

U.S. Government Printing Office

Style Manual

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

2008



U.S. GOVERNMENT PRINTING OFFICE
Keeping America Informed | www.gpo.gov

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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

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

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GPO's Online Initiatives

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

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

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

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

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

GPO Access

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

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

GPO Access services

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

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

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

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), telephone (1–866–512–1800), or fax (202–512–2104).

Authentication of digital documents

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

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

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

GPO's Federal Digital System (FDsys)

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

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

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

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

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

Information

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

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1. Advice to Authors and Editors

The 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
∠	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 ¹ —used in margin	Let it stand—used in text
~	Transpose ² —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 ³
<i>s.c.</i>	Small caps—used in margin	∧	Caret—General indicator used to mark position of error.
≡	Small caps—used in text		

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

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

³The form of any query carried should be such that an answer may be given simply by crossing out the complete query if a negative decision is made or the right-hand (question mark) portion to indicate an affirmative answer.

TYPOGRAPHICAL ERRORS

reset 8pt. C & SC

(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; i/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/s modern sense, were impossible until professional
 readers were employed men who had first a m/ta
 printer's education, and then spent many years
 in the correction of proof. The orthography of
 English, which for the past century has under-
 gone little change, was very fluctuating until after
 the publication of Johnson's Dictionary, and capi-
 tals, which have been used with considerable regu-
 larity for the past 80 years, were previously used
 (ta) 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-
 #/r/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
 3/of/from 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
 (wf) 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-
 A gland in 1632, in printing the seventh commandment.
 (Bland) tr. up 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.

2. General Instructions

Job planning

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

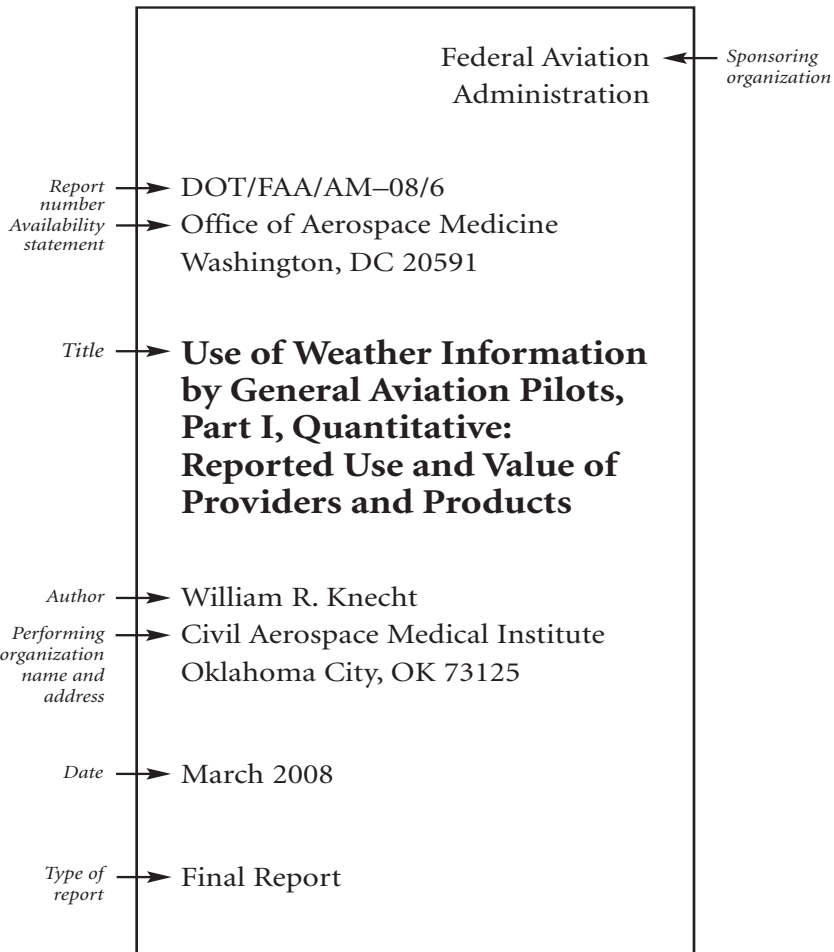
Publications such as books and pamphlets should contain:

- (a) Title and other title information;
- (b) Name of department issuing or creating publication;
- (c) Name of author(s) and editor(s) (department or individual);
- (d) Date of issuance;
- (e) Availability (publisher, printer, or other source and address);
- (f) Superintendent of Documents classification and stock numbers if applicable; and
- (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.
- ¹ Preliminary. ² Including imported cases. ³ Imported.
- 2.20.** All backstrips should read down (from top to bottom).

Copy preparation

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

Capitalization

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

Datelines, addresses, and signatures

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

Decimals and common fractions

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

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

- 2.28. In printing a speaker’s language, the words *and so forth* or *et cetera* are preferred, but in “FIC & 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 which appear broad or turn page (landscape) should be printed to read up; an even-page legend should be on the inside margin and an odd-page legend on the outside margin.
- 2.69.** Unless otherwise indicated, legends for illustrations are set in 8-point roman, lowercase.
- 2.70.** Periods are used after legends and explanatory remarks beneath illustrations. However, legends without descriptive language do not use a period. (See rule 8.112.)
- 2.71.** At the beginning of a legend or standing alone, *Figure* preceding the identifying number or letter is set in caps and small caps and is not abbreviated.

FIGURE 5, *not* FIG. 5

FIGURE A, *not* FIG. A

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

Proofreading

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

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

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

Revising galley proofs

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

Revising page proofs

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

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

2.96. The following rules must be carefully observed:

- (a) See that the proof is clean and clear; request another if necessary.
- (b) Verify that the galley proofs are in order and that the data on the galleys runs in properly to facilitate continuous makeup.
- (c) Make sure that different sets of proofs of the same job are correctly marked in series (“R,” “2R,” “3R,” etc.); where a sheet is stamped “Another proof,” carry the same designating “R” on the corresponding clean proof. Advance the “R,” “2R,” “3R,” etc., on each set of page proofs returned from the originating office.
- (d) Run the page folios, make sure they are consecutive and that the running heads, if used, are correct. Check connection pages. Verify correct sequence for footnote references and placement. It is imperative that footnotes appear or begin on the same page as their reference, unless style dictates that all footnotes are to appear together in one location.
- (e) Watch for dropouts, doublets, and transpositions.
- (f) Legend lines of full-page illustrations that appear broad should be printed to read up—the even-page legend on the binding or inside margin and the odd-page legend on the outside margin.
- (g) If a footnote is eliminated, do not renumber the footnotes; change footnote to read “Footnote eliminated.”

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

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

Press revising

- 2.99.** Press revising calls for the exercise of utmost care. The press reviser must be thoroughly familiar with the style and makeup of Government publications. He or she is required to OK all forms that go to press—bookwork, covers, jobwork, etc.—and must see that all queries are answered. 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, the sales notice is printed at the end of the text, below the imprint, and the two are separated by a cross rule.

Imprint variations

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

For sale by the Superintendent of Documents, U.S. Government Printing Office
• Internet: bookstore.gpo.gov • Phone: Toll Free 866-512-1800
• DC area 202-512-1800 • Fax: 202-512-2104
• Mail: Stop SSOP, Washington, DC 20402-0001
• www.gpoaccess.gov

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

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

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

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

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

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

—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 1½ 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”)

- 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.** In common practice, rule 3.11 is disregarded 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	<i>but</i> 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.

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Addresses, salutations, and signatures

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

Interjections

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

Sail on, O Ship of State!

For lo! the days are hastening on.

But, oh, how fortunate!

Historic or documentary accuracy

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

4. Capitalization Examples

A

A-bomb

abstract B, 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
- Friticalux (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:¹ 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

¹ 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
 delftware
 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
 quilting
 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

firewall

firm names:

ACDelco

America Online (AOL)

Bausch & Lomb Inc.

BP

Bristol-Myers Squibb

Carson, Pirie, Scott & Co.

Coldwell Banker

Colgate-Palmolive Co.

Comcast

Dow Jones & Co., Inc.

Dun & Bradstreet

eBay

E.I. du Pont de Nemours & Co.

FedEx

GlaxoSmithKline

Great Atlantic & Pacific Tea Co. (A&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 & Co., Inc.

Merrill Lynch

Microsoft

Pfizer Inc.

Phelps Dodge Corp.

PricewaterhouseCoopers

Procter & Gamble Co.

Rand McNally & Co.

Rolls-Royce

Sun Microsystems

3M

Underwriters Laboratories, Inc.

US Airways

Wal-Mart

Weyerhaeuser Co.

Xerox Corp.

First Family (Presidential)

First Lady (wife of President)

First World War (*see* War)

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,² 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

² 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; Sikh; Sunni
 New Thought
 Protestant; Protestantism
 Scientology
 Seventh-day Adventists
 Seventh-Day Baptists
 Zoroastrian
- Renaissance, the (era)
- Report, if part of name (with date or number); the annual report; the report:
 2007 Report of the Chief of the Forest Service
 9/11 Commission Report
 Annual Report of the Secretary of Defense for the year ended September 30, 2008
 Grace Commission report
 President's Economic Report; the Economic Report
 Railroad Retirement Board Annual Report, 2007; *but* annual report of the Railroad Retirement Board
 Report No. 31
 United States Reports (publication)
- Reporter, the (U.S. Supreme Court)
- Representative; Representative at Large (U.S. Congress); U.N.
- Republic, capitalized if part of name; capitalized standing alone if referring to a specific government:
 Czech
 French
 Irish
 of Bosnia and Herzegovina
 of Panama
 of the Philippines
 Slovak (Slovakia)
 United States
also the American Republics; South American Republics; the Latin American Republics; the 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:

Alfisols	Aridisols
Andisols	Entisols
- 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
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)	C	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)	D
bur	caster (roller)	commingle	darndest
burned	castor (oil)	commiserate	debarkation
bus, bused, buses, busing		complement (complete)	decaffeinated

decatalogue	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	F
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)	E	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	K
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)	H	ingenious (skillful)	L
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
G	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	I	J	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 (soon)	jewelry	liter
gobbledygook	eminent (famous)	judgeship	livable
goodbye	impaneled, -ing	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	O	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
M	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	P	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	N	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	T
		soliloquy	taboo
Q	S	sometime	tactician
quarreled, -ing	saccharin (n.)	(formerly)	tasseled, -ing
quartet	saccharine (adj.)	some time (some time ago)	tattoo
quaternary	sacriligious	some times (at times)	taxied, -ing
questionnaire	salable	southward	technique
queue	sандаled, -ing	spacious (space)	teetotaler
	savable	specious	tercentenary
R	savanna	(deceptive)	theater
raccoon	savior	specter	therefor (for it)
racket (all meanings)	Saviour (Christ)	spirituous (liquor)	therefore (for that reason)
rapprochement	scalloped, -ing	spirochete	thiamine
rarefy	schizophrenia	spoliation	thralldom
rarity	scion (horticulture)	stationary (fixed)	thrash (beat)
ratable	scurrilous	stationery (paper)	thresh (grain)
rational (adj.)	seismology	statue (sculpture)	threshold
rationale (n.)	selvage (edging)	stature (height)	tie, tied, tying
rattan	salvage (save)	statute (law)	timber (wood)
raveled, -ing	sentineled, -ing	staunch	timbre (tone)
reconnaissance	separate (v., adj.)	stenciled, -ing	tinseled, -ing
reconnoiter	sepulcher	stenciler	titer
recyclable	seriatim		tonsillitis
referable	settler		
refuse	settlor (law)		
registrar			

tormenter	trptych	V	W
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	vilify	willful
transferor	tyrannical	villain	withe
transferred	tyro	visa, -ed, -ing	woeful
transonic	U	vitamin	woolen
transponder (electronics)	unctuous	vitrify	woolly
transshipment	unwieldy	volcanism	worshiped, -er, -ing
traveled, -ing	upward	voluntarism	
traveler	uremia	votable	
travelogue	usable	vying	

Anglicized and foreign words

5.3. Diacritical marks are not used with anglicized words.

A	cafeteria	crepe de chine	elite
abaca	caique	critique	entree
aide memoire	canape	critiquing	etude
a la carte	cause celebre	D	F
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	G
B	consomme	depot	garcon
blase	cortege	dos-a-dos	glace
boutonniere	coulee	E	grille
brassiere	coup de grace	eclair	gruyere
C	coup d'etat	eclat	H
cabana	coupe	ecru	habitué
cafe	creme	elan	
	crepe		

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

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

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

Plural forms

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

albinos	falsettos	merinos	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	distractible	impersuasive	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
conversible (oral)	eligible	incircumscriptible	insensible
conversible (convertible)	eludible	incoercible	instructible
convertible	erodible	incognoscible	insubmersible
convincible	evasive	incombustible	insuppressible
corrigible	eversible	incommiscible	insusceptible
corrodible	evincible	incompatible	intactible
corrosible	exemptible	incomprehensible	intangible
corruptible	exhaustible	incompressible	intelligible
credible	exigible	inconcussible	interconvertible
crucible	expansible	incontrovertible	interruptible
cullible	explosible	inconvertible	intervisible
decoctible	expressible	inconvincible	inventible
deducible	extensible	incorrigible	invertible
deductible	fallible	incorrodible	invincible
defeasible	feasible	incorruptible	invisible
defectible	fencible	incredible	irascible
defensible	flexible	indefeasible	irreducible
delible	fluxible	indefectible	irrefrangible
deprehensible	forcible	indefensible	irremissible
depressible	frangible	indelible	irreprehensible
descendible	fungible	indeprehensible	irrepressible
destructible	fusible	indestructible	irresistible
diffrangible	gullible	indigestible	irresponsible
diffusible	horrible	indiscernible	irreversible
digestible	ignitable	indivertible	legible
dimensibile	illegible	indivisible	mandible
discernible	immersible	indocible	marcescible
discerpible	immiscible	inducible	miscible
discerptible	impartible	ineffervescible	negligible
discussible	impatible	ineligible	nexible
dispersible	impedible	ineludible	omissible
dissectible	imperceptible	inevasible	ostensible
distensible	impermisible	inexhaustible	partible
	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	unresponsive
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 *yz*e. 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 which is most suitable for the matter in hand; therefore, in marking copy or reading proof, it is required only to verify the spelling of the particular form used. GPO's preference is for the conventional English form. Copy will be followed as to accents, but these should be consistent throughout the entire job.

Nationalities, etc.

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

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”)

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

General rules

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

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

- 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 adjective or predicate noun the second element of which is a present participle.

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

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

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

- 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 and this element is omitted in all but the last term, the hyphens are retained.

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

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

ante bellum days	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 ⁹⁰
polonium-210	U ²³⁵	₉₂ U ²³⁴

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

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

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

candela-hour	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

- 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 which would have different forms when they appear separately; e.g., *bumblebee* and *queen bee*, *farmhand* and *ranch hand*. In juxtaposition, these and similar words should be made uniform by being printed as two words. This is only a temporary expedient and does not supersede the list.
- 7.10. Combining forms and prefixes are usually printed solid. For greater readability, the hyphen is sometimes used to avoid doubling a vowel (*anti-inflation*, *naso-orbital*); to facilitate a normally capitalized word (*mid-April*, *non-European*); to assure distinct pronunciation of each element of a compound or ready comprehension of intended meaning (*contra-ion*, *un-ionized*); or to join a combining form or prefix to a hyphenated compound (*equi-gram-molar*, *pro-mother-in-law*).
- 7.11. As nouns and adjectives, *holdup*, *calldown*, *layout*, *makeup*, and similar words should be printed solid. Their *er* derivatives, (*holder-up*, *caller-down*, *layer-out*, and *maker-up*) require hyphens. Such compounds as *run-in*, *run-on*, and *tie-in* resist quick comprehension when solid. They are therefore hyphenated.
- 7.12. Words spelled alike but pronounced differently, such as *tear-dimmed* and *tearsheet*, *wind tunnel* and *windup*, are listed under the same keyword.
- 7.13. Words printed flush in the following list combine with the words which follow to indicate solid or hyphenated compounds. A 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

along

ship

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

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

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

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

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

bolt	mark	bow	brandy
cutter	mobile	back	-burnt (u.m.)
head	plate	bent	wine
hole	rack	grace	brass
-shaped (u.m.)	rest	head	-armed (u.m.)
strake	sale	knot	-bold (u.m.)
bomb	seller	legged	-smith
drop	shelf	-necked (u.m.)	works
fall	stack	pin	brave
shell	stall	shot	hearted
sight	stamp	sprit	-looking (u.m.)
thrower	stand	stave	-minded (u.m.)
-throwing (u.m.)	stitch	string	brazen
bone	-stitching (u.m.)	wow	-browed (u.m.)
ache	-taught (u.m.)	box	face
#ash	wright	car	bread
black	boom	haul	basket
breaker	town	head (printing)	crumb
-bred (u.m.)	truck	truck	earner
-dry (u.m.)	boondoggling	boxer	fruit
-eater	boot	-off	#knife
-hard (u.m.)	black	-up	liner
head	hose	brachio (c.f.)	plate
lace	jack	<i>all one word</i>	seller
meal	lace	brachy (c.f.)	stuff
set	last	<i>all one word</i>	#tray
shaker	leg	brain	winner
-white (u.m.)	lick	cap	break
boobytrap	strap	child	away (n., u.m.)
boogie-woogie	bore	-cracked (u.m.)	ax
book	hole	pan	back (n., u.m.)
binder	safe	sick	bone (fever)
case	sight	-spun (u.m.)	#circuit
dealer	bosom	storm	down (n., u.m.)
#end	-deep (u.m.)	-tired (u.m.)	-even (u.m.)
fair	-folded (u.m.)	wash	fast
-fed (u.m.)	-making (u.m.)	brake	fast#room
fold	bottle	drum	front
-learned (u.m.)	-fed (u.m.)	head	-in (n., u.m.)
-lined (u.m.)	neck	meter	neck
list	-nosed (u.m.)	shoe	off (n., u.m.)
lore	bottom#land	brandnew (u.m.)	out (n., u.m.)
lover	boughpot		point

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

bite	kite	-weld (v.)	cabinet
-eyed (u.m.)	bung	butter	maker
build	hole	ball	making
down (n., u.m.)	start	-colored (u.m.)	cable-laid (u.m.)
up (n., u.m.)	burn	fat	caco (c.f.)
built	-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	cake
bulb-tee (u.m.)	burned-over (u.m.)	mouth	baker
bulbo (c.f.)	burner-off	nut	bread
<i>all one word</i>	burnt	print	-eater
bulk	-out (u.m.)	-rigged (u.m.)	mixer
head	-up (u.m.)	scotch	-mixing (u.m.)
-pile (v.)	bus	-smooth (u.m.)	pan
weigh (v.)	boy	wife	walk
bull	#conductor	-yellow (u.m.)	calci (c.f.)
baiting	driver	button	<i>all one word</i>
dog	fare	-eared (u.m.)	calk-weld (v.)
doze	girl	-headed (u.m.)	call
-faced (u.m.)	line	hold	back (n., u.m.)
fight	load	hole	box
frog	bush	hook	down (n., u.m.)
head	beater	mold	-in (n., u.m.)
-mouthed (u.m.)	buck	buzzerphone	note
neck	fighter	by	-off (n., u.m.)
nose	-grown (u.m.)	-and-by	out (n., u.m.)
pen	hammer	-the-way (n.,	-over (n., u.m.)
ring	-leaguer	u.m.)	up (n., u.m.)
#terrier	ranger	-your-leave (n.,	camshaft
toad	whacker	u.m.)	camel
-voiced (u.m.)	wife	<i>rest one word</i>	back (rubber)
whack	bustup (n., u.m.)	C	-backed (u.m.)
whip	busy	-sharp	driver
bullet	body	-star	-faced (u.m.)
head	-fingered (u.m.)	-tube	camel's-hair (u.m.)
maker	head	cab	camp
proof	butt	driver	fire
bull's	-joint (v.)	fare	ground
-eye (nonliteral)	saw	#owner	stool
-foot	stock	stand	can
bumble	strap	cabbagehead	capper
bee			not
foot			#opener

canalside	-mile	carpo (c.f.)	-out
candle	owner	-olecranal	castlebuilder
bomb	pool	<i>rest one word</i>	(nonliteral)
-foot	port	carriage-making	cat
holder	sick	(u.m.)	back
-hour	wash	carrot	beam
lighter	carbo (c.f.)	-colored (u.m.)	bird
lit	<i>all one word</i>	head (nonliteral)	call
-meter	carbolic (c.f.)	juice	-eyed (u.m.)
power	<i>all one word</i>	top (nonliteral)	face (n.)
-shaped (u.m.)	carcino (c.f.)	carry	fall
stand	<i>all one word</i>	all (n., u.m.)	gut
stick	card	around (n., u.m.)	head
wick	case	back (n., u.m.)	hole
wright	-index (u.m., v.)	forward (n.)	hook
candystick	player	-in (n., u.m.)	-ion
cane	sharp	out (n., u.m.)	like
-backed (u.m.)	stock	over (n., u.m.)	nap
brake	cardio (c.f.)	cart	nip
crusher	-aortic	load	-o'-nine-tails
cutter	<i>rest one word</i>	wheel (coin)	stitch
#sugar	care	whip	walk
canker	free	wright	CAT scan
-eaten (u.m.)	giver	case	catch
-mouthed (u.m.)	-laden (u.m.)	bearer	all (n., u.m.)
cannonball	taker	finding	-as-catch-can
canvas-covered	-tired (u.m.)	hammer	(u.m.)
(u.m.)	worn	harden	cry
cap	carpet	load	penny
-flash (v.)	bagger	mated	plate
nut	beater	worker	up (n., u.m.)
screw	#cleaner	caser-in	weight
sheaf	-cleaning (u.m.)	cashflow	word
shore	-covered (u.m.)	cast	cater
car	fitter	away (n., u.m.)	corner
barn	layer	back (n., u.m.)	wauling
break	-smooth (u.m.)	-by (u.m.)	cat's
builder	-sweeping (u.m.)	off (n., u.m.)	-eye (nonliteral)
fare	weaver	out (n., u.m.)	-paw (nonliteral)
goose	-weaving (u.m.)	-ridden (u.m.)	cattle
hop	web	-weld (v.)	#boat
jacker	woven	caster	feed
lot		-off	-raising (u.m.)

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

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

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

colo (c.f.) <i>all one word</i>	speaker	coral	countdown (n., u.m.)
color	conference#room	-beaded (u.m.)	counter
bearer	Congressman#at	-red (u.m.)	#check (banking)
blind	#Large	cork	#septum
#blindness	contra (pref.)	-lined (u.m.)	-off
fast	-acting	screw	act, propaganda,
-free (u.m.)	-approach	corn	top, etc.
#line	-ion	bin	<i>as combining</i>
type (printing)	<i>rest one word</i>	bread	<i>form, one</i>
(n.)	cook	cake	<i>word</i>
-washed (u.m.)	book	cob	country
comb-toothed	off (n., u.m.)	cracker	-born (u.m.)
(u.m.)	out (n., u.m.)	crib	-bred (u.m.)
come	shack	crusher	folk
-along (tool)	stove	cutter	people
back (n., u.m.)	coolheaded	dodger	side
-between (n.)	cooped	-fed (u.m.)	wide
down (n.)	-in (u.m.)	husk	county
-off (n., u.m.)	-up (u.m.)	loft	#seat
-on (n., u.m.)	cop	meal	wide
-out (n.)	#out (v.)	#pone	court
-outer	out (n.)	stalk	bred
uppance	copper	starch	-martial
comic#book	-bottomed (u.m.)	corner	ship
command	-colored (u.m.)	bind	cousin
-line	head	post	-german
#prompt	-headed (u.m.)	corpsmember	hood
commander#in	#mine	cost	-in-law
#chief	nose	#effective (n.)	cover
common	plate	-effectiveness	alls
-carrier	-plated (u.m.)	wise	let
#law	smith	costo (c.f.)	side
place	works	<i>all one word</i>	up (n., u.m.)
#sense (n.)	copy	cotton	cow
sense (u.m.)	cat	-clad (u.m.)	barn
weal	cutter	-covered (u.m.)	bell
wealth	desk	-growing (u.m.)	catcher
companionship	#editor	#mill	-eyed (u.m.)
compressed#file	fitter	mouth (snake)	gate
comptime	holding	packer	hand
cone	reader	picker, ing	herd
-shaped (u.m.)	right	seed	hide
	writer	sick	hitch

lick	-colored (u.m.)	#bill (legal)	-index (u.m.)
path	creditworthiness	bind	-interrogate (v.)
pen	creek	bolt	-interrogatory
#pony	bed	bond	-invite (v.)
pox	side	bones	legged
puncher	creep	bred	legs
shed	hole	breed	-level (v.)
sucker	mouse	-bridge (v.)	-license (v.)
crab	crepe#de#chine	-brush (v.)	lift (v.)
cake	crestfallen	-carve (v.)	lock
catcher	crew	-channel (u.m.)	lots
eater	cut	-check	mark
faced	member	-claim	member
hole	cribstrap	-compound (v.)	patch
meat	crime	-connect (v.)	path
stick	fighter	-country (u.m.)	plow (v.)
crack	solver	-cultivate (v.)	-pollinate (v.)
down (n., u.m.)	wave	current	-purpose (n.)
house (slang)	crisscross	-curve (math.) (n.)	-question
jaw	crook	cut	rail
pot	<i>all one word</i>	-date (v.)	-reaction
-the-whip (n., u.m.)	crooked	-drain (v.)	-refer (v.)
up (n., u.m.)	-foot (n.)	-dye (v.)	-reference
cradle	-legged (u.m.)	-dyeing (n.)	road
side	-nosed (u.m.)	-examine (v.)	row
#snatcher	crop	-eye (n., u.m.)	-service
song	-bound (u.m.)	-eyed (u.m.)	-shaft
cranio (c.f.)	-haired (u.m.)	fall	-slide
<i>all one word</i>	head	feed	-staff
crank	mark	-fertile (u.m.)	-sterile
case	-year	-fertilize (v.)	-stitch
-driven (u.m.)	cross	-fiber (u.m.)	-stone
pin	-appeal	file	-stratification
pit	arm	fire	-sue (v.)
shaft	band	flow	-surge (v.)
crapehanger	bar	foot	talk
crashdive (v.)	beam	-grained (u.m.)	tie
crawlup (n., u.m.)	bearer	hair	town
crazy	bedded	hand	track
bone	belt	hatch	trail
cat	bench	haul	tree
cream	-bidding	head	under (n., u.m.)
cake	bill (bird)	-immunity	-vote

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

trap	top (n., u.m.)	die	dirt
watch	dessert	-away (u.m.)	-cheap (u.m.)
-weary (u.m.)	#fork	back	fast
decisionmaking	#knife	case	-incrusted (u.m.)
deckhand	spoon	-cast (u.m., v.)	plate
deep	deutero (c.f.)	caster	dirty
-affected (u.m.)	<i>all one word</i>	-cut (u.m., v.)	-faced (u.m.)
-cut (u.m.)	devil	cutter	-minded (u.m.)
-felt (u.m.)	-devil	hard (n., u.m.)	#work
-freeze (u.m., v.)	dog (a marine)	head	dis (pref.)
-frying (u.m.)	-inspired (u.m.)	#proof (philately)	<i>all one word</i>
going	-ridden (u.m.)	(n.)	dish
-grown (u.m.)	dew	setter	cloth
-laid (u.m.)	beam	sinker	#cover
most	cap	-square (u.m.)	pan
mouthed	-clad (u.m.)	stock	rack
-rooted (u.m.)	claw	diesel	rag
#sea	damp	-driven (u.m.)	#towel
-seated (u.m.)	-drenched (u.m.)	-electric (u.m.)	washer
-set (u.m.)	drop	dillydally	disk
-sunk (u.m.)	fall	dim	#drive
-voiced (u.m.)	-fed (u.m.)	-lighted (u.m.)	jockey
water (u.m.)	-laden (u.m.)	lit	pack
deer	lap	out (n., u.m.)	plow
drive (n.)	point	diner-out	-shaped (u.m.)
-eyed (u.m.)	dextro (c.f.)	ding	ditch
food	<i>all one word</i>	bat	bank
herd	di (pref.)	dong	digger
horn	<i>all one word</i>	dining#room	rider
hound	dia (pref.)	dinitro (c.f.)	side
meat	<i>all one word</i>	#spray	dive
stalker	dialog#box	<i>rest one word</i>	-bomb (v.)
stand	dial-up	dip	#bomber
tick	diamond	-dye (v.)	do
dehydr(o) (c.f.)	back	-grained (u.m.)	-all (n., u.m.)
<i>all one word</i>	-backed (u.m.)	head	-gooder
demi (pref.)	-shaped (u.m.)	stick	-little (n., u.m.)
-Christian, etc.	diazo (c.f.)	dipper-in	-nothing (n.,
-incognito	-oxide	direct	u.m.)
<i>rest one word</i>	<i>rest one word</i>	-connected (u.m.)	dock
dermato (c.f.)	dice	-indirect	hand
<i>all one word</i>	cup	direction-finding	head
desk	play	(u.m.)	side
#room			worker

dog	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.)	dope	tone (printing)	lock (n.)
hole	fiend	tree	look
leg	passer	-trouble	most
#owner	pusher	-up (u.m., v.)	payment
race	sheet	#work	pour
shore	dorsi (c.f.)	dough	rate
sled	<i>all one word</i>	boy	right
-tired (u.m.)	dorso (c.f.)	-colored (u.m.)	river
tooth	-occipital	face	rush
-toothed (u.m.)	<i>rest one word</i>	-faced (u.m.)	shore
trick	dot	head	side
trot	-matrix	mixer	sitting
watch	#pitch	nut	slip
-weary (u.m.)	double	down	slope
doll	-barrel (n., u.m.)	beat	-soft (u.m.)
face	-barreled (u.m.)	by	spout
-faced (u.m.)	-bitt (v.)	cast	stage
dollyhead	-breasted (u.m.)	check	stairs
donkey	-charge (v.)	coast	state
back	check (n., v.)	come	stream
-drawn (u.m.)	checked (u.m., v.)	-covered (u.m.)	street
-eared (u.m.)	-chinned (u.m.)	crier	stroke
doomsday	-click	cry	sun (adv., u.m.)
door	cross (nonliteral)	curved	swing
bed	deal (v.)	cut	take
bell	-decker	dale	throw
case	dipper	draft	thrust
check	(nonliteral)	drag	time

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	drift	out (n., u.m.)
valley	bore	#boat	sonde
weigh	bridge	bolt	stitch
weight	cut	meter	drug
wind	down (n., u.m.)	-mining (u.m.)	-addicted (u.m.)
draft	file	#net	mixer
age (allowance)	gate	pin	passer
#age	gear	wind	pusher
-exempt (u.m.)	glove	drill	seller
drag	head	case	#user
bar	horse	-like	drum
bolt	knife	stock	beat
net	knot	drip	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	dry
wire	out (n., u.m.)	stick	-burnt (u.m.)
dragger	pin	drive	#cell
-down	plate	away (n., u.m.)	clean
-in	point	belt	-cure (v.)
-out	sheet	bolt	dock
-up	span	by (n., u.m.)	-dye (v.)
dragon	stop	cap	-farm (v.)
-eyed (u.m.)	string	head	farming (n., u.m.)
fly	tongs	-in (n., u.m.)	gulch
#piece	tube	pipe	(nonliteral)
drain	drawer	screw	lot
cleaner	-down	#shaft	-pack (u.m., v.)
pipe	-in	way	-rotted (u.m.)
plug	-off	drop	-salt (v.)
tile	-out	away (n., u.m.)	wash
drainage	drawing	bolt	duck
#area	#board	cloth	bill
#basin	#room	-down	-billed (u.m.)
way	dream	-forge (v.)	bore
draw	-haunted (u.m.)	front	#breast
-arch (n.)	land	hammer	foot (tool)
arm	lore	head	

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

end

-all (n., u.m.)
bell
brain
gate
lap
long
-match (v.)
matcher
-measure (v.)
most
-shrink (v.)
ways

ender

-on
-up

endo (c.f.)

all one word

engine

#shop
-sized (u.m.)
work
#worker
#yard

entero (c.f.)

all one word

entry

#book
way

envelope

#holder
#maker

epi (pref.)

all one word

equi (c.f.)

-gram-molar
rest one word

ere

long
now

errorproof

erythro (c.f.)

all one word

even

glow
handed
minded
-numbered (u.m.)
song
-tempered (u.m.)

ever

-abiding (u.m.)
bearing
blooming
-constant (u.m.)
-fertile (u.m.)
glade
going
green
lasting
more
-normal (u.m.)
-present (u.m.)
-ready (u.m.)
sporting (biol.)
which

every

day (n., u.m.)
#day (each day)
how
one (all)
#one (distributive)
#time

evil

doer
#eye
-eyed (u.m.)
-faced (u.m.)
-looking (u.m.)
minded (u.m.)
sayer
speaker
wishing

ex

#cathedra
cathedral

communicate

-Governor
#libris
#officio
#post#facto
#rights
-serviceman
-trader
-vice-president
extra
-alimentary
-American
bold
-Britannic
-condensed (u.m.)
curricular
-fine (u.m.)
hazardous
judicial
-large (u.m.)
-long (u.m.)
marginal
mural
ordinary
polar
-strong (u.m.)
territorial
vascular

eye

#appeal
ball
bank
bar
blink
-blurred (u.m.)
bolt
brow
-conscious (u.m.)
cup
flap
glance
glass
hole

lash

lens
lid
mark
-minded (u.m.)
#opener
peep
pit
point
service
shade
shield
shot
sick
sight
sore
spot
-spotted (u.m.)
stalk
strain
string
tooth
wash
#weariness
wink
witness

F**F**

-flat
-horn
-sharp

fable

#book
teller

face

about (n., u.m., v.)
-arbor (v.)
cloth
-harden (v.)
-hardened (u.m.)
lifting
mark

-off (n.)	-tongued (u.m.)	people	-pursued (u.m.)
-on (n., u.m.)	fame	place	-shaken (u.m.)
plate	-crowned (u.m.)	stead	feather
up (n., u.m.)	-thirsty (u.m.)	worker	bed (v.)
fact	fan	fashion	bedding
book	back	-led (u.m.)	bone
finding	bearer	#piece (naut.)	brain
sheet	#belt	#plate	edge
fade	fare	-setting (u.m.)	-footed (u.m.)
away (n., u.m.)	fold	fast	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.)
faint	marker	going	-stitching
heart	-shaped (u.m.)	hold	-tongue (v.)
-voiced (u.m.)	-tailed (u.m.)	-moving (u.m.)	weight
fair	fancy	-read (v.)	wing (moth)
ground	-free (u.m.)	-reading (u.m.)	fed-up (u.m.)
-lead (n., u.m.)	-loose (u.m.)	#time (daylight saving)	feeble
minded	-woven (u.m.)	fat	-bodied (u.m.)
play	-wrought (u.m.)	back	minded
-skinned (u.m.)	far	-bellied (u.m.)	feed
#trade	-aloft (u.m.)	-free (u.m.)	back (n., u.m.)
fairy	away (n., u.m.)	head	bag
folk	-borne (u.m.)	-soluble (u.m.)	bin
hood	-distant (u.m.)	father	box
tale	-eastern (u.m.)	-confessor	crusher
faithbreaker	-famed (u.m.)	-in-law	cutter
fall	fetchd	land	head
away (n., u.m.)	flung (u.m.)	fault	lot
back (n., u.m.)	gone	finder	mixer
#guy	-off (u.m.)	line	pipe
-in (n., u.m.)	#out	slip	rack
out (n., u.m.)	-reaching (u.m.)	faux#pas	store
-plow (v.)	seeing	fax	stuff
-sow (v.)	-seen (u.m.)	-and-voice#	feeder
trap	-set (u.m.)	mailbox	-in
fallow#land	sight	#modem	-up
false	farm	-on-demand	fellow
-bottomed (u.m.)	-bred (u.m.)	fear	craft
#face	hand	-free (u.m.)	ship
-faced (u.m.)	hold	nought	<i>rest two words</i>
hood	owner		

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

fish	-reeler	-compound (v.)	flood
back	score	fold	cock
bed	flag	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	flame	-topped (u.m.)	floor
#farm	-colored (u.m.)	woods	beam
-fed (u.m.)	-cut (v.)	flax	cloth
food	out (n.)	drop	head
garth	proof	-leaved (u.m.)	lamp
hook	thrower	-polled (u.m.)	mat
-joint (v.)	flannelmouth	seed	mop
kill	flap	flea	#show
#ladder	cake	bite	space
meal	doodle	-bitten (u.m.)	stain
mouth	-eared (u.m.)	trap	walker
plate	jack	fleet	#wax
pond	flare	foot	-waxing (u.m.)
pool	back (n., u.m.)	-footed (u.m.)	flophouse
pot	out (n., u.m.)	wing	floppy#disk
pound	path	flesh	flour
trap	up (n., u.m.)	brush	bag
weir	flash	hook	bin
works	back (n., u.m.)	-pink (u.m.)	#mill
fisher	bulb	pot	sack
folk	card	fleur-de-lis	#sifter
man	cube	flextime	flow
people	gun	flight	chart
fishyback (n., u.m.)	lamp	crew	meter
fit	pan	-hour	off (n., u.m.)
out (n.)	point	path	sheet
strip	flat	-test (v.)	through (n., u.m.)
five	back	flimflam	flower
bar	(bookbinding)	flip	bed
fold	bed (printing)	-flap	bud
-ply (u.m.)	-bottomed (u.m.)	-flop	-crowned (u.m.)
-pointed (u.m.)	car	-up (n., u.m.)	

#grower	sheet	foolhardy	stalk
-hung (u.m.)	speck	foolscap	stall
#piece	-specked (u.m.)	foot	step
pot	tier	-and-mouth	stick
-scented (u.m.)	trap	(u.m.)	stock
#shop	weight	ball	stool
flue-cure (v.)	wheel	band	-ton
fluid	winch	bath	walk
-compressed	flying	blower	wall
(u.m.)	#boat	board	-weary (u.m.)
extract (pharm.)	#fish	brake	worn
(n.)	foam	breadth	fore (pref.)
glycerate	bow	bridge	<i>all one word</i>
fluo (c.f.)	-crested (u.m.)	candle	fore
<i>all one word</i>	-white (u.m.)	fall	-age
fluoro (c.f.)	fog	-free (u.m.)	-and-aft (n., u.m.)
<i>all one word</i>	bound	gear	-and-after (n.)
flush	bow	-grain	-edge
-cut (u.m.)	dog	hill	-end
-decked (u.m.)	eater	hold	-exercise
-decker	-hidden (u.m.)	licker	word
gate	horn	light(s)	<i>rest one word</i>
fluvio (c.f.)	#light	lining	forest
<i>all one word</i>	-ridden (u.m.)	locker	-clad (u.m.)
fly	fold	loose	-covered (u.m.)
away	-in	mark	#land
back	up (n., u.m.)	note	side
ball	folk	pad	fork
-bitten (u.m.)	#dance	path	head
blow	lore	pick	lift
blown	song	plate	-pronged (u.m.)
-by-night (n.,	follow	-pound	tail
u.m.)	-on	-pound-second	-tailed (u.m.)
catcher	through (n.,	print	form
eater	u.m.)	race	fitting
-fish (v.)	up (n., u.m.)	rail	#work (printing)
-fisher	follower-up	rest	forth
-fisherman	food	rope	coming
#fishing	-fasted (u.m.)	scald	right
flap	-fasting (v.)	-second	with
-free (u.m.)	packer	slogger	fortune
leaf	store	sore	#hunter
paper	stuff		teller

forty-niner	handed	stall	fundraising
foul	hold	-wheel (u.m.)	funlover
#line	lance	fronto (c.f.)	funnel
-looking (u.m.)	loader	-occipital	form
mouthed	-minded	-orbital	-shaped (u.m.)
-spoken (u.m.)	masonry	<i>rest one word</i>	fur
-tongued (u.m.)	#post	frost	-clad (u.m.)
up (n., u.m.)	-spoken (u.m.)	bite	coat
fountainhead	standing (u.m.)	bow	-lined (u.m.)
four	thinker	-free (u.m.)	skin
-bagger	trader	-hardy (u.m.)	-trimmed (u.m.)
-eyed (u.m.)	wheel (u.m., v.)	-heaving (u.m.)	fuse
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	fruit	G
-masted (u.m.)	freeze	cake	G
-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	freight	stalk	-sharp
some	#house	frying#pan	gabfest
square	-mile	fuel	gad
-wheeler	#room	#line	about (n., u.m.)
fox	#train	#oil	fly
-faced (u.m.)	fresh	full	gaff-topsail
hole	-looking (u.m.)	back	gag
hound	-painted (u.m.)	-bellied (u.m.)	-check (v.)
#hunting	water	blood	#order
skinned	frog	-bound (u.m.)	root
tailed	belly	-duplex	#rule
trot	eater	face	gaugepin
fracto (c.f.)	-eyed (u.m.)	-fashioned (u.m.)	gain
<i>all one word</i>	face	-flowering (u.m.)	say
frameup (n., u.m.)	mouth	-grown (u.m.)	-sharing (u.m.)
free	nose	-handed (u.m.)	galact(o) (c.f.)
booter	pond	-headed (u.m.)	<i>all one word</i>
born	tongue	-lined (u.m.)	gallbladder
drop	(medicine)	#load	galley#proof
-for-all (n., u.m.)	front	mouth	(printing)
-grown (u.m.)	-end (u.m.)	-strength (u.m.)	galvano (c.f.)
hand (drawing)	-focused (u.m.)	-text	<i>all one word</i>
	runner	-time (u.m.)	

game	-colored (u.m.)	ghost	stock
bag	#dog	-haunted (u.m.)	glycero (c.f.)
cock	-looking (u.m.)	write (v.)	<i>all one word</i>
gang	gear	giddy	glyco (c.f.)
boss	box	brain	<i>all one word</i>
plank	case	head	go
saw	-driven (u.m.)	-paced (u.m.)	-ahead (n., u.m.)
gapeseed	fitter	gilt-edge (u.m.)	-around (n., u.m.)
garnet-brown	-operated (u.m.)	gin-run (u.m.)	-as-you-please
(u.m.)	set	ginger	(u.m.)
gas	shift	#ale	-back (n., u.m.)
bag	wheel	bread	-between (n.)
bomb	gelatin	-colored (u.m.)	by (n.)
-driven (u.m.)	-coated (u.m.)	snap	cart
field	-making (u.m.)	spice	-devil (n.)
-fired (u.m.)	gelatino (c.f.)	give	-getter
firing	bromide	-and-take (n.,	-getting (n., u.m.)
fitter	chloride	u.m.)	-off (n., u.m.)
-heated (u.m.)	gem	away (n., u.m.)	goal
-laden (u.m.)	cutter	glacio (c.f.)	post
lamp	-set (u.m.)	<i>all one word</i>	#setter
lighted	#stone	glass	goat
line (auto)	genito (c.f.)	blower	-bearded (u.m.)
#line (queue)	<i>all one word</i>	#ceiling	-drunk (u.m.)
lock	gentle	cutter	-eyed (u.m.)
#main	folk	-eater	herd
#mask	-looking (u.m.)	-eyed (u.m.)	goat's
meter	man	-hard (u.m.)	-hair
works	-mannered (u.m.)	house	-horn
gastro (c.f.)	mouthed	works	God
-omental	-spoken (u.m.)	glauco (c.f.)	-conscious (u.m.)
<i>rest one word</i>	woman	<i>all one word</i>	-fearing (u.m.)
gate	geo (c.f.)	glidepath	-forsaken (u.m.)
house	<i>all one word</i>	globetrotter	-given (u.m.)
keeper	germ-free (u.m.)	glosso (c.f.)	head
leg (u.m.)	gerrymander	<i>all one word</i>	-man
pin	get	glow	-ordained (u.m.)
post	-at-able	lamp	-sent (u.m.)
tender	away (n., u.m.)	meter	-sped (u.m.)
works	off (n., u.m.)	gluc(o) (c.f.)	speed
gay	-together (n.,	<i>all one word</i>	-taught (u.m.)
#blade	u.m.)	glue	god
cat	up (n., u.m.)	pot	child

daughter	goose	-meter	beard (n.)
father	bone	-molecular	-clad (u.m.)
head	bumps	-negative (u.m.)	coat (n.)
hood	-cackle	-positive (u.m.)	-eyed (u.m.)
less	#egg	grand	-haired (u.m.)
mother	-eyed (u.m.)	aunt	head
parent	flesh	child, etc.	-headed (u.m.)
send	-footed (u.m.)	stand	out (n., u.m.)
ship	herd	grant-in-aid	grease
son	mouth	grape	#gun
sonship	neck	fruit	#pit
goggle-eyed (u.m.)	pimples	#juice	proof
goings-on	rump	-leaved (u.m.)	great
gold	step	seed	-aunt
beater	wing	stalk	coat
brick (shirker)	gospel	vine	-eared (u.m.)
#brick (of real gold)	like	graph	-grandchild, etc.
-bright (u.m.)	-true (u.m.)	alloy	-headed (u.m.)
-brown (u.m.)	gourdhead	#paper	heart
digger	Government	grapho (c.f.)	mouthed
#dust	(U.S. or	<i>all one word</i>	green
-filled (u.m.)	foreign)	grass	back (n., u.m.)
foil	-in-exile	-clad (u.m.)	belt
-inlaid (u.m.)	-owned (u.m.)	-covered (u.m.)	(community)
leaf	wide	cutter	-clad (u.m.)
plate (v.)	governmentwide	flat	-eyed (u.m.)
-plated (u.m.)	(State, city, etc.)	-green (u.m.)	gage (plum)
-plating (u.m.)	grab	hop	gill
smithing	-all (n., u.m.)	nut	grocer
-wrought (u.m.)	#bag	plot	horn
golden	hook	roots (nonliteral)	keeper
-fingered (u.m.)	rope	#roots (literal)	-leaved (u.m.)
-headed (u.m.)	grade	widow	sand (geology)
good	finder	grave	sick
-bye	mark	clothes	stuff
-for-nothing (n.,	grain	digger	sward
u.m.)	-cut (u.m.)	side	town
-looker	field	stead	(community)
-looking (u.m.)	-laden (u.m.)	gravel	#wood (literal)
-natured (u.m.)	mark	-blind (u.m.)	wood (forest)
#will (kindness)	sick	stone	greyhound
will (salable	gram	gray	grid
asset)	-fast (u.m.)	back (n., u.m.)	iron

lock
 griddlecake
 grillroom
grip
 sack
 wheel
gross
 -minded (u.m.)
 #weight
ground
 breaking
 hog
 mass
 nut
 path
 plot
 -sluicer
 speed
 #water
 wave
 work
 group-connect (v.)
 grownup (n., u.m.)
 grubstake
guard
 house
 plate
 rail
guest
 chamber
 house
 room
 guided-missile
 (u.m.)
 guidepost
 guider-in
gum
 boil
 chewer
 digger
 drop
 -gum
 lac

-saline (n.)
 shoe
gun
 #barrel
 bearer
 blast
 builder
 cotton
 crew
 deck
 fight
 fire
 flint
 lock
 paper
 pit
 play
 point
 powder
 rack
 -rivet (v.)
 runner
 shop
 shot
 -shy (u.m.)
 sight
 stock
 wale
gut
 less
 string
gutter
 blood
 -bred (u.m.)
 snipe
 spout
gymno (c.f.)
all one word
gyneco (c.f.)
all one word
gyro
 #horizon
 #mechanism

#pelorus
 plane, compass,
 etc.
H
H
 -bar
 -beam
 -bomb
 -hour
hack
 barrow
 hammer
 log
 saw
 hailstorm
hair
 band
 breadth
 brush
 -check (n.)
 cloth
 cut (n.)
 do
 dresser
 -fibered (u.m.)
 lock
 pin
 #ribbon
 space (printing)
 splitting
 spring
 streak
 stroke (printing)
 #trigger
half
 -and-half (n.,
 u.m.)
 -afraid
 -alive
 -angry
 back (football)
 -backed (u.m.)

-baked (u.m.)
 -bound (u.m.)
 caste
 -clear
 cock (v.)
 cocked
 (nonliteral)
 -dark
 #day
 deck
 -decked (u.m.)
 -decker
 -feed (v.)
 hearted
 -hourly (u.m.)
 -life
 #load
 -loaded (u.m.)
 -mast
 -miler
 -monthly (u.m.)
 -on (n., u.m.)
 pace
 penny
 -ripe
 -shy
 -sole (v.)
 staff
 stitch
 -strength (u.m.)
 title
 tone (printing)
 track
 -true
 -truth
 -weekly (u.m.)
 wit
 -witted (u.m.)
 -yearly (u.m.)
 hallmark
ham
 shackle
 string

hammer

cloth
 dress (v.)
 -hard (u.m.)
 -harden (v.)
 -hardened (u.m.)
 head
 lock
 #thrower
 toe
 -weld (v.)
 -wrought (u.m.)

hand

bag
 ball
 bank (v.)
 barrow
 bill
 book
 -bound (u.m.)
 bow
 brake
 breadth
 brush
 -built (u.m.)
 car
 -carry (v.)
 cart
 -carve (v.)
 clap
 clasp
 -clean (v.)
 crank
 cuff
 -cut (v.)
 -embroidered
 (u.m.)
 -fed (v.)
 fold
 grasp
 grenade
 grip
 guard

gun
 -held (u.m.)
 -high (u.m.)
 hold
 hole
 -in-hand (u.m.)
 kerchief
 -knit (v.)
 -knitter
 laid
 -letter (v.)
 lift (truck)
 liner
 made
 -me-down (n.,
 u.m.)
 mix (v.)
 mold (v.)
 mower
 off (n., u.m.)
 out (n., u.m.)
 pick (v.)
 post
 press
 print
 rail
 reading
 saw
 scrape (v.)
 set
 shake
 spade
 spike
 splice
 split
 spring
 spun
 -stamp (v.)
 stand
 stitch
 stroke
 stuff
 -tailed (u.m.)

tap
 tool
 -tooled (u.m.)
 -tooling (u.m.)
 truck
 weave
 wheel
 worked
 woven
 write (v.)
 written
 wrought
 hands#free
 handlebar
hang
 dog
 nail
 net
 out (n., u.m.)
 up (n.)
hanger
 -back
 -on
 -up
 happy-go-lucky
 hara-kiri
harbor
 master
 side
hard
 -and-fast (u.m.)
 back (beetle)
 -baked (u.m.)
 -bitten (u.m.)
 -boiled (u.m.)
 case
 copy (n.)
 core
 #disk
 #drive
 fist (n.)
 handed
 hat (n.)

head
 -hit (u.m.)
 -looking (u.m.)
 mouthed
 nose
 pan
 -pressed (u.m.)
 -set (u.m.)
 #shell (n.)
 ship
 spun
 stand
 tack
 top (auto)
 ware
 -won (u.m.)
 #work
 -working (u.m.)
 wrought
hare
 brain
 foot
 hound
 lip
 -mad (u.m.)
 harness-making
 (u.m.)
 harum-scarum
 harvesttime
 has-been (n.)
 hashmark
hat
 band
 box
 brim
 brush
 cleaner
 pin
 rack
 rail
 stand
 #tree
 hatchback

hatchet-faced (u.m.)	band	stall	#rash
haul	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	heaven
hawk	cloth	waiter	bound
bill	count	wall	-inspired (u.m.)
-billed (u.m.)	dress	wind	-sent (u.m.)
head	-ender	header-up	heaver
-nosed (u.m.)	first	heal-all (n., u.m.)	-off
hawse	frame	heart	-out
hole	gate	ache	-over
pipe	gear	aching	heavy
hay	hunter	beat	back
band	lamp	block	-duty (u.m.)
cap	ledge	blood	-eyed (u.m.)
cart	lighting	break	-footed (u.m.)
cock	liner	burn	handed
#fever	lock	deep	-looking (u.m.)
field	long	felt	-set (u.m.)
fork	master	free (u.m.)	#water
lift	mistress	grief	weight (n., u.m.)
loft	mold	heavy	hecto (c.f.)
market	most	leaf	<i>all one word</i>
mow	note	-leaved (u.m.)	hedge
rack	-on (u.m.)	nut	born
rake	phone	quake	breaker
rick	plate	seed	hog
-scented (u.m.)	post	sick	hop
seed	quarters	sore	pig
stack	rail	string	row
wire	reach	struck	#trimmer
hazardous	rest	throb	heel
#waste#site	ring	-throbbing (u.m.)	ball
hazel	rope	-weary (u.m.)	band
-eyed (u.m.)	set	hearth	block
nut	shake	rug	cap
he-man	sill	warming	fast
head	space	heat	grip
ache	spin	drops	pad
achy	spring	#pump	path

plate	hence	brow (nonliteral)	most
post	forth	-caliber (u.m.)	quarter
print	forward	-class (u.m.)	saddle
ring	hepato (c.f.)	-density	sight
stay	<i>all one word</i>	flier (n.)	wing
strap	hepta (c.f.)	flying (u.m.)	hip
tap	<i>all one word</i>	-foreheaded	bone
helio (c.f.)	here	(u.m.)	mold
<i>all one word</i>	about	#frequency	shot
hell	after	handed	hippo (c.f.)
bender	at	-hat (v.)	<i>all one word</i>
bent	by	jinks	histo (c.f.)
born	from	lander	<i>all one word</i>
bound	in	#light (literal)	hit
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
hole	on	#proof	hoary-haired (u.m.)
hound	to	-reaching (u.m.)	hob
-red (u.m.)	tofore	-rigger (n.)	goblin
helpmeet	under	rise (building)	nail
helter-skelter	unto	road	nob
hemstitch	upon	#seas	hobbyhorse
hema (c.f.)	with	-speed (u.m.)	hockshop
<i>all one word</i>	herringbone	stepper	hocus-pocus
hemato (c.f.)	hetero (c.f.)	-tension (u.m.)	hod#carrier
<i>all one word</i>	-ousia, etc.	#tide	hodgepodge
hemi (pref.)	<i>rest one word</i>	-up (u.m.)	hog
<i>all one word</i>	hexa (c.f.)	#water	back
hemo (c.f.)	<i>all one word</i>	higher-up (n.)	-backed (u.m.)
<i>all one word</i>	hi-fi	hill	-faced (u.m.)
hemp	hide	culture	fat
seed	-and-seek (n.,	(farming)	frame
string	u.m.)	side	hide
hen	away (n., u.m.)	top	nose (machine)
bill	out (n., u.m.)	hind	-nosed (u.m.)
coop	high	brain	pen
-feathered (u.m.)	ball	cast	sty
house	binder	gut (n.)	-tie (v.)
pecked	born	head	wash
roost	bred	leg	-wild (u.m.)

hog's-back (geol.)	-fed (u.m.)	pot	blende
hogshead	felt	sucker	blower
hoistaway (n.)	folk	sweet	-eyed (u.m.)
hold	freeze (u.m., v.)	honor	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	hood	horse
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	hoof	cloth
holder	owner	beat	dealer
-forth	#ownership	mark	fair
-on	plate	print	fight
-up	#rule	-printed (u.m.)	flesh
hole	seeker	hook	hair
#in#one	sick	ladder	head
-high (u.m.)	spun	nose	herd
-in-the-wall (n.)	stead	-nosed (u.m.)	hide
through	stretch	pin	hoof
hollow	town	up (n., u.m.)	-hour
back	woven	hooker	jockey
(bookbinding)	homeo (c.f.)	-off	laugh
-backed (u.m.)	<i>all one word</i>	-on	meat
-eyed (u.m.)	home#page	-out	mint
faced	homo	-over	play
-ground (u.m.)	#legalis	-up	pond
holo (c.f.)	#sapiens	hoopstick	power-hour
<i>all one word</i>	homo (c.f.)	hop	power-year
holy	-ousia, etc.	about (n., u.m.)	pox
#day	<i>rest one word</i>	off (n., u.m.)	race
stone	honey	scotch	#sense (n.)
home	-colored (u.m.)	toad	shoe
-baked (u.m.)	comb	hope#chest	thief
body	-cured (u.m.)	hopper	#trade
born	dew	burn	whip
bred	drop	dozer	hot
brew	eater	horehound	bed
builder	-laden (u.m.)	hormono (c.f.)	blood
#buyer	lipped	<i>all one word</i>	-blooded (u.m.)
comer	moon	horn	brain
coming	mouthed	bill	cake

-cold	how	text	ideo (c.f.)
dog	-do-you-do (n.)	<i>rest one word</i>	-unit
foot	ever	hypo (c.f.)	<i>rest one word</i>
head (n.)	soever	<i>all one word</i>	idle
-mix (u.m.)	hub	hystero (c.f.)	headed
pack	cap	-oophorectomy	-looking (u.m.)
patch	-deep (u.m.)	-salpingo-oopho-	-minded (u.m.)
plate	humankind	rectomy	ileo (c.f.)
-press (v.)	humble	<i>rest one word</i>	<i>all one word</i>
rod (nonliteral)	bee	I	ilio (c.f.)
-roll (v.)	-looking (u.m.)	I	<i>all one word</i>
-rolled (u.m.)	mouthed	-bar	ill
spot	-spirited (u.m.)	-beam	-advised (u.m.)
-work (v.)	humdrum	-iron	-being (n.)
hotelkeeper	hump	-rail	-born (u.m.)
houndshark	back	ice	-bred (u.m.)
hourglass	-shouldered	berg	#breeding (n.)
house	(u.m.)	blind	-doing (n., u.m.)
breaking	humpty-dumpty	#blindness	-fated (u.m.)
broken	hunchback	blink	-humored (u.m.)
builder	hundred	block	-looking (u.m.)
#call	fold	bone	-treat (v.)
cleaner	-legged (u.m.)	breaker	-use (v.)
-cleaning (u.m.)	-percenter	cap	#will
coat	-pounder	-clad (u.m.)	-wisher
dress	weight	-cold (u.m.)	-wishing (u.m.)
father	hung-up (u.m.)	-cooled (u.m.)	in
furnishing(s) (n.)	hunger	-covered (u.m.)	-and-in (u.m.)
guest	-mad (u.m.)	#cream	-and-out (u.m.)
hold	-worn (u.m.)	fall	-and-outer
husband	hurly-burly	#fishing	-being (u.m.)
mother	hush	floe (island)	-flight (u.m.)
owner	-hush	flow (current)	-house
parent	#money	-free (u.m.)	-law (n.)
pest	up (n., u.m.)	maker	asmuch, sofar
plant	hydro (c.f.)	melt	#re, #rem, #situ,
-raising (u.m.)	<i>all one word</i>	pack	etc.
ridden	hydro#station	plant	in (pref.)
top	hygro (c.f.)	plow	active (u.m.)
trailer	<i>all one word</i>	quake	breeding
wares	hyper (pref.)	#storm	depth (u.m.)
warming	-Dorian, etc.	#water	hospital (u.m.)
wife	linked		migration (u.m.)

service (u.m.), etc.	intra (pref.) -atomic, etc. <i>rest one word</i>	J	lag
inch -deep (u.m.) -long (u.m.) meal -pound -ton worm	intro (pref.) <i>all one word</i>	J-bolt	liner
index-digest	Irish -American (u.m.) -born (u.m.)	jack ass hammer head -in-the-box knife -of-all-trades -o'-lantern -plane (v.) pot rabbit screw	port -powered (u.m.) prop -propelled (u.m.) #propulsion stream wash
indigo -blue (u.m.) -carmine (u.m.)	iron #age back -braced (u.m.) clad fisted -free (u.m.) handed hard -lined (u.m.) mold -red (u.m.) shod shot (mineral) (u.m.) #shot (golf) side -willed (u.m.) works	jail bird house	jewel -bright (u.m.) -studded (u.m.)
Indo (c.f.) chinese -European, etc.	ironer -up	jam nut packed	jib head -o-jib stay
infra (pref.) -anal -auricular -axillary -esophageal -umbilical <i>rest one word</i>	island -born (u.m.) -dotted (u.m.)	Java #applets Beans Script	jig -a-jig back -drill (v.) saw
ink -black (u.m.) mixer pot slinger spot -spotted (u.m.) stain stand well	iso (c.f.) -octane -oleic -osmosis <i>rest one word</i>	jaw bone breaker -locked (u.m.) twister	job #lot seeker #shop site joggle#piece joint#owner joulemeter
inner -city (u.m.) #man spring	ivory -tinted (u.m.) type (photog.) -white (u.m.)	jay hawk walk	jockey hop ride stick
ino (c.f.) <i>all one word</i>	ivy -clad (u.m.) -covered (u.m.)	jelly bean roll	jump master off (n., u.m.) rock
insect-borne (u.m.)		jerry -build (v.) builder -built (u.m.)	jungle -clad (u.m.) -covered (u.m.)
inter (pref.) -American, etc. <i>rest one word</i>		jet #airliner #airplane -black (u.m.)	#gym side junkpile

jury	-in (n., u.m.)	pad	-beam
#box	off (n., u.m.)	pan	-block
-fixing (u.m.)	out (n., u.m.)	strap	-shaped
-rigged (u.m.)	up (n., u.m.)	knick	-square
just#in#time	killjoy	knack	labio (c.f.)
juxta (c.f.)	kiln	point	<i>all one word</i>
-ampullar	-dry (u.m., v.)	knight	laborsaving
-articular	eye	-errant	lace
<i>rest one word</i>	hole	head	-edged (u.m.)
K	rib	hood	#edging
K	stick	knitback	wing (insect)
#car	tree	knock	-winged (u.m.)
-ration	kilo (pref.)	about (n., u.m.)	worked
-term	gram-meter	away (n., u.m.)	lackluster
keel	voltampere	down (n., u.m.)	ladder-backed
block	watthour	-knee (n.)	(u.m.)
fat	<i>rest one word</i>	-kneed (u.m.)	lady
haul	kindheart	off (n., u.m.)	beetle
-laying (u.m.)	king	-on (n., u.m.)	finger
#line	bolt	out (n., u.m.)	killer
keepsake	#crab	up (n., u.m.)	ship
kerato (c.f.)	head	knocker	lake
<i>all one word</i>	hood	-off	bed
kettle	hunter	-up	front
drum	maker	knot	lander
stitch	piece	hole	shore
key	pin	horn	side
board	kins	know	lameduck
bolt	folk	-all (n., u.m.)	(nonliteral)
hole	people	-how (n., u.m.)	(n., u.m.)
lock	kiss-off (n., u.m.)	-it-all (n., u.m.)	lamp
note	kite	-little (n., u.m.)	black
punch	flier	-nothing (n., u.m.)	-blown (u.m.)
ring	flying	knuckle	-foot
seat	knapsack	bone	hole
stone	knee	buster	-hour
stop	-braced (u.m.)	-deep (u.m.)	house
word	brush	-kneed (u.m.)	lighter
worker	cap	L	lit
kick	-deep (u.m.)	L	post
about (n., u.m.)	-high (u.m.)	-bar	shade
back (n., u.m.)	hole		stand
	-jerk (u.m.)		wick

land	weld (v.)	site	time
#base	-welded (u.m.)	laundry#room	leaden
-based (u.m.)	-welding (u.m.)	law	-eyed (u.m.)
#bird	large	-abiding (u.m.)	pated
borne	-eyed	book	-souled (u.m.)
fall	-handed (u.m.)	breaker	leader#line
fast	-minded (u.m.)	-fettered (u.m.)	leaf
fill	mouthed	giver	bud
flood	-scale (u.m.)	#office	-clad (u.m.)
form	lark	suit	-eating (u.m.)
grabber	-colored (u.m.)	lawnmower	-shaped (u.m.)
-grant (u.m.)	spur	lay	stalk
holding	laryngo (c.f.)	away (n., u.m.)	lean
lady	<i>all one word</i>	back (n., u.m.)	-faced (u.m.)
locked	last	-by (n.)	-looking (u.m.)
look	-born (u.m.)	down (n., u.m.)	-to (n., u.m.)
lord	-cited (u.m.)	-minded (u.m.)	leap
lubber	-ditcher	off (n., u.m.)	frog
mark	-named (u.m.)	on (n., u.m.)	#year
mass	latch	out (n., u.m.)	lease
mine	bolt	up (n., u.m.)	back (n., u.m.)
#office	key	layer	hold
owner	string	-on	leased-line
-poor (u.m.)	late	-out	leather
right	-born (u.m.)	-over	back
scape	comer	-up	-backed (u.m.)
sick	-lamented (u.m.)	lazy	-bound (u.m.)
side	-maturing (u.m.)	bones	-brown (u.m.)
slide	latero (c.f.)	boots	-covered (u.m.)
slip	<i>all one word</i>	#guy	head
spout	lath-backed (u.m.)	legs	neck
storm	lathe-bore (v.)	lead	side
wash	latter	-alpha	ware
wire	-day (u.m.)	-burn (v.)	leavetaking
wrack	most	-filled (u.m.)	lee-bow (v.)
lantern-jawed	lattice	-gray (u.m.)	leech
(u.m.)	#stitch	-in (n., u.m.)	eater
lap	work	line	#rope
belt	laughing	#line (medical,	left
-lap	#gas	naut. only)	-bank (v.)
robe	stock	off (n., u.m.)	#field (sports)
streak	launch	out (n., u.m.)	-hand (u.m.)
top	#pad	#pencil	-handed (u.m.)

-hander	#cycle	-year	stick
most	-cycle (u.m.)	lighter-than-air (u.m.)	listener-in
-sided (u.m.)	drop	like	litho (c.f.)
wing (political)	float	-looking (u.m.)	-offset
leg	giver	-minded (u.m.)	<i>rest one word</i>
band	giving	lily	little
puller	guard	handed	-known (u.m.)
rope (v.)	hold	-shaped (u.m.)	neck (clam)
work	jacket	-white (u.m.)	-used (u.m.)
lend-lease (n., u.m.)	long	lime	live
length	#net	#juice	#load
ways	raft	kiln	long
wise	ring	lighter	stock
lepto (c.f.)	saver	pit	#wire
<i>all one word</i>	-size (u.m.)	quat	wire (nonliteral)
let	-sized (u.m.)	stone	liver
down (n., u.m.)	span	wash	-brown (u.m.)
off (n., u.m.)	spring	water	-colored (u.m.)
up (n., u.m.)	stream	linch	wurst
letter	style	bolt	living#room
bomb	tide	pin	loadmeter
#carrier	time	line	loanword
drop	vest	-bred (u.m.)	lob
gram	wear (u.m.)	-breed (v.)	fig
head	lift-off (n., u.m.)	casting	lolly
-perfect (u.m.)	light	crew	lobster-tailed (u.m.)
press	-armed (u.m.)	cut (printing)	lock
space	-clad (u.m.)	finder	box
writer	-colored (u.m.)	-item (u.m.)	fast
leuc(o) (c.f.)	-drab (u.m.)	up (n., u.m.)	hole
<i>all one word</i>	-draft (u.m.)	walker	jaw
liberal-minded	face (printing)	link	nut
(u.m.)	-footed (u.m.)	up (n., u.m.)	out (n., u.m.)
lieutenant	handed	#up (v.)	pin
#colonel	house#keeping	lion	ring
-colonelcy	(nautical)	-bold (u.m.)	step
#governor	#housekeeping	-headed (u.m.)	stitch
-governorship	(domestic)	hearted	up (n., u.m.)
life	mouthed	-maned (u.m.)	washer
belt	-producing (u.m.)	lip	locker#room
blood	ship	read	lode
boat	-struck (u.m.)	service	star
#buoy	weight (n., u.m.)		stone

log	run (u.m.)	low	machine
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.)	macro (c.f.)
loggerhead	ways	down (n., u.m.)	<i>all one word</i>
logo (c.f.)	wool (sheep)	-downer	mad
<i>all one word</i>	look	-lander	brain
long	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.)	made
-billed (u.m.)	#over (v.)	rise	-over (u.m.)
bow	through (n.,	#water	-up (u.m.)
cloth	u.m.)	lower	magnetite
-distance (u.m.)	looker-on	case (printing)	-basalt
-drawn (u.m.)	loop	#deck	-olivinite
felt	hole	most	-spinellite
hair (n.)	#knot	lug	magneto (c.f.)
-haired (u.m.)	stitch	bolt	-optics
hand (nonliteral)	loose	mark	<i>rest one word</i>
-handed (u.m.)	leaf (u.m.)	sail	mahjong
-handled (u.m.)	mouthed	lukewarm	maid
head (n.)	-tongued (u.m.)	lumber	#of#honor
horn (cattle)	lop	jack	servant
-horned (u.m.)	-eared (u.m.)	#room	maiden
johns	sided	lumbo (c.f.)	hair
#jump	loud	-ovarian	head
leaf	mouthed	<i>rest one word</i>	hood
-leaved (u.m.)	#speaker (orator)	lumen-hour	#name
-legged (u.m.)	speaker (radio)	lunch	mail
legs (n.)	-voiced (u.m.)	box	bag
-lived (u.m.)	love	#hour	clad
mouthed	bird	room	clerk
-necked (u.m.)	born	time	guard
nose (n.)	-inspired (u.m.)	lying-in (n., u.m.)	-order (u.m.)
-nosed (u.m.)	#knot	M	pouch
-past (u.m.)	lorn	M-day	room
play (records)	seat	macebearer	slot
playing (u.m.)	sick		truck

main	hole	marker	beetle
frame	-hour	-down	day (distress call)
mast	killer	-off	hap
pin	kind	-up	mealy-mouth
sail	made (u.m.)	marketplace	mean
sheet	-minute	marrowbone	-acting (u.m.)
spring	-of-war (ship)	marsh	-spirited (u.m.)
stay	power	buck	time
stream	servant	mallow	(meanwhile)
(nonliteral)	-size (u.m.)	(confection)	#time
top	slaughter	#mallow (plant)	(astronomical)
topmast	slayer	mass	tone (u.m.)
#yard	stealer	-minded (u.m.)	while
major	stopper	-produce (v.)	meat
-domo	trap	mast	ball
#league	-woman	-brown (u.m.)	cutter
-leaguer	-year	head	-eater
-minor	manic-depressive	master	-fed (u.m.)
make	manifold	#at#arms	hook
-believe (n., u.m.)	mantel	mind	-hungry (u.m.)
fast (n.)	piece	#of#ceremonies	packer
over	shelf	piece	works
ready (printing)	tree	ship	wrapper
shift	many	#stroke	mechanico (c.f.)
up (n., u.m.)	-colored (u.m.)	#workman	<i>all one word</i>
weight	-folded (u.m.)	mat-covered (u.m.)	medico (c.f.)
maker	-layered (u.m.)	match	<i>all one word</i>
-off	plies	book	medio (c.f.)
-up	-sided (u.m.)	head	<i>all one word</i>
making#up	mapreader	-lined (u.m.)	medium
mal (c.f.)	marble	mark	-brown (u.m.)
<i>all one word</i>	head	safe	-size(d) (u.m.)
man	-looking (u.m.)	stick	weight (n., u.m.)
back	-topped (u.m.)	maxi (n.)	meek
-child	-white (u.m.)	maxi (pref.)	-eyed (u.m.)
-created (u.m.)	mare's	<i>all one word</i>	hearted
-day	-nest	May	-spirited (u.m.)
eater	-tail	#Day	meetingplace
-fashion (u.m.)	mark	-day (u.m.)	megalo (c.f.)
-grown (u.m.)	down (n., u.m.)	pole	<i>all one word</i>
handle	off (n., u.m.)	tide	melon
hater	shot	may	grower
-high (u.m.)	up (n., u.m.)	be (adv.)	-laden (u.m.)

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

money	sail	moto (c.f.)	-colored (u.m.)
bag	set	<i>all one word</i>	flat
changer	shade	motor	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
monkey	-white (u.m.)	cycle	-splashed (u.m.)
-faced (u.m.)	moosecall	-driven (u.m.)	stain
nut	mop	jet	sucker
pod	head	-minded (u.m.)	track
pot	stick	#scooter	#turtle
shine	up (n., u.m.)	ship	muddlehead
#wrench	mopper-up	truck	mule
mono (c.f.)	mopping-up (u.m.)	van	back
-ideistic	morning	moundbuilder	#deer
-iodo	#sickness	mountain	skinner
-iodohydrin	#star	-high (u.m.)	multi (c.f.)
-ion	tide	side	<i>all one word</i>
-ousian	mosquito	top	multiple-purpose
<i>rest one word</i>	-free (u.m.)	-walled (u.m.)	(u.m.)
month	#net	mouse	muscle
end	moss	-brown (u.m.)	bound
long (u.m.)	back	-eared (u.m.)	power
moon	-clad (u.m.)	-eaten (u.m.)	music
beam	-green (u.m.)	hole	lover
blind	-grown (u.m.)	trap	-mad (u.m.)
#blindness	head	mouth	maker
blink	-lined (u.m.)	-filling (u.m.)	room
born	most-favored-nation	-made (u.m.)	musico (c.f.)
-bright (u.m.)	(u.m.)	piece	<i>all one word</i>
eye	moth	wash	musk
face	ball	muck	#deer
gazing	-eaten (u.m.)	rake (v.)	melon
glow	hole	raker	#ox
head	proof	sweat	rat
lighter	mother	muco (c.f.)	mutton
lit	board	<i>all one word</i>	#chop (meat)
-mad (u.m.)	hood	mud	chop (shape)
path	-in-law	bank	fist
rise	-of-pearl	bath	head

myria (c.f.)
all one word
mytho (c.f.)
all one word
myxo (c.f.)
all one word

N

nail
 bin
 brush
 head
 -headed (u.m.)
 #hole
 print
 puller
 rod
 -shaped (u.m.)
 -studded (u.m.)
name
 -calling (u.m.)
 -dropping (u.m.)
 plate
 sake
nano (c.f.)
all one word
 naptime
narco (c.f.)
all one word
narrow
 -mouthed (u.m.)
 minded
naso (c.f.)
 -occipital
 -orbital
rest one word
 nationwide
 native-born (u.m.)
 navy-blue (u.m.)
 naysayer
near
 by
 -miss

sighted
 neat's-foot (u.m.)
neck
 band
 bone
 -breaking (u.m.)
 cloth
 -deep (u.m.)
 fast
 guard
 -high (u.m.)
 hole
 lace
 line
 mold
 tie
necro (c.f.)
all one word
needle
 bill
 case
 -made (u.m.)
 nose (pliers)
 point
 -shaped (u.m.)
 -sharp (u.m.)
 worked
 ne'er-do-well
neo (c.f.)
 -Greek, etc.
rest one word
nephro (c.f.)
all one word
nerve
 ache
 -celled (u.m.)
 -racked (u.m.)
net
 ball
 braider
 -veined (u.m.)
 work
 #worth

nettle
 fire
 foot
 some
neuro (c.f.)
all one word
never
 -ending (u.m.)
 more
 theless
new
 born
 -car (u.m.)
 comer
 -created (u.m.)
 fangled
 -fashioned (u.m.)
 -front (v.)
 -made (u.m.)
 -mown (u.m.)
 -rich (u.m.)
 newlywed
news
 boy
 case
 cast
 clip
 dealer
 #editor
 letter
 paper
 paper#work
 photo
 print
 reader
 reel
 sheet
 stand
 story
 teller
nick
 -eared (u.m.)
 name

nickel
 plate (v.)
 -plated (u.m.)
 -plating (u.m.)
 type
night
 -black (u.m.)
 #blindness
 cap
 -clad (u.m.)
 clothes
 club
 dress
 fall
 -fly (aviation) (v.)
 -flying (u.m.)
 gown
 -grown (u.m.)
 hawk
 long (u.m.)
 mare
 #school
 shade
 #shift
 shirt
 side
 tide
 walker
nimble
 -fingered (u.m.)
 footed
 nimbostratus
 (clouds)
nine
 fold
 #holes
 -lived (u.m.)
 pin
 score
 nitpicker
nitro (c.f.)
 -hydro-carbon
rest one word

no	east	shell	-job man
-account (n., u.m.)	going	sweet	-looking (u.m.)
-fault	most		man (arbiter)
-fee	-northeast	O	-numbered (u.m.)
-good (n., u.m.)	-sider	oak	off
-hitter (n.)	nose	-beamed (u.m.)	-and-on (u.m.)
how	bag	-clad (u.m.)	beat
#man's land	bleed	-green (u.m.)	cast
#one	bone	#leaf	center (u.m.)
-par (u.m.)	dive	-leaved (u.m.)	color (u.m.)
-par-value (u.m.)	down (n., u.m.)	oar	-colored (u.m.)
-show (n., u.m.)	gay	-footed (u.m.)	cut (printing)
-thoroughfare (n.)	guard	lock	day
whit	-high (u.m.)	oarsman	-fall (v.)
-year (funds)	hole	oat	-flavor (n., u.m.)
noble	-led (u.m.)	bin	-flow
-born (u.m.)	over (n., u.m.)	cake	-go (n.)
-featured (u.m.)	pipe	-fed (u.m.)	going
heartedness	ring	meal	grade
-looking (u.m.)	-thumbing (u.m.)	seed	hand
-minded (u.m.)	up (n., u.m.)	oathbreaker	-hours
nol-pros (v.)	wheel	object-oriented	line
non	note	oblong	loading
-civil-service	book	-elliptic (u.m.)	look
(u.m.)	#paper	-leaved (u.m.)	-lying (u.m.)
-European, etc.	worthy	-linear (u.m.)	peak
-interactive	notwithstanding	-ovate (u.m.)	print
-pros (v.)	novel	-shaped (u.m.)	put
#sequitur, etc.	-reading (u.m.)	-triangular (u.m.)	-reckoning (n.)
-tumor-bearing	#writer	occipito (c.f.)	saddle
(u.m.)	-writing (u.m.)	-otic	scape
<i>as prefix, one</i>	nucleo (c.f.)	<i>rest one word</i>	scour
<i>word</i>	<i>all one word</i>	ocean	scum
none	nut	-born (u.m.)	-season
such	breaker	borne	set
theless	-brown (u.m.)	-girdled (u.m.)	shoot
noon	cake	going	shore
day	cracker	side	side
tide	hatch	-spanning (u.m.)	site
time	hook	octo (c.f.)	-sorts (n.)
north	pecker	<i>all one word</i>	spring
-central (u.m.)	pick	odd	stage
	-shaped (u.m.)	-jobber	street

take	old	-run (u.m.)	side (u.m.)
-the-record (u.m.)	-fashioned (u.m.)	one	-sided (u.m.)
type	-fogy (u.m.)	-armed (u.m.)	worked
-wheel (n.)	-growing (u.m.)	-decker	opera
-wheeler (n.)	-looking (u.m.)	-eyed (u.m.)	goer
-white (u.m.)	#maid	fold	going
#year	-maidish (u.m.)	-half	#house
office	#man	-handed (u.m.)	operating#system
#boy	-new	ness	ophthalgo (c.f.)
holder	style (printing)	-piece (u.m.)	<i>all one word</i>
seeker	timer	self	orange
-seeking (u.m.)	#woman	-sided (u.m.)	ade
oftentimes	-young	-sidedness	colored (u.m.)
ofttimes	oleo	signed (u.m.)	peel
ohm	#butter	-step (dance)	-red (u.m.)
-ammeter	#gear	-striper	stick
meter	#oil	time (formerly)	orchard#house
-mile	#strut	(u.m.)	orderly#room
oil	<i>as combining</i>	-time (one action)	organo (c.f.)
#burner	<i>form, one word</i>	(u.m.)	<i>all one word</i>
cake	olive	-two-three	ornitho (c.f.)
can	-brown (u.m.)	-way (u.m.)	<i>all one word</i>
cloth	-clad (u.m.)	onion	orrisroot
coat	-drab (u.m.)	peel	ortho (c.f.)
cup	-growing (u.m.)	skin	<i>all one word</i>
-driven (u.m.)	#oil	op-ed	osteo (c.f.)
-fed (u.m.)	-skinned (u.m.)	(newspaper)	<i>all one word</i>
field	wood	open	other
-forming (u.m.)	#wood (color)	-air (u.m.)	wise
-harden (v.)	omni (c.f.)	-armed (u.m.)	#world
hole	-ignorant	-back (u.m.)	worldly
meal	<i>rest one word</i>	-backed (u.m.)	oto (c.f.)
paper	on	band (yarn)	<i>all one word</i>
proofing	-and-off (n., u.m.)	cast	out
seed	board (u.m.)	cut (mining)	-and-out (u.m.)
#shale	-go (n.)	-end (u.m.)	-and-outer (n.)
skinned	going	-ended	-loud (u.m.)
-soaked (u.m.)	line#service	-faced (u.m.)	-Machiavelli, etc.
spill (n.)	site	handed	migration
stove	<i>noun, adjective,</i>	#house	-of-date (u.m.)
-temper (v.)	<i>one word</i>	minded	-of-door(s) (u.m.)
tightness	once	mouthed	-of-State (u.m.)
#well	-over (n.)	#shop	-of-the-way (u.m.)

placement	gall	paint	#box
-to-out (u.m.)	harrow	box	#carrier
<i>as prefix, one word</i>	hide	brush	cutter
outer	horn	mixer	hanger
-city (u.m.)	shoe	pot	shell (n., u.m.)
#man	tail	spray	-shelled (u.m.)
most	#team	stained (u.m.)	-thin (u.m.)
wear	oxy (c.f.)	pale	weight
outward	<i>all one word</i>	belly	-white (u.m.)
-bound (u.m.)	oyster	-blue (u.m.)	papier#mache
-bounder	bed	buck	para (c.f. or pref.)
ovate	#crab	-cheeked (u.m.)	-analgesia
-acuminate (u.m.)	house	face (n.)	-anesthesia
-oblong (u.m.)	root	-faced (u.m.)	legal
ovato (c.f.)	seed	-looking (u.m.)	medic
-oblong	shell	-reddish (u.m.)	<i>rest one word</i>
-orbicular	-white (u.m.)	paleo (c.f.)	parcel
<i>rest one word</i>	P	-Christian, etc.	#carrier
oven	pace	<i>rest one word</i>	-plate (v.)
baked	maker	pallbearer	#post
dried	#setter	palm	parchment
peel	-setting (u.m.)	-green (u.m.)	-covered (u.m.)
ware	pachy (c.f.)	#leaf	#maker
over	<i>all one word</i>	#oil	-making (u.m.)
age (surplus)	pack	-shaded (u.m.)	parieto (c.f.)
age (older) (n., u.m.)	builder	palmi (c.f.)	-occipital
all (n., u.m.)	cloth	<i>all one word</i>	<i>rest one word</i>
-the-counter (u.m.)	horse	pan	parimutuel
<i>as combining form, one word</i>	-laden (u.m.)	-American, etc.	park
owl-eyed (u.m.)	sack	-broil (v.)	#forest
ox	saddle	#ice	land
biter	staff	<i>rest one word</i>	way
blood (color)	thread	Pan	part
bow	up (n., u.m.)	#American Union	-finished (u.m.)
brake	packing#box	hellenic	#owner
cart	padlock	panel-lined (u.m.)	-time (u.m.)
cheek	paddlefoot	panic-stricken (u.m.)	-timer (n.)
eye	page	panto (c.f.)	#way
-eyed (u.m.)	-for-page (u.m.)	<i>all one word</i>	parti (c.f.)
	#proof (printing)	panty hose	<i>all one word</i>
	painkiller	paper	party#line
	painstaking	back (n.)	parvi (c.f.)
			<i>all one word</i>

pass	dirt	pebble	pot
back (n.)	load	-paved (u.m.)	-red (u.m.)
book	off (n., u.m.)	-strewn (u.m.)	peptalk
key	out (n., u.m.)	peeloff (n., u.m.)	per
out (n., u.m.)	#raise	peep	#annum
port	roll	eye	cent
through (n., u.m.)	sheet	hole	#centum
way	-TV	show	compound
word	pea	sight	(chemical)
passenger-mile	#coal	peer-to-peer	current
passer(s)-by	coat	pegleg	(botanical)
passion	cod	pellmell	#diem
-driven (u.m.)	-green (u.m.)	pen	salt (chemical)
-feeding (u.m.)	hen	-cancel (v.)	#se
-filled (u.m.)	jacket	head	sulfide
#play	nut	knife	peri (pref.)
paste	pod	manship	-insular
down (n., u.m.)	shooter	#name	<i>rest one word</i>
pot	-sized (u.m.)	point	permafrost
up (n., u.m.)	stick	pusher	pest
pastureland	peace	rack	hole
patent-in-fee	-blessed (u.m.)	script	-ridden (u.m.)
path	breaker	-shaped (u.m.)	petcock
breaker	-loving (u.m.)	stock	petit
finder	maker	trough	grain
way	#pipe	pencil	#jury
patho (c.f.)	time	#box	#larceny
<i>all one word</i>	peach	holder	#point
patri (c.f.)	bloom	-mark (v.)	petro (c.f.)
<i>all one word</i>	blow (color)	penny	-occipital
patrol	-colored (u.m.)	-a-liner	<i>rest one word</i>
man	pear-shaped (u.m.)	pincher	pharmaco (c.f.)
#wagon	pearl	weight	-oryctology
pattycake	-eyed (u.m.)	winkle	<i>rest one word</i>
pawn	fishing	worth	pharyngo (c.f.)
broker	-pure (u.m.)	pent-up (u.m.)	-esophageal
shop	-set (u.m.)	penta (c.f.)	-oral
pay	-studded (u.m.)	-acetate	<i>rest one word</i>
back (n., u.m.)	-white (u.m.)	<i>rest one word</i>	phase
check	peat	pepper	-in (n., u.m.)
#cut	-roofed (u.m.)	corn	meter
day	moss	#jelly	out (n., u.m.)
	stack	mint	-wound (u.m.)

pheno (c.f.) <i>all one word</i>	pole	root	fire
philo (c.f.) -French, etc. <i>rest one word</i>	shaft	stick	fold
phlebo (c.f.) <i>all one word</i>	up (n., u.m.)	sty	head
phonebook	picker-up	tailed	hold
phono (c.f.) <i>all one word</i>	picket#line	wash	hole
phospho (c.f.) <i>all one word</i>	pickle-cured (u.m.)	pigeon	hook
photo (c.f.) -offset -oxidation -oxidative <i>rest one word</i>	picture	gram	lock
phrasemark (music)	#book	hole	paper
phreno (c.f.) <i>all one word</i>	#writing	-toed (u.m.)	point
phyllo (c.f.) <i>all one word</i>	pie	wing	prick
phylo (c.f.) <i>all one word</i>	bald	piggyback	rail
physico (c.f.) <i>all one word</i>	crust	pike	setter
physio (c.f.) <i>all one word</i>	-eater	-eyed (u.m.)	spot
phyto (c.f.) <i>all one word</i>	-eyed	staff	stripe
physico (c.f.) <i>all one word</i>	marker	pile	-tailed (u.m.)
physio (c.f.) <i>all one word</i>	pan	driver	up (n., u.m.)
phyto (c.f.) <i>all one word</i>	plant	-driving (u.m.)	wheel
piano	#plate	hammer	pinch
forte	-stuffed (u.m.)	up (n., u.m.)	back
graph	#tin	#weave	bar
#player	piece	woven	beck
pick	-dye (v.)	pill	cock
aback	#goods	pusher	fist
ax	meal	rolling	-hit (v.)
lock	mold	taker	-hitter
-me-up (n., u.m.)	piezo (c.f.)	pillow	penny
off (n., u.m.)	-oscillator	case	pine
over (n., u.m.)	<i>rest one word</i>	made	apple
#over (v.)	pig	slip	-bearing (u.m.)
pocket	-back (v.)	top	-clad (u.m.)
	-backed (u.m.)	pilot	#cone
	-bellied (u.m.)	#boat	-fringed (u.m.)
	belly	house	#needle
	-eyed (u.m.)	#light	#oil
	face	pin	-shaded (u.m.)
	-faced (u.m.)	ball	#tar
	foot	block	pink
	-footed (u.m.)	bone	-blossomed (u.m.)
	headed	case	eye (n.)
	herd	cushion	-eyed (u.m.)
	#iron	-eyed (u.m.)	pipe
	out	fall	-drawn (u.m.)
	pen	feather	dream

fitter	place	bill	#tail
layer	card	book	wright
line	kick	boy	plug
-shaped (u.m.)	plague-infested	broker	-and-play
stem	(u.m.)	day	hole
walker	plain	down (n., u.m.)	-in (n., u.m.)
welder	back (fabric)	fellow	tray
pisci (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
piston	-headed (u.m.)	mate	(u.m.)
head	-looking (u.m.)	off (n., u.m.)	pluri (c.f.)
#pin	-spoken (u.m.)	pen	<i>all one word</i>
#rod	woven (u.m.)	reader	pluto (c.f.)
#valve	plane	room	<i>all one word</i>
pit	#curve	script	pneumato (c.f.)
#boss	load	suit	-hydato-genetic
#bull	-mile	thing	(u.m.)
-eyed (u.m.)	-parallel (u.m.)	time	<i>rest one word</i>
fall	table (surveying)	wright	pneumo (c.f.)
head	plani (c.f.)	#yard	<i>all one word</i>
-headed (u.m.)	<i>all one word</i>	pleasure	pock
hole	plano (c.f.)	-bent (u.m.)	mark
mark	<i>all one word</i>	#boat	-marked (u.m.)
-marked (u.m.)	plant	-seeking (u.m.)	-pit (v.)
-rotted (u.m.)	#food	-tired (u.m.)	pocket
saw	life	-weary (u.m.)	book (purse)
side	site	pleo (c.f.)	#book (book)
pitch	plasterboard	<i>all one word</i>	-eyed (u.m.)
-black (u.m.)	plate	pleuro (c.f.)	knife
blende	cutter	<i>all one word</i>	-sized (u.m.)
#box	#glass	plow	-veto (v.)
-colored (u.m.)	-incased (u.m.)	back (n., u.m.)	poet
-dark (u.m.)	layer	-bred (u.m.)	-artist
#darkness	mark	hand	#laureate
fork	#proof (printing)	horse	-painter
hole	-roll (v.)	pan	pointblank
-lined (u.m.)	-rolled (u.m.)	point	Point-to-Point
man	platy (c.f.)	-shaped (u.m.)	poison-dipped
-marked (u.m.)	<i>all one word</i>	share	(u.m.)
out (n., u.m.)	play	shoe	pole
#pipe	-act (v.)	sole	arm
up (n., u.m.)	back (n., u.m.)	staff	-armed (u.m.)

ax	port	latch	president
burn	cullis	lid	-elect
cat	fire	luck	#pro#tempore
-dried (u.m.)	folio	pie	press
horse	hole	pourri	#agent
-pile (v.)	hook	rack	-agency
setter	manteau	#roast	board
-shaped (u.m.)	-mouthed (u.m.)	shot	feeder
sitter	side	potato#field	-forge (v.)
-stack (v.)	#wine	poultry	-made (u.m.)
star	post	#keeper	mark
timber	#bellum	-keeping (u.m.)	pack (v.)
trap	#boat	#raiser	plate
-vault (v.)	card	-raising (u.m.)	#proof (printing)
#vaulter	-Christian, etc.	#yard	preter (pref.)
politico (c.f.)	-cold-war (u.m.)	pound	<i>all one word</i>
-orthodox	#diem	cake	price
<i>rest one word</i>	-free (u.m.)	-foolish (u.m.)	#cutter
poll	haste	-foot	-cutting (u.m.)
book	#hospital	worth	#fixer
#parrot	(military)	powder	-fixing (u.m.)
#tax	#meridiem	-blue (u.m.)	#index
poly (c.f.)	#mortem (literal)	box	list
<i>all one word</i>	mortem	#house	-support (u.m.)
poor	(nonliteral)	#keg	tag
-blooded (u.m.)	#partum	#mill	prick
farm	#school (military)	#room	-eared (u.m.)
-spirited (u.m.)	audit, graduate,	-scorched (u.m.)	mark
pop	etc.	power	seam
corn	<i>as prefix, one</i>	boat	priesthood
eye	<i>word</i>	#mower	prime
gun	postal#card	-operated (u.m.)	#minister
up (n., u.m.)	pot	pack	-ministerial
poppy	ash	plant	(u.m.)
-bordered (u.m.)	bellied	praise	-ministership
cock	boil	-deserving (u.m.)	-ministry
-red (u.m.)	eye	-spoiled (u.m.)	prince
seed	hanger	worthiness	hood
pork	head	pre (pref.)	-priest
barrel (n., u.m.)	herb	-Incan, etc.	print
#chop	hole	audit, existing,	cloth
fish	hook	etc.	out
#pie	hunter	<i>rest one word</i>	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.)

putter

-forth
 -in
 -off
 -on
 -out
 -through
 -up

pyo (c.f.)

all one word

pyro (c.f.)

all one word

Q**Q**

-boat
 -fever

quadri (c.f.)

-invariant
rest one word

quarystone

quarter

-angled (u.m.)
 back
 -bloom (u.m.)
 #boards
 -bound (u.m.)
 -breed (u.m.)
 -cast (u.m.)
 -cut (u.m.)
 deck
 -miler

#note	horse	storm	trap
pace	track	wash	raw
-phase (u.m.)	way	water	boned
saw (v.)	radarscope	rakeoff (n., u.m.)	-edged (u.m.)
staff	radio	ram	hide
stretch	<i>generally two</i>	jet	-looking (u.m.)
-yearly (u.m.)	<i>words except</i>	rod	razor
quartermaster	<i>the following</i>	shackle	back
#general	<i>forms</i>	ranch	-billed (u.m.)
-generalship	frequency	#hand	#blade
quasi	isotope	house	edge
<i>all hyphenated</i>	telegraph	Random-access	-keen (u.m.)
queen#bee	telephone	range	-sharp (u.m.)
quick	rag	finder	strop
-change (u.m., v.)	bolt	#light	razzle-dazzle
-drawn (u.m., v.)	#doll	rider	re (pref.)
freeze (u.m., v.)	-made (u.m.)	rapid	-cover (cover
lime	sorter	#fire	again)
sand	tag	#transit	-create (create
set	time	rash	again), etc.
silver	rail	-brained (u.m.)	-cross-
step	bird	-headed (u.m.)	examination
#time	car	-hearted (u.m.)	-ice
-witted (u.m.)	guard	-minded (u.m.)	-ink
quin (c.f.)	head	rat	-redirect
<i>all one word</i>	-ridden (u.m.)	bite	evaluate, process,
quit	road	catcher	etc.
claim	setter	hole	<i>rest one word</i>
rent	splitter	-infested (u.m.)	reading#room
R	#train	#race	read
rabbit	way#maker	-tailed (u.m.)	out (n.)
-backed (u.m.)	wayman	-tight (u.m.)	through (n., u.m.)
-eared (u.m.)	rain	trap	README
#fever	band	rate	ready
#foot	-beaten (u.m.)	#cutter	-built (u.m.)
mouth	bow	-cutting (u.m.)	-handed (u.m.)
-mouthed (u.m.)	check	-fixing (u.m.)	made (u.m.)
skin	coat	payer	-mix (u.m.)
race	drop	-raising (u.m.)	#reference
about (n., u.m.)	fall	setting	room
course	#forest	rattle	-witted (u.m.)
goer	-soft (u.m.)	brain	rear
	spout	snake	#end
			guard

most
 view (u.m.)
 ward
 reception#room
 recordbreaker
recti (c.f.)
all one word
recto (c.f.)
all one word
red
 bait (v.)
 -billed (u.m.)
 -blooded (u.m.)
 bone
 buck
 cap (porter)
 coat (n.)
 eye (n.)
 -eyed (u.m.)
 -faced (u.m.)
 -haired (u.m.)
 handed
 head (n.)
 -hot (u.m.)
 -legged (u.m.)
 #line (literal)
 #man
 out (n., u.m.)
 -skinned (u.m.)
 tape (nonliteral)
 #tape (literal)
 -throated (u.m.)
 -yellow (u.m.)
 reformat
 regionwide
religio (c.f.)
all one word
 remote-access
 repair#shop
representative
 #at#large
 -elect
 research#worker

resino (c.f.)
all one word
retro (c.f.)
 -ocular
 -omental
 -operative
 -oral
rest one word
rheo (c.f.)
all one word
rhino (c.f.)
all one word
rhizo (c.f.)
all one word
rhod(o) (c.f.)
all one word
rhomb(o) (c.f.)
all one word
rice
 growing
 #water
rich
 -bound (u.m.)
 -clad (u.m.)
 -looking (u.m.)
 rickrack
ridge
 band
 pole
 top
 rifferaff
 rifleshot
rig
 out (n., u.m.)
 -up (n., u.m.)
right
 about
 about-face
 -angle (u.m., v.)
 -angled (u.m.)
 #away
 #field (sports)
 -handed (u.m.)

-hander
 -headed (u.m.)
 most
 -of-way
 wing (political)
rim
 -deep (u.m.)
 fire
 lock
 rock
ring
 -adorned (u.m.)
 -banded (u.m.)
 -billed (u.m.)
 bolt
 giver
 head
 -in (n., u.m.)
 lead (v.)
 leader
 -necked (u.m.)
 -off (n., u.m.)
 pin
 -porous (u.m.)
 -shaped (u.m.)
 side
 sight
 stand
 stick
 -tailed (u.m.)
 -up (n., u.m.)
 worm
rip
 cord
 -off (n., u.m.)
 rap
 roaring
 sack
 saw
 snorter
 tide
 -up (n., u.m.)

river
 bank
 bed
 #bottom
 flow
 -formed (u.m.)
 front
 head
 scape
 side
 wash
 -worn (u.m.)
road
 bank
 bed
 block
 builder
 head
 hog
 kill
 map
 #runner (bird)
 #show
 side
 -test (v.)
 way
 -weary (u.m.)
rock
 abye
 bottom
 (nonliteral)
 #climber
 -climbing (u.m.)
 fall (n.)
 -fallen (u.m.)
 fill
 firm
 pile
 -ribbed (u.m.)
 #salt
 shaft
 slide
 rod-shaped (u.m.)

roe	#rot	shod	-stamped (u.m.)
buck	stalk	-sketch (v.)	ruby
#deer	stock	stuff	-hued (u.m.)
roentgeno (c.f.)	rope	tailed	-red (u.m.)
<i>all one word</i>	dance	#work (n.)	-set (u.m.)
roll	layer	work (v.)	-throated (u.m.)
about (n., u.m.)	stitch	wrought	rudder
back (n., u.m.)	walk	rougher	head
call	rose	-down	hole
-fed (v.)	-bright (u.m.)	-out	post
film	bud	-up	stock
off (n., u.m.)	bush	roughing-in (u.m.)	rule#of#thumb
-on (n., u.m.)	head	round	rum
out (n., u.m.)	-headed (u.m.)	about (n., u.m.)	-crazed (u.m.)
over (n., u.m.)	-scented (u.m.)	about-face	runner
top	-sweet (u.m.)	-faced (u.m.)	seller
up (n., u.m.)	tan	head	rumpus#room
roller	#water	-made (u.m.)	run
#blade	rotor	mouthed	about (n., u.m.)
#coaster	craft	nose (tool)	around (n., u.m.)
-made (u.m.)	ship	out (n., u.m.)	away (n., u.m.)
-milled (u.m.)	rotten	robin (petition)	back (n., u.m.)
#skate	-dry (u.m.)	seam	by (n.)
Romano (c.f.)	-minded (u.m.)	table (panel)	down (n., u.m.)
-canonical, etc.	rough	-tailed (u.m.)	-in (n., u.m.)
-Gallic, etc.	-and-ready (u.m.)	-topped (u.m.)	off (n., u.m.)
roof	-and-tumble (n., u.m.)	#trip	-on (n., u.m.)
garden	cast (u.m., v.)	-tripper	out (n., u.m.)
line	-coat (v.)	up (n., u.m.)	over (n., u.m.)
top	-cut (u.m.)	rub	through (n., u.m.)
tree	draw (v.)	-a-dub	up (n., u.m.)
room	dress (v.)	down (n., u.m.)	runner-up
#clerk	dry (u.m., v.)	rubber	Russo (c.f.)
keeper	-face (v.)	band	-Chinese, etc.
mate	-faced (u.m.)	-down	<i>rest one word</i>
roominghouse	hew	-lined (u.m.)	rust
root	house	neck	-brown (u.m.)
bound	-legged (u.m.)	-off	-eaten (u.m.)
cap	-looking (u.m.)	-set (u.m.)	proofing
-cutting (u.m.)	neck	stamp	-resistant (u.m.)
fast	rider	(nonliteral) (n., u.m., v.)	-stained (u.m.)
hold	setter	#stamp (n.)	rye#field
#mean#square			

S

S

-bend
 -brake
 -iron
 -ray
 -shaped
 -trap
 -wrench
saber
 -legged (u.m.)
 tooth
 -toothed (u.m.)
 sable-cloaked (u.m.)
 Sabrejet
saccharo (c.f.)
all one word
sack
 bearer
 cloth
 #coat
 -coated (u.m.)
 -making (u.m.)
 -shaped (u.m.)
sacro (c.f.)
all one word
sad
 -eyed (u.m.)
 iron
 #sack
 -voiced (u.m.)
saddle
 back
 -backed (u.m.)
 bag
 bow
 cloth
 -graft (v.)
 #horse
 -making (u.m.)
 nose
 -nosed (u.m.)
 sore

-stitched (u.m.)
 tree
 -wire (u.m.)
safe
 blower
 cracker
 -deposit (u.m.)
 guard
 hold
 #house
 #site
sage
 brush
 leaf
 -leaved (u.m.)
sail
 cloth
 -dotted (u.m.)
 flying
 saintlike
sales
 book
 clerk
 manship
 people
 person
salmon
 -colored (u.m.)
 -red (u.m.)
salpingo (c.f.)
 -oophorectomy
 -oophoritis
 -ovariotomy
 -ovaritis
rest one word
salt
 box
 cellar
 -cured (u.m.)
 #lick
 mouth
 pack
 pan

peter
 pit
 pond
 shaker
 spoon
 sprinkler
 water
 works
salver
 form
 -shaped (u.m.)
sample
 #book
 #box
 maker
 -making (u.m.)
sand
 bag
 bank
 bar
 bath
 bin
 blast
 blown
 box
 -built (u.m.)
 -buried (u.m.)
 -cast (u.m., v.)
 culture
 #dune
 fill
 flea
 glass
 heat
 hill
 -hiller
 hog
 hole
 lapper
 lot
 paper
 pile
 pipe

pit
 -pump (u.m., v.)
 shoe
 spit
 storm
 table
 weld (v.)
 -welded (u.m.)
 -welding (u.m.)
 sandy-bottomed
 (u.m.)
 sangfroid
sans
 #serif
 #souci
sapphire
 -blue (u.m.)
 -colored (u.m.)
sarco (c.f.)
all one word
 sashcord
satin
 #cloth
 -lined (u.m.)
 -smooth (u.m.)
sauce
 dish
 pan
sauer
 braten
 kraut
 save-all (n., u.m.)
saw
 back
 belly
 bill (bird)
 -billed (u.m.)
 bones (n.)
 buck
 dust
 -edged (u.m.)
 horse
 setter

timber	school	book	#bird
tooth	bag	#paper	-blue (u.m.)
-toothed (u.m.)	#board	works	board
sax	book	scratch	#boat
cornet	bus	brush	-born (u.m.)
horn	children	-brusher	borne
tuba	day	-coated (u.m.)	bound
say	-made (u.m.)	#pad	-bred (u.m.)
-nothing (n., u.m.)	mate	#test	coast
-so (n.)	ship	screen	-deep (u.m.)
scale	teacher	out (n., u.m.)	dog
bark	-trained (u.m.)	play	-driven (u.m.)
down (n., u.m.)	#year	screw	drome
pan	scientifico (c.f.)	ball	-encircled (u.m.)
-reading (u.m.)	<i>all one word</i>	bolt	fare (food)
scapegoat	scissor	cap	fighter
scapulo (c.f.)	bill	down (u.m.)	#floor
<i>all one word</i>	-tailed (u.m.)	drive (v.)	folk
scar	-winged (u.m.)	-driven (u.m.)	food
-clad (u.m.)	scissors	driver	front
face	hold	head	girt
-faced (u.m.)	-shaped (u.m.)	hook	goer
#tissue	#smith	jack	going
scare	sclero (c.f.)	-lifted (u.m.)	hound
crow	-oophoritis	nut	lane
head	-optic	ship	#level
scarfpin	<i>rest one word</i>	#thread	lift
scarlet	score	-threaded (u.m.)	#lion
-breasted (u.m.)	board	-turned (u.m.)	mark
#fever	book	scroll	port
-red (u.m.)	card	-back	quake
scatter	sheet	head	#room
brain	scot-free	work	scape
good	Scoto (c.f.)	scuttlebutt	#scout
#rug	-Britannic, etc.	scythe-shaped	scouting
scene	Scotsman	(u.m.)	shell
shifter	scout	sea	shine
wright	#badge	#base	shore
schisto (c.f.)	#car	-based (u.m.)	sick
<i>all one word</i>	hood	-bathed (u.m.)	side
schizo (c.f.)	master	beach	stroke
<i>all one word</i>	scrap	-beaten (u.m.)	#time (clock)
	basket	bed	wall

weed	seer	-dentate (u.m.)	-up
wing	band	server-based	seven
worn	hand	service	-branched (u.m.)
worthiness	sucker	-connected (u.m.)	fold
-wrecked (u.m.)	seesaw	man	penny (nail)
seam	seismo (c.f.)	#man#and	score
blasting	<i>all one word</i>	#woman	-shooter
rend (v.)	self	member	-up (n.)
stitch	dom	person	severalfold
weld (v.)	-extracting	wide	shade
-welded (u.m.)	hood	woman	-giving (u.m.)
search	less	servo	-grown (u.m.)
#engine	ness	accelerometer	shadow
light	same	amplifier	boxing
plane	<i>reflexive prefix,</i>	control	gram
seat	<i>use hyphen</i>	mechanism	graph
belt	sell	motor	#line
#cover	off (n., u.m.)	system	shag
-mile	out (n., u.m.)	sesqui (c.f.)	bark
second	semi (pref.)	<i>all one word</i>	-haired (u.m.)
-class (u.m.)	-armor-piercing	set	#rug
-degree (u.m.)	(u.m.)	-aside (n., u.m.)	shake
-foot	-Christian, etc.	back (n., u.m.)	down (n., u.m.)
-guess (v.)	-idleness	bolt	out (n., u.m.)
hand (adv., u.m.)	-indirect, etc.	down (n., u.m.)	up (n., u.m.)
#hand (n.)	annual, arid, etc.	-fair (n.)	shallow
#in#command	<i>rest one word</i>	head	-draft (u.m.)
-rate (u.m.)	send	-in (n., u.m.)	-headed (u.m.)
#sight	off (n., u.m.)	off (n., u.m.)	shame
-sighted (u.m.)	out (n., u.m.)	-on (n., u.m.)	-crushed (u.m.)
Secret Service	senso (c.f.)	out (n., u.m.)	faced
secretary	<i>all one word</i>	over (n., u.m.)	shank
#general	seпти (c.f.)	pin	bone
-generalcy	<i>all one word</i>	screw	#mill
-generalship	septo (c.f.)	-stitched (u.m.)	shapeup (n., u.m.)
section#man	<i>all one word</i>	-to (n., u.m.)	share
seed	sergeant#at#arms	up (n., u.m.)	bone
bed	serio (c.f.)	setter	broker
cake	<i>all one word</i>	-forth	cropper
case	sero (c.f.)	-in	holder
coat	<i>all one word</i>	-on	out (n., u.m.)
kin	serrate	-out	ware
stalk	-ciliate (u.m.)	-to	

sharp

-angled (u.m.)
 -cut (u.m.)
 -edged (u.m.)
 -freeze (u.m., v.)
 -freezer
 -looking (u.m.)
 naysayer
 -set (u.m.)
 shod
 shooter
 -tailed (u.m.)
 -witted (u.m.)

shavetail

shear

pin
 waters

shedhand

sheep

biter
 crook
 dip
 #dog
 faced
 #farm
 fold
 gate
 herder
 hook
 kill
 -knead (u.m.)
 nose (apple)
 pen
 shank
 shear (v.)
 shearer (n.)
 shed
 stealer
 walk
 -white (u.m.)

sheer

off (n., u.m.)
 up (n., u.m.)

sheet

block
 flood
 #glass
 rock
 ways

shell

back
 burst
 fire
 fishery
 #game
 hole
 -like

shocked

shelterbelt

shield-shaped
(u.m.)

shilly-shally

shin

bone
 guard
 plaster
 shiner-up

ship

breaker
 broken
 broker
 builder
 lap
 mast
 owning
 -rigged (u.m.)
 shape
 side
 wreck

shipping

#master
 #room

shirt

band
 #sleeve
 tail

waist

shock

#therapy
 #troops
 #wave

shoe

black
 brush
 horn
 lace
 pack
 scraper
 shine
 store
 string
 tree

shootoff (n., u.m.)

shop

folk
 lifter
 -made (u.m.)
 mark
 owner
 -soiled (u.m.)
 talk
 walker
 window

shore

#bird
 #boat
 fast
 going
 #leave
 side

short

-armed (u.m.)
 bread
 cake
 change (v.)
 changer
 #circuit
 -circuited (u.m.)
 coming

cut (n., u.m., v.)

fall (n.)
 -fed (u.m.)
 hand (writing)
 -handed (u.m.)
 head (whale)
 horn (n., u.m.)
 -horned (u.m.)
 -lasting (u.m.)
 leaf (u.m.)
 -lived (u.m.)
 rib
 run (u.m.)
 sighted
 staff
 stop
 #term
 -term (u.m.)
 wave (radio)

shot

gun
 hole
 put
 star

shoulder

#belt
 #blade
 -high (u.m.)
 #strap

show

boat
 card
 case
 down (n., u.m.)
 off (n., u.m.)
 piece
 place
 room
 through
 (printing) (n.,
 u.m.)
 up (n., u.m.)
 shredout (n., u.m.)

shroud	plate	plate (v.)	sit
-laid (u.m.)	play	-plated (u.m.)	down (n., u.m.)
plate	saddle	point (drawing)	-downer
shut	show	print	fast (n., u.m.)
away (n., u.m.)	slip	tip	-in
down (n., u.m.)	splitting	-tongued (u.m.)	up (n., u.m.)
eye (n., u.m.)	step	top	sitter
-in (n., u.m.)	stitch	simon-pure (u.m.)	-by
-mouthed (u.m.)	-stitched (u.m.)	simple	-in
off (n., u.m.)	sway	-headed (u.m.)	-out
out (n., u.m.)	swipe	-minded (u.m.)	sitting#room
up (u.m.)	track	-rooted (u.m.)	sitz
shuttlecock	walk	-witted (u.m.)	#bath
sick	wall	simulcast	mark
bay	-wheeler	sin	six
bed	winder	-born (u.m.)	-cylinder (u.m.)
#call	sign	-bred (u.m.)	fold
#leave	hole	sine#die	penny (nail)
list	read	single	-ply (u.m.)
room	saver	bar	-shooter
sickle-cell (u.m.)	seeing	-breasted (u.m.)	-wheeler
side	setter	-decker	sizeup (n., u.m.)
arms	sign	-edged (u.m.)	ski
band	off (n., u.m.)	handed	#jump
board	-on (n., u.m.)	hood	#lift
bone	post	-loader	plane
burns	up (n., u.m.)	-minded (u.m.)	#suit
car	silico (c.f.)	-phase (u.m.)	skid
check	<i>all one word</i>	-seater	lift (truck)
-cut (u.m.)	silk	stick	road
dress (v.)	#screen	#stitch	#row
flash	-stockinged (u.m.)	tree	skin
head (printing)	works	singsong	-clad (u.m.)
hill	siltpan	sink	deep
hook	silver	head	diver
kick	-backed (u.m.)	hole	flint
lap	beater	Sino (c.f.)	-graft (v.)
#light (literal)	-bright (u.m.)	-Japanese, etc.	skipjack
light (nonliteral)	fish	sister	skirtmarker
#line (literal)	-gray (u.m.)	-german	skullcap
line (nonliteral)	-haired (u.m.)	hood	skunk
long	-lead (u.m.)	-in-law	head
note	-leaved (u.m.)		top

sky	Slavo (c.f.)	slit	-tongued (u.m.)
-blue (u.m.)	-Hungarian, etc.	-eyed (u.m.)	smashup (n., u.m.)
gazer	sledge	shell	smearcase
-high (u.m.)	#hammer	#skirt	smoke
jacker	-hammered (u.m.)	slop	-blinded (u.m.)
lift	meter	-molded (u.m.)	bomb
look (v.)	sleep	seller	chaser
rocket	-filled (u.m.)	slopeways	-dried (u.m.)
sail	talker	slow	-dry (v.)
scape	walker	belly	-dyed (u.m.)
scraper	sleepy	down (n., u.m.)	-filled (u.m.)
shine	-eyed (u.m.)	-footed (u.m.)	house
writer	head	going	jack
slab-sided (u.m.)	-looking (u.m.)	-motion (u.m.)	jumper
slack	sleetstorm	mouthed	-laden (u.m.)
-bake (v.)	sleeveband	poke	pot
-filled (u.m.)	slighthouse	#time	screen
#water	slide	up (n., u.m.)	stack
slambang	film	-witted (u.m.)	smoking#room
slant-eyed (u.m.)	knot	sluice	smooth
slap	#rule	box	bore
bang	sling	#gate	-browed (u.m.)
dab	ball	slum	-cast (u.m.)
dash	shot	dweller	-mouthed (u.m.)
down (n., u.m.)	slip	gullion	-tongued (u.m.)
happy	along (u.m.)	gum	-working (u.m.)
jack	band	lord	snackbar
stick	case	slumber-bound	snail
-up (n., u.m.)	cover	(u.m.)	-paced (u.m.)
slate	knot	small	-slow (u.m.)
-blue (u.m.)	#law	#arms	snail's#pace
-colored (u.m.)	-on (n., u.m.)	#businessman	snake
works	#proof (printing)	pox	bite
slaughter	proof	-scale (u.m.)	-bitten (u.m.)
house	ring	sword	-eater
pen	sheet	talk	-eyed (u.m.)
slave	shod	-time (u.m.)	head
-born (u.m.)	sole	town (u.m.)	hole
-deserted (u.m.)	step	smart	pit
holding	stitch	#aleck	snap
#market	stream	-alecky (u.m.)	dragon
owner	-up (n., u.m.)	-looking (u.m.)	head
pen	washer	#set	hook

-on (n., u.m.)	scape	culture	what
out (n.)	shade	#house	son-in-law
ring	shed	soda	song
roll	shine	jerk	bird
shooter	shoe	#pop	fest
shot	sled	#water	writer
-up (u.m.)	slide	sofa	sonobuoy
snapper	slip	#bed	sooth
-back	storm	#maker	fast
-up	suit	-making (u.m.)	sayer
snipe	-topped (u.m.)	-ridden (u.m.)	sore
bill	#water	soft	-eyed (u.m.)
#eel	-white (u.m.)	ball	foot (n.)
-nosed (u.m.)	snuffbox	-boiled (u.m.)	footed (u.m.)
sniperscope	so	#coal	head (n., u.m.)
snooperscope	-and-so	#copy	sorry-looking (u.m.)
snow	beit (n., conj.)	#drink	soul
ball	-called (u.m.)	#goods	-deep (u.m.)
bank	-seeming (u.m.)	head	mate
berg	-so	-pedal (v.)	-searching (u.m.)
blind	soap	-shelled (u.m.)	sick
#blindness	box	-soap (nonliteral)	sound
blink	bubble	(v.)	-absorbing (u.m.)
block	dish	-soaper	#field
-blocked (u.m.)	flakes	(nonliteral) (n.)	film
blower	#opera	-spoken (u.m.)	-minded (u.m.)
break	rock	tack	off (n., u.m.)
capped	stock	ware	track
-choked (u.m.)	suds	wood	#wave
clad (u.m.)	sob	sole	soup
#cover	#sister	cutter	bone
-covered (u.m.)	#story	plate	#bowl
drift	sober	somato (c.f.)	#kitchen
fall	-minded (u.m.)	<i>all one word</i>	#plate
field	sides	some	spoon
flake	social	day	sour
line	#work	how	belly
melt	#worker	one (anyone)	bread
-melting (u.m.)	socio (c.f.)	#one (distributive)	dough (n.)
mobile	-official	place (adv.)	faced
pack	economic, etc.	time (adv., u.m.)	-natured (u.m.)
pit	sod	#time (some time ago)	-sweet
plow	buster		

source	speakeasy (n.)	spike	split
book	spear	horn	finger
#file	cast	-kill (v.)	(crustacean)
south	head	-pitch (v.)	fruit
-born (u.m.)	-high (u.m.)	spill	mouth
bound	-shaped (u.m.)	over (n., u.m.)	saw
-central (u.m.)	spectro (c.f.)	way	#second
east	<i>all one word</i>	spin	-tongued (u.m.)
going	speech	back	up (n., u.m.)
lander	-bereft (u.m.)	#doctor (slang)	spoilsport
paw	-read (v.)	off	spondylo (c.f.)
#side	speed	spindle	<i>all one word</i>
-sider	boating	-formed (u.m.)	sponge
-southeast	letter	head	#bath
west	trap	-legged (u.m.)	cake
soybean	up (n., u.m.)	legs	diver
sow	spell	shanks	-diving (u.m.)
back	binding	spine	-shaped (u.m.)
belly	check	bone	spongio (c.f.)
space	down (n., u.m.)	-broken (u.m.)	<i>all one word</i>
bar	-free (u.m.)	-pointed (u.m.)	spoolwinder
craft	spend	spino (c.f.)	spoon
-cramped (u.m.)	-all (n.)	-olivary	-beaked (u.m.)
#key	thrift	<i>rest one word</i>	-billed (u.m.)
mark	spermato (c.f.)	spirit	bread
ship	<i>all one word</i>	-born (u.m.)	-fed (u.m.)
#time	spermo (c.f.)	-broken (u.m.)	-shaped (u.m.)
spade	<i>all one word</i>	#writing	ways
-dug (u.m.)	spheno (c.f.)	spit	sporeformer
foot	-occipital	ball	sporo (c.f.)
-footed (u.m.)	<i>rest one word</i>	fire	<i>all one word</i>
-shaped (u.m.)	sphygmo (c.f.)	stick	sports
Spanish	<i>all one word</i>	splanchno (c.f.)	#editor
-American	spice	<i>all one word</i>	person
-born (u.m.)	-burnt (u.m.)	splay	wear
-speaking (u.m.)	cake	footed	writer
spare	-laden (u.m.)	mouthed	spot
-bodied (u.m.)	spider	spleen	#check
rib	#crab	-born (u.m.)	-checked (u.m.)
#room	-legged	sick	-face (v.)
spark	-spun (u.m.)	-swollen (u.m.)	light
#plug (literal)	#web (n.)	spleno (c.f.)	weld (v.)
plug (nonliteral)	web (u.m., v.)	<i>all one word</i>	welded (u.m.)

-welding (u.m.)	#mile	down (n., u.m.)	start-stop
spray-washed (u.m.)	-rigged (u.m.)	fast (n., u.m.)	startup (n., u.m.)
spread	#root	-in (n., u.m.)	stat (pref.)
-eagle (u.m., v.)	-set (u.m.)	off (n., u.m.)	<i>all one word</i>
head	shooter	offish	State
out (n., u.m.)	squeeze	out (n., u.m.)	-aided (u.m.)
over (n., u.m.)	-in (n., u.m.)	pat	#line
-set (v.)	out (n., u.m.)	pipe	-owned (u.m.)
spring	up (n., u.m.)	point	state
back	squirrel-headed	post	hood
(bookbinding)	(u.m.)	still (n., u.m.)	-of-the-art (u.m.)
bok	stackup (n., u.m.)	up (n., u.m.)	quake
-born (u.m.)	staff	standard	room
buck	-herd (v.)	#bearer	side
-clean (v.)	-hour	bred	station#house
#fever	time	#gauge	stato (c.f.)
finger	stag	#time	<i>all one word</i>
-grown (u.m.)	-handled (u.m.)	staphylo (c.f.)	statute
halt	head	<i>all one word</i>	-barred (u.m.)
head	-headed (u.m.)	star	#book
-plow (v.)	horn	blind	stay
-plowed (u.m.)	-horned (u.m.)	bright	-at-home (n., u.m.)
tide (season)	hound	dust	bar
time	hunter	gazer	bolt
trap	stage	-led (u.m.)	boom
spritsail	coach	light	lace
spur	hand	lit	log
-clad (u.m.)	#set	lite (gem)	pin
-driven (u.m.)	-struck (u.m.)	nose (mole)	plow
gall	stair	shake	sail
-galled (u.m.)	case	shine	wire
-heeled (u.m.)	head	shoot	steam
spy	step	-spangled (u.m.)	boating
glass	#well	stroke	car
hole	stake	-studded (u.m.)	-cooked (u.m.)
tower	head	#time	-driven (u.m.)
square	out (n.)	starchworks	fitter
-bottomed (u.m.)	stale-worn (u.m.)	stark	pipe
-built (u.m.)	stall	-blind (u.m.)	plant
-faced (u.m.)	-fed (u.m.)	-mad (u.m.)	-pocket (v.)
flipper	-feed (v.)	-naked (u.m.)	power (n.)
head	stand	-raving (u.m.)	#powerplant
-headed	by (n., u.m.)	starter-off	-propelled (u.m.)

roll (v.)	over (n., u.m.)	birth	-filling (u.m.)
roller (u.m., v.)	-up (n., u.m.)	born	#pump
ship	stepping	-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	stomato (c.f.)
steel	stereo (c.f.)	-recurring (u.m.)	<i>all one word</i>
-blue (u.m.)	<i>all one word</i>	stand	stone
-bright (u.m.)	stern	stink	biter
-cased (u.m.)	castle	ball	blind
clad	-faced (u.m.)	bomb	brash
-framed (u.m.)	-heavy (u.m.)	bug	breaker
-hard (u.m.)	-looking (u.m.)	damp	broke
head	most	pot	brood
plate	post	stir	cast
works	#wheel	about (n., u.m.)	-cold (u.m.)
steep	-wheeler	fry	#crab
-rising (u.m.)	sterno (c.f.)	-up (n., u.m.)	crusher
-to (u.m.)	<i>all one word</i>	stitch	cutter
-up (u.m.)	stetho (c.f.)	down (n., u.m.)	-dead (u.m.)
-walled (u.m.)	<i>all one word</i>	up (n., u.m.)	-deaf (u.m.)
steeply	stew	stock	-eyed (u.m.)
chase	pan	breeder	head
-high (u.m.)	pot	broker	layer
jack	stick	#car	lifter
top	-at-it (n., u.m.)	feeder	mason
stem	fast (n.)	holding	shot
head	-in-the-mud (n.,	jobber	#wall (n.)
post	u.m.)	judging	wall (u.m., v.)
sickness	out (n., u.m.)	list	#writing
winder	pin	pile	stony
stencil-cutting (u.m.)	-to-it-iveness (n.)	pot	-eyed (u.m.)
steno (c.f.)	up (n., u.m.)	rack	#land
<i>all one word</i>	sticker	raiser	stop
step	-in	-still (u.m.)	back (n.)
aunt	-on	taker	block
child, etc.	-up	truck	clock
dance	stiff	wright	cock
down (n., u.m.)	-backed (u.m.)	stoke	gap
-in (n., u.m.)	neck	hold	hound
ladder	-necked (u.m.)	hole	list
off (n., u.m.)	still	stomach	log
-on (n., u.m.)	-admired (u.m.)	#ache	-loss (u.m.)

off (n., u.m.)	#line	lined	wing
watch	-lined (u.m.)	side	stubble
storage#room	-out (n., u.m.)	street	#field
store	-spoken (u.m.)	-bred (u.m.)	-mulch (u.m.)
front	#time	car	stubbornminded
house	-up (u.m.)	cleaner	stucco-fronted
storm	-up-and-down	-cleaning (u.m.)	(u.m.)
-beaten (u.m.)	(u.m.)	sweeper	stuck
cock	strainslip	walker	up (n., u.m.)
flow	strait	strepto (c.f.)	-upper
-laden (u.m.)	-cheded (u.m.)	<i>all one word</i>	-uppish (u.m.)
-swept (u.m.)	jacket	stretchout (n., u.m.)	stud
-tossed (u.m.)	laced	strike	bolt
#trooper	stranglehold	breaker	horse
wind	strap	-in (n., u.m.)	mare
#window	-bolt (v.)	out (n., u.m.)	stuntman
storyteller	hanger	-over (n., u.m.)	stupid
stout	head	striker	head
-armed (u.m.)	-shaped (u.m.)	-in	-headed (u.m.)
heartedness	watch	-out	-looking (u.m.)
-minded (u.m.)	strato (c.f.)	-over	sturdy-limbed (u.m.)
stove	<i>all one word</i>	string	stylebook
brush	straw	course	stylo (c.f.)
-heated (u.m.)	berry#field	halt	<i>all one word</i>
pipe	boss	#proof (density)	sub (pref.)
stow	-built (u.m.)	ways	-Himalayan, etc.
away (n., u.m.)	hat	strip	machinegun
down (n., u.m.)	-roofed (u.m.)	cropping	#rosa, #specie, etc.
straddle	splitting	#mine	-subcommittee
back	stack	tease	polar, standard,
-face (v.)	-stuffed (u.m.)	strong	etc.
-legged (u.m.)	#vote	-arm (u.m., v.)	<i>rest one word</i>
straight	walker	back (nautical)	subject
away	-yellow (u.m.)	-backed (u.m.)	-object
-backed (u.m.)	stray	box	-objectivity
-cut (u.m.)	away (n., u.m.)	hold	subter (pref.)
edge	#line	#man (literal)	<i>all one word</i>
-edged (u.m.)	mark	man (nonliteral)	such-and-such
#face	stream	-minded (u.m.)	suck
-faced (u.m.)	bank	point (n.)	-egg (n., u.m.)
forward	bed	stub	hole
head	flow	runner	-in (n., u.m.)
-legged (u.m.)	head	-toed (u.m.)	

sugar	burst	Super Bowl	-brace (v.)
#beet	-cured (u.m.)	supra (pref.)	swearer-in
#bowl	dial	-abdominal	sweat
cake	dog	-acromial	band
cane	down	-aerial	#gland
-coat (v.)	dress	anal	#shirt
-coated (u.m.)	-dried (u.m.)	-angular	shop
-cured (u.m.)	-dry (v.)	-arytenoid	sweep
loaf	fall	-auditory	back (aviation)
plum	fast	-auricular	(n., u.m.)
spoon	glade	-axillary	forward
sweet	glare	-Christian, etc.	(aviation) (n.,
#water	glow	<i>rest one word</i>	u.m.)
works	#hat	sur (pref.)	stake
sulfa (c.f.)	lamp	<i>all one word</i>	through (n., u.m.)
<i>all one word</i>	lit	sure	washer
sulfo (c.f.)	quake	-fire (u.m.)	sweet
<i>all one word</i>	ray	-footed (u.m.)	bread
sulfon (c.f.)	rise	-slow	-breathed (u.m.)
<i>all one word</i>	scald	surf	brier
sullen	set	-battered (u.m.)	faced
hearted	shade	board	heart
-natured (u.m.)	shine	#fish	meat
summer	-shot (u.m.)	-swept (u.m.)	mouthed
-clad (u.m.)	shower	swallow	-pickle (v.)
-dried (u.m.)	spot	pipe	-sour
-fallow (v.)	stricken	-tailed (u.m.)	-sweet
-made (u.m.)	stroke	swampside	swell
tide	struck	swan	-butted (u.m.)
time (season)	tan	-bosomed (u.m.)	head
#time (daylight	#time (measure)	dive	toad
saving)	time (dawn)	herd	swelled-headed
sun	up	mark	(u.m.)
-baked (u.m.)	sunny	neck	swept
bath	-looking (u.m.)	song	back (n., u.m.)
-bathed (u.m.)	-natured (u.m.)	swansdown	forward (n.,
beam	super (pref.)	swash	u.m.)
blind	-Christian, etc.	buckler	wing (n., u.m.)
#blindness	#high frequency	plate	swift
bonnet	-superlative	sway	foot
bow	highway, market,	back (n., u.m.)	-footed (u.m.)
break	etc.	-backed (u.m.)	-handed (u.m.)
burn	<i>rest one word</i>	bar	-running (u.m.)

swill	play	tachy (c.f.)	taker
bowl	-shaped (u.m.)	<i>all one word</i>	-down
tub	stick	tag	-in
swimsuit	syn (pref.)	-affixing (u.m.)	-off
swine	<i>all one word</i>	lock	-over
-backed (u.m.)	synchro	rag	-up
bread	cyclotron	sore	tale
head	flash	tail	bearer
herd	mesh	band	carrier
pox	tron	#coat	teller
sty	Syro (c.f.)	-cropped (u.m.)	talkfest
swing	-Arabian, etc.	#end	talking-to (n.)
back (n., u.m.)	phenician	-ender	tall
bar	T	first	boy (n.)
dingle	T	foremost	-built (u.m.)
#gate	-ball	gate	-looking (u.m.)
#shift	-bandage	head	tallow
stock	-beam	-heavy (u.m.)	-faced (u.m.)
-swang	-boat	hook	-pale (u.m.)
tree	-bone	lamp	tally
swingle	-cloth	pin	#board
bar	-iron	pipe	#clerk
tree	-man	race	ho
switch	-rail	spin	#room
back	-scale (score)	stock	#sheet
blade	-shape	-tied (u.m.)	tame
box	-shaped	twister	-grown (u.m.)
gear	-shirt	-up (n., u.m.)	-looking (u.m.)
plate	-square	wheel	tan
plug	table	wind	bark
rail	cloth	tailor	works
tender	-cut (u.m.)	-cut (u.m.)	tangent
swivel	cutter	made (u.m.)	-cut (v.)
#chair	-cutting (u.m.)	-suited (u.m.)	-saw (v.)
eye	-formed (u.m.)	take	tangle
-eyed (u.m.)	#linen	-all (n.)	foot
-hooked (u.m.)	-shaped (u.m.)	down (n., u.m.)	-haired (u.m.)
sword	spoon	-home (n., u.m.)	tank
-armed (u.m.)	talk	-in (n., u.m.)	#car
bearer	top	off (n., u.m.)	farm
#belt	ware	out (n., u.m.)	ship
bill		over (n., u.m.)	town
fishing		up (n., u.m.)	

tap	tarso (c.f.)	-dimmed (u.m.)	tent
bolt	<i>all one word</i>	down (n., u.m.)	-dotted (u.m.)
dance	task	drop	pole
hole	#force	#gas	-sheltered (u.m.)
net	setter	-off (n., u.m.)	#show
off (n., u.m.)	tattletale	-out (n., u.m.)	terra
-riveted (u.m.)	tauro (c.f.)	pit	#cotta
room	<i>all one word</i>	sheet	#firma
root	tax	stain	mara
-tap	-burdened (u.m.)	-stained (u.m.)	terrace-fashion
water	#collector	teen	(u.m.)
tape	eater	age (u.m.)	test-fly (v.)
#deck	-exempt (u.m.)	ager	tetra (c.f.)
#drive	-free (u.m.)	teeter-totter	<i>all one word</i>
#measure	gatherer	tele (c.f.)	thanksgiving
string	-laden (u.m.)	<i>all one word</i>	thatch-roofed
-tied (u.m.)	paid	teleo (c.f.)	(u.m.)
taper	payer	<i>all one word</i>	text
bearer	#roll	tell	-based
-fashion (u.m.)	-supported (u.m.)	tale	#file
-headed (u.m.)	taxi	truth	#mode
tapestry	auto	telo (c.f.)	theater
-covered (u.m.)	bus	<i>all one word</i>	goer
#maker	cab	tempest-rocked	going
-making (u.m.)	meter	(u.m.)	thenceforth
#work	stand	temporo (c.f.)	theo (c.f.)
tapper-out	tea	-occipital	<i>all one word</i>
tar	ball	<i>rest one word</i>	theologico (c.f.)
-brand (v.)	cake	ten	<i>all one word</i>
brush	cart	fold	there
-coal (u.m.)	-colored (u.m.)	penny (nail)	about(s)
-dipped (u.m.)	cup	pins	above
#paper	dish	tender	across
-paved (u.m.)	kettle	#boat	after
pot	#party	-faced (u.m.)	against
-roofed (u.m.)	pot	foot	among
works	room	-footed (u.m.)	around
tariff-protected	-scented (u.m.)	footish	at
(u.m.)	spoon	-handed (u.m.)	away
tarpaulin	taster	heart	before
-covered (u.m.)	teamplay	loin	between
#maker	tear	-looking (u.m.)	by
-making (u.m.)	bomb	tenement#house	for

fore	-rate (u.m.)	fold	string
from	-rater	-in-hand	sucker
in	thistledown	-master	tack
inafter	thoraco (c.f.)	penny (nail)	worn
inbefore	<i>all one word</i>	-piece (u.m.)	thunder
into	thorn	-ply (u.m.)	bearer
on	back	score	blast
over	bill	some	bolt
through	-covered (u.m.)	-spot	clap
tofore	-set (u.m.)	-square	cloud
under	-strewn (u.m.)	-striper	head
until	tail	throat	peal
unto	thorough	band	shower
upon	-bind (v.)	cutter	storm
with	bred	latch	struck
thermo (c.f.)	-dried (u.m.)	strap	thymo (c.f.)
<i>all one word</i>	fare	thrombo (c.f.)	<i>all one word</i>
thick	going	<i>all one word</i>	thyro (c.f.)
-blooded (u.m.)	-made (u.m.)	through	<i>all one word</i>
head	paced	out	tibio (c.f.)
-looking (u.m.)	pin	put	<i>all one word</i>
pated	thought	#road	tick
set (n., u.m.)	-free (u.m.)	way	#feed
skinned	-out (u.m.)	throw	seed
skull (n.)	-provoking (u.m.)	away (n., u.m.)	tacktoe
skulled	thousand	back (n., u.m.)	tick
-tongued (u.m.)	fold	-in (n., u.m.)	tock
wit	-headed (u.m.)	#line	ticket
-witted (u.m.)	-legged (u.m.)	off (n., u.m.)	#seller
-wooded (u.m.)	legs (worm)	-on (n., u.m.)	-selling (u.m.)
-woven (u.m.)	thrall	out (n., u.m.)	#writer
thin	born	over (n., u.m.)	tidal#wave
-clad (u.m.)	dom	-weight	tiddlywink
down (n., u.m.)	-less	thrust-pound	tide
set (u.m.)	thread	thumb	flat
-voiced (u.m.)	bare	#hole	head
thio (c.f.)	-leaved (u.m.)	-made (u.m.)	mark
<i>all one word</i>	worn	mark	-marked (u.m.)
third	three	-marked (u.m.)	race
-class (u.m.)	-bagger	nail	table
-degree (u.m.)	-cornered (u.m.)	print	-tossed (u.m.)
hand (adv., u.m.)	-dimensional	screw	waiter
#house	(u.m.)	stall	-worn (u.m.)

tie	-headed (u.m.)	kettle	tit
back (n.)	jack	-lined (u.m.)	bit
#bar	line	man	#for#tat
#beam	-propped (u.m.)	pan	mouse
down (n., u.m.)	#wolf	plate	titano (c.f.)
-in (n., u.m.)	wright	-plated (u.m.)	<i>all one word</i>
-on (n., u.m.)	time	pot	tithe
-out (n., u.m.)	bomb	-roofed (u.m.)	book
pin	born	type	-free (u.m.)
-plater	card	-white (u.m.)	payer
#rod	clerk	tinsel	right
#tack	clock	-bright (u.m.)	title
up (n., u.m.)	-consuming (u.m.)	-clad (u.m.)	holder
tierlift (truck)	frame	-covered (u.m.)	-holding (u.m.)
tiger	-honored (u.m.)	#town	#page
eye	keeper	tintblock (printing)	winner
#lily	killer	tip	-winning (u.m.)
#shark	lag	burn	to
-striped (u.m.)	lock	cart	-and-fro
tight	outs (n., u.m.)	-curled (u.m.)	-do (n.)
-belted (u.m.)	piece	head	#wit
fisted	pleaser	-in (n., u.m.)	toad
-fitting (u.m.)	saver	most	back
lipped	server	off (n., u.m.)	-bellied (u.m.)
rope	sheet	over (n., u.m.)	blind
-set (u.m.)	slip	staff	fish
-tie (v.)	slot	stock	-green (u.m.)
wad	span	tank	stool
wire	-stamp (v.)	-tap	tobacco
tile	study	toe	#grower
-clad (u.m.)	table	top	-growing (u.m.)
#drain	taker	-up (u.m.)	#shop
-red (u.m.)	waster	tire	toe
setter	worn	changer	cap
works	tin	dresser	#dance
wright	-bearing (u.m.)	fitter	hold
tilt	#can	#gauge	-in (n., u.m.)
hammer	-capped (u.m.)	#iron	-mark (v.)
rotor	-clad (u.m.)	-mile	nail
up (n.)	cup	#rack	plate
timber	#fish (torpedo)	shaper	print
-built (u.m.)	foil	some	toil
head	horn		-beaten (u.m.)

some
-stained (u.m.)
-weary (u.m.)
worn

toilet#room

toll

bar
#bridge
#call
gate
gatherer
house
#line
payer
road
taker

tom

boy
cat
foolery
-tom

tommy

gun
rot

ton

-hour
-kilometer
-mile
-mileage
-mile-day

tone

-deaf (u.m.)
down (n., u.m.)
-producing (u.m.)
up (n., u.m.)

tongue

-baited (u.m.)
-bound (u.m.)
-free (u.m.)
-lash (v.)
#lashing
play
-shaped (u.m.)

shot

sore

tack

tied

tip

#twister

-twisting (u.m.)

tool

bag
#belt
box
builder
#chest
crib
dresser
fitter
#grinder
-grinding (u.m.)

head

holding

kit

mark

plate

post

rack

setter

shed

slide

stock

tooth

ache

#and#nail

-billed (u.m.)

brush

drawer

mark

-marked (u.m.)

paste

pick

plate

powder

puller

-pulling (u.m.)

-set (u.m.)

-shaped (u.m.)

some

wash

top

#brass

cap (n.)

coat

cutter

#dog

-drain (v.)

#drawer

dress (v.)

flight (u.m.)

full

gallant (n., u.m.)

-graft (v.)

hat

-hatted (u.m.)

heavy

kick

knot

liner

mark

mast

milk

most

notch (nonliteral)

rail

rope

sail

-secret (u.m.)

-shaped (u.m.)

side (naut.)

soil

topo (c.f.)

all one word

topsy-turvy

torch

bearer

#holder

lighted

lit

torpedo

#boat

#room

torquemeter

toss

pot

up (n., u.m.)

touch

#and#go

back (n., u.m.)

down (n., u.m.)

hole

-me-not (n., u.m.)

pan

reader

stone

up (n., u.m.)

tough

-headed (u.m.)

-looking (u.m.)

-skinned (u.m.)

tow

away

boat

head

line

mast

#net

-netter

path

rope

#truck

tower

-high (u.m.)

-shaped (u.m.)

town

-bred (u.m.)

#clerk

#crier

-dotted (u.m.)

folk

gate

going

hall	-marked (u.m.)	#house	hammer
lot	side	-laden (u.m.)	wire
ship	sight	treaty	triple
side	-weary (u.m.)	breaker	-acting (u.m.)
site	train	-sealed (u.m.)	back (sofa)
talk	bearer	tree	branched (u.m.)
-weary (u.m.)	bolt	#belt	-edged (u.m.)
towns	crew	-clad (u.m.)	fold
fellow	line	#line	#play
people	-mile	-lined (u.m.)	-tailed (u.m.)
toy	shed	nail	tree (n.)
#dog	sick	-ripe (u.m.)	trolley#line
-sized (u.m.)	stop	scape	troop
town	tram	top	ship
tracheo (c.f.)	-borne (u.m.)	#trunk	#train
<i>all one word</i>	car	trellis-covered	tropho (c.f.)
trachy (c.f.)	rail	(u.m.)	<i>all one word</i>
<i>all one word</i>	road	trench	tropro (c.f.)
track	way	back	<i>all one word</i>
barrow	trans (pref.)	coat	trouble
hound	alpine	foot	-free (u.m.)
layer	atlantic	#knife	-haunted (u.m.)
mark	-Canadian, etc.	mouth	maker
-mile	pacific	#plow	shooter
side	uranic	-plowed (u.m.)	some
walker	<i>rest one word</i>	tri (c.f.)	truce
tractor-trailer	transit#time	-iodide	breaker
trade	trap	-ply (u.m.)	-seeking (u.m.)
#board	door	state, etc.	truck
-in (n., u.m.)	fall	<i>rest one word</i>	driver
-laden (u.m.)	shoot	tribespeople	#farm
-made (u.m.)	trashrack	tribo (c.f.)	-mile
mark	travel	<i>all one word</i>	stop
#name	-bent (u.m.)	tricho (c.f.)	true
off	time	<i>all one word</i>	-aimed (u.m.)
#union	-tired (u.m.)	trim	-blue (u.m.)
#wind	-worn (u.m.)	-cut (u.m.)	born
tradespeople	trawlnet	-dressed (u.m.)	bred
traffic-mile	tread	-looking (u.m.)	-eyed (u.m.)
tragico (c.f.)	mill	trinitro (c.f.)	-false
<i>all one word</i>	wheel	<i>all one word</i>	love (n., u.m.)
trail	treasure	trip	penny (n.)
blazer	-filled (u.m.)	-free (u.m.)	#time
breaker			

trunk	turbo (c.f.)	table	-decker
back	-ramjet (u.m.)	tail	-faced (u.m.)
nose	<i>rest one word</i>	-to (n.)	fold
trust	turf	under (n., u.m.)	-handed (u.m.)
breaking	-built (u.m.)	up (n., u.m.)	penny (nail)
buster	-clad (u.m.)	turned	-piece (u.m.)
-controlled (u.m.)	-covered (u.m.)	-back (u.m.)	-ply (u.m.)
-ridden (u.m.)	#war	-down (u.m.)	score
worthy	turkey	-in (u.m.)	-seater
truth	back	-on (u.m.)	some
-filled (u.m.)	#buzzard	-out (u.m.)	-spot
lover	#gobbler	-over (u.m.)	-step (dance)
seeker	#trot	turner-off	-striper
-seeking (u.m.)	Turko (c.f.)	turtle	-suiter
teller	-Greek, etc.	back	-up (n., u.m.)
try	<i>rest one word</i>	dove	-way (u.m.)
-on (n., u.m.)	turn	-footed (u.m.)	-wheeler
out (n., u.m.)	about (n., u.m.)	neck (u.m.)	tympano (c.f.)
square	about-face	#shell	<i>all one word</i>
works	again (n., u.m.)	twelve	type
tube	around (n., u.m.)	fold	case
-eyed (u.m.)	back (n., u.m.)	penny (nail)	cast
-fed (u.m.)	buckle	score	cutter
head	cap	twenty	face
-nosed (u.m.)	coat	-first	foundry
works	cock	fold	script
tuberculo (c.f.)	down (n., u.m.)	-one	set
<i>all one word</i>	gate	twice	write (v.)
tubo (c.f.)	-in (n., u.m.)	-born (u.m.)	typho (c.f.)
-ovarian	key	-reviewed (u.m.)	<i>all one word</i>
<i>rest one word</i>	off (n., u.m.)	-told (u.m.)	typo (c.f.)
tug	out (n., u.m.)	twin	<i>all one word</i>
boat	over (n., u.m.)	#boat	tyro (c.f.)
#of#war	pike	born	<i>all one word</i>
tumbledown (n., u.m.)	pin	-engined (u.m.)	U
tune	plate	fold	U
out (n., u.m.)	round (n., u.m.)	-jet (u.m.)	-boat
up (n., u.m.)	screw	-motor (u.m.)	-cut
tunnel	sheet	-screw (u.m.)	-magnet
-boring (u.m.)	sole	two	-rail
-shaped (u.m.)	spit	-a-day (u.m.)	-shaped
vision	stile	-along (n.)	-tube
	stitch	(bookbinding)	

ultra (pref.)	coast	user	vellum
-ambitious,	country	#default	-bound (u.m.)
-atomic, etc.	dip	-defined	-covered (u.m.)
-English, etc.	end (v.)	-friendly	velvet
high#frequency	front (n., u.m.)	#group	-crimson (u.m.)
-high-speed (u.m.)	grade	#interface	-draped (u.m.)
#valorem, etc.	gradient	utero (c.f.)	-green (u.m.)
<i>rest one word</i>	keep	<i>all one word</i>	-pile (u.m.)
un (pref.)	lift	V	venthole
-American, etc.	load	V	ventri (c.f.)
called-for (u.m.)	-over (u.m.)	-connection	<i>all one word</i>
heard-of (u.m.)	rate	-curve	ventro (c.f.)
-ionized (u.m.)	river	-engine	<i>all one word</i>
self-conscious	stairs	-neck	vertebro (c.f.)
sent-for (u.m.)	state	-shaped	<i>all one word</i>
thought-of (u.m.)	stream	-type	vesico (c.f.)
<i>rest one word</i>	swing	vacant	<i>all one word</i>
under	take	-eyed (u.m.)	vibro (c.f.)
age (deficit)	tight (n., u.m.)	-looking (u.m.)	<i>all one word</i>
age (younger)	#tight (v.)	-minded (u.m.)	vice
(n., u.m.)	-to-date (u.m.)	vagino (c.f.)	#admiral
#cultivation	#to#date	<i>all one word</i>	-admiralty
(tillage)	town	vainglorious	#consul
cultivation	trend	valve	-consulate
(insufficient)	turn	-grinding (u.m.)	#governor
#secretary	wind	-in-head (u.m.)	-governorship
-secretaryship	upper	van	#minister
way	case (printing)	driver	-ministry
<i>as prefix, one</i>	#class	guard	-presidency
<i>word</i>	classman	pool	#president
uni (c.f.)	crust (n., u.m.)	vapor	-president-elect
-univalent	cut	-filled (u.m.)	-presidential
<i>rest one word</i>	#deck	-heating (u.m.)	#rector
union	most	#lock	-rectorship
-made (u.m.)	urano (c.f.)	vase-shaped (u.m.)	regal
#shop	<i>all one word</i>	vaso (c.f.)	-regency
unit-set (u.m.)	uretero (c.f.)	<i>all one word</i>	#regent
up	<i>all one word</i>	vegeto (c.f.)	royal
-anchor (u.m., v.)	urethro (c.f.)	<i>all one word</i>	#squad
-and-coming	<i>all one word</i>	vein	#versa
(u.m.)	uro (c.f.)	-mining (u.m.)	#warden
#and#up	<i>all one word</i>	-streaked (u.m.)	videotape
beat	used-car (u.m.)		Vietcong

view	meter	-on (n., u.m.)	warpsetter
finder	ohmmeter	out (n., u.m.)	wash
point	-second	over (n., u.m.)	basin
vile-natured (u.m.)	volta (c.f.)	up (n., u.m.)	basket
vine	<i>all one word</i>	way	board
-clad (u.m.)	vote	walkie-talkie	bowl
-covered (u.m.)	-casting (u.m.)	wall	cloth
dresser	getter	board	-colored (u.m.)
growing	-getting (u.m.)	eyed	day
stalk	vow	flower	down (n., u.m.)
vinegar	-bound (u.m.)	-like	-in (n., u.m.)
-flavored (u.m.)	breaker	-painting (u.m.)	off (n., u.m.)
-hearted (u.m.)	-pledged (u.m.)	paper	out (n., u.m.)
-making (u.m.)	vulvo (c.f.)	plate	pot
-tart (u.m.)	<i>all one word</i>	-sided (u.m.)	rag
violet	W	walled	#sale
-blue (u.m.)'	W	-in (u.m.)	stand
-colored (u.m.)	-engine	-up (u.m.)	tray
-eared (u.m.)	-shaped	war	trough
#ray	-surface	#dance	tub
-rayed (u.m.)	-type	-disabled (u.m.)	up (n., u.m.)
#water	wage	-famed (u.m.)	washed
violin-shaped (u.m.)	#earner	fare	-out (u.m.)
vis-a-vis	-earning (u.m.)	head	-up (u.m.)
viscero (c.f.)	#scale	horse (nonliteral)	waste
<i>all one word</i>	worker	like	basket
vitreo (c.f.)	waist	monger	land
<i>all one word</i>	band	-made (u.m.)	leaf
vitro (c.f.)	belt	path	(bookbinding)
-clarain	cloth	plane	paper
-di-trina	coat	ship	site
<i>rest one word</i>	-deep (u.m.)	-swept (u.m.)	word
vivi (c.f.)	-high (u.m.)	#time (clock)	watch
<i>all one word</i>	line	time (duration)	band
voice	waiting	ward	case
-capable	#list	heeler	#chain
#mail	#man	robe	cry
over (n.)	#room	ship	dog
volleyball	#woman	warm	-free (u.m.)
volt	walk	blooded	glass
ammeter	around (n., u.m.)	-clad (u.m.)	tower
-ampere	away (n., u.m.)	up (n., u.m.)	water
-coulomb		warmed-over (u.m.)	bag

bank	pot	#paper	web
bearer	power	#stone	-fingered (u.m.)
-bearing (u.m.)	proofing	-yellow (u.m.)	foot
-beaten (u.m.)	quake	way	-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.)	wedge
color	side	farer	-billed (u.m.)
-colored (u.m.)	-soak (v.)	fellow	-shaped (u.m.)
-cool (v.)	-soaked (u.m.)	going	weed
-cooled (u.m.)	-soluble (u.m.)	laid	-choked (u.m.)
#cooler	spout	lay	-hidden (u.m.)
course	stain	mark	hook
craft	#table	post	killer
dog	tight	side	week
-drinking (u.m.)	wall	-sore (u.m.)	day
drop	works	-up (n., u.m.)	end
fall	worn	worn	-ender
-filled (u.m.)	watt	weak	-ending (u.m.)
finder	-hour	-backed (u.m.)	long (u.m.)
flood	meter	-eyed (u.m.)	-old (u.m.)
flow	-second	handed	weigh
fog	wave	-knead (u.m.)	bridge
-free (u.m.)	-cut (u.m.)	minded	-in (n., u.m.)
front	form	mouthed	lock
gate	guide	weather	out (n., u.m.)
head	-lashed (u.m.)	beaten	shaft
hole	length	blown	well
horse	mark	-borne (u.m.)	-being (n.)
-inch	meter	break	-beloved (u.m.)
-laden (u.m.)	-moist (u.m.)	cock	-born (u.m.)
lane	-on (n., u.m.)	glass	-bound (u.m.)
leaf	off (n., u.m.)	going	-bred (u.m.)
#line	-swept (u.m.)	-hardened (u.m.)	-clad (u.m.)
-lined (u.m.)	-worn (u.m.)	#house	-deserving (u.m.)
locked	wax	-marked (u.m.)	-doer
log	bill	most	-doing (n., u.m.)
#main	-billed (u.m.)	proofing	-drained (u.m.)
mark	chandler	-stain (v.)	-drilling (u.m.)
melon	cloth	strip	#field
meter	-coated (u.m.)	-stripped (u.m.)	-grown (u.m.)
plant	-headed (u.m.)	worn	head

-headed (u.m.)	whale	stitch	-shaped (u.m.)
hole	back	-worn (u.m.)	socket
-informed (u.m.)	-backed (u.m.)	wright	staff
-known (u.m.)	bone	when	stalk
-looking (u.m.)	-built (u.m.)	ever	stall
-meaner	-headed (u.m.)	-issued (u.m.)	stick
-nigh (u.m.)	-mouthed (u.m.)	soever	stitch
-off (u.m.)	ship	where	stock
-read (u.m.)	wharf	abouts	-tailed (u.m.)
-set-up (u.m.)	#boat	after	whipper
-settled (u.m.)	hand	as	-in
side	head	at	snapper
-spoken (u.m.)	side	by	whirl
spring	what	for	about (n., u.m.)
stead	abouts (n.)	fore	blast
-thought-of (u.m.)	ever	from	pool
-thought-out	-is-it (n.)	in	-shaped (u.m.)
(u.m.)	not (n.)	insoever	wind
-to-do (u.m.)	soever	into	whirlybird
-wisher	-you-may-call-it	of	whisk
-wishing (u.m.)	(n.)	on	broom
-worn (u.m.)	wheat	over	#tail
welterweight	cake	soever	whistle
werewolf	-colored (u.m.)	through	blower
west	ear	to	(nonliteral)
bound	-fed (u.m.)	under	#blower (literal)
-central (u.m.)	field	upon	stop
#end	grower	with	white
-faced (u.m.)	-rich (u.m.)	withal	back
going	stalk	wherever	beard (n.)
most	wheel	which	#book
-northwest	band	ever	(diplomatic)
#side	barrow	soever	cap (n.)
-sider	base	whiffletree	coat (n.)
wet	chair	whip	-collar (u.m.)
#bar	-cut (u.m.)	cord	comb (n.)
-cheeked (u.m.)	going	crack	corn
-clean (v.)	horse (nonliteral)	-graft (v.)	-eared (u.m.)
land	#load	#hand	-eyed (u.m.)
-nurse (v.)	-made (u.m.)	lash	face
pack	plate	-marked (u.m.)	-faced (u.m.)
wash	race	post	foot (n.)
	spin	saw	-footed (u.m.)

handed	killer	-pollinated (u.m.)	taster
-hard (u.m.)	-ridden (u.m.)	-rode (u.m.)	tester
head	wigwag	row	vat
-headed (u.m.)	wild	screen	wing
-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
-tailed (u.m.)	#man	sleeve	borne
-throated (u.m.)	wind	sock	bow
top (n.)	will	speed	cut
vein	-less	stop	#flap
wash	-o'-the-wisp	storm	-footed (u.m.)
who	power	stream	handed
ever	wilt-resistant (u.m.)	swept	-heavy (u.m.)
soever	wind (v.)	#tunnel	-loading (u.m.)
whole	down (n., u.m.)	worn	-loose (u.m.)
-headed (u.m.)	up (n., u.m.)	window	nut
#hog	bag	breaker	over (n., u.m.)
-hogger	ball	-breaking (u.m.)	-shaped (u.m.)
sale	blown	#cleaner	-shot (u.m.)
some	brace	-cleaning (u.m.)	span
whomsoever	breaker	#dresser	-swift (u.m.)
whooping#cough	burn	-dressing (u.m.)	tip
wicker-woven (u.m.)	catcher	pane	top
wicket	-chapped (u.m.)	peeper	wall
keeper	chill	#shade	-weary (u.m.)
keeping	fall	-shop (v.)	winter
wide	fast	-shopping (u.m.)	-beaten (u.m.)
-angle (u.m.)	-fertilized (u.m.)	sill	-clad (u.m.)
-awake (u.m.)	firm	#work	-fallow (v.)
-handed (u.m.)	flow	wine	-fed (u.m.)
mouthed	#force	bag	feed
-open (u.m.)	gall	-black (u.m.)	#green (color)
spread	-galled (u.m.)	-drinking (u.m.)	green (plant, etc.)
-spreading (u.m.)	#gauge	glass	-hardy (u.m.)
widow	hole	growing	kill
#bird	-hungry (u.m.)	-hardy (u.m.)	-made (u.m.)
hood	jammer	pot	-sown (u.m.)
wife	lass	#press	tide
beater	mill	-red (u.m.)	time
hood	pipe	seller	-worn (u.m.)

wire

bar
 -caged (u.m.)
 -cut (u.m.)
 cutter
 dancer
 draw (v.)
 -edged (u.m.)
 #gauge
 hair (dog)
 -haired (u.m.)
 less
 #line
 photo
 puller
 #rope
 spun
 stitch
 -stitched (u.m.)
 -tailed (u.m.)
 tap
 walker
 works
 -wound (u.m.)

wise

acre
 crack
 guy
 head (n.)
 -headed (u.m.)
 -spoken (u.m.)

wishbone**witch**

craft
 #hazel
 #hunt
 -hunting (u.m.)

with

draw
 hold
 in
 out
 stand

within

-bound (u.m.)
 -named (u.m.)

woe

begone
 worn

wolf

-eyed (u.m.)
 #fish
 hound
 pack

woman

folk
 hood
 kind

womenfolk**wonder**

land
 strong
 -struck (u.m.)

wood

bark (color)
 bin
 bined
 block
 -built (u.m.)
 -cased (u.m.)
 chipper
 chopper
 chuck
 craft
 cut
 grub
 hole
 horse
 hung (u.m.)
 land
 -lined (u.m.)
 lot
 -paneled (u.m.)
 pecker
 pile
 -planing (u.m.)

print

pulp
 ranger
 rock
 #rot
 shed
 side
 stock
 turner
 -turning (u.m.)
 -walled (u.m.)
 wind (music)
 working (u.m.)

wooden

head (n.)
 -hulled (u.m.)

wool

fell
 gatherer
 grader
 growing
 head
 -laden (u.m.)
 -lined (u.m.)
 pack
 press
 shearer
 shed
 sorter
 stock
 washer
 wheel
 -white (u.m.)
 winder

woolly

-coated (u.m.)
 -headed (u.m.)
 -looking (u.m.)
 -white (u.m.)

word

-blind (u.m.)
 book
 builder

catcher

-clad (u.m.)
 -deaf (u.m.)
 flow
 jobber
 list
 -perfect (u.m.)
 play
 seller
 smith

work

aday (n., u.m.)
 -and-turn (u.m.)
 away (n., u.m.)
 bag
 basket
 bench
 book
 card
 day
 -driven (u.m.)
 fare
 flow
 folk
 force
 group
 hand
 -hardened (u.m.)
 horse
 -hour (u.m.)
 housed
 life
 load
 manship
 out (n., u.m.)
 pace
 pan
 paper
 people
 place
 room
 saving
 sheet

shoe	out (u.m.)	-faced (u.m.)	yaw
shop	outness	-looking (u.m.)	meter
-shy (n., u.m.)	worrywart	-mouthed (u.m.)	-sighted (u.m.)
-shyness	worth	neck	year
site	less	-set (u.m.)	book
slip	while (n., u.m.)		day
space	whileness (n.)	X	end
-stained (u.m.)	wrap	X	-hour (u.m.)
stand	around (n., u.m.)	-body	long (u.m.)
station	-up (n., u.m.)	-chromosome	-old (u.m.)
stream	wreath-crowned	-disease	-round (u.m.)
study	(u.m.)	#rated	yellow
table	wreck-free (u.m.)	-shaped	back
time	wring	-virus	-backed (u.m.)
up (n., u.m.)	bolt	x	-bellied (u.m.)
ways	staff	-axis	belly
-weary (u.m.)	wrist	#ray (n.)	-billed (u.m.)
week	band	-ray (u.m.)	brush
worn	bone	xantho (c.f.)	#fever
working	drop	<i>all one word</i>	-headed (u.m.)
#capital	fall	xeno (c.f.)	-tailed (u.m.)
#load	lock	<i>all one word</i>	-throated (u.m.)
#room	#pin	xero (c.f.)	top
world	plate	<i>all one word</i>	yes
beater	watch	xylo (c.f.)	-man
-conscious (u.m.)	write	<i>all one word</i>	-no
#consciousness	back (n., u.m.)	Y	yester
#line	-in (n., u.m.)	Y	day
#power	off (n., u.m.)	-chromosome	year
-shaking (u.m.)	-protect	-joint	yoke
-weary (u.m.)	up (n., u.m.)	-level	fellow
worm	writing#room	-potential	mating
-eaten (u.m.)	wrong	-shaped	-toed (u.m.)
-eating (u.m.)	doer	-track	young
hole	-ended (u.m.)	-tube	eyed (u.m.)
-riddled (u.m.)	-minded (u.m.)	Yankee-Doodle	-headed (u.m.)
-ripe (u.m.)	-thinking (u.m.)	yard	-ladylike
seed	wrought	arm	-looking (u.m.)
shaft	#iron	-deep (u.m.)	-manlike
wood	-up (u.m.)	-long (u.m.)	-old
worn	wry	stick	-womanhood
#away	bill	-wide (u.m.)	youthtide
down (u.m.)	-billed (u.m.)		yuletide

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

8. Punctuation

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

Apostrophes and possessives

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

boss', bosses'	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.
---------------------------	----------------------------

- 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, corrections, explanations, omissions, editorial comments, or a caution that an error is reproduced literally.

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

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

Our conference [lasted] 2 hours.

The general [Washington] ordered him to leave.

The paper was as follows [reads]:

I do not know. [Continues reading:]

[Chorus of "Mr. Chairman."]

They fooled only themselves. [Laughter.]

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

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

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

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

The statue [sic] was on the statute books.

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

[Deleted.]

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

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

Q. [Continuing.]

A. [Reads:]

A. [Interrupting.]
 [Discussion off the record.]
 [Pause.]
 The WITNESS [interrupting]. It is known—
 Mr. JONES [continuing]. Now let us take the next item.
 Mr. SMITH [presiding]. Do you mean that literally?
 Mr. JONES [interposing]. Absolutely.
 [The matter referred to is as follows:]
 The CHAIRMAN [to Mr. Smith].
 The CHAIRMAN [reading]:
 Mr. KELLEY [to the chairman]. From 15 to 25 percent.
 [Objected to.]
 [Mr. Smith nods.]
 [Mr. Smith aside.]
 [Mr. Smith makes further statement off the record.]
 Mr. JONES [for Mr. Smith].
 A VOICE FROM AUDIENCE. Speak up.
 SEVERAL VOICES. Quiet!

- 8.20.** In bills, contracts, laws, etc., to indicate matter that is to be omitted.
- 8.21.** In mathematics, to denote that enclosed matter is to be treated as a unit.
- 8.22.** When matter in brackets makes more than one paragraph, start each paragraph with a bracket and place the closing bracket at end of last paragraph.

Colon

The colon is used—

- 8.23.** Before a final clause that extends or amplifies preceding matter.
- Give up conveniences; do not demand special privileges; do not stop work:
 these are necessary while we are at war.
 Railroading is not a variety of outdoor sport: it is service.
- 8.24.** To introduce formally any matter that forms a complete sentence, question, or quotation.
- The following question came up for discussion: What policy should be adopted?
 She said: "I believe the time is now or never." [When a direct quotation follows
 that has more than a few words.]

There are three factors, as follows: First, military preparation; second, industrial mobilization; and third, manpower.

8.25. After a salutation.

MY DEAR SIR:
Ladies and Gentlemen:
To Whom It May Concern:

8.26. In expressing clock time.

2:40 p.m.

8.27. After introductory lines in lists, tables, and leaderwork, if subentries follow.

Seward Peninsula:
 Council district:
 Northern Light Mining Co.
 Wild Goose Trading Co.
 Fairhaven district: Alaska Dredging Association (single subitem runs in).
 Seward Peninsula: Council district (single subitem runs in):
 Northern Light Mining Co.
 Wild Goose Trading Co.

8.28. In Biblical and other citations.

Luke 4:3.
 I Corinthians 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, millions, etc., in numbers of four or more digits.

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.^{1 2}

Data are based on October production.^{a b}

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

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

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

June 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 matter not intended to be part of the main statement or not a grammatical element of the sentence, yet important enough to be included. In colloquy, brackets must be substituted.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

15a. Classes, grades, and sizes.

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

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

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

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

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

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

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

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

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

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

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

8.101. To enclose bylines in congressional work.

(By Harvey Hagman, archeological correspondent)

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

Period

The period is used—

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

Stars are suns.

He was employed by Sampson & Co.

Do not be late.

On with the dance.

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

Tell me how he did it.

May we hear from you.

May we ask prompt payment.

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

a. Bread well baked

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*; but are not used to enclose expressions following the terms *known as, called, so-called, etc.*, unless such expressions are misnomers or slang.

Congress passed the act entitled “An act * * *.”

After the word “treaty”, insert a comma.

Of what does the item “Miscellaneous debts” consist?

The column “Imports from foreign countries” was not * * *.

The document will be marked “Exhibit No. 21”; *but* The document may be made exhibit No. 2.

The check was endorsed “John Adamson.”

It was signed “John.”

but Beryllium is known as glucinium in some European countries.

It was called profit and loss.

The so-called investigating body.

8.129. To enclose titles of addresses, articles, awards, books, captions, editorials, essays, headings, subheadings, headlines, hearings, motion pictures and plays (including television and radio programs), operas, papers, short poems, reports, songs, studies, subjects, and themes. All principal words are to be capitalized.

An address on “Uranium-235 in the Atomic Age”

The article “Germany Revisited” appeared in the last issue.

He received the “Man of the Year” award.

“The Conquest of Mexico,” a published work (book)

Under the caption “Long-Term Treasurys Rise”

The subject was discussed in “Punctuation.” (chapter heading)

It will be found in “Part XI: Early Thought.”
 The editorial “Haphazard Budgeting”
 “Compensation,” by Emerson (essay)
 “United States To Appoint Representative to U.N.” (heading for headline)
 In “Search for Paradise” (motion picture); “South Pacific” (play)
 A paper on “Constant-Pressure Combustion” was read.
 “O Captain! My Captain!” (short poem)
 The report “Atomic Energy: What It Means to the Nation”; *but* annual report
 of the Public Printer
 This was followed by the singing of “The Star-Spangled Banner.”
 Under the subhead “Sixty Days of Turmoil” will be found * * *.
 The subject (or theme) of the conference is “Peaceful Uses of Atomic Energy.”
also Account 5, “Management fees.”
 Under the heading “Management and Operation.”
 Under the appropriation “Building of ships, Navy.”

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

8.131. To enclose a letter or communication, which bears both date and signature, within a letter.

8.132. To enclose misnomers, slang expressions, sobriquets, coined words, or ordinary words used in an arbitrary way.

His report was “bunk.”
 It was a “gentlemen’s agreement.”
 The “invisible government” is responsible.
 George Herman “Babe” Ruth.
but He voted for the lameduck amendment.

8.133. Quotation marks close up to adjacent characters except when they precede a fraction or an apostrophe or precede or follow a superior figure or letter, in which case a thin space is used. A thin space is used to separate double and single quotation marks.

Quotation marks are not used—

8.134. In poetry. The lines of a poem should align on the left, those that rhyme taking the same 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.”¹

Kelly’s exact words were: “The facts in the case prove otherwise.”²

- 8.144.** Quotation marks should be limited, if possible, to three sets (double, single, double).

“The question in the report is, ‘Can a person who obtains his certificate of naturalization by fraud be considered a “bona fide” citizen of the United States?’”

Semicolon

The semicolon is used—

- 8.145.** To separate clauses containing commas.

Donald A. Peters, Jr., president of the First National Bank, was also a director of New York Central; Harvey D. Jones was a director of Oregon Steel Co. and New York Central; Thomas W. Harrison, chairman of the board of McBride & Co., was also on the board of Oregon Steel Co.

Reptiles, amphibians, and predatory mammals swallow their prey whole or in large pieces, bones included; waterfowl habitually take shellfish entire; and gallinaceous birds are provided with gizzards that grind up the hardest seeds.

Yes, sir; he did see it.

No, sir; I do not recall.

- 8.146.** To separate statements that are too closely related in meaning to be written as separate sentences, and also statements of contrast.

Yes; that is right.

No; we received one-third.

It is true in peace; it is true in war.

War is destructive; peace, constructive.

- 8.147.** To set off explanatory abbreviations or words which summarize or explain preceding matter.

The industry is related to groups that produce finished goods; i.e., electrical machinery and transportation equipment.

There were three metal producers involved; namely, Jones & Laughlin, Armco, and Kennecott.

The semicolon is not used—

- 8.148.** Where a comma will suffice.

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

Single punctuation

8.149. Single punctuation should be used wherever possible without ambiguity.

124 U.S. 321 (no comma)

Sir: (no dash)

Joseph replied, "It is a worthwhile effort." (no outside period)

Type

8.150. All punctuation marks, including parentheses, brackets, and superior reference figures, are set to match the type of the words which they adjoin. A lightface dash is used after a run-in boldface 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

- 9.1. Abbreviations and letter symbols are used to save space and to avoid distracting the reader by use of repetitious words or phrases.
- 9.2. The nature of the publication governs the extent to which abbreviations are used. In text of technical and legal publications, and in parentheses, brackets, footnotes, sidenotes, tables, leaderwork, and bibliographies, many words are frequently abbreviated. Heads, legends, tables of contents, and indexes follow the style of the text.
- 9.3. Internal and terminal punctuation in symbols representing units of measure are to be omitted to conform with practice adopted by scientific, technical, and industrial groups. Where omission of terminal punctuation causes confusion; e.g., the symbol *in* (inch) mistaken for the preposition *in*, the symbol should be spelled out.
- 9.4. Standard and easily understood forms are preferable, and they should be uniform throughout a job. Abbreviations not generally known should be followed in the text by the spelled-out forms in parentheses the first time they occur; in tables and leaderwork such explanatory matter should be supplied in a footnote. As the printer cannot rewrite the copy, the author should supply these explanatory forms.
- 9.5. In technical matter, symbols for units of measure should be used only with figures; similarly, many other abbreviations and symbols should not appear in isolation. For example, energy is measured in foot-pounds, *not* energy is measured in ft•lbs.

Capitals, hyphens, periods (points), and spacing

- 9.6. In general, an abbreviation follows the capitalization and hyphenation of the word or words abbreviated. It is followed by a period unless otherwise indicated.

c.o.d.

St.

but ft•lb

- 9.7.** Abbreviations and initials of a personal name with points are set without spaces. Abbreviations composed of contractions and initials or numbers, will retain space.

H.S.T.	B.S., LL.D., Ph.D., B.Sc.
J.F.K.	H.R. 116 (<i>but</i> S. 116, S. Con. Res. 116)
L.B.J.	C.A.D.C. (<i>but</i> App. D.C.)
U.S.	A.B. Secrest, D.D.S.
U.N.	
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, and leaderwork.

14th Street Bridge

Ninth Avenue Bldg.

- 9.19.** The words *County*, *Fort*, *Mount*, *Point*, and *Port* are not abbreviated. *Saint* (*St.*) and *Sainte* (*Ste.*) should be abbreviated.

Descriptions of tracts of land

- 9.20.** If fractions are spelled out in land descriptions, *half* and *quarter* are used (not *one-half* nor *one-quarter*).

south half of T. 47 N., R. 64 E.

- 9.21.** In the description of tracts of public land the following abbreviations are used (periods are omitted after abbreviated compass directions that immediately precede and close up on figures):

SE $\frac{1}{4}$ NW $\frac{1}{4}$ sec. 4, T. 12 S., R. 15 E., of the Boise Meridian

lot 6, NE $\frac{1}{4}$ sec. 4, T. 6 N., R. 1 W.

N $\frac{1}{2}$ sec. 20, T. 7 N., R. 2 W., sixth principal meridian

Tps. 9, 10, 11, and 12 S., Rs. 12 and 13 W.

T. 2 S., Rs. 8, 9, and 10 E., sec. 26

T. 3 S., R. 1 E., sec. 34, W $\frac{1}{2}$ E $\frac{1}{2}$, W $\frac{1}{2}$, and W $\frac{1}{2}$ SE $\frac{1}{4}$ SE $\frac{1}{4}$

sec. 32 (with or without a township number)

- 9.22.** In case of an unavoidable break in a land-description symbol group at end of a line, use no hyphen and break after fraction.

Names and titles

- 9.23.** The following forms are not always abbreviations, and copy should be followed as to periods:

Al

Ben

Fred

Walt

Alex

Ed

Sam

Will

- 9.24.** In signatures, an effort should be made to retain the exact form used by the signer.

George Wythe

Geo. Taylor

- 9.25.** In company and other formal names, if it is not necessary to preserve the full legal title, such forms as *Bro.*, *Bros.*, *Co.*, *Corp.*, *Inc.*, *Ltd.*, and *&* are used. *Association* and *Manufacturing* are not abbreviated.

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.

	Army	Navy Coast Guard	Marines	Air Force
	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.

	Army	Navy Coast Guard	Marines	Air Force
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. All told, E-8s and E-9s have 15 to 30 years on the job, and are commanders’ senior advisers for enlisted matters.

A third E-9 element is the senior enlisted person of each service. The sergeant major of the Army, the sergeant major of the Marine Corps, the master chief petty officer of the Navy, and the chief master sergeant of the Air Force are the spokespersons of the enlisted force at the highest levels of their services.

	Army		Navy Coast Guard		Marines		Air Force		
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)		

	Army	Navy Coast Guard	Marines	Air Force
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

- 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 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)	μ	micro (10^{-6})		
M	mega (10^6)	n	nano (10^{-9})		
k	kilo (10^3)	p	pico (10^{-12})		
h	hecto (10^2)	f	femto (10^{-15})		
da	deka (10)	a	atto (10^{-18})		
<i>Length</i>		<i>Area</i>		<i>Volume</i>	
km	kilometer	km ²	square kilometer	km ³	cubic kilometer
hm	hectometer	hm ²	square hectometer	hm ³	cubic hectometer
dam	decameter	dam ²	square decameter	dam ³	cubic decameter
m	meter	m ²	square meter	m ³	cubic meter
dm	decimeter	dm ²	square decimeter	dm ³	cubic decimeter
cm	centimeter	cm ²	square centimeter	cm ³	cubic centimeter
mm	millimeter	mm ²	square millimeter	mm ³	cubic millimeter

<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	amper	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 ²	square inch
	ft	foot		in ³	cubic inch
	yd	yard		mi ²	square mile
	mi	mile (statute)		ft ³	cubic foot

<i>Time</i>		<i>Weight</i>		<i>Capacity</i>	
yr	year	gr	grain	gill	(not abbreviated)
mo	month	dr	dram	pt	pint
d	day	oz	ounce	qt	quart
h	hour	lb	pound	gal	gallon
min	minute	cwt	hundredweight	pk	peck
s	second	dwt	pennyweight	bu	bushel
		ton(s)	(not abbreviated)	bbl	barrel
		<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, if so written in copy.

$$5^h 3^{m9s}$$

$$4.5^h$$

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 inoculation
 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 Shipping Authority	
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 _{IT} , International Table; cal _{th} , thermochemical)
at wt—atomic weight	cd/in ² —candela per square inch
au—astronomical units	cd/m ² —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 ² —square centimeter	FM—frequency modulation
cm ³ —cubic centimeter	ft—foot
cmil—circular mil	ft ² —square foot
cp—candlepower	ft ³ —cubic foot
cP—centipoise	ftH ₂ 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 ² /min—square foot per minute
d—deci (prefix, one-tenth)	ft ³ /min—cubic foot per minute
d—pence	ft-pdl—foot poundal
da—deka (prefix, 10)	ft/s—foot per second
dag—dekagram	ft ² /s—square foot per second
daL—dekaliter	ft ³ /s—cubic foot per second
dam—dekameter	ft/s ² —foot per second squared
dam ² —square dekameter	ft/s ³ —foot per second cubed
dam ³ —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 ²
dg—decigram	gal—gallon
dL—deciliter	gal/min—gallons per minute
dm—decimeter	gal/s—gallons per second
dm ² —square decimeter	GB—gigabyte
dm ³ —cubic decimeter	Gb—gilbert
dol—dollar	g/cm ³ —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 ² —square hectometer
F—farad	hm ³ —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 ³ —pound-force per cubic foot
in ² —square inch	lbf/in ² —pound-force per square inch (see psi)
in ³ —cubic inch	lb/ft—pound per foot
in/h—inch per hour	lb/ft ² —pound per square foot
inH ₂ O—conventional inch of water	lb/ft ³ —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 ² —lumen per square foot
k—kilo (prefix, 1,000)	lm/m ² —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—kilocalory	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 ² —square meter
km ² —square kilometer	m ³ —cubic meter
km ³ —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 ² —pound-force per square foot	

mG—milligauss	n—nano (prefix, one-billionth)
mg—milligram	N—newton
μg —microgram	nA—nanoampere
Mgal/d—million gallons per day	nF—nanofarad
mH—millihenry	N•m—newton meter
μH —microhenry	N/m^2 —newton per square meter
MHz—megahertz	nmi—nautical mile
mHz—millihertz	Np—neper
mi—mile (statute)	ns—nanosecond
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)
μin —microinch	p—pico (prefix, one-trillionth)
mL—milliliter	P—poise
mm—millimeter	Pa—pascal
mm^2 —square millimeter	pA—picoampere
mm^3 —cubic millimeter	pct—percent
μm^2 —square micrometer	pdl—poundal
μm^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
μs —microsecond	qt—quart
Mt—megaton	quad—quadrillion (10^{15})
mV—millivolt	$^{\circ}\text{R}$ —rankine
μV —microvolt	$^{\circ}\text{R}$ —roentgen
MW—megawatt	R—degree rankine
mW—milliwatt	R—degree reamur
μW —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—stilb	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 ³ —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 ²)—watt per steradian square meter
Tft ³ —trillion cubic feet	<i>x</i> —unknown quantity (italic)
T—tesla	yd—yard
t—tonne (metric ton)	yd ² —square yard
tbsp—tablespoonful	yd ³ —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

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

- 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

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

- ℜ reluctance
- ↔ reaction goes both right and left
- ↑ reaction goes both up and down
- ↓ reversible
- direction of flow; yields
- direct current
- ⇌ electrical current
- ⇌ reversible reaction
- ⇌ reversible reaction
- ⇌ alternating current
- ⇌ alternating current
- ⇌ reversible reaction beginning at left
- ⇌ reversible reaction beginning at right
- Ω ohm; omega
- MΩ megohm; omega
- μΩ microohm; mu omega
- ω angular frequency, solid angle; omega
- Φ magnetic flux; phi
- Ψ dielectric flux; electrostatic flux; psi
- γ conductivity; gamma

ELECTRICAL—Con.	MATHEMATICAL—Con.	MATHEMATICAL—Con.
ρ resistivity; rho	\doteq approaches a limit	\parallel double bond
Λ 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	∂ or δ differential; variation
	$\%/\%$ score	∂ Italian differential
MATHEMATICAL	\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	\doteq difference between	Π product
\neq not parallels	\diamond geometrically equivalent to	Σ summation of; sum; sigma
$ $ absolute value	$($ included in	$!$ or \perp factorial product
\cdot multiplied by	$)$ excluded from	
$:$ is to; ratio	\subset is contained in	MEASURE
$+$ divided by	\cup logical sum or union	lb pound
\therefore therefore; hence	\cap logical product or intersection	ʒ dram
\because because	$\sqrt{\quad}$ radical	fʒ fluid dram
\therefore proportion; as	$\sqrt{\quad}$ root	ʒ ounce
\ll is dominated by	$\sqrt{\quad}$ square root	fʒ fluid ounce
\gt greater than	$\sqrt{\quad}$ cube root	O pint
\sqsupset greater than	$\sqrt{\quad}$ fourth root	
\supseteq greater than or equal to	$\sqrt{\quad}$ fifth root	MISCELLANEOUS
\supseteq greater than or equal to	$\sqrt{\quad}$ sixth root	\S section
\supseteq greater than or less than	π pi	\dagger dagger
\supsetneq is not greater than	ϵ base (2.718) of natural system of logarithms; epsilon	\ddagger double dagger
\lt less than	ϵ is a member of; dielectric constant; mean error; epsilon	$\%$ account of
\sqsubset less than		$\%$ care of
\supsetneq less than or greater than		$\%/\%$ score
\star is not less than	$+$ plus	\P paragraph
\triangleleft smaller than	$\boldsymbol{+}$ bold plus	b Anglo-Saxon
\leq less than or equal to	$-$ minus	C center line
\leq less than or equal to	$\boldsymbol{-}$ bold minus	σ conjunction
\supseteq or \geq greater than or equal to	$/$ shill(ing); slash; virgule	\perp perpendicular to
\geq equal to or less than	\pm plus or minus	" or " ditto
\geq equal to or less than	\mp minus or plus	\propto variation
\supsetneq is not greater than equal to or less than	\times multiplied by	R recipe
\supsetneq equal to or greater than	\equiv bold equal	\rightarrow move right
\supsetneq is not less than equal to or greater than	$\#$ number	\leftarrow move left
\perp equilateral	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.		PLANETS—Con.			
ϕ	diameter	☾	eclipse of Moon	J	Jurassic
̄	mean value of c	☾	lunar halo	T	Triassic
U	mathmodifier	☾	lunar corona	P	Permian
c	mathmodifier	♃	Ceres	P	Pennsylvanian
◻	dot in square	♃	Juno	M	Mississippian
△	dot in triangle			D	Devonian
⊠	station mark			S	Silurian
@	at			O	Ordovician
	MONEY		PUNCTUATION	Є	Cambrian
¢	cent	{ }	braces	pЄ	Precambrian
¥	yen	[]	brackets	C	Carboniferous
£	pound sterling	()	parentheses		VERTICAL
₢	mills	()	square parentheses;		5 unit vertical
	MUSIC	< >	angle brackets		8 point vertical
♮	natural	¡	Spanish open quote		9 unit vertical
♭	flat	¿	Spanish open quote		WEATHER
♯	sharp			T	thunder
	PLANETS		SEX	⚡	thunderstorm;
♁	Mercury	♂	or ♂ male	⚡	sheet lightning
♀	Venus	□	male, in charts	↓	precipitate
♁	Earth	♀	female	☉	rain
♂	Mars	○	female, in charts	←	floating ice crystals
♄	Jupiter	♀	hermaphrodite	→	ice needles
♅	Saturn			▲	hail
♆	Uranus		SHAPES	⊗	sleet
♇	Neptune	◆	solid diamond	☁	glazed frost
♇	Pluto	◇	open diamond	⊞	hoarfrost
♁	dragon's head, ascending node	○	circle	✓	frostwork
♁	dragon's tail, descending node	▲	solid triangle	*	snow or sextile
♁	conjunction	△	triangle	⊠	snow on ground
♁	opposition	□	square	⊕	drifting snow (low)
☉	or ☉ Sun	■	solid square	≡	fog
☉	Sun's lower limb	▭	parallelogram	∞	haze
☉	Sun's upper limb	▭	rectangle	☾	Aurora
☉	solar corona	▭	double rectangle		ZODIAC
☉	solar halo	★	solid star	♈	Aries; Ram
☾	Moon	☆	open star	♉	Taurus; Bull
☾	new Moon	└	right angle	♊	Gemini; Twins
☾	first quarter	∠	angle	♋	Cancer; Crab
☾	first quarter	✓	check	♌	Leo; Lion
☾	third quarter	✓	check	♍	Virgo; Virgin
☾	last quarter	β	German ss	♎	Libra; Balance
☾	last quarter	ℓ	italic German ss	♏	Scorpio; Scorpion
☾	last quarter	☛	solid index	♐	Sagittarius; Archer
☾	last quarter	☛	solid index	♑	Capricornus; Goat
☾	full Moon	☞	index	♒	Aquarius; Water bearer
☾	full Moon	☞	index	♓	Pisces; Fishes
			GEOLOGIC SYSTEMS¹		
		Q	Quaternary		
		T	Tertiary		
		K	Cretaceous		

¹ Standard letter symbols used by the Geological Survey on geologic maps. Capital letter indicates the system and one or more lowercased letters designate the formation and member where used.

11. Italic

(See also Chapter 9 “Abbreviations and Letter Symbols” and Chapter 16 “Datelines, Addresses, and Signatures”)

- 11.1. Italic is sometimes used to differentiate or to give greater prominence to words, phrases, etc. However, an excessive amount of italic defeats this purpose and should be restricted.

Emphasis, foreign words, and titles of publications

- 11.2. Italic is not used for mere emphasis, foreign words, or the titles of publications.
- 11.3. In nonlegal work, *ante*, *post*, *infra*, and *supra* are italicized only when part of a legal citation. Otherwise these terms, as well as the abbreviations *id.*, *ibid.*, *op. cit.*, *et seq.*, and other foreign words, phrases, and their abbreviations, are printed in roman.
- 11.4. When “emphasis in original,” “emphasis supplied,” “emphasis added,” or “emphasis ours” appears in copy, it should not be changed; but “underscore supplied” should be changed to “italic supplied.” Therefore, when emphasis in quoted or extracted text is referred to by the foregoing terms, such emphasized text must be reflected and set in italic.
- 11.5. When copy is submitted with instructions to set “all roman (no italic),” these instructions will not apply to *Ordered*, *Resolved*, *Be it enacted*, etc.; titles following signatures or addresses; or the parts of datelines which are always set in italic.

Names of aircraft, vessels, and spacecraft

- 11.6. The names of aircraft, vessels, and manned spacecraft are italicized unless otherwise indicated. In lists set in columns and in stubs and reading columns of tables consisting entirely of such names they will be set in roman. Missiles and rockets will be set in caps and lowercase and will not be italicized.

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"
Sinking of the "Lusitania"	SINKING OF THE "LUSITANIA"

Names of legal cases

- 11.8.** The names of legal cases are italicized, except for the *v.*, which is always set in lowercase. When requested, the names of such cases may be set in roman with an italic *v.* In matter set in italic, legal cases are set in roman with the *v.* being set roman.

<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)

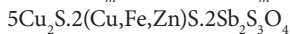
[*Continued from p. 3*] (centered; no period)

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 and other legal documents.
- 11.16.** Internet Web sites and email addresses should be set in roman.

12. Numerals

(See also Chapter 13 “Tabular Work” and Chapter 14 “Leaderwork”)

- 12.1.** Most rules for the use of numerals are based on the general principle that the reader comprehends numerals more readily than numerical word expressions, particularly in technical, scientific, or statistical matter. However, for special reasons, numbers are spelled out in certain instances, except in FIC & punc. and Fol. Lit. matter.
- 12.2.** The following rules cover the most common conditions that require a choice between the use of numerals and words. Some of them, however, are based on typographic appearance rather than on the general principle stated above.
- 12.3.** Arabic numerals are preferable to Roman numerals.

Numbers expressed in figures

- 12.4.** A figure is used for a single number of 10 or more with the exception of the first word of the sentence. (See also rules 12.9 and 12.23.)

50 ballots	24 horses	nearly 13 buckets
10 guns	about 40 men	10 times as large

Numbers and numbers in series

- 12.5.** When 2 or more numbers appear in a sentence and 1 of them is 10 or larger, figures are used for each number. (See supporting rule 12.6.)

Each of 15 major commodities (9 metal and 6 nonmetal) was in supply.

but Each of nine major commodities (five metal and four nonmetal) was in supply.

Petroleum came from 16 fields, of which 8 were discovered in 1956.

but Petroleum came from nine fields, of which eight were discovered in 1956.

That man has 3 suits, 2 pairs of shoes, and 12 pairs of socks.

but That man has three suits, two pairs of shoes, and four hats.

Of the 13 engine producers, 6 were farm equipment manufacturers, 6 were principally engaged in the production of other types of machinery, and 1 was not classified in the machinery industry.

but Only nine of these were among the large manufacturing companies, and only three were among the largest concerns.

There were three 6-room houses, five 4-room houses, and three 2-room cottages, and they were built by 20 carpenters. (See rule 12.21.)

There were three six-room houses, five four-room houses, and three two-room cottages, and they were built by nine carpenters.

but If two columns of sums of money add or subtract one into the other and one carries points and ciphers, the other should also carry points and ciphers.

At the hearing, only one Senator and one Congressman testified.

There are four or five things which can be done.

- 12.6.** A unit of measurement, time, or money (as defined in rule 12.9), which is always expressed in figures, does not affect the use of figures for other numerical expressions within a sentence.

Each of the five girls earned 75 cents an hour.

Each of the 15 girls earned 75 cents an hour.

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

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

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

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

but There were two six-room houses, three four-room houses, and four two-room cottages, and they were built by nine workers in thirty 5-day weeks. (See rule 12.21.)

- 12.7.** Figures are used for serial numbers.

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^h30^m *or* 4.5^h, in scientific work, if so written in copy
 0025, 2359 (astronomical and military time)
 08:31:04 (stopwatch reading)

c. Dates:

- 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	

o. Unit modifiers:

5-day week	a 5-percent increase
8-year-old wine	20th-century progress
8-hour day	
10-foot pole	<i>but</i>
½-inch pipe	two-story house
5-foot-wide entrance	five-member board
10-million-peso loan	\$20 million airfield

p. Vitamins:

B₁₂, B₇, A₁, etc.

Ordinal numbers

12.10. Except as indicated in rules 12.11 and 12.19, and also for day preceding month, figures are used in text and footnotes to text for serial ordinal numbers beginning with *10th*. In tables, leaderwork, footnotes to tables and leaderwork, and in sidenotes, figures are used at all times. Military units are expressed in figures at all times when not the beginning of a sentence, except *Corps*. (For ordinals in addresses, see rule 12.13.)

29th of May, <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	Seventeenth Decennial Census (title)
7th Task Force	

12.11. When ordinals appear in juxtaposition and one of them is *10th* or more, figures are used for such ordinal numbers.

This legislation was passed in the 1st session of the 102d Congress.
He served in the 9th and 10th Congresses.

From the 1st to the 92d Congress.
 Their children were in 1st, 2d, 3d, and 10th grades.
 We read the 8th and 12th chapters.

but The district comprised the first and second precincts.
 He represented the first, third, and fourth regions.
 The report was the sixth in a series of 14.

- 12.12.** Ordinals and numerals appearing in a sentence are treated 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.

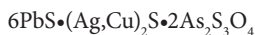
First Street NW.; *also* in parentheses: (Fifth Street) (13th Street); 810 West 12th Street; North First Street; 1021 121st Street; 2031 18th Street North; 711 Fifth Avenue; 518 10th Avenue; 51–35 61st Avenue

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 in the year two thousand eight	Air Force One (Presidential plane)
the One Hundred Tenth Congress millions for defense but not one cent for tribute	back to square one behind the eight ball our policy since day one

- 12.20.** If spelled out, whole numbers should be set in the following form:

two thousand twenty
one thousand eight hundred fifty
one hundred fifty-two thousand three hundred five
eighteen hundred fifty (serial number)

When spelled out, any number containing a fraction or piece of a whole should use the word “and” when stating the fraction or piece:

sixty-two dollars and four cents
ninety-nine and three-tenths degrees
thirty-three and seventy-five one-hundredths shares

- 12.21.** Numbers of less than 100 preceding a compound modifier containing a figure are spelled out.

two $\frac{3}{4}$ -inch boards	<i>but</i>
twelve 6-inch guns	120 8-inch boards
two 5-percent discounts	three four-room houses

- 12.22.** Indefinite expressions are spelled out.

the seventies; the early seventies; <i>but</i> the early 1870s <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, ½₉₅₄) 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”)

- 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 ¹	Value of commodities distributed within States	Disaster loans, etc. (payments to assist States in furnishing hay in droughtstricken areas)	Civil Aeronautics Administration—Federal airport program—regular grants	Bureau of Public Roads: Highway construction	
	(1)	(2)	(3)	(4)	(5)	Regular grants ²	Emergency grants ³
Alabama	\$4,730,154	\$1,520,362	\$7,970,875	\$79,284	\$1,176,401	\$247,515
Alaska	393,484	269,274	591,487	297,266	12,366,106	472,749
Arizona	4,545,983	823,136	6,512,639	127,749	9,317,853

13.24. Leaders may be supplied in a column consisting entirely of symbols or years or dates or any combination of these.

Centerheads, flush entries, and subentries

- 13.25. Heads follow the style of the tables as to the use of figures and abbreviations.
- 13.26. Punctuation is omitted after centerheads. Flush entries and subentries over subordinate items are followed by a colon (single subentry to run in, preserving the colon), but a dash is used instead of a colon when the entry reads into the matter below.

25	Miscellaneous: Powerplant equipment	\$245,040.37
26	Roads, railroads, and bridges	275,900.34
	Total	520,940.71
TRANSMISSION PLANT		
42	Structures and improvements	26,253.53
43	Station equipment	966,164.41
	Total	992,417.94
GENERAL PLANT		
General plant:		
	Norris	753,248.97
	Other	15,335.81
	Total	768,584.78
	Grand total	2,281,943.43

- 13.27. In reading columns if the centerhead clears the reading matter below by at least an em, the space is omitted; if it clears by less than an em, a space is used. If an overrun, rule, etc., in another column, or in the same column, creates a blank space above the head, the extra space is not added.
- 13.28. Units of quantity and years used as heads in reading and figure columns are set in italic with space above and no space below.

No-down-rule style (preferred)

The rules are used here to aid readability.

<i>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
			Apr. 2	40.9	15	July 24	45.9	16
			Apr. 28	47.7	13	Aug. 6.....	46.5	16
<i>2008</i>								
Jan. 3	43.9	15						

Down-rule style (see Rule 13.3)

<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
			Apr. 2	40.9	15	July 24	45.9	16
<i>2008</i>								
Jan. 3	43.9	15	Apr. 28	47.7	13	Aug. 6	46.5	16

Ciphers

13.29. Where the first number in a column or under a cross rule is wholly a decimal, a cipher is added at the left of its decimal point. A cipher used alone in a money or other decimal column is placed in the unit row and is not followed by a period. In mixed units the cipher repeats before decimals unless the group totals.

January.....	+26.4	0	0	0	0	0	¹ +\$0.7	27.1+	+40.4
February.....	+66.7	0	0	0	0	0	-.9	65.8+	+98.1
March.....	+143.1	+2.6	-7.5	0	0	0	+12.4	150.6	+224.1

13.30. In columns containing both dollars and cents, ciphers will be supplied on right of decimal point in the absence of figures.

13.31. Where column consists of single decimal, supply a cipher on the right, unless the decimal is a cipher.

- 0.6
- 0
- 3.0
- 4.2
- 5.0

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

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

- 102.14423

13.33. Copy is followed in the use of the word *None* or a cipher to indicate *None* in figure columns. If neither one appears in the copy, leaders are inserted, unless a clear is specifically requested.

- 13.34.** In columns of figures under the heading $\pounds s d$, 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
Operations:		
Water-dispatching operations.....	\$442,496	\$396,800
Malaria control	571,040	426,600
Plant protection	134,971	58,320
Total	1,148,507	881,720
Number of plants.....	642	525
Percent of budget	96.8	78.8

NOTE.—Preliminary figures.
Source: U.S. Department of Commerce, Bureau of the Census.

- 13.54.** In a double money column, dollar marks are used in the first group of figures only; en dashes are aligned.

\$7-\$9
10-12
314-316
1,014-1,016

- 13.55.** The dollar mark is omitted from a first item consisting of a cipher.

0	<i>but</i> \$0.12
\$300	13.43
500	15.07
700	23.18

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

0 to \$0.99

\$1 to \$24

\$25 to \$49

\$50 to \$74

Figure columns

- 13.57. Figures align on the right, with an en space bearoff. There is no bearoff on leaders.
- 13.58. In a crowded table the bearoff may be reduced in figure columns only. It is preferable to retain the bearoff.
- 13.59. Figures in parentheses align if so required.
- 13.60. In double rows of figures in a single column, connected by a dash, a plus, or minus sign, and in dates appearing in the form 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 “¹ See the following table.”.
- 13.85. An explanatory paragraph without specific reference but belonging to the table rather than to the text follows the footnotes, if any, and is separated from them or from the table by space.

Fractions

13.86. All fractions are set flush right to the bearoff.

Total length.....	40¾	41	0.42	43	44	0.455	46	47	48	½ in.
Sleeve length.....	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 ₁₂	5½	5½ ₁₂	5½	5½	5½	Maximum.
Neck opening.....	26½	26	27 ¹⁷ / ₃₂	28 ¹⁵ / ₃₂	28	29 ¹⁷ / ₃₂	30	30	31	2 in.
Waist:										
7, 8, 9, 10 cut.....	23½	24	25½	27 ¹⁵ / ₃₂	28	29½	31	32	33½	6 pct.
11, 12, 14 cut.....	22½	23½	25	26½	27½	29	30½	31½	33	6 pct.

- 13.87.** Fractions standing alone are expressed in figures, even at the beginning of a line, but not at the beginning of a footnote.

Headnotes

- 13.88.** Headnotes should be set lowercase, but not smaller than 6 point, bracketed, and period omitted at end, even if the statement is a complete sentence; but periods should not be omitted internally if required by sentence structure.
- 13.89.** Headnotes are repeated under continued heads but the word *Continued* is not added to the headnote.

Indentions and overruns

Subentries

- 13.90.** The indentation of subentries is determined by the width of the stub or reading column. Subentries in columns more than 15 ems wide are indented in 2-em units; in columns 15 ems or less, with short entry lines and few overruns, 2-em indentions are also used. All overruns are indented 1 em more.
- 13.91.** Subentries in columns of 15 ems or less are indented in 1-em units. Overruns are indented 1 em more.

Total, mean, and average lines

- 13.92.** All total (also mean and average) lines are indented 3 ems. In very narrow stub columns, total lines may be reduced to 1- or 2-em indentions, depending on length of line.
- 13.93.** Where overrun of item above conflicts, the total line is indented 1 em more. Runovers of total lines are also indented 1 em more.
- 13.94.** It is not necessary to maintain uniform indentation 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, and (2) tables with any combination of more than one reading or symbol column leader from the top line.

- 13.99. If leadering from the top line, overruns end with a period.
- 13.100. A column of dates is regarded as a reading column only if leaders are added; in all other cases it is treated as a figure column.
- 13.101. In tables with tracing figures on left and right of page, leader from top line.

Numerals in tables

- 13.102. Figures, ordinals, and fractions are used in all parts of a table, except fractions which will be spelled out at the beginning of a footnote.

Parallel and divide tables are discouraged

- 13.103. Parallel tables are set in pairs of pages, beginning on a left-hand page and running across to facing right-hand page; leader from the top line.
- 13.104. Heads and headnotes center across the pair of pages, with 2-em hanging indentation for three or more lines when combined measure exceeds 30 picas in width. Two-line heads are set across the pair of pages. A single-line head or headnote is divided evenly, each part set flush right and left, respectively. Words are not divided between pages.
- 13.105. 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 ¹	Wheel-bearing grease Grease not typified	OE20 ²	Xdo Further tests being conducted.	WBG ³
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	¹ 25,526,646	5,080,403	² 29,519,871
Diatomite.....	(¹²³)	(¹)	(¹)	(¹²³)
Emery (pounds)	765	6,828	1,046	9,349
Feldspar (crude) (long tons)	(¹)	(¹)	(¹)	(¹)
Ferroalloys (short tons)	183,465	² 18,388,766	259,303	² 30,719,756

13.122. Units of quantity and other words as headings over figure columns are used at the beginning of a table or at the head of a continued page or continued column in a double-up table.

13.123. Over figure columns, units of quantity and other words used as headings, and the abbreviations *a.m.* and *p.m.*, if not included in the boxheads, are set in italic and are placed immediately above the figures, without periods other than abbreviating periods. In congressional work (gothic), or at any time when italic is not available, these units should be placed in the boxheads in parentheses. Any well-known abbreviation will be used to save an overrun, but if one unit of quantity is abbreviated, all in the same table will be abbreviated. If units change in a column, the new units are set in italic with space above and no space below. The space is placed both above and below only when there is no italic available.

Quoted tabular work

13.124. When a table is part of quoted matter, quotation marks will open on each centerhead and each footnote paragraph, and if table is end of quoted matter, quotation marks close at end of footnotes. If there are no footnotes and the table is the end of the quotation, quotation marks close at end of last item.

14. Leaderwork

(See also Chapter 9 “Abbreviations and Letter Symbols” and Chapter 13 “Tabular Work”)

- 14.1. Leaderwork is a simple form of tabular work without boxheads or rules and is separated from text by 4 points of space above and below in solid matter and 6 points of space in leaded matter. It consists of a reading (stub) column and a figure column, leadered from the bottom line. It may also consist of two reading columns, aligning on the top line. In general, leaderwork (except indexes and tables of contents, which are set the same style as text) is governed by the same rules of style as tabular work. Unless otherwise indicated, leaderwork is set in 8 point. The period is omitted immediately before leaders.

Bearoff

- 14.2. No bearoff is required at the right in a single reading column.

Columns

- 14.3. A figure column is at least an en quad wider than the largest group of figures, but not less than 3 ems in single columns and 2 ems in double-up columns. Total rules are to be the full width of all figure columns.

	<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.¹

Units of quantity

- 14.14. Units of quantity or other words over a stub or figure column are set italic.
- 14.15. The following example shows the style to be observed where there is a short colon line at left. In case of only one subentry, run in with colon line and preserve the colon.

	<i>Tons</i>
Baltimore & Ohio RR.:	
Freight carried:	
May.....	50,000
June.....	52,000
Coal carried	90,000
Dixie RR.: Freight carried Jan. 1, 1999, including freight carried by all its subsidiaries.....	¹ 2,000
¹ Livestock not included.	

- 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)

¹ If footnotes to leaderwork and text fall at bottom of page, leaderwork footnotes are placed above text footnotes. The two groups are separated by a 50-point rule.

- 14.18.** In blank forms, leaders used in place of complete words to be supplied are preceded and followed by a space.

On this day of 20

- 14.19.** In half measure doubled up, units of quantity are aligned across the page.

	<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

Footnotes and reference marks

- 15.1.** Text footnotes follow the style of the text with the exception of those things noted in Chapter 9 “Abbreviations and Letter Symbols.” Footnotes appearing in tabular material follow the guidelines set forth in Chapter 13 “Tabular Work.”
- 15.2.** In a publication divided into chapters, sections, or articles, each beginning a new page, text footnotes begin with 1 in each such division. In a publication without such divisional grouping, footnotes are numbered consecutively from 1 to 99, and then begin with 1 again. However, in supplemental sections, such as appendixes and bibliographies, which are not parts of the publication proper, footnotes begin with 1.
- 15.3.** Copy preparers must see that references and footnotes are plainly marked.
- 15.4.** If a reference is repeated on another page, it should carry the original footnote; but to avoid repetition of a long note, the copy preparer may use the words “See footnote 3 (6, 10, etc.) on p.—.” instead of repeating the entire footnote.
- 15.5.** Unless the copy is otherwise marked: (1) Footnotes to 12-point text are set in 8 point; (2) footnotes to 11-point text are set in 8 point, except in Supreme Court reports, in which they are set in 9 point; (3) footnotes to 10- and 8-point text are set in 7 point.
- 15.6.** Footnotes are set as paragraphs at the bottom of the page and are separated from the text by a 50-point rule, set flush left, with no less than 2 points of space above and below the rule.
- 15.7.** Footnotes to indented matter (other than excerpt footnotes) are set full measure.
- 15.8.** To achieve faithful reproduction of indented excerpt material (particularly legal work) containing original footnotes, these footnotes are also indented and placed at the bottom of the excerpt, separated

by 6 points of space. No side dash is used. Reference numbers are not changed to fit the numbering sequence of text footnotes.

- 15.9.** Footnotes must always begin on the page where they are referenced. If the entire footnote will not fit on the page where it is cited, it will be continued at the bottom of the next page.¹
- 15.10.** Footnotes to charts, graphs, and other illustrations should be placed immediately beneath such illustrative material.
- 15.11.** A cutoff rule is not required between a chart or graph and its footnotes.
- 15.12.** For reference marks use: (1) Roman superior figures, (2) italic superior letters, and (3) symbols. Superior figures (preferred), letters, and symbols are separated from the words to which they apply by thin spaces, unless immediately preceded by periods or commas.
- 15.13.** Where reference figures might lead to ambiguity (for example, in matter containing exponents), asterisks, daggers, etc., or italic superior letters may be used.
- 15.14.** When symbols or signs are used for footnote reference marks, their sequence should be (*) asterisk, (†) dagger, (‡) double dagger, and (§) section mark. Should more symbols be needed, these may be doubled or tripled, but for simplicity and greater readability, it is preferable to extend the assortment by adding other single-character symbols.
- 15.15.** Symbols with established meanings, such as the percent sign (%) and the number mark (#), are likely to cause confusion and should not be used for reference marks.
- 15.16.** To avoid possible confusion with numerals and letters frequently occurring in charts and graphs, it is preferable in such instances to use symbols as reference marks.

¹When a footnote breaks from an odd (right-hand) page to an even (left-hand) page, the word (*Continued*) is set inside parentheses in italic below the last line of the footnote where the break occurs

A 50-point rule is used above each part of the footnote.

When a footnote break occurs on facing pages, i.e., from an even page to an odd page, the (*Continued*) line is not set, but the 50-point rule is duplicated.

- 15.17.** When items carry several reference marks, the superior-figure reference precedes an asterisk, dagger, or similar character used for reference.
- 15.18.** A superior reference mark follows all punctuation marks except a dash, but 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.....	I
II. Summary.....	1
VI. Conclusions.....	7

- 15.29.** Subheads in indexes and tables of contents are centered in the full measure.
- 15.30.** In contents using two sizes of lightface type, or a combination of boldface and lightface type, all leaders and page numbers will be set in lightface roman type. Contents set entirely in boldface will use boldface page numbers. All page numbers will be set in the predominant size.

	Page
PART I. MAINTENANCE OF PEACE AND SECURITY	5
Disarmament	6
Peaceful Uses of Atomic Energy	7
Part I. Maintenance of Peace and Security	5
Disarmament	6
Peaceful Uses of Atomic Energy	7
Part I. Maintenance of Peace and Security	5
Disarmament	6
Peaceful Uses of Atomic Energy	7

Outlines

- 15.31.** Outlines vary in appearance because there is no one set style to follow in designing them. The width of the measure, the number of levels required for the indentions, and the labeling concept selected to identify each new level all contribute to its individuality.

The following sample outline demonstrates a very basic and structured arrangement. It uses the enumerators listed in rule 8.108 to identify each new indented level.

The enumerators for the first four levels are followed by a period and a fixed amount of space. The enumerators for the second four levels are set in parentheses and followed by the same amount of fixed space.

Each new level indents 2 ems more than the preceding level and data that runs over to the next line aligns with the first word following the enumerator.

Outline example:

- I. Balancing a checkbook
 - A. Open your check register
 1. Verify all check numbers
 - a. Verify no check numbers were duplicated
 - b. Verify no check numbers were skipped
 - B. Open your bank statement
 1. Put canceled checks in sequence
 2. Compare amounts on checks to those in register
 - a. Correct any mistakes in register
 - b. Indicate those check numbers cashed
 - (1) Mark off check number on the statement
 - (a) Verify amount of check
 - (i) Highlight discrepancies on statement
 - (aa) Enter figures on back
 - (ii) Enter missing check numbers on back with amounts
 - (aa) Identify missing check numbers in register
 - (bb) Verify those check numbers were not cashed previously

16. Datelines, Addresses, and Signatures

- 16.1. The general principle involved in the typography of datelines, addresses, and signatures is that they should be set to stand out clearly from the body of the letter or paper which they accompany. This is accomplished by using caps and small caps and italic, as set forth below. Other typographic details are designed to ensure uniformity and good appearance. Street addresses and ZIP Code numbers are not to be used. In certain lists which carry ZIP Code numbers, regular spacing will be used preceding the ZIP Code. Certain general instructions apply alike to datelines, addresses, and signatures.

General instructions

- 16.2. Principal words in datelines, addresses, and titles accompanying signatures are capitalized.
- 16.3. *Mr.*, *Mrs.*, *Miss*, *Ms.*, and all other titles preceding a name, and *Esq.*, *Jr.*, *Sr.*, and *2d* following a name in address and signature lines, are set in roman caps and lowercase if the name is in caps and small caps or caps and lowercase; if the name is in caps, they are set in caps and small caps, if small caps are available—otherwise in caps and lowercase.

Spacing

- 16.4. At least 2 points of space should appear between dateline and text or address, address and text, text and signature, and signature and address.

Datelines

- 16.5. Datelines at the beginning of a letter or paper are set at the right side of the page, the originating office in caps and small caps, the address and date in italic; if the originating office is not given, the address is set in caps and small caps and the date in italic; if only the date is given, it is set in caps and small caps. Such datelines are indented from the right 1 em for a single line; 3 ems and 1 em, successively, for two lines; and 5 ems, 3 ems, and 1 em, successively, for three lines. In measures 30 picas or wider, these indentions are increased by 1 em.

THE WHITE HOUSE, □□□
Washington, DC, January 1, 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, 2008¹

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. □

¹Normally, 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 ¹

[2006 Census estimates]

Alabama:		Delaware:	
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
Alaska:		District of Columbia:	
Anchorage.....	278,700	Washington.....	581,530
Fairbanks.....	31,142	Florida:	
Juneau*.....	30,737	Jacksonville.....	794,555
Wasilla.....	9,236	Miami.....	404,048
Sitka City and Borough.....	8,920	Tampa.....	332,888
Arizona:		St. Petersburg.....	248,098
Phoenix*.....	1,512,986	Tallahassee*.....	159,012
Tucson.....	518,956	Georgia:	
Mesa.....	447,541	Atlanta*.....	486,411
Glendale.....	246,531	Augusta.....	189,366
Chandler.....	240,595	Columbus.....	188,660
Arkansas:		Savannah.....	127,889
Little Rock*.....	184,422	Athens.....	111,580
Fort Smith.....	83,461	Hawaii:	
Fayetteville.....	68,726	Honolulu*.....	377,357
Springdale.....	63,082	Hilo.....	40,759
Jonesboro.....	60,489	Kailua.....	36,513
California:		Kaneohe.....	34,970
Los Angeles.....	3,849,378	Waipahu.....	33,108
San Diego.....	1,256,951	Idaho:	
San Jose.....	929,936	Boise*.....	198,638
San Francisco.....	744,041	Nampa.....	76,587
Sacramento*.....	453,781	Meridian.....	59,832
Colorado:		Pocatello.....	53,932
Denver*.....	566,974	Idaho Falls.....	52,786
Colorado Springs.....	372,437	Illinois:	
Aurora.....	303,582	Chicago.....	2,833,321
Lakewood.....	140,024	Aurora.....	170,617
Fort Collins.....	129,467	Rockford.....	155,138
Connecticut:		Naperville.....	142,901
Bridgeport.....	137,912	Springfield*.....	116,482
Hartford*.....	124,512	Indiana:	
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 State¹—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 State¹—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

¹ 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) ¹	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). ²
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	Republic.
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 ³	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 ⁴	General People's Congress (unicameral)	Jamahiriyah. ⁵
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) ⁶	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'alofa	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.

¹ Since 1989, the military authorities in Burma have promoted the name Myanmar as a conventional name for their state; this decision was not approved by any sitting legislature in Burma, and the U.S. Government did not adopt the name, which is a derivative of the Burmese short-form name Myanma Naingandaw.

² Government currently under power sharing agreement mandated by international mediators.

³ In 1950, the Israel Parliament proclaimed Jerusalem as the capital. The United States does not recognize Jerusalem as the capital and the U.S. Embassy continues to be located in Tel Aviv.

⁴ Holds no official title, but is de facto Chief of State.

⁵ In theory, governed by the populace through local councils; in practice, an authoritarian state.

⁶ No accurate English equivalents.

⁷ The Law of Succession, July 27, 1947, declared that Spain was constituted a Kingdom.

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 ¹).....	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

[Demonyms are names given to a people or inhabitants of a place.]

Country	Demonym*	Country	Demonym*
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.

* 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.

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 ¹
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 ¹
Burma (Myanmar ²).....	Kyat.....	MMK
Burundi.....	Burundi franc.....	BIF
Cambodia.....	Riel.....	KHR
Cameroon.....	Communaute Financiere Africaine franc	XAF ²
Canada.....	Canadian dollar.....	CAD
Cape Verde.....	Cape Verdean escudo	CVE
Cayman Islands.....	Caymanian dollar.....	KYD
Central African Republic.....	Communaute Financiere Africaine franc	XAF ²
Chad.....	Communaute Financiere Africaine franc	XAF ²
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.....	CDF
Congo, Republic of the.....	Communaute Financiere Africaine franc	XAF ²
Cook Islands.....	NZ dollar.....	NZD
Costa Rica.....	Costa Rican colon.....	CRC
Cote d'Ivoire (Ivory Coast).....	Communaute Financiere Africaine franc	XOF ¹
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 ²
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 ²
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 ¹
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.....	MKD
Madagascar.....	Ariary.....	MGA
Malawi.....	Malawian kwacha.....	MWK
Malaysia.....	Ringgit.....	MYR
Maldives.....	Rufiyaa.....	MVR
Mali.....	Communaute Financiere Africaine franc.....	XOF ¹
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 ¹
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 ¹
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 ¹
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

¹ Responsible authority is the Central Bank of the West African States.

² Responsible authority is the Bank of the Central African States.

³ Since 1989 the military authorities in Burma have promoted the name Myanmar as a conventional name for their state; this decision was not approved by any sitting legislature in Burma, and the U.S. Government did not adopt the name, which is a derivative of the Burmese short-form name Myanma Naingngandaw.

* ISO 4217 is the international standard of 3-letter codes used to define names of currencies; it is used in place of currency symbols or names. For more information see www.iso.org/iso/support/faqs/faqs_widely_used_standards/widely_used_standards_other/currency_codes/currency_codes_list-1.htm.

** There is no currency code for Island monies. Guernsey and Jersey are both British crown dependencies, but not part of the UK. However, the UK Government is constitutionally responsible for their international representation.

Source: World Factbook: www.cia.gov/library/publications/the-world-factbook/fields/2065.html.

Metric and U.S. Measures¹**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 ²	
		2 pints.....	1 quart.
		4 quarts.....	1 gallon.
		2 gallons.....	1 peck.
		4 pecks.....	1 bushel.
		8 bushels.....	1 quarter.

Temperature Conversion³

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

¹ At this time, only three countries—Burma, Liberia, and the United States—have not adopted the International System of Units (SI, or metric system) as their official system of weights and measures.

² Dry measurements are mainly used for measuring grain or fresh produce. Do not confuse dry measure for liquid measure as they are not the same.

³ The equation for converting temperatures is as follows: °C to °F: multiply by 9, then divide by 5, then add 32; °F to °C: subtract 32, then multiply by 5, then divide by 9.

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.	Milliliter.....0.0338 ounce (liquid).
Ounce (liquid).....29.574 milliliters.	Liter.....1.06 quarts (liquid).
Pint (liquid).....473.176 milliliters.	Do.....0.26 gallon (liquid).
Quart (liquid).....946.35 milliliters.	Do.....0.91 quart (dry).
Gallon (liquid).....3.79 liters.	Do.....0.23 gallon (dry).
Pint (dry).....550.61 milliliters.	Do.....0.1135 peck.
Quart (dry).....1101 milliliters.	Do.....0.028 bushel.
Quart, imperial.....1137 milliliters.	Gram.....0.04 ounce.
Gallon (dry).....4.40 liters.	Do.....0.032 troy ounce.
Gallon, imperial.....4.55 liters.	Kilogram.....2.20 pounds.
Peck.....8.810 liters.	
Peck, imperial.....9.092 liters.	
Bushel.....35.24 liters.	
Bushel, imperial.....36.37 liters.	
Grain ¹64.799 milligrams.	
Ounce ²28.35 grams.	
Ounce, troy ³31.103 grams.	
Pound ²0.4536 kilogram.	
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.	

¹ The grain is used to measure in ballistics and archery; grains were originally used in medicine but have been replaced by milligrams.

² Avoirdupois; avoirdupois is the measure of mass of everyday items.

³ The troy ounce is used in pricing silver, gold, platinum, and other precious metals and gemstones.

Measurement Conversion

Fraction	Decimal inches	Milli-meters	Picas	Points	Fraction	Decimal inches	Milli-meters	Picas	Points
1/160625	1.587	0p4.5	4.5	7/8875	22.225	5p3	63
1/8125	3.175	0p9	9	15/169375	23.812	5p7.5	67.5
3/161875	4.762	1p1.5	13.5	1	1	25.4	6	72
1/425	6.35	1p6	18	1 1/4	1.25	31.75	7p6	90
5/163125	7.937	1p10.5	22.5	1 1/2	1.5	38.1	9	108
3/8375	9.525	2p3	27	1 3/4	1.75	44.5	10p6	126
7/164375	11.112	2p7.5	31.5	2	2	50.8	12	144
1/25	12.7	3	36	2 1/2	2.5	63.5	15	180
9/165625	14.287	3p4.5	40.5	3	3	76.2	18	216
5/8625	15.875	3p9	45	3 1/2	3.5	88.9	21	252
11/166875	17.462	4p1.5	49.5	4	4	100.6	24	288
3/475	19.05	4p6	54	5	5	127	30	360
13/168125	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.....	Quaternary. 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 (PLSS) has a hierarchy of lines. Principal meridians and base lines and their related townships, sections, and subdivisions of sections are incorporated in the description of land conveyed by the Federal Government and others.

The Principal Meridians and Base Lines of the United States ¹

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)	

¹ Information courtesy of the U.S. Department of the Interior, Bureau of Land Management.

Public Land Surveys Having No Initial Point as an Origin for Both Township and Range Numbers¹

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)

¹ 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 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	Glascoco	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	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	Webster
Caddo	Grant	Orleans	Baptist	West Baton
Calcasieu	Iberia	Ouachita	St. Landry	Rouge
Caldwell	Iberville	Plaquemines	St. Martin	West Carroll
Cameron	Jackson	Pointe Coupee	St. Mary	West Feliciana
Catahoula	Jefferson	Rapides	St. Tammany	Winn
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
Hatothobei				

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	Utua
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

Code of laws of the United States and rules for publication of the Congressional Record

TITLE 44, SECTION 901. CONGRESSIONAL RECORD: ARRANGEMENT, STYLE, CONTENTS, AND INDEXES.—The Joint Committee on Printing shall control the arrangement and style of the Congressional Record, and while providing that it shall be substantially a verbatim report of proceedings, shall take all needed action for the reduction of unnecessary bulk. It shall provide for the publication of an index of the Congressional Record semimonthly during and at the close of sessions of Congress.

TITLE 44, SECTION 904. CONGRESSIONAL RECORD: MAPS, DIAGRAMS, ILLUSTRATIONS.—Maps, diagrams, or illustrations may not be inserted in the Record without the approval of the Joint Committee on Printing.

General rules

The rules governing document work (FIC & punc.) apply to the Congressional Record, except as may be noted herein. The same general style should be followed in the permanent (bound) Record as is used in the daily Record. It is important to be familiar with the exceptions and the forms peculiar to the Record.

Much of the data printed in the Congressional Record is forwarded to the GPO via fiber optic transmission using the captured keystrokes of the floor reporters. Element identifier codes are programmatically inserted, and galley output is accomplished without manual intervention. It is not cost effective to prepare the accompanying manuscript as per the GPO STYLE MANUAL and it is too time-consuming to update and change the data once it is already in type form. Therefore, the Record is to be FIC & punc. It is not necessary to stamp the manuscript FIC & punc. because of its volume. However, Record style, as stated in the following rules, will be followed.

Daily and permanent Record texts are set in 8-point type on a 9-point body. Extracts are set in 7-point type on an 8-point body.

An F-dash will be used preceding 8-point cap lines in the proceedings of the Senate and House.

All 7-point extracts and poetry will carry 2 points of space above and below unless heads appear, which generate their own space.

All extracts are set 7 point unless otherwise ordered by the Joint Committee on Printing.

Except as noted below, all communications from the President must be set in 8 point, but if such communications contain extracts, etc., the extracts are set in 7 point.

An address of the President delivered outside of Congress or referred to as an extract is set in 7 point.

A letter from the President to the Senate is set in 7 point when any form of treaty is enclosed that is to be printed in the Record in connection therewith. The letter is set in 7 point whether the treaty follows or precedes it or is separated from it by intervening matter.

In all quoted amendments and excerpts of bills and in reprinting bills, the style and manuscript as printed in the bill will be followed.

Except where otherwise directed, profanity, obscene wording, or extreme vulgarisms are to be deleted and a 3-em dash substituted.

All manuscript submitted in a foreign language will not be printed. It will be returned for translation and resubmitted for printing in the next Record.

Extreme caution must be used in making corrections in manuscript, and no important change will be made without proper authorization.

Observe the lists of names of Senators, Representatives, and Delegates, committees of both Houses, and duplicate names. Changes caused by death, resignation, or otherwise must be noted. There is no excuse for error in the spelling of names of Senators, Representatives, or department officials. In case of doubt, the Congressional Directory will be the authority.

Datelines should be followed on Extensions of Remarks. If any question arises as to the proper date to be used, a supervisor must be consulted.

Indented matter in leaderwork will be 1 em only.

Queries must not be made on proofs.

Capitalization

(See also Chapter 3 “Capitalization Rules”)

If the name of the Congressional Record is mentioned, it must be set in caps and small caps and never abbreviated, even when appearing in citations, except in extract matter, then cap/lowercase.

The name of a Senator or a Representative preceding his or her direct remarks is set in caps and is followed by a period with equal spacing to be used.

The name of a Senator or a Representative used in connection with a bill or other paper—that is, in an adjectival sense—is lowercased, as the Hawkins bill, the Fish amendment, etc.; but FISH’s amendment, etc.

The names of Members and Members-elect of both Houses of the Congress, including those of the Vice President and Speaker, will be printed in caps and small caps if mention is made of them, except in extract matter.

Deceased Members’ names will be set in caps and small caps in eulogies only on the first day the House or Senate is in session following the death of a Member, in a speech carrying date when the Member was eulogized, or on memorial day in the Senate and House. Eulogy day in one House will be treated the same in the other.

Certificates of Senators-elect of a succeeding Congress are usually presented to the current Congress, and in such cases the names of the Senators-elect must be in caps and small caps.

Names of Members of Congress must be set in caps and lowercase in votes, in lists set in columns, in the list of standing and select committees, in contested-election cases, in lists of pairs, and in all parts of tabular matter (head, body, and footnotes).

Observe that the names of all persons not certified Members of Congress are to be set in caps and lowercase; that is, names of secretaries, clerks, messengers, and others.

Names of proposed Federal boards, commissions, services, etc., are capitalized.

Capitalize principal words and quote after each of the following terms: *Address, article, book, caption, chapter heading, editorial, essay, heading, headline, motion picture or play* (including TV or radio program), *paper, poem, report, song, subheading, subject, theme*, etc. Also, following the word *entitled*, except with reference to bill titles which are treated as follows: “A bill (or an act) transferring certain functions of the Price Administrator to the Petroleum Administrator for War,” etc.

Figures

Follow the manuscript as to the use of numerals. Dollar amounts in Record manuscript are to be followed.

Figures appearing in manuscript as “20 billion 428 million 125 thousand dollars” should be followed.

Tabular matter and leaderwork

Record tables may be set either one or three columns in width, as follows:

One-column table: 14 picas (168 points).

Three-column table: 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 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	Biggart	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)¹

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:

¹To 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. ●

MESSAGES FROM THE PRESIDENT

Messages from the President of the United States were communicated to the Senate by Mr. Thomas, one of his secretaries.

EXECUTIVE MESSAGES REFERRED

As in executive session the Presiding Officer laid before the Senate messages from the President of the United States submitting sundry nominations which were referred to the appropriate committees.

(The nominations received today are printed at the end of the Senate proceedings.)

REPORT ON THE ISSUANCE OF AN EXECUTIVE ORDER 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.]

MESSAGES FROM THE HOUSE

At 12:49 p.m., a message from the House of Representatives, delivered by Mrs. Cole, one of its reading clerks, announced that the House has agreed to the following concurrent resolution, in which it requests the concurrence of the Senate:

H. Con. Res. 377. Concurrent resolution authorizing the use of the rotunda of the Capitol for a ceremony commemorating the 60th Anniversary of the beginning of the integration of the United States Armed Forces.

ENROLLED BILLS SIGNED

At 1:09 p.m., a message from the House of Representatives, delivered by Mrs. Cole, one of its reading clerks, announced that the Speaker has signed the following enrolled bills:

H.R. 6040. An act to amend the Water Resources Development Act of 2007 to clarify the authority of the Secretary of the Army to provide reimbursement for travel expenses incurred by members of the Committee on Levee Safety.

H.R. 6327. An act to amend the Internal Revenue Code of 1986 to extend the funding and expenditure authority of the Airport and Airway Trust Fund, and for other purposes.

The enrolled bills were subsequently signed by the President pro tempore (Mr. BYRD).

At 8:19 p.m., a message from the House of Representatives, delivered by Ms. Niland, one of its reading clerks, announced that the House has passed the following bill, in which it requests the concurrence of the Senate:

H.R. 6377. An act to direct the Commodity Futures Trading Commission to utilize all its authority, including its emergency powers, to curb immediately the role of excessive speculation in any contract market within 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 "Keaakupaha" 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 DEROCO.

IN THE ARMY

THE FOLLOWING NAMED OFFICERS FOR APPOINTMENT TO THE GRADE INDICATED IN THE RESERVE OF THE ARMY UNDER TITLE 10, U.S.C., SECTION 12203:

To be colonel

KENNETH L. BEALE, JR.
THOMAS H. 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).

¹ 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.

PRAYER¹

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

MESSAGE FROM THE SENATE

A message from the Senate by Ms. Curtis, one of its clerks, announced that the Senate concurs in the amendment of the House to the bill (S. 2146) “An Act to authorize the Administrator of the Environmental Protection Agency to accept, as part of a settlement, diesel emission reduction Supplemental Environmental Projects, and for other purposes.”

[Above usage occurs when there is only one bill referenced. For more than one bill, use the following style.]

MESSAGE FROM THE SENATE

A message from the Senate by Ms. Curtis, one of its clerks, announced that the Senate has passed without amendment bills and a concurrent resolution of the House of the following titles:

H.R. 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:]

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*, when in manuscript, to *No.*, as *amendment No. 1*, but do not supply *No.* or *amendment* if omitted in manuscript; otherwise regular style will prevail.

CONFERENCE REPORT (H. REPT. 97-747)

The committee of conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H.R. 6863) making supplemental appropriations for the fiscal year ending September 30, 1982, and for other purposes, having met, after full and free conference, have agreed to recommend and do recommend to their respective Houses as follows:

That the Senate recede from its amendments numbered 7, 9, 14, 31, 38, 39, 40, 52, 53, 56, 75, 76, 80, 81, 94, 102, 109, 116, 118, 129, 133, 141, 142, 148, 152, 154, 155, 162, 163, 164, 171, 173, 179, and 181.

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 codel 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 and italic lines are set flush left.

Entries are indented 1 em, with overs 2 ems.

Bill introductions are to be identified as to sponsor or cosponsor.

Bullet following page number in index identifies unspoken material.

Pages are identified as S (Senate), H (House), and E (Extensions).

Pages in bound Record index are entered numerically, without S, H, or E prefixes.

Abbreviations and acronyms—

(for use on notation of content line)

Abbreviations

Streets: St.; Ave.; Ct.; Dr.; Blvd.; Rd.; Sq.; Ter.

Names: Jr.; Sr.; II (etc.)

Businesses: Co.; Corp. (includes all Federal corporations); Inc.; Ltd.; Bros.

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
Obituaries	Rosters
Opinion polls	Rules
Orders	Rulings of the chair
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 107th CONGRESS, SECOND SESSION

Vol. 154

JULY 21 TO AUGUST 8, 2008

Nos. 119 to 132

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August 1	No. 130 S7983–S8079	H7791–H7810	E1641–E1703	D1009–D1016
August 5	No. 131 S8081	D1017–D1018
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ABERCROMBIE, NEIL (a Representative from Hawaii)

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Armed Forces: tribute to the 28th Infantry Division (see H. Con. Res. 390), H7308 [29JY]

Bulgaria: independence anniversary (see H. Res. 1383), H7630 [30JY]

Bureau of Prisons: provide stab-resistant personal body armor to all correctional officers and require such officers to wear such armor while on duty (see H.R. 6462), H6734 [21JY]

Diseases: improve and enhance research and programs on cancer survivorship (see H.R. 4450), H7308 [29JY]

Education: strengthen communities through English literacy, civic education, and immigrant integration programs (see H.R. 6617), H7164 [24JY]

Medicare: ensure more timely access to home health services for beneficiaries (see H.R. 6826), H7808 [1AU]

—replace the prescription drug benefit with a revised and simplified program for all beneficiaries (see H.R. 6800), H7807 [1AU]

Motor vehicles: encourage increased production of

natural gas vehicles and provide tax incentives for natural gas vehicle infrastructure (see H.R. 6570), H7630 [30JY]

Palladio, Andrea: anniversary of birth (see H. Con. Res. 407), H7788 [31JY]

Power resources: open Outer Continental shelf areas to oil and gas leasing, curb excessive energy speculation, and require Strategic Petroleum Reserve sale and acquisitions of certain fuels (see H.R. 6670), H7628 [30JY]

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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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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]

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—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.

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May 19	No. 82	S. 3030-3034 H.R. 6083-6084		H. Con. Res. 354	S. Res. 569-570 H. Res. 1208-1209
May 21	No. 84	S. 3045-3047 H.R. 6104-6122	S.J. Res. 33	S. Con. Res. 83 H.J. Res. 86-87	S. Res. 572-573 H. Res. 1217-1219
May 22	No. 85	S. 3048-3073 H.R. 6123-6166	S.J. Res. 34-36 H.J. Res. 88-89	S. Con. Res. 84-85 H. Con. Res. 361-365	S. Res. 574-579 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. Altmiere, 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

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 which are readily identified as such by salutation and signature.

- (b) Appendixes and/or exhibits which have a heading readily identifying them as such; and

(c) Matter printed in compliance with the Ramseyer rule.¹

4. All leaderwork and lists of more than six items to be set in 8-point type.

5. All tabular work to be set in 7-point gothic type.

6. An amendment in the nature of a substitute to be set in 8-point type, but quotations from such amendment later in the report to be treated as excerpts, but set full measure (see paragraph 10 below).

7. Any committee print having a report head indicated on original copy to be set in report type and style.

8. Committee prints not having a report head indicated on original copy to be set in committee print style; that is, excerpts to be set in 8 point, full measure.

9. If a committee print set as indicated in paragraph 8 is later submitted as a report or included in a report, and the type is available for pickup, such type shall be picked up and used as is in the report.

10. On matter that is cut in on the left only for purposes of breakdown, no space is used above and below, but on all matter that is cut in on both sides, 4 points are used above and below. If a bill is submitted as an excerpt, it will not be squeezed because of the indentions and the limited number of element identifiers.

11. On reports of immigration cases, set memorandums full measure unless preceded or followed directly by committee language. Memorandums are indented on both sides if followed by such language. Preparers should indicate the proper indention on copy.

12. Order of printing (Senate reports only): (1) Report, (2) minority or additional views, (3) Cordon rule² (last unless an appendix is used), (4) appendix (if any).

¹Ramseyer 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.

²Cordon rule.—Senate: If report has “Changes in Existing Law” use small cap heads, except for breakdown within a cap and small cap head.

13. Minority or additional views will begin a new page with 10-point cap heading. In Senate reports, “Changes in Existing Law” begins a new page if following “views.” In conference reports, “Joint Explanatory Statement” begins a new odd page.

14. Minority or additional views are only printed if they have been signed by the authoring congressperson.



[Sample of excerpt]

In *Palmer v. Mass.*, decided in 1939, which involved the reorganization of the New Haven Railroad, the Supreme Court said:

The judicial processes in bankruptcy proceedings under section 77 are, as it were, brigaded with the administrative processes of the Commission.



[Sample of an excerpt with an added excerpt]

The Interstate Commerce Commission in its report dated February 29, 1956, which is attached hereto and made a part hereof, states that it has no objection to the enactment of S. 3025, and states, in part, as follows:

The proposed amendment, however, should be considered together with the provisions of section 959(b), title 28, United States Code, which reads as follows:

“A trustee, receiver, or manager appointed in any cause pending in any court of the United States,” etc.



[Sample of amendment]

On page 6, line 3, strike the words “and the service”, strike all of lines 4, 5, and 6, and insert in lieu thereof the following:

and, notwithstanding any other provision of law, the service credit authorized by this clause 3 of rule XIII of the Rule of the House of Representatives, change shall not—

(A) be included in establishing eligibility for voluntary or involuntary retirement or separation from the service, under any provision of law;

[Sample of amendment]

The amendments are indicated in the bill as reported and are as follows:

On page 2, line 15, change the period to a colon and add the following:

Provided, That such approaches shall include only those necessary portions of streets, avenues, and boulevards, etc.

On page 3, line 12, after “operated”, insert “free of tolls”.

[Sample of amendment in the nature of a substitute]

The amendment is as follows:

Strike all after the enacting clause and insert the following:

That the second paragraph under the heading “National Park Service” in the Act of July 31, 1953 (67 Stat. 261, 271), is amended to read as follows: “The Secretary of the Interior shall hereafter report in detail all proposed awards of concessions leases and contracts involving a gross annual business of \$100,000 or more, or of more than five years in duration, including renewals thereof, sixty days before such awards are made, to the President of the Senate and Speaker of the House of Representatives for transmission to the appropriate committees.”

[Sample of letter inserted in report]

The Department of Defense recommends enactment of the proposed legislation and the Office of Management and Budget interposes no objection as indicated by the following attached letter, which is hereby made a part of this report:

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
----------------------------------	--------------------------	-----------------------------

**PROVIDING FOR AND APPROVE THE SETTLEMENT OF
CERTAIN LAND CLAIMS OF THE SAULT STE. MARIE
TRIBE OF CHIPPEWA INDIANS¹**

MARCH 6, 2008.—Ordered to be printed²

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.³

PURPOSE OF THE BILL⁴

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.

¹ If title makes more than three lines in 10-point caps, set in 8-point caps.

² Must be set as indicated in copy. If illustrations accompany copy and are not ordered to be printed, do not add *with illustrations*. Return copy to Production Manager.

³ If the wording in this paragraph is prepared in the singular form, follow.

⁴ For *Senate Committee on Finance* and *House Committee on Ways and Means*, heads are set in bold caps.

[Sample of "Report" Skeleton]

Calendar No. 652¹

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), 2008²

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

¹Use this type and form only on Senate reports. There is only one calendar in the Senate.
²Style for filed line, if present.

[Sample of "Report" Skeleton]

110TH CONGRESS } 2d Session }	HOUSE OF REPRESENTATIVES {	{ REPORT { 110-590
----------------------------------	----------------------------	-----------------------

PROVIDING¹ FOR CONSIDERATION OF THE BILL (H.R. 5715) TO ENSURE CONTINUED AVAILABILITY OF ACCESS TO THE FEDERAL STUDENT LOAN PROGRAM FOR STUDENTS AND FAMILIES²

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

¹ If copy reads "To make" change to "Making", "To provide" change to "Providing", "To amend" change to "Amending".

² Sample of 8-point head.

110TH CONGRESS } <i>1st Session</i> }	HOUSE OF REPRESENTATIVES {	REPORT 110-317
--	----------------------------	-------------------

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,
TIMOTHY BISHOP,
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JASON ALTMIRE,
JOHN YARMUTH,
JOE COURTNEY,

Managers on the Part of the House.

TED KENNEDY,
CHRIS DODD,
TOM HARKIN,
BARBARA A. MIKULSKI,
JEFF BINGAMAN,
PATTY MURRAY,
JACK REED,
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SHERROD BROWN,
MICHAEL B. ENZI,
LAMAR ALEXANDER,
ORRIN G. HATCH,

Managers on the Part of the Senate.



**FINANCIAL SERVICES AND GENERAL
GOVERNMENT APPROPRIATIONS FOR 2009**

HEARINGS

BEFORE A

SUBCOMMITTEE OF THE

COMMITTEE ON APPROPRIATIONS

HOUSE OF REPRESENTATIVES

ONE HUNDRED TENTH CONGRESS

SECOND SESSION

SUBCOMMITTEE ON FINANCIAL SERVICES AND GENERAL GOVERNMENT
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JO BONNER, Alabama

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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