing migratory and trans-boundary fish stocks in the Arctic Ocean; to the Committee on Foreign Relations.  
Debated, H4067 [19MY]  
Text, H4067 [19MY]  
Rules suspended. Passed House, H4402 [21MY]  
Message from the House, S4790 [22MY]
- S.J. Res. 28**—A joint resolution disapproving the rule submitted by the Federal Communications

Commission with respect to broadcast media ownership; to the Committee on Commerce, Science, and Transportation.  
By Mr. DORGAN (for himself, Ms. Snowe, Mr. Kerry, Ms. Collins, Mr. Dodd, Mr. Obama, Mr. Harkin, Mrs. Clinton, Ms. Cantwell, Mr. Biden, Mr. Reed, Mrs. Feinstein, Mr. Sanders, Mr. Tester, and Mr. Stevens), S1597 [5MR]  
Cosponsors added, S1704 [6MR], S1878 [11MR], S2136 [13MR], S2233 [31MR], S2348 [2AP], S2947 [10AP], S3081 [16AP], S3700 [1MY]  
Reported (S. Rept. 110-334), S3975 [8MY]  
Passed Senate amended, S4267 [15MY]  
Text, S4270 [15MY]  
Message from the Senate, H4065 [19MY]  
Held at the desk, H4065 [19MY]

### SENATE CONCURRENT RESOLUTIONS

- S. Con. Res. 82**—A concurrent resolution supporting the Local Radio Freedom Act; to the Committee on Commerce, Science, and Transportation.  
By Mrs. LINCOLN (for herself, Mr. Wicker, Mr. Brownback, Mr. Allard, Mr. Nelson of Nebraska, Ms. Murkowski, and Mr. Webb), S4029 [12MY]
- S. Con. Res. 85**—A concurrent resolution authorizing the use of the rotunda of the Capitol to honor Frank W. Buckles, the last surviving United States veteran of the First World War.  
By Mr. SPECTER (for himself, Mr. Byrd, Mrs. Dole, Mr. McCain, Mr. Warner, Mr. Lieberman, Mr. Rockefeller, and Mr. Burr), S4793 [22MY]



**S. Con. Res. 85**—Continued

Text, S4810, S4848 [22MY]

Agreed to in the Senate, S4848 [22MY]

**SENATE RESOLUTIONS****S. Res. 496**—A resolution honoring the 60th anniversary of the commencement of the carving of the Crazy Horse Memorial; to the Committee on the Judiciary.

By Mr. THUNE (for himself and Mr. Johnson), S2346 [2AP]

Text, S2362 [2AP], S4427 [20MY]

Committee discharged. Agreed to in the Senate, S4427 [20MY]

**S. Res. 562**—A resolution honoring Concerns of Police Survivors as the organization begins its 25th year of service to family members of law enforcement officers killed in the line of duty.

By Ms. MURKOWSKI (for herself, Mr. Biden, Mr. Brown, Mr. Menendez, Ms. Mikulski, Mr. Craig, Mr. Whitehouse, Mr. Baucus, Mr. Dodd, Mrs. Feinstein, Mr. Inouye, Mr. Lautenberg, Mrs. Lincoln, Mr. Nelson of Florida, Mr. Pryor, Mr. Smith, Ms. Stabenow, Mr. Stevens, Mr. Tester, and Mr. Thune), S4106 [13MY]

Text, S4114, S4121 [13MY]

Agreed to in the Senate, S4120 [13MY]

**HOUSE BILLS****H.R. 158**—A bill to direct the Secretary of the Treasury to mint coins in commemoration of the battlefields of the Revolutionary War and the War of 1812, and for other purposes; to the Committee on Financial Services.

Cosponsors added, H3108 [6MY], H4061 [15MY]

**H.R. 503**—A bill to amend the Horse Protection Act to prohibit the shipping, transporting, moving, delivering, receiving, possessing, purchasing, selling, or donation of horses and other equines to be slaughtered for human consumption, and for other purposes; to the Committees on Energy and Commerce; Agriculture.

By Ms. SCHAKOWSKY (for herself, Mr. Whitfield, Mr. Rahall, Mr. Spratt, Mr. Gallegly, Mr. Markey, Mr. Pallone, Mr. Nadler, Mr. Van Hollen, Ms. McCollum of Minnesota, Ms. Bordallo, Ms. Schwartz, Mr. Ackerman, Mr. Doyle, Ms. Lee, Mr. Cleaver, Mr. Serrano, Ms. Berkley, Mr. Shays, Mr. Jones of North Carolina, Mr. McCotter, Mr. Cummings, Ms. DeLauro, Mr. George Miller of California, Mr. Grijalva, Mrs. Capps, Ms. Bean, Ms. Matsui, Mr. King of New York, Mr. Burton of Indiana, Mr. Kildee, Ms. Kaptur, Mr. Dicks, Mr. Berman, Ms. Hirono, Mr. Chandler, Mr. Gerlach, Mr. Tierney, Mr. Bishop of New York, Mr. Frank of Massachusetts, Mr. Lynch, Mr. Kirk, Mr. Campbell of California, Mr. Wilson of South Carolina, Ms. Jackson-Lee of Texas, Mr. Sherman,

Mr. LaTourette, Mr. Larson of Connecticut, Mr. Israel, Ms. Woolsey, Mr. Brown of South Carolina, Ms. Eddie Bernice Johnson of Texas, Mr. Moore of Kansas, Mr. Moran of Virginia, Mr. McNulty, Mrs. Maloney of New York, Mr. Inslee, Mr. Wolf, Ms. Carson, Mr. Weiner, Mr. Ruppersberger, Mr. Smith of New Jersey, and Mr. Linder), H670 [17JA]

Cosponsors added, H1055 [30JA], H1153 [31JA], H1565 [13FE], H1668 [14FE], H1896 [16FE], H2165 [5MR], H2621 [15MR], H2821 [21MR], H3279 [28MR], H3363 [29MR], H3476 [17AP], H3724 [20AP], H4553 [7MY], H5054 [15MY], H5927 [24MY], H6181 [7JN], H6439, H6476 [14JN], H6828 [20JN], H7202 [26JN], H8121 [18JY], H8821 [27JY], H9656 [2AU], H10696 [20SE], H11028 [27SE]

**H.R. 4841**—A bill to approve, ratify, and confirm the settlement agreement entered into to resolve claims by the Soboba Band of Luiseno Indians relating to alleged interferences with the water resources of the Tribe, to authorize and direct the Secretary of the Interior to execute and perform the Settlement Agreement and related waivers, and for other purposes; to the Committee on Natural Resources.

Cosponsors added, H390 [22JA], H480 [28JA], H558 [29JA]

Reported with amendment (H. Rept. 110–649), H4059 [15MY]

Debated, H4075 [19MY]

Text, H4075 [19MY]

Rules suspended. Passed House amended, H4401 [21MY]

Message from the House, S4790 [22MY]

Passed Senate, S7197 [23JY]

**H.R. 6081**—A bill to amend the Internal Revenue Code of 1986 to provide benefits for military personnel, and for other purposes; to the Committee on Ways and Means.

By Mr. RANGEL (for himself, Mr. Stark, Mr. McDermott, Mr. Lewis of Georgia, Mr. Neal of Massachusetts, Mr. Pomeroy, Mrs. Jones of Ohio, Mr. Larson of Connecticut, Mr. Emanuel, Mr. Blumenauer, Mr. Kind, Ms. Berkley, Mr. Crowley, Mr. Van Hollen, Mr. Meek of Florida, Mr. Altmore, Mrs. Boyda of Kansas, Mr. Cohen, Ms. DeLauro, Mr. Ellsworth, Mr. Loeb sack, Ms. Tsongas, Mr. Welch of Vermont, Mr. Walz of Minnesota, Mr. Arcuri, Ms. Shea-Porter, Mr. Becerra, Mrs. Davis of California, and Mr. Doggett), H4064 [16MY]

Cosponsors added, H4151 [19MY]

Debated, H4160 [20MY]

Text, H4160 [20MY]

Rules suspended. Passed House amended, H4187 [20MY]

Message from the House, S4617 [21MY]

Passed Senate, S4772 [22MY]

Message from the Senate, H4821 [22MY]

**H.R. 6166**—A bill to impose certain limitations on the receipt of out-of-State municipal solid waste, and for other purposes; to the Committee on Energy and Commerce.

By Mr. WITTMAN of Virginia (for himself, Mr. Wolf, Mr. Moran of Virginia, and Mr. Donnelly),

## 20. Reports and Hearings

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The data for these publications arrives at GPO from many different sources. Congressional committee staff members are responsible for gathering the information printed in these publications.

Report language is compiled and submitted along with the bill language to the clerks of the respective Houses. The clerks assign the report numbers, etc., and forward this information to GPO for typesetting and printing. In many instances the reports are camera-ready copy, needing only insertion of the assigned report number.

Likewise, hearings are also compiled by committee staff members. The data or captured keystrokes as submitted by the various reporting services are forwarded to GPO where the element identifier codes are programmatically inserted and galley or page output is accomplished without manual intervention. It is not cost effective to prepare the manuscript as per the GPO STYLE MANUAL as it is too time-consuming to update and change the data once it is already in type form. Therefore, these publications are to be FIC & punc., unless specifically requested otherwise by the committee. It is not necessary to stamp the copy. However, style as stated in the following rules will be followed.

### Style and format of congressional reports

Below are rules that should be followed for the makeup of congressional numbered reports. In either Senate or House reports, follow bill style in extracts from bills. Report numbers run consecutively from first to second session:

1. All excerpts to be set in 10-point type, cut in 2 ems on each side, except as noted in paragraph 3 below. For ellipses in cut-in matter, lines of five stars are used.

2. Contempt proceedings to be considered as excerpts.

3. The following are to be set in 10-point type, but not cut in:

- (a) Letters that are readily identified as such by salutation and signature.

- (b) Appendixes and/or exhibits that have a heading readily identifying them as such; and

(c) Matter printed in compliance with the Ramseyer rule.<sup>1</sup>

4. All leaderwork and lists of more than six items to be set in 8-point type.

5. All tabular work to be set in 7-point gothic type.

6. An amendment in the nature of a substitute to be set in 8-point type, but quotations from such amendment later in the report to be treated as excerpts, but set full measure (see paragraph 10 below).

7. Any committee print having a report head indicated on original copy to be set in report type and style.

8. Committee prints not having a report head indicated on original copy to be set in committee print style; that is, excerpts to be set in 8 point, full measure.

9. If a committee print set as indicated in paragraph 8 is later submitted as a report or included in a report, and the type is available for pickup, such type shall be picked up and used as is in the report.

10. On matter that is cut in on the left only for purposes of breakdown, no space is used above and below, but on all matter that is cut in on both sides, 4 points are used above and below. Because of the indentions and the limited number of element identifiers, do not squeeze bills that are submitted as excerpts.

11. In reports of immigration cases, set memorandums in full measure unless preceded or followed directly by committee language. Memorandums are indented on both sides if followed by such language. Preparers should indicate the proper indention on copy.

12. Order of printing (Senate reports only): (1) Report, (2) minority or additional views, (3) the Cordon rule,<sup>2</sup> (4) appendix (if any).

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<sup>1</sup> 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.

<sup>2</sup> Cordon rule.—Senate: If report has “Changes in Existing Law” use small cap heads, except for breakdown within a cap and small cap head.

13. Minority or additional views will begin a new page with 10-point cap heading. In Senate reports, “Changes in Existing Law” begins a new page if following “views.” In conference reports, “Joint Explanatory Statement” begins a new odd page.

14. Minority or additional views are printed only if they have been signed by the authoring congressperson.



[Sample of excerpt]

In *Palmer v. Mass.*, decided in 1939, which involved the reorganization of the New Haven Railroad, the Supreme Court said:

The judicial processes in bankruptcy proceedings under section 77 are, as it were, brigaded with the administrative processes of the Commission.



[Sample of an excerpt with an added excerpt]

The Interstate Commerce Commission in its report dated February 29, 1956, which is attached hereto and made a part hereof, states that it has no objection to the enactment of S. 3025, and states, in part, as follows:

The proposed amendment, however, should be considered together with the provisions of section 959(b), title 28, United States Code, which reads as follows:

“A trustee, receiver, or manager appointed in any cause pending in any court of the United States,” etc.



[Sample of amendment]

On page 6, line 3, strike the words “and the service”, strike all of lines 4, 5, and 6, and insert in lieu thereof the following:

and, notwithstanding any other provision of law, the service credit authorized by this clause 3 of rule XIII of the Rule of the House of Representatives, change shall not—

(A) be included in establishing eligibility for voluntary or involuntary retirement or separation from the service, under any provision of law;

[Sample of amendment]

The amendments are indicated in the bill as reported and are as follows:

On page 2, line 15, change the period to a colon and add the following:

*Provided*, That such approaches shall include only those necessary portions of streets, avenues, and boulevards, etc.

On page 3, line 12, after “operated”, insert “free of tolls”.

[Sample of amendment in the nature of a substitute]

The amendment is as follows:

Strike all after the enacting clause and insert the following:

That the second paragraph under the heading “National Park Service” in the Act of July 31, 1953 (67 Stat. 261, 271), is amended to read as follows: “The Secretary of the Interior shall hereafter report in detail all proposed awards of concessions leases and contracts involving a gross annual business of \$100,000 or more, or of more than five years in duration, including renewals thereof, sixty days before such awards are made, to the President of the Senate and Speaker of the House of Representatives for transmission to the appropriate committees.”

[Sample of letter inserted in report]

The Department of Defense recommends enactment of the proposed legislation and the Office of Management and Budget interposes no objection as indicated by the following attached letter, which is hereby made a part of this report:

MARCH 21, 2008.

Hon. NANCY PELOSI,  
*Speaker of the House of Representatives,*  
*Washington, DC.*

MY DEAR MADAM SPEAKER: There is forwarded herewith a draft of legisla-  
tion to amend section 303 of the Career Compensation Act.

\* \* \* \* \*

Sincerely yours,

DOUGLAS A. BROOK,   
*Assistant Secretary of the Navy*   
*(Financial Management).*

[Sample of cut-in for purposes of breakdown; no spacing above or below]

Under uniform regulations prescribed by the Secretaries concerned, a member of the uniformed services who—

(1) is retired for physical disability or placed upon the temporary disability retired list; or

(2) is retired with pay for any other reason, or is discharged with severance pay, immediately following at least eight years of continuous active duty (no single break therein of more than ninety days);

may select his home for the purposes of the travel and transportation allowances payable under this subsection, etc.

[Sample of leaderwork]

Among the 73 vessels mentioned above, 42 are classified as major combatant ships (aircraft carriers through escort vessels), in the following types:

<i>Forrestal</i> -class aircraft carriers.....	4
Destroyers.....	10
* * * * *	
Guided-missile submarine.....	1
Total.....	<u>42</u>

[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]

110TH CONGRESS } 2d Session }	HOUSE OF REPRESENTATIVES	{ REPT. 110-542 { Part 1
----------------------------------	--------------------------	-----------------------------

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**PROVIDING FOR AND APPROVE THE SETTLEMENT OF  
 CERTAIN LAND CLAIMS OF THE SAULT STE. MARIE  
 TRIBE OF CHIPPEWA INDIANS<sup>1</sup>**

\_\_\_\_\_  
 MARCH 6, 2008.—Ordered to be printed<sup>2</sup>  
 \_\_\_\_\_

**Mr. RAHALL, from the Committee on Natural Resources,  
 submitted the following**

**R E P O R T**

together with

**DISSENTING VIEWS**

[To accompany H.R. 4115]

[Including cost estimate of the Congressional Budget Office]

The Committee on Natural Resources, to whom was referred the bill (H.R. 4115) to provide for and approve the settlement of certain land claims of the Sault Ste. Marie Tribe of Chippewa Indians, having considered the same, report favorably thereon with an amendment and recommend that the bill as amended do pass.<sup>3</sup>

**PURPOSE OF THE BILL<sup>4</sup>**

The purpose of H.R. 4115 is to provide for and approve the settlement of certain land claims of the Sault Ste. Marie Tribe of Chippewa Indians.

---

<sup>1</sup> If title makes more than three lines in 10-point caps, set in 8-point caps.

<sup>2</sup> 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.

<sup>3</sup> If the wording in this paragraph is prepared in the singular form, follow.

<sup>4</sup> For *Senate Committee on Finance* and *House Committee on Ways and Means*, heads are set in bold caps.



[Sample of "Report" Skeleton]

## Calendar No. 652<sup>1</sup>

110TH CONGRESS }  
2d Session }

SENATE

{ REPORT  
{ 110-300

### CIVIL WAR BATTLEFIELD PRESERVATION ACT OF 2008

APRIL 10, 2008.—Ordered to be printed

Filed under authority of the order of the Senate of April 10  
(legislative day, April 9), 2008<sup>2</sup>

Mr. BINGAMAN, from the Committee on Energy and Natural  
Resources, submitted the following

## R E P O R T

together with

### ADDITIONAL VIEWS

[To accompany S. 1921]

The Committee on Energy and Natural Resources, to which was referred the bill (S. 1921) to amend the American Battlefield Protection Act of 1996 to extend the authorization for that Act, and for other purposes, having considered the same, reports favorably thereon with an amendment and recommends that the bill, as amended, do pass.

### PURPOSE

The purpose of S. 1921 is to reauthorize the American Battlefield Protection Act for an additional five years, from 2008 until 2013.

### BACKGROUND AND NEED

The American Battlefield Protection Program was authorized in 1996 to provide funding for preservation of threatened Civil War battlefields. The program leverages Federal appropriations by requiring matching non-Federal funds. The battlefield protection

<sup>1</sup>Use this type and form only on Senate reports. There is only one calendar in the Senate.  
<sup>2</sup>Style for filed line, if present.

[Sample of "Report" Skeleton]

110TH CONGRESS } 2d Session }	HOUSE OF REPRESENTATIVES {	{ REPORT 110-590
----------------------------------	----------------------------	---------------------

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PROVIDING<sup>1</sup> FOR CONSIDERATION OF THE BILL (H.R. 5715) TO ENSURE  
 CONTINUED AVAILABILITY OF ACCESS TO THE FEDERAL STUDENT  
 LOAN PROGRAM FOR STUDENTS AND FAMILIES<sup>2</sup>

APRIL 15, 2008.—Referred to the House Calendar and ordered to be printed

Ms. CASTOR, from the Committee on Rules,  
 submitted the following

R E P O R T

[To accompany H. Res. 1107]

The Committee on Rules, having had under consideration House Resolution 1107, by a record vote of 8-4, report the same to the House with the recommendation that the resolution be adopted.

SUMMARY OF PROVISIONS OF THE RESOLUTION

The resolution provides for consideration of H.R. 5715, the Ensuring Continued Access to Student Loans Act of 2008, under a structured rule. The rule provides one hour of general debate equally divided and controlled by the chairman and ranking minority member of the Committee on Education and Labor. The rule waives all points of order against consideration of the bill except clauses 9 and 10 of rule XXI. The rule provides that the amendment printed in Part A of the Rules Committee report accompanying the resolution shall be considered as adopted and that the bill, as amended, shall be considered as read. The rule waives all points of order against provisions of the bill, as amended. (This waiver does not affect the point of order available under clause 9 of rule XXI (regarding earmark disclosure).

The rule provides that no further amendments to the bill, as amended, shall be in order except those amendments printed in Part B of this report. The further amendments made in order may be offered only in the order printed in this report, may be offered only by a Member designated in this report, shall be considered as read, shall be debatable for the time specified in this report equally divided and controlled by the proponent and an opponent, shall not

<sup>1</sup> If copy reads "To make" change to "Making", "To provide" change to "Providing", "To amend" change to "Amending".

<sup>2</sup> Sample of 8-point head.

110TH CONGRESS } <i>1st Session</i> }	HOUSE OF REPRESENTATIVES {	REPORT 110-317
--	----------------------------	-------------------

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## COLLEGE COST REDUCTION AND ACCESS ACT

SEPTEMBER 6, 2007.—Ordered to be printed

Mr. GEORGE MILLER of California, from the committee of  
conference, submitted the following

### CONFERENCE REPORT

[To accompany H.R. 2669]

The committee of conference on the disagreeing votes of the two Houses on the amendment of the Senate to the bill (H.R. 2669), to provide for reconciliation pursuant to section 601 of the concurrent resolution on the budget for fiscal year 2008, having met, after full and free conference, have agreed to recommend and do recommend to their respective Houses as follows:

That the House recede from its disagreement to the amendment of the Senate and agree to the same with an amendment as follows:

In lieu of the matter proposed to be inserted by the Senate amendment, insert the following:

**SECTION 1. SHORT TITLE; REFERENCES.**

(a) *SHORT TITLE.*—*This Act may be cited as the “College Cost Reduction and Access Act”.*

(b) *REFERENCES.*—*Except as otherwise expressly provided, whenever in this Act an amendment or repeal is expressed in terms of an amendment to, or repeal of, a section or other provision, the reference shall be considered to be made to a section or other provision of the Higher Education Act of 1965 (20 U.S.C. 1001 et seq.).*

(c) *EFFECTIVE DATE.*—*Except as otherwise expressly provided, the amendments made by this Act shall be effective on October 1, 2007.*

## JOINT EXPLANATORY STATEMENT OF THE COMMITTEE OF CONFERENCE

The managers on the part of the House and the Senate at the conference on the disagreeing votes of the two Houses on the amendment of the Senate to the bill (H.R. 2669), to provide for reconciliation pursuant to section 601 of the concurrent resolution on the budget for fiscal year 2008, submit the following joint statement to the House and the Senate in explanation of the effect of the action agreed upon by the managers and recommended in the accompanying conference report:

The Senate amendment struck all of the House bill after the enacting clause and inserted a substitute text.

The House recedes from its disagreement to the amendment of the Senate with an amendment that is a substitute for the House bill and the Senate amendment. The differences between the House bill, the Senate amendment, and the substitute agreed to in conference are noted below, except for clerical corrections, conforming changes made necessary by agreements reached by the conferees, and minor drafting and clarifying changes.

### SECTION 1. SHORT TITLE

The House bill's short title is the "College Cost Reduction Act."

The Senate amendment provides that the Act may be cited as the "Higher Education Access Act of 2007" and that, unless otherwise indicated, references in the bill are made to the Higher Education Act of 1965.

The House recedes with an amendment to provide a new short title of the "College Cost Reduction and Access Act." The Conferees adopt the Senate amendment as amended by the House.

## TITLE I—GRANTS TO STUDENTS IN ATTENDANCE AT INSTITUTIONS OF HIGHER EDUCATION

### SECTION 101. TUITION SENSITIVITY

The House bill (Sec. 101) eliminates the Pell grant "tuition sensitivity" provision that prevents low-income students attending low-cost institutions, such as community colleges, to benefit fully from the Pell Grant. Authorizes and appropriates \$5,000,000 for fiscal year 2008.

The Senate amendment (Sec. 101) also eliminates the Pell grant "tuition sensitivity" provision and authorizes and appropriates \$5,000,000 for fiscal year 2008.

The House and the Senate recede with an amendment to authorize and appropriate \$11,000,000 for fiscal year 2008 to ensure that all eligible students in award year 2007–2008 receive funding. The Conferees concur and adopt the amendment.

**COMPLIANCE WITH HOUSE RULE XXI**

Pursuant to clause 9 of rule XXI of the Rules of the House of Representatives, this conference report contains no congressional earmarks, limited tax benefits, or limited tariff benefits as defined in clause 9(d), 9(e), or 9(f) of rule XXI.

GEORGE MILLER,  
ROBERT E. ANDREWS,  
BOBBY SCOTT,  
RUBÉN HINOJOSA,  
JOHN F. TIERNEY,  
DAVID WU,  
SUSAN A. DAVIS,  
DANNY K. DAVIS,  
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*Managers on the Part of the House.*

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JEFF BINGAMAN,  
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ORRIN G. HATCH,

*Managers on the Part of the Senate.*



**FINANCIAL SERVICES AND GENERAL  
GOVERNMENT APPROPRIATIONS FOR 2009**

**HEARINGS**

BEFORE A

SUBCOMMITTEE OF THE

COMMITTEE ON APPROPRIATIONS

HOUSE OF REPRESENTATIVES

ONE HUNDRED TENTH CONGRESS

SECOND SESSION

SUBCOMMITTEE ON FINANCIAL SERVICES AND GENERAL GOVERNMENT  
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VIRGIL H. GOODE, JR., Virginia  
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NOTE: Under Committee Rules, Mr. Obey, as Chairman of the Full Committee, and Mr. Lewis, as Ranking  
Minority Member of the Full Committee, are authorized to sit as Members of all Subcommittees.

DALE OAK, BOB BONNER, KARYN KENDALL, and FRANCISCO CARRILLO,  
*Subcommittee Staff*

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ROB NABORS, *Clerk and Staff Director*

[House Appropriation Hearing sample]

**DEPARTMENT OF HOMELAND SECURITY  
APPROPRIATIONS FOR 2009**

TUESDAY, FEBRUARY 26, 2008.

**IMMIGRATION ENFORCEMENT: IDENTIFICATION AND  
REMOVAL OF CRIMINAL ALIENS, STUDENT AND EX-  
CHANGE VISITOR PROGRAM FEE INCREASES**

**WITNESSES**

**CATHERYN COTTEN, DIRECTOR, INTERNATIONAL OFFICE, DUKE UNI-  
VERSITY**

**JULIE L. MYERS, ASSISTANT SECRETARY, U.S. IMMIGRATION AND  
CUSTOMS ENFORCEMENT [ICE], DEPARTMENT OF HOMELAND SEC-  
URITY**

Mr. PRICE. Subcommittee will come to order. Good morning, ev-  
eryone. Today we will be discussing the wide variety of activities  
carried out by Immigration and Customs Enforcement, or ICE, and  
we will first focus on the Agency’s Student and Exchange Visitor  
Program.

**BALANCING SECURITY AND STUDENT NEEDS**

Mr. PRICE. Thank you very much. We will put your entire state-  
ment in the record, which of course elaborates on the points you  
made and goes beyond them. Let me ask you first a rather broad  
question, and then I will zero in somewhat on the fee increases and  
the benefits that might accrue from an increased flow of fee re-  
venue.

[Note style for questions and answers]

*Question.* What percentage of cases presented to prosecutors along the Southwest  
border are prosecuted? Provide by sector and/or state. What was the prosecution  
rate of criminals picked up off the street? (Culberson)

*Answer.* ICE does not track prosecutions, however, ICE works closely with U.S.  
Attorneys and state and local prosecutors nationwide on a wide variety of cases.

FY2007 SAC office	Criminal arrests	Indictments	Convictions*
El Paso, TX .....	2,435	1,882	1,704
Phoenix, AZ .....	1,641	623	770
San Antonio, TX .....	1,588	1,172	1,155
San Diego, CA .....	2,318	1,147	1,842
Fiscal Year Total .....	7,982	4,824	5,471

\*Indictments and convictions may be comprised of arrests from previous years.

Mr. CULBERSON. Okay.



[Standard Hearing sample]

**ORGANIZATIONAL MEETING ON ADOPTION  
OF COMMITTEE RULES; CONSIDERATION OF  
INTERIM REPORT; AND HEARING ON VOT-  
ING IN THE HOUSE OF REPRESENTATIVES**

THURSDAY, SEPTEMBER 27, 2007

HOUSE OF REPRESENTATIVES,   
SELECT COMMITTEE TO INVESTIGATE THE VOTING   
IRREGULARITIES OF AUGUST 2, 2007,   
*Washington, DC.*

The committee met, pursuant to call, at 9:11 a.m., in Room H-313, The Capitol, Hon. William D. Delahunt (Chairman of the committee) presiding.

Present: Representatives Delahunt, Davis, Herseth Sandlin, Pence, LaTourette and Hulshof.

The CHAIRMAN. A quorum being present, the select committee will come to order.

Today we are meeting to do three tasks: adopt our committee rules, adopt the internal report, and to hear for the first time—of what we expect to be multiple occasions—from the Office of the House Clerk. We will wait for the gentlelady from South Dakota, who was at her other select committee.

I now recognize myself for 5 minutes to make an opening statement, but before I do, let me note I will then go to Congressman Pence as the Ranking Member. And in subsequent hearings, it would be our hope that just he and I would make opening statements. But on this initial hearing, any member of the panel that wishes to make an opening statement is most welcome.

I would be remiss not to begin by thanking the Chair of the House Rules Committee, Louise Slaughter, and the Ranking Member, David Dreier, for making their hearing room available to the select committee.

I also want to welcome everyone to this initial meeting of the select committee that has been mandated by the House to review roll call No. 814. I would note that none of the Members sought this particular assignment, but each of us appreciates the role and the significance of the House in our unique constitutional order, and recognize that the integrity of the system by which we cast our votes on the House floor is essential to the confidence that the American people have in this institution, aptly described as the people's House.

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[Numbers in parentheses refer to rules; **bold** indicates chapter heading]

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