

GPO

# Style Manual

An official guide to the form and style  
of Federal Government publishing | **2016**

Keeping America Informed | OFFICIAL | DIGITAL | SECURE  
[gpostyle@gpo.gov](mailto:gpostyle@gpo.gov)

## **Production and Distribution Notes**

This publication was typeset electronically using Helvetica and Minion Pro typefaces. It was printed using vegetable oil-based ink on recycled paper containing 30% post consumer waste.

The GPO STYLE MANUAL will be distributed to libraries in the Federal Depository Library Program. To find a depository library near you, please go to the Federal depository library directory at <http://catalog.gpo.gov/fdlpdir/public.jsp>.

The electronic text of this publication is available for public use free of charge at <https://www.govinfo.gov/gpo-style-manual>.

## **Library of Congress Cataloging-in-Publication Data**

Names: United States. Government Publishing Office, author.

Title: Style manual : an official guide to the form and style of federal government publications / U.S. Government Publishing Office.

Other titles: Official guide to the form and style of federal government publications | Also known as: GPO style manual

Description: 2016; official U.S. Government edition. | Washington, DC : U.S. Government Publishing Office, 2016. | Includes index.

Identifiers: LCCN 2016055634 | ISBN 9780160936029 (cloth) | ISBN 0160936020 (cloth) | ISBN 9780160936012 (paper) | ISBN 0160936012 (paper)

Subjects: LCSH: Printing—United States—Style manuals. | Printing, Public—United States—Handbooks, manuals, etc. | Publishers and publishing—United States—Handbooks, manuals, etc. | Authorship—Style manuals. | Editing—Handbooks, manuals, etc.

Classification: LCC Z253 .U58 2016 | DDC 808/.02—dc23 | SUDOC GP 1.23/4:ST 9/2016

LC record available at <https://lccn.loc.gov/2016055634>

## **Use of ISBN Prefix**



This is the official U.S. Government edition of this publication and is herein identified to certify its authenticity. ISBN 978-0-16-093601-2 is for U.S. Government Publishing Office official editions only. The Superintendent of Documents of the U.S. Government Publishing Office requests that any reprinted edition be labeled clearly as a copy of the authentic work, and that a new ISBN be assigned.

---

For sale by the Superintendent of Documents, U.S. Government Publishing Office  
Internet: [bookstore.gpo.gov](http://bookstore.gpo.gov) Phone: toll free (866) 512-1800; DC area (202) 512-1800  
Fax: (202) 512-2104 Mail: Stop IDCC, Washington, DC 20402-0001

ISBN 978-0-16-093601-2 (Paper)

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

THE DIRECTOR OF THE UNITED STATES GOVERNMENT PUBLISHING OFFICE  
Davita E. Vance-Cooks

---

UNITED STATES GOVERNMENT PUBLISHING OFFICE  
STYLE BOARD

Tony N. Gilbert, *Chairman*

James E. Bender	Michelle R. Overstreet
Peter W. Binns	David J. Robare
Kristina Bobe	Margaret V. Ross-Smith
Mark C. Czajka	Kathleen M. Swigert
Yalandra Johnson	Charlotte E. Timmons
Carolyn B. Mitchell	

---

*Ex officio*

Andrew M. Sherman, *Chief of Staff*

John W. Crawford, *Managing Director, Plant Operations*

Gregory Estep, *Deputy Managing Director, Plant Operations*

Shelley N. Welcher, *Production Manager, Plant Operations*

Reneé Rosa, *Manager of Operations, Pre-Press Division*

Myra L. Taylor

*Foreperson*

*Proof and Copy Markup Section*

*Shift 1*

Darlene Rios-Bay

*Foreperson*

*Proof and Copy Markup Section*

*Shift 2*

Tracy D. Shields

*Foreperson*

*Proof and Copy Markup Section*

*Shift 3*

---

JOINT COMMITTEE ON PRINTING

Representative Gregg Harper, *Chairman*

Senator Roy Blunt, *Vice Chairman*

Representative Candice S. Miller

Senator Pat Roberts

Representative Rodney Davis

Senator John Boozman

Representative Robert A. Brady

Senator Charles E. Schumer

Representative Juan Vargas

Senator Tom Udall

---

Previous printings of the GPO STYLE MANUAL: 1894, 1898, 1900, 1903, 1908, 1909, 1911, 1912, 1914, 1917, 1922, 1923, 1924, 1926, 1928, 1929, 1933, 1934, 1935, 1937, 1939, 1945, 1953, 1959, 1962, 1967, 1973, 1984, 2000, 2008

# EXTRACT FROM THE PUBLIC PRINTING LAW

(TITLE 44, U.S.C.)

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

The Director of the Government Publishing Office 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; Pub. L. 113–235, div. H, title I, § 1301(c)(1), Dec. 16, 2014, 128 Stat. 2537.)

## HISTORICAL AND REVISION NOTES

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

## AMENDMENTS

2014—Pub. L. 113–235 substituted “Director of the Government Publishing Office” for “Public Printer”.

## **About This Manual**

---

The GPO STYLE MANUAL, as it is popularly known, is issued under the authority of section 1105 of title 44 of the U.S. Code, which requires the Director of the GPO to “determine the form and style in which the printing . . . ordered by a department is executed, . . . having proper regard to economy, workmanship, and the purposes for which the work is needed.” The MANUAL is prepared by the GPO Style Board, composed of proofreading, printing, and Government documents specialists from within GPO, where all congressional publications and many other key Government documents are prepared.

The first GPO STYLE MANUAL appeared in 1894. It was developed originally as a printer’s stylebook to standardize word and type treatment, and it remains so today. Through successive editions, however, the MANUAL has come to be widely recognized by writers and editors both within and outside the Federal Government as one of the most useful resources in the editorial arsenal. And now in the 21st century, writers and editors are using the MANUAL in the preparation of the informational content of Government publications that appear in digital formats.

Writers and editors whose disciplines have taught them aspects of style different from those found in the GPO STYLE MANUAL will appreciate the difficulty of establishing a single standard. Users of this MANUAL should consider it instead as a general guide. Its rules cannot be regarded as rigid, for the printed word assumes many shapes and variations in final presentation, and usage changes over time as language evolves. Periodically the MANUAL is updated, as this edition has been, to eliminate obsolete standards, update form and usage, and adjust the guidance for document preparation and appearance to current custom.

Comments and suggestions from users of the GPO STYLE MANUAL are welcomed. All such correspondence may be emailed to the GPO Style Board at [gpostyle@gpo.gov](mailto:gpostyle@gpo.gov).

A digital version of this MANUAL appears on GPO's **govinfo** at <https://www.govinfo.gov/gpo-style-manual>. Revisions and updates are made to the online version of this MANUAL periodically. Accordingly, that document rather than the printed edition should be consulted as the most up-to-date version available.

For the purposes of the GPO STYLE MANUAL, examples provided throughout both the printed and digital versions are to be given the same weight as the enumerated rules.

## **Acknowledgments**

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

Special thanks go to Michael M. Shelton, Program Analyst, Office of Policy, National Park Service, and Member of the U.S. Board on Geographic Names, for his wealth of knowledge, special consultation, and research during the entire revision process of this MANUAL. He has, indeed, been a true friend to the Board.

M. Michael Abramson, past Chair of the GPO Style Board, who acted as an adviser to the present Style Board.

Elizabeth Appel, Bureau of Indian Affairs, U.S. Department of the Interior, for advice on the issue of capitalization of “Tribe” and “Tribal.”

Douglas Caldwell, Geospatial Research Laboratory, U.S. Army Engineer Research and Development Center and Jacqueline Nolan, Geography and Map Division, Library of Congress, for information on acronyms and cartographic names.

The offices of Indiana Senators Dan Coats and Joe Donnelly and Indiana Governor Mike Pence for information regarding the demonym “Hoosier.”

Rachel R. Creviston, Chief of Staff, Office of the Secretary of the Senate; Matthew P. McGowan, Senate Committee on Rules and Administration; and Corey Plank, Lead Cartographer—Remote Sensing, Bureau of Land Management, for consulting on the issue regarding compass directional abbreviations.

Linda Crown, Administrative Specialist, Office of Weights and Measures, National Institute of Standards and Technology, for information on terms of measures.

Robert W. Dahl, Cadastral Surveyor, U.S. Department of the Interior, Bureau of Land Management, Minerals & Realty Management Directorate, Division of Lands, Realty & Cadastral Survey (WO-350), for his contribution of the Principal Meridians and Base Lines of the United States tables, Chapter 18.

Cynthia L. Etkin, Program Planning Specialist, Office of the Superintendent of Documents, Government Publishing Office, for her assistance in the production of this MANUAL.

Dean Gardei, Brand and Web Manager, Government Publishing Office, for the design of the cover and title page.

Solange A. Garvey, Foreign Affairs Officer and Leo Dillon, Office of the Geographer and Global Issues, U.S. Department of State; and Trent Palmer, Executive Secretary for Foreign Names, U.S. Board on Geographic Names, for information on foreign countries and terms.

Jeremy Gelb, IT Specialist, Government Publishing Office, for technical assistance in the production of this MANUAL.

Christine Jones, Editorial Team Lead, Information Design and Publishing Staff, National Center for Health Statistics, Centers for Disease Control and Prevention, for information on medical eponyms.

Library Services & Content Management Staff, including Patricia A. Duplantis, Systems Librarian; Laurie B. Hall, Chief and Acting Superintendent of Documents; James M. Mauldin, Manager, Office of Archival Management; and Kelly M. Seifert, Strategic Communications Coordinator, for their feedback and support.

Christine McMahon, Program Planner, Programs, Strategy and Technology, Government Publishing Office, for her contribution in updating the GPO's Digital Information Initiatives.

James Moore, Gibbs & Cox, Inc., for information regarding technical abbreviations.

Kirk Petri and Jon Quandt, Lead Program Planners, Programs, Strategy and Technology, and John Foley and Jiang (John) Zheng, IT Specialists, Information Technology, Government Publishing Office, for their contributions in updating the information technology acronyms and initialisms section in the abbreviations and letter symbols chapter.

Kathleen Swiatek, IT Specialist, IT Product Support, for Bill language assistance.

Marcia Thompson, Chief, Congressional Record Index Office, Government Publishing Office, for revisions to the pages relating to the Congressional Record Index.

Louis Yost, Executive Secretary and Jennifer Runyon, Staff, U.S. Board on Geographic Names, for help on a variety of names and geographic issues.

Employees of the Production Planning and Control Division, Government Publishing Office, for their contributions during the preproduction/production process.

Employees of the Proof and Copy Markup Section, Government Publishing Office, for their constant contributions to the GPO STYLE MANUAL.

Current users who have contributed many ideas and suggestions that were incorporated into this edition of the GPO STYLE MANUAL.

## **GPO's Digital Information Initiatives**

---

In the digital age, GPO is responsible for providing public access to the digital versions of many of the official documents it prints, as well as—to the greatest extent possible—the digital versions of Government publications that are not printed but are otherwise made available on other Federal websites. GPO recognizes that a Federal author today often begins the content creation process at a computer, and frequently publishes the final document to the web without creating a print version that will make its way to a user's hands or a library's shelves.

### **GPO Access**

To accommodate this transition in Federal publishing strategies while preserving GPO's core responsibility for ensuring public access to Government publications, Congress enacted Public Law 103–40, the Government Printing Office Electronic Information Access Enhancement Act of 1993, which required GPO to establish access to key Government publications in digital format and provide a system of storage to ensure permanent public access to the information they contain. Opened to the public in 1994, the resulting website, *GPO Access*, was GPO's entrance into the digital age. In 2003, the National Archives and Records Administration formally recognized GPO as an affiliate archive for the digital content on the *GPO Access* site. *GPO Access* operated for 15 years before it was retired following the introduction of GPO's Federal Digital System (FDsys).

### **Federal Digital System (FDsys)**

To meet continued public demand for access to digital 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, GPO embarked on the construction of a more comprehensive online capability, called the Federal Digital System, or FDsys, available at [www.fdsys.gov](http://www.fdsys.gov).

FDsys was launched as a beta website in 2009 and permanently replaced *GPO Access* in 2011. FDsys provides free access to hundreds of thousands

of official Federal Government publications in digital format from all three branches of the Federal Government, including congressional bills, the Congressional Record, the Federal Register, the Compilation of Presidential Documents, the U.S. Code, the Code of Federal Regulations, and opinions from more than 100 Federal courts. In 2016, GPO reached a milestone of two billion retrievals of digital Government information from FDsys (the equivalent of nine retrievals per second over seven years of operation).

### **govinfo beta website**

In February 2016, GPO launched the next generation of digital public access, **govinfo** (at [www.govinfo.gov](http://www.govinfo.gov)) as a public beta website to eventually replace the FDsys public website. **govinfo** is a redesign of FDsys featuring a modern, easy-to-use look and feel that syncs with the need of today's Government information users for quick and effective digital access across a variety of digital platforms. It was developed with a focus on implementing feedback from users and improving overall search and access to FDsys content. The redesigned, mobile-friendly website incorporates state-of-the-art innovative technologies and includes several new features for an overall enhanced user experience. **govinfo** is the new front door to accessing the same official, preserved content that GPO has made available through *GPO Access* and FDsys for more than two decades.

The key new features of **govinfo** include the capability to link related content, new ways to browse content, a new open-source search engine, enhancements to the search filters, and more options for sharing pages and content on social media.

### **Digital preservation**

Content in FDsys and **govinfo** is preserved to ensure permanent availability in electronic form. As a preservation repository, GPO follows archival system standards to ensure long-term preservation and access to digital content. GPO's digital stewardship vision is to operate a standards-based preservation repository and to implement user-friendly, responsive, and innovative technologies to ensure that all archived content information can be obtained, rendered, used, and understood by the designated community into the future.

In 2015, GPO began pursuing certification of its flagship system as a Trustworthy Digital Repository for Government information under ISO 16363: Audit and Certification of Trustworthy Digital Repositories.

## **Authentication of digital documents**

The increasing use of documents in digital format poses a special challenge in verifying authenticity, because digital technology makes such documents easy to alter or copy in unauthorized or illegitimate ways. GPO assures users that the publications available from GPO websites are as official and authentic as publications that have been printed by GPO for many years. GPO digital systems operate with established trust relationships between all parties in digital transactions. A visible digital signature, viewed as the GPO Seal of Authenticity signified by an eagle, verifies document integrity and authenticity on GPO online Federal documents. The visible digital signature on PDF documents on FDsys and **govinfo** signifies a guarantee that the information in the document is official, authentic, and secure.

## **XML bulk data repository**

Since the launch of FDsys, GPO has worked with partners in the legislative and executive branches to expand the availability of Government information content in support of an open and transparent government. One such effort involves making content available in machine-readable Extensible Markup Language (XML) format for bulk download. The effort began in 2009 and has grown to nine collections now available through GPO's bulk data repository at [www.gpo.gov/fdsys/bulkdata](http://www.gpo.gov/fdsys/bulkdata). The repository features data collections including text, summary, and status information for bills introduced in the House of Representatives and the Senate, the annual official and unofficial digital versions of the Code of Federal Regulations, the Federal Register, the U.S. Government Manual, and the Public Papers of the Presidents of the United States.

Information available on GPO's XML bulk data repository helps maximize the ways this data can be used or repurposed by users. Making information available in XML permits data to be reused and repurposed for mobile web applications, data mashups, and other analytical tools by third-party providers, contributing to efforts supporting openness and transparency in government.

## Catalog of U.S. Government Publications (CGP)

GPO is responsible for creating a catalog and index for all public documents published by the Federal Government that are not confidential in character. This work serves libraries and the public nationwide and enables people to locate desired Government publications in all formats. The public interface for accessing these cataloging records is the Catalog of U.S. Government Publications (CGP), which is available in digital format at <http://catalog.gpo.gov>. Using the CGP, anyone can freely access descriptive information for historical and current Government publications as well as digital links to their full content. Print versions of U.S. Government publications may be found by contacting a Federal depository library: <https://catalog.gpo.gov/fdlpdir/FDLPdir.jsp>.

## Ben's Guide to the U.S. Government

Ben's Guide, available at <http://bensguide.gpo.gov>, 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 FDsys and **govinfo**, and explains GPO's role in the Federal Government.

## Online U.S. Government Bookstore

Government information users may also locate and order publications available for sale in both print and digital—including eBook—formats through GPO's Publication and Information Sales Program. Orders may be placed online securely at <https://bookstore.gpo.gov>.

## Applicability of the GPO STYLE MANUAL to digital publications

The rules of grammar, spelling, punctuation, and related matters, as stated in this MANUAL, will serve well when preparing documents for digital access. Most of the documents on FDsys and **govinfo** are derived from databases used in the printing of Government publications. As the availability of Government publications in digital formats continues to grow, the rules as stated in this MANUAL will continue to be GPO's standard for all document preparation, whether for conventional printing or digital access.

## Contents

---

Chapter		Page
	About This Manual .....	v
	GPO's Digital Information Initiatives.....	ix
1.	Advice to Authors and Editors.....	1
2.	General Instructions.....	7
3.	Capitalization Rules .....	27
4.	Capitalization Examples.....	45
5.	Spelling.....	81
6.	Compounding Rules.....	97
7.	Compounding Examples .....	111
8.	Punctuation.....	193
9.	Abbreviations and Letter Symbols.....	221
	Standard word abbreviations .....	238
	Standard letter symbols for units of measure.....	248
	Standard Latin abbreviations .....	252
	Information technology acronyms and initialisms.....	256
10.	Signs and Symbols.....	263
11.	Italic .....	269
12.	Numerals.....	273
13.	Tabular Work .....	285
14.	Leaderwork .....	303
15.	Footnotes, Indexes, Contents, and Outlines.....	307
16.	Datelines, Addresses, and Signatures.....	313
17.	Useful Tables .....	325
	U.S. Presidents and Vice Presidents.....	325
	State Populations and Their Capitals.....	326
	Principal Foreign Countries .....	327
	Demonym: Names of Nationalities.....	337
	Currency.....	339
	Metric and U.S. Measures.....	345
	Common Measures and Their Metric Equivalents.....	346
	Measurement Conversion.....	347
18.	Geologic Terms and Geographic Divisions .....	349
19.	Congressional Record.....	377
	Congressional Record Index .....	413
20.	Reports and Hearings.....	425
	Index.....	441



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

---

The GPO STYLE MANUAL is intended to facilitate the production of Government publications. Careful observance of the following suggestions will aid in expediting your publication and reduce 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 Publishing 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, consider 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 Catalogue](https://www.gpo.gov/pdfs/customers/GPOPaperCatalogue0614.pdf) (<https://www.gpo.gov/pdfs/customers/GPOPaperCatalogue0614.pdf>).
- 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 or no change will be made.

- 1.21.** The following GPO publications relate to material included in this MANUAL.

### **Government Paper Specification Standards**

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. [2011](https://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf) ([https://www.gpo.gov/pdfs/customers/sfas/vol12/vol\\_12.pdf](https://www.gpo.gov/pdfs/customers/sfas/vol12/vol_12.pdf)).

### **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. [2011](#).

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	C+S Caps & small caps—used in margin
⋮ Insert question mark	≡≡ Caps & small caps—used in text
! Insert exclamation mark	L.C. Lowercase—used in margin
=/ Insert hyphen	/ Used in text to show deletion or substitution
↓ Insert apostrophe	Delete
“” Insert quotation marks	Delete and close up
– Insert 1-en dash	w.f. Wrong font
— Insert 1-em dash	Close up
# Insert space	Move right
↔ Insert ( ) points of space	Move left
skill Insert shilling	Move up
✓ Superior	Move down
✗ Inferior	Align vertically
( ) Parentheses	Align horizontally
[] Brackets	Center horizontally
□ Indent 1 em	Center vertically
□□ Indent 2 ems	ef.# Equalize space—used in margin
¶ Paragraph	✓✓✓ Equalize space—used in text
no ¶ No paragraph	..... Let it stand—used in text
tr Transpose <sup>1</sup> —used in margin	stet. Let it stand—used in margin
~ Transpose <sup>2</sup> —used in text	✗ Letter(s) not clear
sp Spell out	run over Carry over to next line
ital Italic—used in margin	run back Carry back to preceding line
— Italic—used in text	out, see copy Something omitted—see copy
b.f. Boldface—used in margin	? Question to author to delete <sup>3</sup>
~~~ Boldface—used in text	^ Caret—General indicator used to mark position of error.
s.c. Small caps—used in margin	
— Small caps—used in text	

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

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

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

## TYPOGRAPHICAL ERRORS

reset Bpt. C &amp; SC

(50) It does not appear that the earliest printers had any method of correcting errors before the form was on the press. The learned correctors of the first two centuries of printing were not proofreaders in our sense; they were rather what we should term office editors. Their labors 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 that the sense was right. They cared but little about orthography, bad letters or purely printer's errors, and when the text seemed to them wrong they consulted fresh authorities or altered it on their own responsibility. Good proofs, in the modern sense, were impossible until professional readers were employed men who had first a printer's education, and then spent many years in the correction of proof. The orthography of English, which for the past century has undergone little change, was very fluctuating until after the publication of Johnson's Dictionary, and capitals, which have been used with considerable regularity for the past 80 years, were previously used on the miss or hit plan. The approach to regularity, so far as we have, may be attributed to the growth of a class of professional proofreaders, and it is to them that we owe the correctness of modern printing. More errors have been found in the Bible than in any other one work. For many generations it was frequently the case that Bibles were brought out stealthily, from fear of governmental interference. They were frequently printed from imperfect texts, and were often modified to meet the views of those who published them. The story is related that a certain woman in Germany, who was the wife of a printer, and who had become disgusted with the continual assertions of the superiority of man over woman which she had heard, hurried into the composing room while her husband was at supper and altered a sentence in the Bible, which he was printing, so that it read Narr instead of Herr, thus making the verse read "And he shall be thy fool" instead of "and he shall be thy lord." The word not was omitted by Barker, the king's printer in England in 1632, in printing the seventh commandment. He was fined £3000 on this account.

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.** 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, indentations, 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.** 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 will be printed on all publications in accordance with this MANUAL and with standards developed by the American National Standards Institute (ANSI).

Publications such as books and pamphlets should contain:

- (a) Title and other title information;
- (b) Name of department issuing or creating the 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) International Standard Book Number (ISBN).

(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;
- (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—2005 (R2010), Scientific and Technical Reports—Preparation, Presentation, and Preservation.)

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.)

	Federal Aviation Administration	Sponsoring organization
Report number	DOT/FAA/AM-08/6	
Availability statement	Office of Aerospace Medicine Washington, DC 20591	
Title	<b>Use of Weather Information by General Aviation Pilots, Part I, Quantitative: Reported Use and Value of Providers and Products</b>	
Author	William R. Knecht	
Performing organization name and address	Civil Aerospace Medical Institute Oklahoma City, OK 73125	
Date	March 2008	
Type of report	Final Report	

## 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, [www.ansi.org](http://www.ansi.org). Users of ANSI standards are cautioned that all standards are reviewed periodically and subject to revision.

## 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) *False title* (frontispiece, if any, on back).
  - (b) *Frontispiece*, faces title page.
  - (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* (new odd page), differs from a preface in that it is an introductory note written as an endorsement by a person other than the author. 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* (new odd page), by author.
  - (h) *Acknowledgments* (new odd page), if not part of preface.
  - (i) *Contents* (new odd page), immediately followed by list of illustrations and list of tables, as parts of contents.
  - (j) *Halftitle*, new odd page preceding first page of text.
  - (k) *Text*, begins with page 1 (if halftitle is used, begins with p. 3).
  - (l) *Glossary* (new odd page).
  - (m) *Bibliography* (new odd page).
  - (n) *Appendix* (new odd page).
  - (o) *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 to combine them (e.g., contents on cover; or contents, title, and foreword on cover 2).
- 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 centered top folios are used, the folio on a new page is set 2 points smaller than the top folios, centered at the bottom, and enclosed in parentheses.
- 2.10.** When running heads with top folios are used, running heads are included in overall page depth. However, first pages of chapters and other pages with bottom folios do not include the folios as part of the overall page depth.
- 2.11.** Jobs that have bottom folios will align them 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. All backstrips should read down (from top to bottom).

### **Copy preparation**

- 2.20. 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.
- 2.21. 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.
- 2.22. Preparers must indicate the proper subformat at the beginning of each extension, verify folios, and plainly indicate references, footnotes, cut-ins, etc.
- 2.23. 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.
- 2.24. 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, or 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”.

- 2.25.** 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.

#### *Capitalization*

- 2.26.** The customer should indicate use of capital and lowercase letters.

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

- 2.27.** 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*

- 2.28.** 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”*

- 2.29.** 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*

- 2.30.** Folios should be placed in the upper right corner, preferably half an inch from the top.

*Headings*

- 2.31.** The element identifier codes to be used for all headings must be marked. Caps, caps and small caps, small caps, caps and lowercase, sentence case, or italic must be prepared. (See rule 3.53.)

*Pickup*

- 2.32.** 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*

- 2.33.** 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.*

- 2.34.** All signs, symbols, dashes, superiors, etc., must be clearly marked. Names of Greek letters must be indicated, as they are frequently mistaken for italic letters or symbols.
- 2.35.** 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*

- 2.36.** Use the same font for text and capital letters that convey shape and form, e.g., U-shape(d), A-frame, T-bone, and I-beam.

- 2.37.** 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.
- 2.38.** 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.*

- 2.39.** After submittal to GPO, manuscript copy is 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 will, 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).

- 2.40.** Bill copy will be followed as supplied and treated as "FIC & punc." (See rule 2.39.) This data is transmitted to the GPO with formatting codes in place, requiring minimal copy preparation.
- 2.41.** 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*

- 2.42.** In marking abbreviations to be spelled, preparers must show what the spelled form should be, unless the abbreviations are common. An unfamiliar abbreviation, with spelled-out form unavailable, will not be changed.

**Type composition**

- 2.43. Operators and revisers must study carefully the rules governing composition.
- 2.44. In correcting pickup matter, the operator must indicate plainly on the proof what portion, if any, was actually reset.
- 2.45. 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.
- 2.46. Queries intended for the author are not to be corrected. Such queries, however, are not to be carried on jobs going directly to press.

*Leading and spacing*

- 2.47. Spacing of text is governed by the leading, narrow spacing being more desirable in solid than in leaded matter.
- 2.48. 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.
- 2.49. A single justified word space will be used between sentences (key one space when typing). 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. 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. 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.
- 2.53. Full-measure numbered or lettered paragraphs and quoted extracts are not separated by space from adjoining matter.

- 2.54. Extracts that 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.
- 2.55. Extracts set solid in leaded matter are separated from the text by 6 points.
- 2.56. Flush lines following extracts are separated by 6 points of space in leaded matter and by 4 points in solid matter.
- 2.57. Footnotes and legends are leaded if the text is leaded, and are solid if the text is solid.
- 2.58. Leaderwork is separated from text by 4 points above and 4 points below.

*Indents*

- 2.59. In measures less than 30 picas, the paragraph indent is 1 em. Paragraph indents in cut-in matter are 3 ems, overs are 2 ems. Datelines and signatures are indented in multiples of 2 ems. Addresses are set flush left.
- 2.60. In measures 30 picas or wider, the paragraph indent is 2 ems. Paragraph indents in cut-in matter are 6 ems, overs are 4 ems. Datelines and signatures are indented in multiples of 2 ems. Addresses are set flush left.
- 2.61. In measures less than 30 picas, overruns in hanging indents are 1 em more than the first line. To avoid conflict with an indent that follows, such as a subentry or paragraph, the overrun indent is made 1 em more than the following line.
- 2.62. In measures 30 picas or wider, overruns in hanging indents are 2 ems more than the first line. To avoid conflict with an indent that follows, such as a subentry or paragraph, the overrun indent is made 2 ems more than the following line.
- 2.63. Indents of matter set in smaller type should be the same, in points, as that of adjoining main-text indented matter.

- 2.64. Two-line centerheads are centered, but heads of three or more lines are set with a hanging indent.
- 2.65. Overs in flush heads are indented 2 ems in measures less than 30 picas, and 3 ems in wider measures.

#### *Legends for illustrations*

- 2.66. 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 indent. Legends are set full measure regardless of the width of the illustration. Paragraph style is acceptable.
- 2.67. Legend lines for illustrations that appear broad or turn page (landscape) should be printed to read up; an even-page legend should be on the inside margin and an odd-page legend on the outside margin.
- 2.68. Unless otherwise indicated, legends for illustrations are set in 8-point roman, sentence case.
- 2.69. Periods are used after legends and explanatory remarks beneath illustrations. However, legends without descriptive language do not use a period. (See rule 8.116.)
- 2.70. 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

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

#### **Proofreading**

- 2.73. All special instructions, layouts, and style sheets must be included with the first installment of each job.
- 2.74. If the proofreader detects inconsistent or erroneous statements, it is their responsibility to query them.

- 2.75.** All queries appearing on the copy must be carried to the author's set of proofs.
- 2.76.** Proofs that are illegible or are in any manner defective must be called to the attention of the deskperson.
- 2.77.** 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. 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.
- 2.78.** In reading proof of wide tables, the proofreader should place the correction as near as possible to the error.
- 2.79.** 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.
- 2.80.** Proofreaders must not make important changes in indents or tables without consulting the referee.
- 2.81.** Follow the marks of the copy preparer, as they are in a position to know more about the peculiarities of a job than one who reads but a small portion of it.
- 2.82.** Any proposed deviation from the prepared manuscript must be queried to the referee.
- 2.83.** All instructions on copy must be carried on proof by readers.
- 2.84.** Folios of copy must be run by the proofreader and marked on the proof.
- 2.85.** All instructions, comments, and extraneous notes on both copy and proofs that are not intended to be set as part of the text must be circled.

## **Revising galley proofs**

- 2.86.** 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. The reviser should 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.
- 2.87.** 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.
- 2.88.** In the body of the work, new pages must be properly indicated on the proof. (For new-page information, see rule 2.3 “Makeup.”)
- 2.89.** All instructions and queries on proofs must be transferred to the revised set of proofs.

## **Revising page proofs**

- 2.90.** Page revising requires great diligence and care. The reviser must see that the rules governing the instructions of previous workers have been followed.
- 2.91.** The reviser is responsible for marking all bleed and off-center pages.
- 2.92.** A blank page must be indicated at the bottom of the preceding page.
- 2.93.** 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.
- 2.94.** 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."
- 2.95.** If a footnote is added in proof, use the preceding number with a superior letter added, as<sup>15a</sup>.
- 2.96.** If a table (with or without footnotes) ends a page that has footnotes to the text, the text footnotes fall at the bottom of the page, with a 50-point rule above them. (See rule 13.76.)

### **Press revising**

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

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

**Signature marks, etc.**

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

125-327-16—4

116-529-16—vol. 1—3

116-529-16-pt. 5—3

- 2.101.** 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 2.113.)
- 2.102.** The allmark is placed below the page, bulletin, or circular number but above the signature line, if both appear on the same page.
- 2.103.** Imprints and signature lines appearing on short pages of text are placed at the bottom of the page.
- 2.104.** On a congressional job reprinted because of a change, the House and Senate have approved the following styles:

House of Representatives:

★17-234-16—2

Senate:

17-235-16—2 ★(Star Print)

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

H. Doc. 73, 16-1—2

S. Doc. 57, 16-1—2

S. Doc. 57, 16-2, pt. 1—2

S. Doc. 57, 16-2, vol. 1—2

H. Rept. 120, 16-2—8

S. Rept. 100, 16-2—9

- 2.106.** 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 2.100.)

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

12-344—16 (Face p. 10)

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

- 2.109.** If more than one paster or foldout faces the same page, they are numbered as follows:

12-344—16 (Face p. 19) No. 1

12-344—16 (Face p. 19) No. 2

- 2.110.** When a paster or foldout follows the text, the allmark is placed on the last page of the text and never on the paster or foldout.

## **Imprints**

- 2.111.** Unless otherwise stipulated, the GPO imprint must appear on all printed matter, with the exception of certain classified work.
- 2.112.** The full GPO imprint is used on the title page of a congressional speech.
- 2.113.** The imprint and allmark are not used together on any page; if one is used, the other is omitted.
- 2.114.** The imprint is not used on a halftitle or on any page of a cover, with the exception of congressional hearings.
- 2.115.** 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.
- 2.116.** 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 : 2016.

## Imprint variations

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

For sale by the Superintendent of Documents, U.S. Government Publishing 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.govinfo.gov](http://www.govinfo.gov)

- 2.118.** 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 Publishing 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.govinfo.gov](http://www.govinfo.gov)

- 2.119.** Outside-purchase publications are identified by the GPO logo at the beginning of the imprint line. These lines are positioned 4 ems from the right margin.

**GPO** U.S. GOVERNMENT PUBLISHING OFFICE: 2016—456–789

- 2.120.** Publications purchased outside that are reprinted by the GPO use an em dash in lieu of the GPO logo.

—U.S. GOVERNMENT PUBLISHING OFFICE: 2016—456–789

- 2.121.** Jobs set on outside purchase but printed by the GPO use an asterisk in lieu of the GPO logo.

\*U.S. GOVERNMENT PUBLISHING OFFICE: 2016—456–789

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

U.S. GOVERNMENT PUBLISHING OFFICE: 2016—123—456—*cc*

## Reprints

- 2.123. 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 2000	Original edition May 2000
Reprinted July 2005	Reprinted May 2005
First printed June 2000	Revised July 2007
Revised June 2005	

- 2.124. 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 revisions are necessary.

## Sales notices

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

## Franking

- 2.127. The franking (mailing) privilege on covers for Government publications should be at least 1½ inches from the trim.

## Bibliographies or references

- 2.128. 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. Pub. Off.).

Therefore the example would read:

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

Another Government periodical citation would read as follows:

Kirwan, Patrick S., "New Qualified Plug-in Electric Drive Motor Vehicle Credit," *Internal Revenue Bulletin*, No. 2009-48, pp. 713-717 (November 30, 2009), Internal Revenue Service.

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

Other examples are:

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

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

or:

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

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

Note in this 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:

The Chicago Manual of Style, University of Chicago Press, Chicago, 2010 ([www.chicagomanualofstyle.org/home.html](http://www.chicagomanualofstyle.org/home.html)).

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.

#### **Historic or documentary accuracy**

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

#### **Proper names**

- 3.3.** Proper names are capitalized.

Rome	John Macadam	Italy
Brussels	Macadam family	Anglo-Saxon

#### **Derivatives of proper names**

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

Roman (of Rome)	Johannean	Italian
-----------------	-----------	---------

- 3.5.** 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

- 3.6.** 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

- 3.7.** 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

- 3.8.** 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)

- 3.9.** 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

- 3.10.** 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 3.39.)

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

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

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

### Definite article in proper place names

- 3.12.** 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

- 3.13.** Rule 3.12 does not apply in references to newspapers, periodicals, vessels, airships, trains, firm names, etc.

the Washington Post

the U-3

the Times

the *Los Angeles*

the Atlantic Monthly

the Hotel Roanoke

the *Mermaid*

the National Photo Co.

### Particles in names of persons

- 3.14.** 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

- 3.15.** 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

- 3.16.** 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.

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

### **Names of organized bodies**

**3.18.** 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: 114th 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 Publishing Office: the Publishing 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

American Indian and Alaska Native federally recognized entities:

Shawnee Tribe, the Tribe; Cherokee Nation, the Nation; Alturas Indian Rancheria, the Rancheria; Cahuilla Band of Indians, the Band; Takotna Village, the Village; Akiak Native Community, the Community

International organizations:

United Nations: the Council; the Assembly; the Secretariat

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

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

Common-noun substitutes:

Virginia General Assembly: the assembly

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

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

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

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

Republican Party: the party

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

Riggs National Bank: the Riggs Bank; the bank

Metropolitan Club: the club

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

- 3.19.** 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 Democrat

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

- 3.20.** 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: territory of American Samoa, Guam, Virgin Islands; Yukon, Northwest Territories; the Territory(ies), Territorial  
 Dominion of Canada: the Dominion; but dominion (in general sense)  
 Ontario Province, Province of Ontario: the Province, Provincial; but province, provincial (in general sense)

- 3.21.** 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**

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

the North Atlantic States	the Continental Divide
the Gulf States	Deep South
the Central States	Midsouth
the Pacific Coast States	the Far East
the Lake States	Far Eastern
East North Central States	the East
Eastern North Central States	Middle East
Far Western States	Middle Eastern
Eastern United States	Mideast
the West	Mideastern (Asia)
the Midwest	Near East (Balkans, etc.)
the Middle West	the Promised Land
the Far West	the Continent (continental Europe)
the Eastern Shore (Chesapeake Bay)	the Western Hemisphere
the Badlands (SD and NE)	the North Pole

the North and South Poles	Western Europe, Central Europe
the Temperate Zone	(political entities)
the Torrid Zone	<i>but</i>
the East Side	lower 48 (States)
Lower East Side (sections of a city)	the Northeast corridor

- 3.23.** A descriptive term used to denote 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; *but* Northern Virginia (D.C. suburbs)  
 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**

- 3.24.** 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.**

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

April Fools' Day	Fourth of July; the Fourth
Arbor Day	Halloween
Armed Forces Day	Hanukkah
Birthday of Martin Luther King, Jr.	Inauguration Day (Federal)
Christmas Day, Eve	Independence Day
Columbus Day	Labor Day
Father's Day	Lincoln's Birthday
Feast of the Passover; the Passover	Memorial Day (also
Flag Day	Decoration Day)

Mother's Day	St. Valentine's Day
New Year's Day, Eve	Thanksgiving Day
Patriot Day	Veterans Day
Presidents Day	Washington's Birthday
Ramadan	Yom Kippur
Rosh Hashanah	<i>but</i> election day, primary day

## **Trade names and trademarks**

- 3.26.** 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) *but* photocopy (the process)

## **Scientific names**

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

Arthropoda (phylum), Crustacea (class), Hypoparia (order), Agnostidae (family), *Agnostus* (genus)

*Agnostus canadensis*; *Aconitum wilsonii*; *Epigaea repens* (genus and species)

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

aviculoid menodontine

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

## Rhynchonellas Spirifers

- 3.30.** In soil science the 12 soil orders are capitalized.

Alfisols	Gelisols	Oxisols
Andisols	Histosols	Spodosols
Aridisols	Inceptisols	Ultisols
Entisols	Mollisols	Vertisols

- 3.31.** Capitalize the names of the celestial bodies as well as the planets.

Sun	Mars	Alpha Centauri
Moon	the Big Dipper	Orion
Saturn	Ceres	the Milky Way
Earth	Kepler-1647b	<i>but the moons of Jupiter</i>

- 3.32.** In general, names of diseases, viruses, and syndromes are not capitalized. An exception is when the disease is named for the person who discovered it or the geographic location where the disease occurred.

Alzheimer('s) disease	Hodgkin lymphoma
cancer	Lyme disease
diabetes	measles
Down syndrome	Parkinson('s) disease
Ebola virus	West Nile virus
group A strep infection; hepatitis C; herpes B virus	Zika virus

## Historical or political events

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

Battle of Bunker Hill	Holocaust, the	Renaissance
Christian Era	Middle Ages	the American
Cold War	New Deal	Revolution; the
D-Day	New Federalism	Revolution
Dust Bowl	New Frontier	V-E Day
Fall of Rome	Prohibition	War of 1812
Great Depression	Restoration	War on Poverty
Great Society	Reformation	

*but Korean war; Vietnam war; Gulf war*

## Personification

- 3.34.** 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 of a sudden,

Time stood still.

## Religious terms

- 3.35.** 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; 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; Talmud; *also* Biblical; Scriptural; Koranic; Talmudic  
 New Testament; Ten Commandments  
 Gospel (memoir of Christ); *but* gospel music  
 Apostles' Creed  
 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

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

President Obama	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 Harper; maintenance person Flow; foreperson Taylor

- 3.37.** 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:

Barack Obama, President of the United States; the President; the President-elect; the Executive; the Chief Magistrate; the Commander in Chief; ex-President Bush; former President Reagan; *similarly* the Vice President; the Vice-President-elect; ex-Vice-President Cheney

Terry McAuliffe, 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:

John Kerry, 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; General Joseph F. Dunford, Jr., 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; Her 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 the United Kingdom of Great Britain and Northern Ireland: 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

**3.38.** 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.

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

Your Excellency	Mr. Chairman	<i>but</i> not conversational salutations
Your Highness	Madam Chairman	my dear General
Your Honor	Mr. Secretary	my dear sir

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

- 3.40. 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 Government Publishing Office, 2015; *but* seventh an-  
nual 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-Briand 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)

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

- 3.42. 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

- 3.43. 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

- 3.44.** The first word following a comma or a colon that introduces a complete sentence or a direct quotation is capitalized. (See also rule 3.45)

The question is, Shall the bill pass?

He asked, “And where are you going?”

The following question came up for discussion: What policy should be adopted?

His only rule was this: Chickens are not allowed past the front parlor.

- 3.45.** 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?

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

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

“The President,” he said, “will veto the bill.”

- 3.47.** The first word of a line of poetry is capitalized.

Lives of great men all remind us

We can make our lives sublime.

- 3.48.** The first word of a run-in list following a colon is not capitalized. (For lists that are not run in, see rule 8.28.)

There are three primary pigment colors: magenta, yellow, and cyan.

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

His goals were these: (1) learn Spanish, (2) see the Grand Canyon, and (3) climb Mt. Everest.

- 3.49.** 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 . . . .*

### **Centerheads and sideheads**

- 3.50.** Unless otherwise marked, centerheads are set in capitals, and sideheads are set in sentence case. In centerheads making two lines, wordbreaks should be avoided. The first line should be centered and set as full as possible.
- 3.51.** 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*.
- 3.52.** 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.
- 3.53.** 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*, *per*, *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 8.133.)

World en Route to All-Out War

Curfew To Be Set for 10 o'Clock (To capitalized in an infinitive verb)

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)  
The Per Diem Was Increased (*Per Diem* is used as a noun here); Lower Taxes per Person (*per* is a preposition here)

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

Buildings On and Near the National Mall

- 3.55.** 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

- 3.56.** Verbs and the first element of an infinitive are capitalized.

Controls To Be Applied

*but* Aid Sent to Disaster Area (*to* is a preposition here)

- 3.57.** 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.

James, Nelson, et al.

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

SECTION 1.580(f)(1)

### **Addresses, salutations, and signatures**

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

**Interjections**

- 3.60.** The interjection “O” is always capitalized. Other interjections within a sentence are not capitalized.

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



## 4. Capitalization Examples

---

### A

A-bomb	Administration, with name; capitalized standing alone if Federal unit:
abstract B, 1, etc.	Farmers Home
Academy:	Food and Drug
Air Force; the Academy	Maritime
Andover; the academy	Transportation Security
Coast Guard; the Academy	<i>but</i> Obama administration;
Merchant Marine; the Academy	administration bill, policy, etc.
Military; the Academy	Administrative Law Judge Davis; Judge
National Academy of Sciences; the	Davis; an administrative law judge
Academy of Sciences; the academy	Admiralty, British, etc.
Naval; the Academy	Admiralty, Lord of the
<i>but</i> service academies	Adobe Acrobat Reader
accord, Paris peace ( <i>see</i> Agreement)	Adviser, Legal (Department of State)
accords, Helsinki	Africa:
Act (Federal, State, or foreign), short or	east
popular title or with number; the act:	East Coast
Affordable Care	north
Appropriations	South
Classification	South-West (Territory of)
Clear Skies	West Coast
Economy	African American (noun)
Flood Control	African-American (adjective)
Military Selective Service	Agency, if part of name; capitalized
No Child Left Behind	standing alone if referring to
Organic Act of Virgin Islands	Federal unit:
Panama Canal	Central Intelligence; the Agency
PATRIOT	Agent Orange
Revenue	Age(s):
Sarbanes-Oxley	Age of Discovery
Stockpiling	Dark Ages
Tariff	Elizabethan Age
Trademark	Golden Age (of Pericles only)
Walsh-Healey Act; <i>but</i> Walsh-Healey	Middle Ages
law (or bill)	<i>but</i> atomic age; Cambrian age; copper
act, labor-management relations	age; ice age; missile age; rocket age;
Acting, if part of capitalized title	space age; stone age; etc.
Active Duty	Agreement, with name; the agreement:
Adjutant General, the ( <i>see</i> The)	General Agreement on Tariffs and
	Trade (GATT); the general agreement

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

Annex, if part of name of building; the annex	National Cemetery ( <i>see Cemetery</i> )
Antarctic Ocean ( <i>see Arctic; Ocean</i> )	Arm, Infantry, etc. (military); the arm
appendix I, A, II, etc.; the appendix; <i>but</i> Appendix II (when part of title); Appendix II: <sup>1</sup> Education Directory	Armed Forces (synonym for overall Military Establishment):
appropriation bill ( <i>see also bill</i> ): deficiency	British
Department of Agriculture	Retirement Home (AFRH)
for any governmental unit	of the United States
independent offices	armed services
aquaculture; aquiculture	armistice
Arab States	Armory, Springfield, etc.; the armory
Arabic numerals	Army, American or foreign, if part of name; capitalized standing alone only if referring to U.S. Army:
Arboretum, National; the Arboretum	Active; Active-Duty
Archipelago, Philippine, etc.; the archipelago	Adjutant General, the
Architect of the Capitol; the Architect	All-Volunteer
Archivist of the United States; the Archivist	Band ( <i>see Band</i> )
Arctic:	branches; Gordon Highlanders; Royal Guards; etc.
Circle	Brigade, 1st, etc.; the brigade;
currents	Robinson's brigade
Ocean	Command ( <i>see Command</i> )
zone	Command and General Staff College ( <i>see College</i> )
<i>but</i> subarctic	Company A; A Company; the company
arctic (descriptive adjective):	Confederate (referring to Southern Confederacy); the Confederates
clothing	Continental; Continentals
conditions	Corps, Reserve ( <i>see Corps</i> )
fox	District of Washington (military); the district
grass	Division, 1st, etc.; the division
night	Engineers (the Corps of Engineers); the
seas	Engineers; <i>but</i> Army engineer
Area, if part of name; the area:	Establishment
Cape Hatteras Recreational	Field Establishment
White Pass Recreation; etc.	Field Forces ( <i>see Forces</i> )
<i>but</i> area 2; free trade area; Metropolitan	Finance Department; the Department
Washington area; bay area;	1st, etc.
nonsmoking area	General of the Army; <i>but</i> the general
Arlington:	General Staff; the Staff
Memorial Amphitheater; the Memorial	Headquarters, 1st Regiment
Amphitheater; the amphitheater	
Memorial Bridge ( <i>see Bridge</i> )	

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

Headquarters of the; the headquarters Regiment, 1st, etc.; the regiment Regular Army officer; a Regular Revolutionary (American, British, French, etc.) service Surgeon General, the ( <i>see</i> Surgeon General) Volunteer; the Volunteers; a Volunteer army: Lee's army; <i>but</i> Clark's 5th Army mobile mule, shoe, etc. of occupation; occupation army Red Arsenal, Rock Island, etc.; the arsenal article 15; <i>but</i> Article 15, when part of title: Article 15: Uniform Code of Military Justice Articles: of Confederation (U.S.) of Impeachment; the articles Asian American (noun) Asian-American (adjective) Assembly ( <i>see</i> United Nations) Assembly of New York; the assembly ( <i>see</i> <i>also</i> Legislative Assembly) Assistant, if part of capitalized title; the assistant assistant, Presidential ( <i>see</i> Presidential) Assistant Secretary ( <i>see</i> Secretary) Associate Justice ( <i>see</i> 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 ( <i>see</i> Observatory) Atlantic ( <i>see also</i> Pacific): Charter ( <i>see</i> Charter) coast Coast States community Destroyer Flotilla; the destroyer flotilla; the flotilla Fleet ( <i>see</i> Fleet) mid-Atlantic North seaboard slope South time, standard time ( <i>see</i> time) <i>but</i> cisatlantic; transatlantic Attorney General (U.S. or foreign country); <i>but</i> 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 Tennessee Valley; the Authority Auto Train (Amtrak) autumn Avenue, Constitution, etc.; the avenue Award: Academy Distinguished Service Merit Mother of the Year the award ( <i>see also</i> decorations, etc.) Axis, the ( <i>see</i> alliances) Ayatollah; an ayatollah
	<b>B</b> baby boomer Badlands (SD and NE) Balkan States ( <i>see</i> States)

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

on Geographic Names	message
Railroad Retirement	performance-type
Boko Haram	President's
bond:	Budget of the United States Government, the Budget (publication)
Government	Building, if part of name; the building:
savings	Capitol ( <i>see</i> Capitol Building)
series EE	Colorado
Treasury	House (or Senate) Office
book:	Investment
books of the Bible	Russell Senate Office
First Book of Samuel; etc.	Cannon House Office
Good Book (synonym for Bible)	Pentagon
book 1, I, etc.; <i>but</i> Book 1, when part of title:	the National Archives; the Archives
Book 1: The Golden Legend	Treasury; Treasury Annex
Boolean:	Bulletin 420; Farmers' Bulletin No. 420
logic	Bureau, if part of name; capitalized
operator	standing alone if referring to Federal or international unit:
search	of Customs (name changed to U.S. Customs and Border Protection)
border, United States-Mexican	of Engraving and Printing
Borough, if part of name: Borough of the	of Indian Affairs
Bronx; the borough	
Botanic Garden (National); the garden (not	
Botanical Gardens)	
Bowl, Dust, Rose, Super, etc.; the bowl	
Boy Scouts (the organization); a Boy Scout;	<b>C</b>
a Scout; Scouting; Eagle Scout;	C–SPAN
Explorer Scout	Cabinet, American or foreign, if part of
Branch, if part of name; capitalized	name or standing alone ( <i>see also</i> foreign cabinets):
standing alone only if referring to a	British Cabinet; the Cabinet
Federal unit:	the President's Cabinet; the Cabinet; Cabinet officer, member
Accounts	Calendar, if part of name; the calendar:
Public Buildings	Consent; etc.
<i>but</i> executive, judicial, or legislative	House
branch	No. 99; Calendars Nos. 1 and 2
Bridge, if part of name; the bridge:	of Bills and Resolutions
Arlington Memorial; Memorial;	Private
Francis Scott Key; Key	Senate
<i>but</i> Baltimore & Ohio Railroad bridge	Unanimous Consent
Brother(s) (adherent of religious order)	Union
budget:	Wednesday (legislative)
department	Cambrian age ( <i>see</i> Ages)
estimate	
Federal	

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

channel 3 (TV); the channel	Circular 420
Chaplain (House or Senate); <i>but</i> Navy chaplain	cities, sections of, official or popular names:
chapter 5, II, etc.; <i>but</i> Chapter 5, when part of title: Chapter 5: Research and Development; Washington chapter, Red Cross	East Side
Chargé d'Affaires, British, etc.; the Chargé d'Affaires; the Chargé	French Quarter (New Orleans)
chart 2, A, II, etc.; <i>but</i> Chart 2, when part of legend: Chart 2.—Army strength	Latin Quarter (Paris)
Charter, capitalized with name; the charter:	North End
Atlantic	Northwest Washington, etc. (District of Columbia); the Northwest; <i>but</i> northwest (directional)
United Nations	the Loop (Chicago)
cheese: Camembert, Cheddar, Parmesan, Provolone, Roquefort, etc.	City, if part of corporate or popular name; the city:
Chief, if referring to head of Federal unit; the Chief:	Kansas City; the two Kansas Cities
Clerk	Mexico City
Forester ( <i>see</i> Forester)	New York City; <i>but</i> city of New York
Intelligence Office	Twin Cities
Judge	Washington City; <i>but</i> city of Washington
Justice (U.S. Supreme Court); <i>but</i> chief justice (of a State)	Windy City (Chicago)
Magistrate (the President)	<i>but</i> Reserve city ( <i>see</i> Bank)
of Division of Publications	civil action No. 46
of Engineers (Army)	civil defense
of Naval Operations	Civil War ( <i>see</i> War)
of Staff	Clan, if part of tribal name; Clan MacArthur; the clan
Christian; Christendom; Christianity; Christianize; <i>but</i> christen	class 2, A, II, etc.; <i>but</i> Class 2 when part of title: Class 2: Leather Products
church and state	Clerk, the, of the House of Representatives; of the Supreme Court of the United States
church calendar:	clerk, the, of the Senate
Christmas	client
Easter	client-server
Lent	cloud computing; the cloud
Pentecost (Whitsuntide)	coal sizes: pea, barley, buckwheat, stove, etc.
Church, if part of name of organization or building	coalition; coalition force; coalition members, etc.
Circle, if part of name; the circle:	coast: Atlantic, east, gulf, west, etc.
Arctic	Coast Guard, U.S.; the Coast Guard; Coastguardsman Smith; <i>but</i> a coastguardsman; a guardsman; Reserve
Logan	Coastal Plain (Atlantic and Gulf)
<i>but</i> great circle	

Code (in shortened title of a publication); the code:	Commandos, the; Commando raid; a commando
District	Commission (if part of name; capitalized standing alone if referring to Federal or international commission):
Federal Criminal	International Boundary, United States and Canada
Internal Revenue ( <i>also</i> Tax Code)	of Fine Arts
International (signal)	Public Buildings
of Federal Regulations	Commissioner, if referring to Federal or international commission; the Commissioner:
Penal; Criminal; etc.	Land Bank; <i>but</i> land bank commissioner loans
Pennsylvania State	of Customs and Border Protection
Radio	U.S. (International Boundary Commission, etc.)
Television	<i>but</i> a U.S. commissioner
Uniform Code of Military Justice	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):
United States	American Medical Association Committee on Education; the committee on education; the committee
ZIP Code (copyrighted)	Appropriations, etc.; the committee; Subcommittee on Appropriations; the subcommittee; subcommittee of the Appropriations Committee
<i>but</i> civil code; flag code; Morse code	Democratic National; the national committee; the committee; Democratic national committeeman
codel (congressional delegation)	Democratic policy committee; the committee
collection, Brady, etc.; the collection	Joint Committee on Printing; the Joint Committee; the committee; <i>but</i> a joint committee
collector of customs	
College, if part of name; the college:	
Armed Forces Staff	
Command and General Staff	
Gettysburg	
National War	
of Bishops	
<i>but</i> electoral college	
college degrees: bachelor of arts, master's, etc.	
Colonials (American Colonial Army); <i>but</i>	
colonial times, etc.	
Colonies, the:	
Thirteen	
Thirteen American	
Thirteen Original	
<i>but</i> 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)	

of Defense Ministers (NATO); the Committee ( <i>see also</i> Organization, North Atlantic Treaty)	Concor
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	Confederacy (of the South) Confederate: Army flag Government soldier States
Republican policy committee; the committee	Confederation, Articles of Conference, if referring to governmental (U.S.) or international conference: Bretton Woods; the Conference
Senate policy committee	Judicial Conference of the United States; U.S. Judicial Conference; Judicial Conference; the Conference
Subcommittee on Immigration; the subcommittee	Tenth Annual Conference of the United Methodist Churches; the conference
<i>but</i> Baker committee	Congress (convention), if part of name; capitalized standing alone if referring to international congress:
ad hoc committee	of Industrial Organizations
conference committee	of Parents and Teachers, National; the congress
Committee Print No. 32; Committee Prints Nos. 8 and 9; committee print	Congress (legislature), if referring to national congress:
Common Cause	of Bolivia, etc.; the Congress
Common Core State Standards Initiative; Common Core	of the United States; First, Second, 10th, 103d, etc.; the Congress; Library of
Commonwealth:	Congressional:
British Commonwealth; the Commonwealth	Black Caucus; the Black Caucus; the caucus
of Australia	Directory, the directory
of Kentucky	District, First, 10th, etc.; the First District; the congressional district; the district
of Massachusetts	Medal of Honor ( <i>see</i> decorations)
of Pennsylvania	<i>but</i> congressional action, committee, etc.
of Virginia	Congressman; Congresswoman; Congressman at Large; Member of Congress; Member; membership
Communist Party; a Communist compact, U.S. marine fisheries, etc.; the compact	Conservative Party; a Conservative
Company, if part of name; capitalized standing alone if referring to unit of Federal Government:	
Procter & Gamble Co.; the company	
Comptroller of the Currency; the Comptroller	
Comptroller General (U.S.); the Comptroller	
Comsat	

Constitution, with name of country; capitalized standing alone when referring to a specific national constitution; <i>but</i> New York State Constitution; the constitution	Rand Corp.; the corporation
constitutional	Saint Lawrence Seaway Development (American)
consul, British, general, etc.	St. Lawrence Seaway Management (Canadian)
consulate, British, etc.	Union Carbide Corp.; the corporation
Consumer Price Index (official title); the price index; the index; <i>but</i> a consumers' price index (descriptive)	Virgin Islands
Continent, only if following name; North American Continent; the continent; <i>but</i> the Continent (continental Europe)	Corps, if part of name; the corps, all other uses:
Continental:	Adjutant General's
Army; the Army	Army Reserve
Congress; the Congress	Chemical
Divide ( <i>see</i> Divide)	Finance
Outer Continental Shelf	Foreign Service Officer ( <i>see</i> Foreign Service)
Shelf; the shelf; a continental shelf	Job
continental Europe, United States, etc.	Judge Advocate General's
Continents (Revolutionary soldiers)	Marine ( <i>see</i> Marine Corps)
Convention, governmental (U.S.), international, or national political; the convention:	Medical
89th National Convention of the American Legion	Military Police
Constitutional (United States, 1787); the Convention	Nurse
Democratic National; Democratic Genocide (international)	of Cadets (West Point)
on International Civil Aviation	of Engineers; Army Engineers; the Engineers; <i>but</i> Army engineer; the corps
Republican National; Republican Universal Postal Union; Postal Union	Ordnance
<i>also</i> International Postal; Warsaw copper age ( <i>see</i> Ages)	Peace; Peace Corpsman; the corpsman
Corporation, if part of name; the Corporation, if referring to unit of Federal Government:	Quartermaster
Commodity Credit	Reserve Officers' Training (ROTC)
Federal Deposit Insurance	VII Corps, etc.
National Railroad Passenger (Amtrak)	Signal
	Transportation
	Youth
	<i>but</i> diplomatic corps
	corpsman; hospital corpsman
	corridor, Northeast
	Council, if part of name; capitalized standing alone if referring to Federal or international unit ( <i>see also</i> United Nations):
	Boston City; 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	Tax Court; the court
Philadelphia City; the council	U.S. Court of Appeals for the District of Columbia; the court
counsel; general counsel	Covenant, League of Nations; the covenant
County, Prince George's; county of Prince George's; County Kilkenny, etc.; Loudoun and Fairfax Counties; the county	Creed, Apostles'; the Creed
country	Crown, if referring to a ruler; <i>but</i> crown colony, lands, etc.
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:	Current, if part of name; the current: Humboldt
Circuit Court of the United States for the Tenth Circuit; Circuit Court for the Tenth Circuit; the circuit court; the court; the tenth circuit	Japan
Court of Appeals for the State of North Carolina, etc.; the Tenth Circuit Court of Appeals; the court of appeals; the court	North Equatorial
Court of Claims; the court	customhouse; customs official
Court of Impeachment, the Senate; the Court	czar; czarist
District Court of the United States for the Eastern District of Missouri; the district court; the court	<b>D</b>
International Court of Justice; the Court	D-Day
Permanent Court of Arbitration; the Court	Dalai Lama
Superior Court of the District of Columbia; the superior court; the court	Dalles, The; <i>but</i> the Dalles region
Supreme Court of the United States ( <i>see</i> Supreme Court)	Dark Ages ( <i>see</i> Ages)
Supreme Court of Virginia, etc.; the supreme court; the court	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 ( <i>see also</i> 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

Purple Heart  
 Silver Star Medal  
 Soldier's Medal  
 Victoria Cross  
 Victory Medal  
*but* oakleaf cluster  
*also* Carnegie Medal; Olympic Gold Medal; Mother of the Year ;  
*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)	holland cloth
angora wool	hoolamite detector
angstrom unit	hudson seal (fur)
argyle wool	india ink
artesian well	india rubber
astrakhan fabric	italic type
babbitt metal	jamaica ginger
penday process	japan varnish
bologna	jersey fabric
bordeaux	johnin test
bourbon whiskey	joule
bowie knife	knickerbocker
braille	kraft paper
brazil nut	lambert
brazilwood	leghorn hat
brewer's yeast	levant leather
bristolboard	levantine silk
brussel sprouts	lilliputian
brussels carpet	logan tent
bunsen burner	london purple
burley tobacco	lyonnaise potatoes
canada balsam	macadamized road
(microscopy)	mach (no period)
carlsbad twins	number
(petrography)	madras cloth
cashmere shawl	maginot line
castile soap	(nonliteral)
cesarean section	manila paper
chantilly lace	maraschino cherry
chesterfield coat	mason jar
china clay	maxwell
chinese blue	melba toast
collins (drink)	mercerized fabric
congo red	merino sheep
cordovan leather	molotov cocktail
coulomb	morocco leather
curie	morris chair
degaussing apparatus	murphy bed
delftware	navy blue
derby hat	nelson, half nelson, etc.
diesel engine, dieselize	neon light
dixie cup	newton
dotted swiss	nissen hut
epsom salt	norfolk jacket
fedora hat	oriental rug
frankfurter	oxford shoe
french chalk	panama hat
french dressing	parianware
french-fried potatoes	paris green
fuller's earth	parkerhouse roll
gargantuan	pasteurized milk
gauss	persian lamb
georgette crepe	petri dish
german silver	pharisaic
gilbert	philistine
glauber salt	photostat
gothic type	pitman arm
graham cracker	pitot tube
herculean task	plaster of paris
hessian fly	prussian blue

quisling	stillson wrench	myasthenia gravis
quixotic idea	sarah silk	Parkinson('s) disease
quonset hut	swiss cheese	post-traumatic stress disorder (PTSD)
rembert wheel	timothy grass	spina bifida
roentgen	turkey red	Zika virus
roman candle	turkish towel	Distinguished Service Medal, etc. ( <i>see</i> decorations)
roman cement	utopia, utopian	District, if part of name; the district:
roman type	vandyke collar	Alexandria School District No. 4;
russia leather	vaseline	school district No. 4
russian bath	venetian blind	Congressional (with number)
rutherford	venturi tube	Federal ( <i>see</i> Federal)
sanforize	victoria (carriage)	Los Angeles Water; the water district
saratoga chips	vienna bread	<i>but</i> customs district No. 2; first assembly
scotch plaid, <i>but</i> Scotch tape (trademark)	virginia reel	district; public utility district
shanghai	wedgwoodware	District of Columbia; the District:
siamese twins	wheatstone bridge	Anacostia Flats; the flats
spanish omelet	wilton rug	Arlington Memorial Bridge; the
	zeppelin	Memorial Bridge; the bridge
dial-up		Children's Hospital; the hospital
Diet, Japanese (legislative body)		District jail; the jail; DC jail
diplomatic corps ( <i>see also</i> Corps; service)		Ellipse, the
Director, if referring to head of Federal or international unit; the Director:		Mall, The National; The Mall
District Director of Internal Revenue		Mayor (when pertaining to the District of Columbia only)
of the Government Publishing Office		Metropolitan Police; Metropolitan
of the Fish and Wildlife Service		police officer; the police
of National Intelligence		police court
of the Mint		Public Library; the library
Office of Management and Budget		Reflecting Pool; the pool
<i>but</i> director, board of directors (nongovernmental)		Tidal Basin; the basin
Director General of Foreign Service; the		Washington Channel; the channel
Director General; the Director		Divide, Continental (Rocky Mountains); the divide
diseases and related terms (see rule 3.32):		Divine Father; <i>but</i> divine guidance, divine providence, divine service
AIDS (acquired immunodeficiency syndrome)		Division, Army, if part of name: 1st Cavalry Division; 1st Air Cavalry Division; the division
Alzheimer('s) disease		Division, if referring to Federal governmental unit; the Division:
autism, autism spectrum disorder (ASD)		Buick Motor Division; the division; a division of General Motors
cerebral palsy		
Down syndrome		
Ebola virus		
German measles		
HIV (human immunodeficiency virus)		
Hodgkin: lymphoma; disease		
Lyme disease		
Marfan syndrome		
Ménieré's disease		

Passport; the Division <i>but</i> Trinity River division (reclamation); the division	easterner
Dixie	Ebola virus
docket No. 66; dockets Nos. 76 and 77	eBook
Doctrine, Monroe; the doctrine; <i>but</i>	EE bond
Truman, Eisenhower doctrine	electoral college; the electors
doctrine, fairness	Elizabethan Age ( <i>see Ages</i> )
Document, if part of name; the document:	email (lowercase within a sentence)
Document No. 130	Email (uppercase "E" to start a sentence)
Document Numbered One Hundred	Emancipation Proclamation ( <i>see</i>
Thirty	Proclamation)
draconian	Embassy, British, etc.; the Embassy
drawing II, A, 3, etc.; <i>but</i> Drawing 2 when	Emperor, Japanese, etc.; the Emperor
part of title: Drawing 2.—	Empire, Roman; the empire
Hydroelectric Power Development	Engine Company, Bethesda; engine
dumpster	company No. 6; No. 6 engine
Dust Bowl ( <i>see</i> Bowl)	company; the company
<b>E</b>	Engineer officer, etc. (of Engineer Corps);
Earth (planet)	the Engineers
East:	Engineers, Chief of (Army)
Coast (Africa)	Engineers, Corps of ( <i>see Corps</i> )
Middle, Mideast (Asia)	Envoy Extraordinary and Minister
Near (Balkans)	Plenipotentiary; the Envoy; the
Side of New York	Minister
South Central States	Equator, the; equatorial
the East (section of United States)	Establishment, if part of name; the
east:	establishment:
Africa	Army
coast (U.S.)	Army Field
Pennsylvania	Defense
Eastern:	Federal
Gulf States	Military
Middle, Mideastern (Asia)	Naval
North Central States	Naval Establishments Regs
Shore (Chesapeake Bay)	Navy
States	Postal
United States	Regular
eastern:	Reserve
France	Shore
seaboard	<i>but</i> civil establishment; legislative
Wisconsin	establishment
	Estate, Girard (a foundation); the estate
	estate, third (the commons); fourth
	(the press); tax; etc.

Eurodollar, euro	Fed, the (no period)
Excellency, His, Her; Their Excellencies	Federal (synonym for United States or other sovereign power):
Exchange, New York Stock; the stock exchange; the exchange	Depository Library Program <i>but</i> Federal depository library, libraries
Executive (President of United States):	Digital System
Chief	District (Mexico)
Decree No. 100; Decree 100; <i>but</i> Executive decree; direction	Establishment
Mansion; the mansion; the White House Office; the Office	Government (of any national government)
Order No. 34; Order 34; <i>but</i> Executive order	grand jury; the grand jury
power	land bank ( <i>see</i> Bank)
executive:	Register (publication); the Register
agreement	Reserve Board, the Board; <i>also</i> Federal Reserve System, the System; Federal Reserve Board Regulation W, <i>but</i> Federal regulation W
branch	<i>but</i> a federal form of government
communication	federally
department	fellow, fellowship (academic)
document	Field, Wrigley, Frank Wiley, etc.; the field
paper	figure 2, A, II, etc. ( <i>illustration</i> ); <i>but</i> Figure 2, when part of legend: Figure 2.—
privilege	Market scenes
exhibit 2, A, II, etc.; <i>but</i> Exhibit 2, when part of title: Exhibit 2: Capital Expenditures, 1935–49	firewall
Expedition, Byrd; Lewis and Clark; the expedition	firm names:
Exposition, California-Pacific International, etc.; the exposition	ACDelco
<b>F</b>	Amazon
Fair Deal	America Online (AOL)
Fair, World's, etc.; the fair; Texas State Fair	Apple
fall (season)	Bausch & Lomb Inc.
Falls, Niagara; the falls	BP
Far East, Far Eastern; Far West (U.S.); <i>but</i> far western	Bristol-Myers Squibb
Farm, if part of name; the farm:	Carson, Pirie, Scott & Co.
Johnson Farm; <i>but</i> Johnson's farm	Coldwell Banker
San Diego Farm	Colgate-Palmolive Co.
Wild Tiger Farm	Comcast
Fascist; fascism	DIRECTV
Father of our Country (Washington)	Dow Jones & Co., Inc.
FDsys	Dun & Bradstreet
	eBay
	E.I. du Pont de Nemours & Co.
	Facebook

FedEx	flags, foreign:
GlaxoSmithKline	Tricolor (French)
Google	Union Jack (British)
Hamilton Beach/Proctor Silex, Inc.	United Nations
Hartmarx Corp.	Fleet, if part of name; the fleet:
Hewlett-Packard	Atlantic
Houghton Mifflin Co.	Channel
Ingersoll-Rand Co.	Grand
Intel Corp.	High Seas
J.C. Penney Co., Inc.	Marine Force
Johns-Manville Corp.	Naval Reserve
Kennecott Exploration Co.	Pacific
Kmart	6th Fleet, etc.
Libbey-Owens-Ford Co.	U.S.
LinkedIn	flex fuel
Macmillan Co.	floor (House or Senate)
Merck & Co., Inc.	flyway; Canadian flyway, etc.
Merrill Lynch	Force(s), if part of name; the force(s):
Microsoft	Active Forces
Pfizer Inc.	Active-Duty
Phelps Dodge Corp.	Air ( <i>see also</i> Air Force)
PricewaterhouseCoopers	All-Volunteer
Procter & Gamble Co.	Armed Forces (synonym for overall U.S. Military Establishment)
Rand McNally & Co.	Army Field Forces; the Field Forces
Rolls-Royce	Fleet Marine
Sun Microsystems	Navy Battle ( <i>see</i> Navy)
3M	Navy Scouting ( <i>see</i> Navy)
Twitter	Rapid Deployment
Underwriters Laboratories, Inc.	Task Force 70; the task force; <i>but</i> task force report
Walmart	United Nations Emergency; the Emergency Force; the Force; <i>but</i> United Nations police force
Wal-Mart Stores, Inc.	foreign cabinets:
Weyerhaeuser Co.	Minister of Foreign Affairs; Foreign Minister; the Minister
Xerox Corp.	Ministry of Foreign Affairs; the Ministry
YouTube	Office of Foreign Missions; the Office
First Family (Presidential)	Minister Plenipotentiary
First Lady (wife of President)	Premier
First World War ( <i>see</i> War)	Prime Minister
flag code	Foreign Legion (French); the legion
flag, U.S.:	
Old Flag, Old Glory	
Stars and Stripes	
Star-Spangled Banner	

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 <i>but State and National forests (see System)</i> Forester (Chief of Forest Service); the Chief; <i>also Chief Forester</i> form 2, A, II, etc.; <i>but</i> Form 2, when part of title: Form 1040: Individual Income Tax Return; <i>but</i> 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 ( <i>see</i> 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	<i>but</i> civil service retirement fund; highway trust fund; mutual security fund; national service life insurance fund; revolving fund	
	<b>G</b>	
	Gadsden Purchase	
	Gallery of Art, National ( <i>see</i> National)	
	Gallup Poll; the poll	
	Gambia, The	
	GAO (Government Accountability Office)	
	Geiger counter	
	General Order No. 14; General Orders No. 14; a general order	
	General Schedule	
	Generation X	
	gentile	
	Geographer, the (State Department)	
	geographic terms (terms, such as those listed below, <sup>2</sup> are capitalized if part of name; are lowercased in general sense (rivers of Virginia and Maryland)):	
	Archipelago	Cascade
	Area	Cave
	Arroyo	Cavern
	Atoll	Channel; <i>but</i> Mississippi River channel(s)
	Bank	Cirque
	Bar	Coulee
	Basin, Upper (Lower)	Cove
	Colorado River, etc. (legal entity); <i>but</i> Hansen	Crag
	flood-control basin; Missouri River basin (drainage); upper Colorado River storage project	Crater
	Bay	Creek
	Bayou	Crossroads
	Beach	Current (ocean feature)
	Bench	Cut
	Bend	Cutoff
	Bight	Dam
	Bluff	Delta
	Bog	Desert
	Borough (boro)	Divide
	Bottom	Dome (not geologic)
	Branch (stream)	Draw (stream)
	Brook	Dune
	Butte	Escarpment
	Canal; the canal (Panama)	Estuary
	Canyon	Falls
	Cape	Fault
		Flat(s)
		Floodway
		Ford
		Forest

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

Fork (stream)	Palisades	department, officials, -owned, publications, etc. (U.S. Government)
Gap	Park	National and State Governments
Geyser	Pass	Printing Office (historical)
Glacier	Passage	Publishing Office ( <i>see</i> Office)
Glen	Peak	U.S.; National; Federal; Tribal
Gorge	Peninsula	Government information product
Gulch	Plain	government:
Gulf	Plateau	Churchill
Gut	Point	Communist
Harbor	Pond	District (of Columbia)
Head	Pool	European governments
Hill	Port (water body)	Federal, State, and municipal
Hogback	Prairie	governments
Hollow	Range (mountain)	insular; island
Hook	Rapids	local
Horn	Ravine	military
Hot Spring	Reef	seat of
Icefield	Reservoir	State
Ice Shelf	Ridge	State and Provincial governments
Inlet	River	Territorial
Island	Roads (anchorage)	governmental
Isle	Rock	Governor:
Islet	Run (stream)	of Louisiana, etc.; the Governor; a
Keys (Florida only)	Sea	Governor; State Governor(s);
Knob	Seaway	Governors' conference
Lagoon	Shoal	of Puerto Rico; the Governor
Lake	Sink	of the Federal Reserve Board; the
Landing	Slough	Governor
Ledge	Sound	Governor General of Canada; the Governor
Lowland	Spit	General
Marsh	Spring	<b>govinfo</b> (always bold)
Massif	Spur	grand jury ( <i>see</i> Federal)
Mesa	Strait	Grange, the (National)
Monument	Stream	grant, Pell
Moraine	Summit	graph 2, A, II, etc.; <i>but</i> Graph 2, when part
Mound	Swamp	of title: Graph 2.—Production levels
Mount	Terrace	Great:
Mountain	Thoroughfare	Basin
Narrows	Trench	Depression
Neck	Trough	Divide
Needle	Valley	Lakes; the lakes; lake(s) traffic
Notch	Volcano	Plains; <i>but</i> southern Great Plains
Oasis	Wash	
Ocean	Waterway	
Oxbow	Woods	
Geological Survey ( <i>see</i> Survey)		
GI bill of rights		
Girl Scouts (organization); a Girl Scout; a		
Scout; Scouting		
G-man		
Gold Star Mothers ( <i>see</i> American)		
Golden Age ( <i>see</i> Ages)		
Golden Rule		
Gospel, if referring to the first four books of		
the New Testament; <i>but</i> gospel music		
Government:		
British, etc.; the Government		

Seal (any nation)	Hemisphere, Eastern; Western; etc.; the hemisphere
Society	Hezbollah
War ( <i>see</i> War)	High Church
White Way (New York City)	High Commissioner
great circle (navigation)	High Court ( <i>see</i> Supreme Court)
Greater Los Angeles, Greater New York	high definition
gross national product (GNP)	High School, if part of name: Western; the high school
Group:	Highway No. 40; Route 40; State Route 9; the highway
G8 (Group of 8) (representatives of the eight leading industrial nations)	Hill (the Capitol)
Helsinki Monitoring; the group	Hispanic
Military Advisory Group; the group	Holocaust, the (World War II); a holocaust
Standing ( <i>see</i> Organization)	Holy Scriptures; Holy Writ (Bible)
World Bank	home page
group 2, II, A, etc.; <i>but</i> Group 2, when part of title: Group II: List of Counties by States	Hoosier
Guard, National ( <i>see</i> National)	Hospice, if part of name
guardsman ( <i>see</i> Coast Guard; National Guard)	Hospital, if part of name; the hospital: Howard University
Gulf:	St. Elizabeths (no apostrophe)
Coast States; <i>but</i> gulf coast of Mexico; the gulf	<i>but</i> naval (marine or Army) hospital
States	hospital corpsman ( <i>see</i> corpsman)
Stream; the stream	House, if part of name:
	Blair
<b>H</b>	Johnson house (private residence)
Hague, The	of Representatives; the House (U.S.)
Hall (U.S. Senate or House)	Office Building ( <i>see</i> Building)
Halls of Congress	Ohio (State); the house
H-bomb; H-hour	<i>but</i> both Houses; lower (or upper) House (Congress)
Headquarters:	House of Representatives (U.S.), titles of officers standing alone capitalized:
Alaskan Command; the command headquarters	Chairman (Committee of the Whole)
4th Regiment Headquarters; regimental headquarters	Chaplain
32d Division Headquarters; the division headquarters	Clerk; <i>but</i> legislative clerk, etc.
hearing examiner	Doorkeeper
Heaven (religious); heaven (place)	Official Reporter(s) of Debates
Heimlich maneuver	Parliamentarian
hell (place)	Postmaster
Hells (no apostrophe) Canyon	post office
	Sergeant at Arms

Speaker pro tempore	interface
Speaker; speakership	International Court of Justice; the Court international:
HUD (Department of Housing and Urban Development)	banks ( <i>see</i> Bank)
Hudson's Bay Co.	boundary
Hurricane Andrew, Katrina, Rita, etc.	dateline
	law
<b>I</b>	Morse code ( <i>see</i> Code)
ice age ( <i>see</i> Ages)	internet (lowercase within a sentence)
imam	Internet (uppercase “I” to start a sentence)
Independent Party; an Independent	Internet of Things
Indians ( <i>see</i> 3.18):	Interstate 95; I-95; the interstate
Absentee Shawnee	Intracoastal Waterway; the waterway ( <i>see also</i> waterway)
Alaska ( <i>see</i> Native)	intranet
Eastern (or Lower) Band of Cherokee; the Band	intrastate
Five Civilized Tribes; the Tribes	Irish potato
Native Americans	Iron Curtain; the curtain
Shawnee Tribe; the Tribe	Islam; Islamic
Six Nations (Iroquois Confederacy)	Isthmian Canal ( <i>see</i> Canal)
Tribe (if federally recognized)	Isthmus of Panama; the isthmus
Initiative, Caribbean Basin; <i>but</i> strategic defense initiative	
Inquisition, Spanish; the Inquisition	<b>J</b>
inspector general	Japan Current ( <i>see</i> Current)
Institute, if part of name; capitalized standing alone if referring to Federal or international organization:	Java (computer language)
National Cancer; the Cancer Institute; the Institute	Jersey cattle
National Institutes of Health; the Institutes	Job Corps
of International Law; the Institute Woman’s; the institute	Joint Chiefs of Staff; Chiefs of Staff
Institution, if part of name; capitalized standing alone if referring to Federal unit:	Joint Committee on Printing ( <i>see</i> Committee)
Brookings; the institution	Journal clerk; the clerk
Carnegie; the institution	Journal (House or Senate)
Smithsonian; the Institution	Judge Advocate General, the judge; chief judge; circuit judge; district judge; <i>but</i> Judge Judy
insular government; island government	judiciary, the
intercoastal waterway ( <i>see</i> waterway)	Justice; Justice Alito, etc.
interdepartmental	
	<b>K</b>
	kaffiyeh (Arabic headdress)
	King of Thailand, 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

Latino, Latina

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

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 (cruises)

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 McConnell; Majority Leader McCarthy; <i>but</i> the majority leader (U.S. Congress)	Merchant Marine Reserve; the Reserve; <i>but</i> U.S. merchant marine; the merchant marine
Mall, The National; The Mall (District of Columbia)	Metroliner
Mansion, Executive ( <i>see</i> Executive)	Metropolitan Washington, etc.; <i>but</i> Washington metropolitan area
map 3, A, II, etc.; <i>but</i> Map 2, when part of title: Map 2.—Railroads of Middle Atlantic States	midcontinent region
mariculture	Middle Ages ( <i>see</i> Ages)
Marine Corps; the corps:	Middle Atlantic States
Marines (the corps); <i>but</i> marines (individuals)	Middle East; Mideast; Mideastern; Middle Eastern (Asia)
Reserve; the Reserve	Midwest (section of United States); Midwestern States; <i>but</i> midwestern farmers, etc.
<i>also</i> a marine; a woman marine; the women marines (individuals); soldiers, sailors, coastguardsmen, and marines	Military Academy ( <i>see</i> Academy)
Maritime Provinces (Canada) ( <i>see</i> Province)	Military Establishment ( <i>see</i> Establishment)
Marshal ( <i>see</i> Supreme Court)	milkshed, Ohio, etc. (region)
marshal (U.S.)	millennials
medals ( <i>see</i> decorations)	millennium
Medicaid	Minister Plenipotentiary; the Minister; Minister Without Portfolio ( <i>see also</i> foreign cabinets)
MediCal	Ministry ( <i>see</i> foreign cabinets)
Medicare Act; Medicare plan	Minority Leader Reid; Minority Leader Pelosi; <i>but</i> the minority leader (U.S. Congress)
Medicare Plus	Mint, Philadelphia, etc.; the mint
Medicare Program	minutemen (colonial)
Medigap	missiles: capitalize such missile names as Hellfire, Sparrow, Tomahawk, Scud, Trident, etc.; <i>but</i> cruise missile, air-to-air missile, surface-to-air missile, etc.
Member, if referring to Senator, Representative, Delegate, or Resident Commissioner of U.S. Congress; <i>also</i> Member at Large; Member of Parliament, etc.; <i>but</i> membership; member of U.S. congressional committee	Mission, if part of name; the mission: Gospel <i>but</i> diplomatic mission; military mission; Jones mission
Memorial:	Monument:
Jefferson	Bunker Hill; the monument
Lincoln	Grounds; the grounds (Washington Monument)
Vietnam	National ( <i>see</i> National)
WWII	Washington; the monument (District of Columbia)
Korean	
Franklin D. Roosevelt etc.; the memorial	

Mountain States	Park Service
mountain time, mountain standard time ( <i>see time</i> )	Park, Yellowstone, etc.; Yellowstone Park; the national park; the park
Moving Pictures Experts Group (MPEG)	Treasury; the Treasury
Mr. Chairman; Mr. Secretary; etc.	War College
Mujahedeen	Woman's Party
mullah	Zoological Park ( <i>see Zoological</i> )
Museum, capitalize with name; the museum:	national: agency check (NAC)
Field	anthem, customs, spirit, etc.
National	British, Mexican, etc.
National Air and Space; the Air Museum	defense agencies
National Museum of African American History and Culture	stockpile
National Museum of the American Indian	water policy
<b>N</b>	Native: Alaska; American; <i>but</i> Ohio native, etc.
Nation (synonym for United States); <i>but a</i> nation; nationwide; <i>also</i> French nation, Balkan nations	Naval, if part of name: Academy ( <i>see Academy</i> )
nation, in general, standing alone	Air Station (NAS) Patuxent River; Pensacola; etc.
National, in conjunction with capitalized name:	Base Guam; the naval base
Academy of Sciences ( <i>see Academy</i> )	Observatory ( <i>see Observatory</i> )
Archives and Records Administration; the National Archives; the Archives	Reserve; the Reserve; a reservist
Capital (Washington); the Capital; <i>but</i> national capital area	Reserve Force; the force
Endowment for the Arts; the Endowment	Reserve officer; a Reserve officer
Gallery of Art; the National Gallery; the gallery	Shipyard (if preceding or following name): Brooklyn Naval Shipyard; Naval Shipyard, Brooklyn; <i>but</i> the naval shipyard
Grange; the Grange	Volunteer Naval Reserve
Guard, Ohio, etc.; Air National; the National Guard; the Guard; a guardsman; Reserve; <i>but</i> a National Guard man; National Guardsman	War College; the War College; the college
Legislature ( <i>see Legislature</i> )	naval, in general sense: command ( <i>see Command</i> )
Muir Woods National Monument, etc.; the national monument; the monument	expenditures, maneuvers, officer, service, stores, etc.
Museum ( <i>see Museum</i> )	petroleum reserves; <i>but</i> 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.)  
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  
Southern  
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 (historical)

Government Publishing; the Publishing

    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	Basin
Marine; <i>but</i> naval and marine officers	coast
Navy; Navy and Marine officers	Coast States
Regular Army; Regular; a Regular	Northwest
Reserve	rim
Old Dominion (Virginia)	seaboard
Old South	slope
Old World	South
Olympic Games; Olympiad; XXXI Olympic	States
Games	time, Pacific standard time ( <i>see</i> time)
ombudsman, Maryland (State)	<i>but</i> cispacific; transpacific
online	pan-American games; <i>but</i> Pan American
Operation Iraqi Freedom, Desert Storm	Day
Order of Business No. 56 (congressional	Pan American Union (renamed; <i>see</i>
calendar)	Organization of American States)
Ordnance:	Panel, the Federal Service Impasses
Corps ( <i>see</i> Corps)	(Federal), etc.; the Panel
Department; the Department	Panhandle of Texas; Texas Panhandle; the
Organization, if part of name; capitalized	panhandle; etc.
standing alone if referring to	papers, Woodrow Wilson, etc.; the papers;
international unit:	<i>but</i> white paper
International Labour (ILO)	Parish, Caddo, etc.; <i>but</i> parish of Caddo
North Atlantic Treaty (NATO):	(Louisiana civil division); the parish
Chiefs of Staff	Park, Fairmount, etc.; the park ( <i>see also</i>
Committee of Defense Ministers	National)
Council	Park Police, U.S.; park policeman
Council of Foreign Ministers	Park Service
Defense Committee	Park, Zoological ( <i>see</i> Zoological)
Military Committee	Parkway, George Washington Memorial;
Pact	the memorial parkway; the parkway
Regional Planning Group; the Group	Parliament, Houses of; the Parliament
Standing Group; the Group	Parliamentarian (U.S. Senate or House)
of American States (OAS)	part 2, A, II, etc.; <i>but</i> Part 2, when part of
United Nations Educational, Scientific,	title: Part 2: Iron and Steel Industry
and Cultural (UNESCO)	Party, if part of name; the party
<i>but</i> nongovernmental organization (NGO)	Pass, Brenner, capitalized if part of name;
Orient, the; oriental (objects)	the pass
Osama bin Laden	patent ( <i>see</i> Letters Patent)
Outer Continental Shelf ( <i>see</i> Continental)	Peninsula Upper (Lower) (Michigan); the
<b>P</b>	peninsula
Pacific ( <i>see also</i> Atlantic):	Penitentiary, United States; the penitentiary
	petrodollar
	phase 2; phase I

Philippines, Republic of the Pilgrim Fathers (1620); the Pilgrims; a Pilgrim	Preserve, Sullys Hill, National Game
Place, if part of name: Jefferson Place; the place	Presidency (office of the head of Government)
Plains (Great Plains), the plan:	President: of the United States; the Executive; the Chief Magistrate; the Commander in Chief; the President-elect; ex-President; former President; <i>also</i> preceding name
controlled materials 5-year Marshall (European Recovery Program)	of any other country; the President of Federal or international unit <i>but</i> president of the Norfolk Southern Railway; president of the Federal Reserve Bank of New York
Planetarium, Fels, Hayden; the planetarium plant, United States Steel, etc.	Presidential assistant, authority, order, proclamation, candidate, election, timber, year, etc.
plate 2, A, II, etc.; <i>but</i> Plate 2, when part of title: Plate 2.—Rural Structures	Prime Minister ( <i>see</i> foreign cabinets)
Plaza, Union Station (Washington, DC); the plaza	Prison, New Jersey State; the prison
Pledge of Allegiance; the pledge	Privy Council, Her Majesty's ( <i>see</i> Council)
Pole: North, South; the pole; subpolar	Prize, Nobel, Pulitzer, etc.; the prize
Pole Star (Polaris); polar star	Proclamation, Emancipation; Presidential Proclamation No. 24; Proclamation No. 24; the proclamation; <i>but</i> Presidential proclamation
Police, if part of name; the police:	Program, if part of name: European Recovery
Capitol	Fulbright
Park, U.S.	Mutual Defense Assistance
White House	<i>but</i> universal military training; government bailout
political action committee (PAC)	Progressive Party; a Progressive
political parties and adherents ( <i>see</i> specific political party)	Project: Gutenberg
Pool, Northwest Power, etc.; the pool	Manhattan
Pope; <i>but</i> papal, patriarch, pontiff, primate	Vote Smart
Port, if part of name; Port of Norfolk; Norfolk Port; the port ( <i>see</i> Authority)	Proposition 13
Post Office, Chicago, etc.; the post office	Prosecutor; Special Prosecutor (Federal)
P.O. Box (with number); <i>but</i> post office box (in general sense)	Province, Provincial, if referring to an administrative subdivision: Ontario Province; Province of Ontario; Maritime Provinces (Canada); the Province
Postmaster General	
PostScript; <i>but</i> a postscript	
Powers, if part of name; the powers ( <i>see also</i> alliances):	
Allied (World Wars I and II)	
Axis (World War II)	
Western	
<i>but</i> European powers	
precinct; first, 10th precinct	
Premier ( <i>see</i> foreign cabinets)	

Proving Ground, Aberdeen, etc.; the proving ground	Brahman
Public Law; Public Law 110–161, etc.	Buddhist
Public Printer; the Government Printer; the Printer (historical)	Catholic; Catholicism; <i>but</i> catholic (universal)
public utility district ( <i>see</i> District)	Christian
Pueblo, Santa Clara; the pueblo (place); the Pueblo (Tribe)	Christian Science
Purchase, Gadsden, Louisiana, etc.	Evangelical United Brethren
Puritan; puritanical	Hindu; Hinduism
Pyrrhic victory	Islam; Islamic
<b>Q</b>	Jewish
Quad Cities (Davenport, Rock Island, Moline, East Moline, and Bettendorf)	Latter-day Saints
query	Muslim: Shiite; Sunni
queue	New Thought
<b>R</b>	Protestant; Protestantism
Radio Free Europe/Radio Liberty	Scientology
Railroad, Alaska; the railroad	Seventh-day Adventists
Ranch, King, etc.; the ranch	Seventh Day Baptists
Range, Cascade, etc. (mountains); the range	Sikh
Rebellion, if part of name; the rebellion:	Zoroastrian
Boxer	Renaissance, the (era)
Whisky	Report, if part of name (with date or number); the annual report; the report:
Reconstruction period (post-Civil War)	2015 Report of the Chief of the Forest Service
Red army	9/11 Commission Report
Red Cross, American, American National	Annual Report of the Secretary of Defense for the year ended September 30, 2015
Reds, the; a Red (political)	President's Economic Report; the Economic Report
Reformatory, Michigan; the reformatory	Railroad Retirement Board Annual Report, 2015; <i>but</i> annual report of the Railroad Retirement Board
Refuge, Blackwater National Wildlife, etc.;	Report No. 31
Blackwater Refuge; the refuge	United States Reports (publication)
region, north-central, etc.; first region,	Reporter, the (U.S. Supreme Court)
10th region; region 7; midcontinent	Representative; Representative at Large (U.S. Congress); U.N.
Regular Army, Navy; a Regular ( <i>see also</i> officer)	Republic, capitalized if part of name; capitalized standing alone if referring to a specific government:
regulation:	Czech
greenhouse gas	
W ( <i>see also</i> Federal Reserve Board)	
<i>but</i> Veterans Entitlements Regulations	
religious terms:	
Baha'i	
Baptist	

French	Revised Statutes (U.S.); Supplement to the Revised Statutes; the statutes; Statutes at Large (U.S.)
Irish	
of Bosnia and Herzegovina	
of Panama	
of the Philippines	Revolution, Revolutionary (if referring to the American, French, or English Revolution) ( <i>see also</i> War)
Slovak	
<i>also</i> 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:	rim; the Pacific rim
Hill Military Standing Rock	Road, if part of name: Benning; the road
Reserve, if part of name; the Reserve ( <i>see also</i> Air Force; Army Corps; Coast Guard; Foreign Service; Marine Corps; Merchant Marine; Naval; National Guard):	Roman numerals, common nouns used with, not capitalized: book II; chapter II; part II; etc.
Active	<i>but</i> Book II: Modern Types (complete heading); Part XI: Early Thought (complete heading)
Air Force	
Army	Route 66, State Route 9 (highways)
bank ( <i>see</i> Bank)	rule 21; rule XXI; <i>but</i> Rule 21, when part of title: Rule 21: Renewal of Motion
Board, Federal ( <i>see</i> Federal)	Rules:
city ( <i>see</i> Bank)	of the House of Representatives; <i>but</i> rules of the House; House rule X
components	Standing Rules of the Senate
Enlisted	(publication); <i>but</i> rules of the Senate
Establishment	<i>also</i> Commission rules
Inactive	
Naval	
officer	
Officers' Training Corps	
Ready	<b>S</b>
Retired	Sabbath; Sabbath Day
Standby	savings bond ( <i>see</i> bond)
Strategic	schedule 2, A, II, etc.; <i>but</i> Schedule 2, when part of title; Schedule 2: Open and Prepay Stations
Reserves, the; reservist	School, if part of name; the school:
Resolution, with number; the resolution:	any school of U.S. Armed Forces
House Joint Resolution 3	Hayes
Senate Concurrent Resolution 18	Pawnee Indian
War Powers Resolution (short title)	Public School 13; P.S. 13
<i>but</i> Tonkin resolution	school district ( <i>see</i> District)
	Scriptures; Holy Scriptures (the Bible)
	Seabees ( <i>see</i> Navy)
	seaboard, Atlantic, eastern, etc.
	seasons:
	autumn (fall)
	spring
	summer
	winter

seaway ( <i>see</i> geographic terms; Corporation)	Sermon on the Mount
Second World War ( <i>see</i> War)	server
Secretariat ( <i>see</i> United Nations)	Service, if referring to Federal unit; the Service:
Secretaries of the Army and the Navy; <i>but</i> Secretaries of the military departments; secretaryship	Extension
Secretary, head of national governmental unit:	Federal Mediation and Conciliation
of Defense; of State; etc.; the Secretary of State for Foreign Affairs (British); for the Commonwealth, etc.; the Secretary	Fish and Wildlife
of the Smithsonian Institution; the Secretary	Foreign ( <i>see</i> Foreign Service)
<i>also</i> the Assistant Secretary; the Executive Secretary	Forest
Secretary General; the Secretary General:	Internal Revenue
Organization of American States	Marshals
United Nations	National Park
section 2, A, II, etc.; <i>but</i> Section 2, when part of title: Section 2: Test	Natural Resources Conservation
Construction Theory	Postal
Selective Service ( <i>see</i> Service; System)	Secret (Homeland Security)
Senate (U.S.), titles of officers standing alone capitalized:	Selective ( <i>see also</i> System); <i>but</i> selective service, in general sense; selective service classification 1-A, 4-F, etc.
Chaplain	Senior Executive
Chief Clerk	service:
Doorkeeper	airmail
Official Reporter(s)	Army
Parliamentarian	city delivery
Postmaster	consular
President of the	customs
President pro tempore	diplomatic
Presiding Officer	employment (State)
Secretary	extension (State)
Sergeant at Arms	general delivery
Senate, Ohio (State); the senate	naval
Senator (U.S. Congress); <i>but</i> lowercased if referring to a State senator, unless preceding a name	Navy
senatorial	parcel post
Sergeant at Arms (U.S. Senate or House)	postal field
	rural free delivery; rural delivery; free delivery
	special delivery
	star route
	Shelf, Continental ( <i>see</i> Continental)
	ship of state (unless personified)
	Sister(s) (adherent of religious order)
	Six Nations ( <i>see</i> Indians)
	Smithsonian Institution ( <i>see</i> Institution)

Social Security Administration (U.S.), application, check, number, pension, trust fund, system, etc.	special agent
Socialist Party; a Socialist Society, if part of name; the society: American Cancer Society, Inc. of the Cincinnati	specialist
soil bank	Special Order No. 12; Special Orders, No. 12; a special order
soil orders (see rule 3.30)	Spirit of '76 (painting); <i>but</i> spirit of '76 (in general sense)
Soldiers' Home; the soldiers' home; ( <i>see</i> Armed Forces Retirement Home)	Sputnik
Solicitor for the Department of Labor, etc.; the Solicitor	Square, Lafayette, etc.; the square
Solicitor General (Department of Justice)	Staff, Foreign Service ( <i>see</i> Foreign Service); Air (U.K.)
Son of Man (Christ)	standard time ( <i>see</i> time)
Sons of the American Revolution (organization); a Son; a Real Son	Star of Bethlehem
South:	Star-Spangled Banner ( <i>see</i> flag)
American Republics ( <i>see</i> Republic)	State:
American States	Champion
Atlantic	government
Atlantic States	legislature ( <i>see</i> Legislature)
Deep South (U.S.)	line, Iowa; Ohio-Indiana, etc.
Korea	New York
Midsouth (U.S.)	of Israel
Pacific	of Maryland
Pole	of the Union Message/Address
the South (section of United States);	of Veracruz
Southland	out-of-State (adjective); <i>but</i> out-of-stater
Southeast Asia	prison
southern California, southeastern	Vatican City
California, etc.	state:
Southern States	church and
Southern United States	of the art: state-of-the-art technology
southerner	welfare
Southwest, the (section of United States)	<i>also</i> downstate, instate, multistate,
space shuttle; the shuttle	statehood, statehouse, stateside,
space station	statewide, substate, tristate, upstate
spam (email)	State's attorney
Spanish-American War ( <i>see</i> War)	state's evidence
Speaker of the House of Representatives;	states' rights (international)
the Speaker	States:
	Arab
	Balkan
	Baltic
	East North Central
	East South Central

Eastern; <i>but</i> eastern industrial States	stone age ( <i>see Ages</i> )
Eastern Gulf	storage facility
Eastern North Central, etc.	Stream, Gulf ( <i>see Gulf; geographic terms</i> )
Far Western	Street, if part of name; the street:
Gulf; Gulf Coast	I Street (not Eye Street)
Lake	110th Street
Latin American	U Street (not You Street)
lower 48	subcommittee ( <i>see Committee</i> )
Middle	subtropical, subtropic(s) ( <i>see tropical</i> )
Middle Atlantic	summit meeting; Earth summit
Middle Western	Sun; a sun
Midwestern	Super Bowl
Mountain	Superfund; the fund
New England	Superintendent, if referring to head of
North Atlantic	Federal unit; the Superintendent:
Northwestern, etc.	of Documents (Government
Organization of American	Publishing Office)
Pacific	of the Naval (or Military) Academy
Pacific Coast	Supplement to the Revised Statutes ( <i>see</i>
rights (U.S.)	Revised Statutes)
South American	Supreme Bench; the Bench; <i>also</i> High
South Atlantic	Bench; High Tribunal
Southern	Supreme Court (U.S.); the Court; <i>also</i> High
the six States of Australia; a foreign state	Court; titles of officers standing alone
Thirteen Original; original 13 States	capitalized:
Western; <i>but</i> western Gulf; western	Associate Justice
farming States	Chief Justice
Station, if part of name; the station; not	Clerk
capitalized if referring to surveying	Marshal
or similar work:	Reporter
Grand Central	<i>but</i> Ohio Supreme Court; the supreme
Naval Air Engineering	court
television station WSYR-TV	Surgeon General, the (Air Force, Army,
Union; Union Depot; the depot	Navy, and Public Health Service)
WAMU station; station WMAL; radio	Survey, if part of name of Federal unit; the
station WSM; broadcasting station	Survey: Geodetic; Geological
WJSV	System, if referring to Federal unit; the
station 9; substation A	System:
Statue of Liberty; the statue	Federal Home Loan Bank; the System
Statutes at Large (U.S.) ( <i>see also</i> Revised	Federal Reserve; the System
Statutes)	National Forest; the System
Stealth; bomber, fighter	National Highway; Interstate Highway;
Stockpile, Strategic National	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 Hague Conference; the Weirs streets  
*but* the Adjutant General; the National Archives; the Archives; the Times; the Mermaid  
 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 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	MasterCard
Coca-Cola	TiVo
Dr Pepper	U-Haul
Hersheypark	UNIX
iPhone	VISA
iPod	Yahoo!
iTunes	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  
   North Atlantic; North Atlantic Defense

of Versailles <i>but</i> treaty of 1919	<i>but</i> a painters union; printers union
triad	United Nations: Charter; the charter
Tribe; Tribal (federally recognized) ( <i>see</i> Indians)	Educational, Scientific, and Cultural Organization (UNESCO) ( <i>see</i> Organization)
Tribunal, standing alone capitalized only in minutes and official reports of a specific arbitration; <i>also</i> High Tribunal; the Tribunal (Supreme Court)	Food and Agriculture Organization (FAO)
Tropic of Cancer, of Capricorn; the Tropics tropical; neotropic, neotropical, sub-tropic(s), subtropical	General Assembly; the Assembly
Trust, Power, etc.	International Children's Emergency Fund (UNICEF)
trust territory ( <i>see</i> Territory)	International Court of Justice; the Court
Tunnel, Lincoln, etc.; the tunnel; <i>but</i> irrigation, railroad, etc., tunnel	Permanent Court of Arbitration ( <i>see</i> Court)
Turnpike, Pennsylvania, etc.; the turnpike	Secretariat, the
Twin Cities (Minneapolis and St. Paul)	Secretary General
<b>U</b>	Security Council; the Council
U-boat	World Employment Conference
Under Secretary, if referring to officer of Federal Government; the Under Secretary:	World Health Organization (WHO); the Organization
of Agriculture	
of State	
of the Treasury	
Uniform Code of Military Justice ( <i>see</i> Code)	universal: military training ( <i>see</i> Program) time ( <i>see</i> time)
Union (if part of proper name; capitalized standing alone if synonym for United States or if referring to international unit):	University, if part of name: Stanford; the university
Columbia Typographical	Unknown Soldier; Unknown of World War II; World War II Unknown;
European	Unknown of Korea; Korea
Pan American (former name; <i>see</i> Organization of American States)	Unknown; the Unknowns ( <i>see also</i> Tomb)
Station; <i>but</i> union passenger station; union freight station	Upper, if part of name: Colorado River Basin
Teamsters; the Teamsters; the union; <i>also</i> the Auto Workers, etc.	Egypt
Universal Postal; the Postal Union	Peninsula (of Michigan)
Woman's Christian Temperance	<i>but</i> upper House of Congress
	U.S.S.R. (former Union of Soviet Socialist Republics)
<b>V</b>	
	Valley, Shenandoah, etc.; the valley; <i>but</i> 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 (lowercase within a sentence):  
#address  
#page  
site  
Web (upper case "W" to start a sentence)  
Week, Fire Prevention; etc.  
Weirs, The; *but* the Weirs streets  
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.

Wi-Fi

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, the web

## X

x ray (note: no hyphen)

## Y

year, calendar, fiscal

Your Excellency; Your Honor; Your  
Majesty; etc.

Youth Corps; the Corps

## Z

Zika virus

ZIP Code number; ZIP+4

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.

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

benefited, -ing	calligraphy	channeled, -ing	consummate
bettor (wagerer)	callus (n.)	chaperon(e)	contradicter
beveled, -ing	callous (adj.)	chautauqua	control, -lable, -ling
biased, -ing	calorie	chauvinism	converter
blessed	canceled, -ing	chiffonier	conveyor
bloc (group)	cancellation	chile con carne	cookie
block (grants)	candor	chili (pepper)	cornetist
blond(e)	canister	chiseled, -ing	corollary
bluing	cannot	chlorophyll	corvette
born (birth)	canoeing	cigarette	councilor (of council)
borne (carried)	cantaloupe	citable	counselor (adviser)
bouillon (soup)	canvas (cloth)	cite (quote)	counseled, -ing
bullion (metal)	canvass (solicit)	site (place)	cozy
boulder	capital (city, money)	clamor	crawfish
bourgeoisie	capitol (building)	climactic (climax)	creneled, -ing
breach (gap)	carabao (sing., pl.)	climatic (climate)	crystaled, -ing
breech (lower part)	carat (gem weight)	cocaine	crystalline
brier	caret (omission mark)	coconut	crystallize
briquet, -ted, -ting	karat (gold weight)	cocoon	cudgeled, -ing
Britannia	carbureted, -ing	coleslaw	cyclopedia
broadax	carburetor	colloquy	czar
bronco	Caribbean	colossal	<b>D</b>
brunet(te)	caroled, -ing	combated, -ing	darndest
buccaneer	carotene	commenter	debarkation
buncombe	carrot	commentor (law)	decaffeinated
bunion	cartilage	commingle	decalogue
bur	caster (roller)	commiserate	defense
burned	castor (oil)	complement	deliverer
bus, bused, buses, busing	casual (informal)	(complete)	deliveror (law)
butadiene	causal (cause)	compliment	demagogue
<b>C</b>	catalog, -ed, -ing	(praise)	demarcation
caffeine	cataloger	confectionery	de minimis
calcareous	catsup	confidant(e)	dependent
calcimine	caviar	confident (sure)	descendant (n., adj.)
caldron	caviled, -er, -ing	confirm(e)	desecrator
calendar	center	confirmor (law)	desiccate
calender (paper finish)	centipede	conjurer	desuetude
caliber	centrifugal	connecter	(suspended)
caliper	cesarean	connector (road)	destitute (bereft)
calk (spike)	chairmaned	connoisseur	detractor
caulk (seal)	chaise longue; lounge	consecrator	develop, -ment
	chancellor	consensus	
		consignor	
		consulter	

device (contrivance)	duffelbag	engraft	<b>F</b>
devise (convey)	dullness	enroll, -ed, -ing,	fantasy
dextrous (syllable)	dumbfound	-ment	farther (distance)
division)	dwelt	enshade	further (degree)
diaeresis	dyeing (coloring)	ensheathe	favor
diaeretic	dying (death)	ensnare	fecal
diuretic (water pill)		ensure (guarantee)	feces
diagramed, -ing		insure (protect)	fetal
diagrammatic	<b>E</b>	entrench	fetish
dialed, -ing	eastward	entrepreneur	fetus
dialogue	ecstasy	entrust	fiance(e)
dialysis	edema	entwine	fiber
diaphragm	edgewise	envelop (v.)	fiche (microfiche)
diarrhea	electronics (n.)	envelope (n.)	filigree
dickey	electronic (adj.)	enwrap	finable
dietitian	eleemosynary	eon	finagle
diffuser	elicit (to draw)	epaulet, -ed, -ing	financier
dike	illicit (illegal)	epiglottis	fjord
dilettante	embarrass	epilogue	flammable ( <i>not</i> inflammable)
dinghy (boat)	embed	equaled, -ing	flection
diphtheria	embellish	erysipelas	fledgling
discreet (prudent)	emboweled, -ing	escallop	flextime
discrete (distinct)	emboweler	escapable	flier
disheveled, -ing	emigrant (go from)	esophagus	flotage
disc (computer)	immigrant (go	etiology	flotation
dispatch	into)	evacuee	fluorescent
dissension	emigree	evanescent	focused, -ing
distention	eminent (famous)	eviscerate	folderol
distill, -ed, -ing,	imminent (soon)	evocative	forbade
-ment	emoji	exhibitor	forbear (endurance)
distributor	employee	exhilarate	forebear (ancestor)
diverter	enameled, -ing	exonerate	foresee
divorcee (masc.,	encage	exorbitant	forgettable
fem.)	encase	expellant	forgo (relinquish)
doctoral	encave	exposé (n.,	forego (precede)
doctrinaire	enclasp	exposure)	format, formatted,
doggerel	enclose	expose (v., to lay	formatting
dossier	enclosure	open)	forswear
doweled, -ing	encumber	exsiccate	fortissimo
downward	encumbrance	extant (in existence)	forward (ahead)
dreadnought	encyclopedia	extent (range)	foreword (preface)
dreamed	endorse, -ment	extoll, -ed, -ing	fricassee
drought	endwise	eyeing	fuchsia
dueled, -ing	enfeeble	eyrie	
	enforce, -ment		

fueler	<b>H</b>	inferable	kidnapped, -ing
fulfill, -ed, -ing, -ment	hallelujah	infold	kidnapper
fulsome	hara-kiri	ingenious (skillful)	kilogram
fungus (n., adj.)	harass	ingenuous (simple)	knapsack
funneled, -ing	harebrained	innocuous	kopek
furor	healthful (for health)	innuendo	kumquat
fuse (all meanings)	healthy (with health)	inoculate	<b>L</b>
fuselage	heinous	inquire, inquiry	labeled, -ing
fusillade	hemoglobin	install, -ed, -ing,	lacquer
<b>G</b>	hemorrhage	-ment	landward
gaiety	hiccup	installation	lath (wood)
gaily	highfalutin	instill, -ed, -ing	lathe (machine)
galosh	hijack	insure (protect)	laureled
gamboled, -ing	homeopath	ensure (guarantee)	leukemia
garrote	homogeneity	intelligentsia	leveled, -ing
gauge	homogeneous (mixed uniformly)	interceptor	leveler
gazetteer	homogenous (of similar origin)	interment (burial)	liable (responsible)
gelatin	homologue	internment (jail)	libel (legal)
genealogy	hors d'oeuvre	intern	liaison
generalissimo	hypocrisy	intervener	libelant
germane	hypotenuse	intervenor (law)	libeled, -ing
glamorous	<b>I</b>	intransigent (n., adj.)	libellee
glamour	idiosyncrasy	in vitro	libeler
glycerin	idle (inactive)	in vivo	license
gobbledygook	idol (statue)	iridescent	licenser (issuer)
goodbye	idyll	italic	licensor (grantor)
<b>govinfo</b> (always bold)	imminent (soon)	<b>J</b>	licorice
graveled, -ing	eminent (famous)	jalopy	likable
gray	impaneled, -ing	jalousie	lilliputian
grievous	impasse	jerry-(built)	linage (lines)
groveled, -ing	imperiled, -ing	jury-(rigged)	lineage (descent)
gruesome	impostor	jeweled, -ing, -er	liquefy
guarantee (n., v.)	impresario	jewelry	liquor
guaranty (n., law)	imprimatur	judgeship	liqueur
guerrilla (warfare)	inculcate	judgment	liter
gorilla (ape)	indict (to accuse)	jujitsu	livable
guesstimate	indite (to compose)	juxtaposition	loath (reluctant)
guttural	inequity (unfairness)	<b>K</b>	loathe (detest)
gypsy	iniquity (sin)	karat	lodestar
		kerneled, -ing	lodestone
		kerosene	lodgment
		ketchup	logistics (n.)
			logistic (adj.)

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

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

totaled, -ing	triptych	<b>V</b>	vying
toward	trolley	vacillate	
toweled, -ing	troop (soldiers)	valance (drape)	
toxemia	troupe (actors)	valence (chemistry)	
trafficking	troweled, -ing	veld	
trammeled, -ing	tryptophan	veranda	
tranquilize(r)	tularemia	vermillion	
tranquillity	tunneled, -ing	vicissitude	
transcendent	tunneler	victualed, -ing	
transferable	turquoise	victualer	
transferor	typify	vilify	
transferred	tyrannical	villain	
transonic	tyro	visa, -ed, -ing	
transponder (electronics)		vitamin	
transshipment	<b>U</b> unctuous	vitrify	
traveled, -ing	unwieldy	volcanism	
traveler	upward	voluntarism	
travelogue	uremia	votable	
	usable		

### Anglicized and foreign words

5.3. Diacritical marks are not used with anglicized words.

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

<b>J</b>	<b>N</b>	<b>pousse cafe</b>	<b>seance</b>
jardiniere	naive	premiere	senor
<b>L</b>	<b>naivete</b>	<b>protege(masc., fem.)</b>	<b>smorgasbord</b>
laissez faire	nee	<b>puree</b>	<b>soiree</b>
litterateur			
<b>M</b>	<b>O</b>	<b>R</b>	<b>souffle</b>
materiel	opera bouffe	rale	suede
matinee	opera comique	recherche	
melange		regime	
melee	papier mache	risque	<b>T</b>
menage	piece de resistance	role	table d'hote
mesalliance	pleiade	rotisserie	tete-a-tete
metier	porte cochere	roue	tragedienne
moire	porte lumiere	<b>S</b>	<b>V</b>
	portiere	saute	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
dynamics	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	hangars-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:	rights-of-way
adjutants general	secretaries general
aides-de-camp	sergeants at arms
ambassadors at large	sergeants major
attorneys at law	solicitors general
attorneys general	surgeons general
billets-doux	
bills of fare	Significant word in middle:
brothers-in-law	assistant attorneys general
chargés d'affaires	assistant chiefs of staff
chiefs of staff	assistant comptrollers general
commanders in chief	assistant surgeons general
comptrollers general	
consuls general	Significant word last:
courts-martial	assistant attorneys
crepes suzette	assistant commissioners
daughters-in-law	assistant corporation counsels
governors general	assistant directors
grants-in-aid	assistant general counsels
heirs at law	brigadier generals
inspectors general	deputy judges
men-of-war	deputy sheriffs
ministers-designate	general counsels
mothers-in-law	judge advocates
notaries public	judge advocate generals
pilots-in-command	lieutenant colonels
postmasters general	major generals
presidents-elect	provost marshals
prisoners of war	provost marshal generals
reductions in force	quartermaster generals

trade unions	men employees
under secretaries	secretaries-treasurers
vice chairmen	women aviators
Both words equally significant:	
Bulletins Nos. 27 and 28 <i>not</i>	forget-me-nots
Bulletin Nos. 27 and 28 <i>but</i>	hand-me-downs
Bulletin No. 27 or 28	jack-in-the-pulpits
coats of arms	man-of-the-earths
masters at arms	pick-me-ups
men buyers	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, curricula
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, equilibria (equilibria, scientific)
calix, calices	erratum, errata
cargo, cargoes	executrix, executrices
chassis (singular and plural)	flambeau, flambeaus

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

## 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	cohesive	compactible
adducible	bipartible	collapsible	compatible
admissible	circumscribable	collectible(s)	competible

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

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

### Endings “ise,” “ize,” and “yze”

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

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

## Indefinite articles

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

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

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

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

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

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

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

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

## Geographic names

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

## Nationalities, etc.

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

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

**5.24.** Observe the following forms:

Alaska Native  
Asian American  
Black or African American  
Hispanic or Latino  
Native American or American Indian  
Native Hawaiian  
Pacific Islander  
Puerto Rican  
White

**Native American words**

- 5.25.** Words, including Tribal and other proper names of Indian, Alaska Native, Hawaiian, and other groups, are to be followed literally as to spelling and the use of spaces, diacriticals, 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 also separates the component words; it facilitates understanding, aids readability, and ensures correct pronunciation. When compound words must be divided at the end of a line, such division should be made leaving prefixes and combining forms of more than one syllable intact.
- 6.2.** In applying the rules in this chapter and in using the list of examples in the following chapter, “Compounding Examples,” the fluid nature of our language should be kept in mind. Word forms constantly undergo modification. Although it is often the case that hyphenated compound words eventually lose their hyphen, many of them start out unhyphenated.
- 6.3.** The rules, therefore, are somewhat flexible. Exceptions must necessarily be allowed. Current language trends continue to point to closing up certain words which, through either frequent use or widespread dissemination through modern media exposure, have become fixed in the reader’s mind as units of thought. The tendency to merge two short words continues to be a natural progression toward better communication.

### **General rules**

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

banking hours	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	praiseworthy	
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	builddown	flareback
breakdown	cooldown	giveaway
hangover	runoff	<i>but</i>
holdup	setup	cut-in
makeready	showdown	phase-in
markoff	thowaway	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>	
fly	person	wise
girl	picker	woman
grower	picking	wood
headed	piece	work
hearted	plane	worker
holder	power	working
hopper	proof	worm
house	roach	worthy
keeper		writer

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

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	thyself	

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

northeast	north-northeast
southwest	south-southwest

*also* north-south alignment

## Unit modifiers

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

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

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

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

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

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

The duties were price fixing.  
The effects were far reaching.

The shale was oil bearing.  
The area is used for beet raising.

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

The area is drought stricken.	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	<i>or</i> 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-flag ship	meat packinghouse owner

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

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

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

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

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

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

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

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

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

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

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

big gray cat	a fine old southern gentleman
--------------	-------------------------------

### **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>hypoacid</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.

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

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

lifelike	girllike	Scotland-like
lilylike	bell-like	McArtor-like

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

anti-hog-cholera serum	re-creation (create again)
co-occurrence	re-lay (lay again)
co-op	re-sign (sign 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)	but
pro-choice	rereferred
pro-life	rereviewed
re-cover (cover again)	

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

re-redirect                  sub-subcommittee                  super-superlative

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

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

*or* post-Second World War

### Numerical compounds

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

twenty-one	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 thirtyths
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 full-size figures use a hyphen; chemical symbols do not.

polonium-210	$^{235}\text{U}$	$^{234}\text{U}_{92}$
uranium-235	$^{90}\text{Sr}$	

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

9-nitroantra(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 economics	hard-and-fast rule
make-believe (n., u.m.)	penny-wise and pound-foolish policy
one-man-one-vote principle	first-come-first-served basis
roll-on/roll-off ship	<i>but</i> a basis of first come, first served

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

cat-o'-nine-tails	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
---------------	-------------	-------------

- 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	hub bub
farce-melodrama	walkie-talkie	nitwit
fiddle-faddle	willy-nilly	rifraff

- 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 spring 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. 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*).
- 7.10. 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.
- 7.11. Words spelled alike but pronounced differently, such as *tear-dimmed* and *tearsheet*, *wind tunnel* and *windup*, are listed under the same keyword.
- 7.12. 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.
- 7.13. 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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

<b>dock</b>	<b>door</b>	cross (nonliteral)	draft
hand	bed	deal (v.)	drag
head	bell	-decker	face
side	case	dipper	fall
worker	check	(nonliteral)	feed
<b>dog</b>	<b>frame</b>	-duty (u.m.)	filled
bite	head	-dye (v.)	flow
-bitten (u.m.)	jamb	-edged (u.m.)	fold
breeder	keeper	-ender	grade
cart	knob	-entendre	gradient
catcher	knocker	handed	growth
#days	mat	-headed (u.m.)	hanging
-drawn (u.m.)	nail	header	haul
-ear (v.)	#opener	-jointed	hearted
-eared (u.m.)	plate	-leaded (u.m.)	hill
face (soldier)	post	-quick (u.m.)	lead
-faced (u.m.)	-shaped (u.m.)	-sided	load
fall	sill	#space (v.)	lock (n.)
fight	step	#take	look
#food	stop	talk	most
-headed (u.m.)	<b>dope</b>	tone (printing)	payment
hole	fiend	tree	pour
leg	passer	-trouble	rate
#owner	pusher	-up (u.m., v.)	right
race	sheet	#work	river
shore	<b>dorsi</b> (c.f.)	<b>dough</b>	rush
sled	<i>all one word</i>	boy	shore
-tired (u.m.)	<b>dorso</b> (c.f.)	-colored (u.m.)	side
tooth	-occipital	mixer	sitting
-toothed (u.m.)	<i>rest one word</i>	nut	slip
trick	<b>dot</b>	<b>down</b>	slope
trot	-matrix	beat	-soft (u.m.)
watch	#pitch	by	spout
-weary (u.m.)	<b>double</b>	cast	stage
<b>doll</b>	-barrel (n., u.m.)	check	stairs
face	-barreled (u.m.)	coast	state
-faced (u.m.)	-bitt (v.)	come	stream
dollyhead	-breasted (u.m.)	-covered (u.m.)	street
<b>donkey</b>	-charge (v.)	crier	stroke
back	check (n., v.)	cry	sun (adv., u.m.)
-drawn (u.m.)	checked (u.m., v.)	curved	swing
-eared (u.m.)	-chinned (u.m.)	cut	take
doomsday	-click	dale	throw

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

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

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

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

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

-eyed (u.m.)	stick	top	wall
fall		-topped (u.m.)	water
#farm	<b>flame</b>	woods	<b>floor</b>
-fed (u.m.)	-colored (u.m.)		beam
food	-cut (v.)	<b>flax</b>	cloth
garth	out (n.)	drop	head
hook	proof	-leaved (u.m.)	lamp
-joint (v.)	-retardant	-polled (u.m.)	mat
kill	thrower	seed	mop
#ladder	flannelmouth	<b>flea</b>	#show
meal		bite	space
mouth	<b>flap</b>	-bitten (u.m.)	stain
plate	cake	trap	walker
pond	doodle	<b>fleet</b>	#wax
pool	-eared (u.m.)	foot	-waxing (u.m.)
pot	jack	-footed (u.m.)	flophouse
pound	<b>flare</b>	wing	floppy#disc
trap	back (n., u.m.)	<b>flesh</b>	<b>flour</b>
weir	out (n., u.m.)	brush	bag
works	path	hook	bin
<b>fisher</b>	up (n., u.m.)	-pink (u.m.)	#mill
folk	<b>flash</b>	pot	sack
man	back (n., u.m.)	#wound	#sifter
people	bulb	fleur-de-lis	<b>flow</b>
fishyback (n., u.m.)	card	flextime	chart
<b>fit</b>	gun	<b>flight</b>	meter
out (n.)	lamp	crew	off (n., u.m.)
strip	pan	-hour	sheet
<b>five</b>	point	path	through (n., u.m.)
bar	<b>flat</b>	-test (v.)	<b>flower</b>
fold	back	flimflam	bed
-ply (u.m.)	(bookbinding)	<b>flip</b>	bud
-pointed (u.m.)	bed (printing)	-flap	-crowned (u.m.)
-reeler	-bottomed (u.m.)	-flop	#grower
score	car	-up (n., u.m.)	-hung (u.m.)
<b>flag</b>	-compound (v.)	<b>flood</b>	#piece
bearer	fold	cock	pot
pole	foot (n.)	flow	-scented (u.m.)
post	hat	gate	#shop
-raising (u.m.)	head	lamp	flue-cure (v.)
ship	iron	lighting	<b>fluid</b>
-signal (v.)	nose	mark	-compressed (u.m.)
staff	out (n., u.m.)	#plain	
	-rolled (u.m.)	sawn	
		tide	

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

<b>four</b>	thinker	-free (u.m.)	skin
-bagger	trader	-hardy (u.m.)	-trimmed (u.m.)
-eyed (u.m.)	wheel (u.m., v.)	-heaving (u.m.)	
flusher	wheeler (n.)	-killed (u.m.)	<b>fuse</b>
fold	#will (n.)	lamp	box
-footed (u.m.)	will (u.m.)	line	#gauge
-in-hand (n., u.m.)	freedom#fighter	<b>fruit</b>	plug
-masted (u.m.)		cake	
-master	down (n., u.m.)	#fly	<b>G</b>
penny (nail)	out (n., u.m.)	growing	<b>G</b>
-ply (u.m.)	up (n., u.m.)	#shop	-major
score	<b>freight</b>	stalk	-man
some	#house	frying#pan	-minor
square	-mile	<b>fuel</b>	-sharp
-wheeler	#room	#line	gabfest
<b>fox</b>	#train	#oil	<b>gad</b>
-faced (u.m.)	<b>fresh</b>	<b>full</b>	about (n., u.m.)
hole	-looking (u.m.)	back	fly
hound	-painted (u.m.)	-bellied (u.m.)	gaff-topsail
#hunting	water	blood	<b>gag</b>
skinned	<b>frog</b>	-bound (u.m.)	-check (v.)
tailed	belly	-duplex	#order
trot	-eyed (u.m.)	face	root
<b>fracto</b> (c.f.)	face	-fashioned (u.m.)	#rule
<i>all one word</i>	man	-flowering (u.m.)	<b>gain</b>
<b>frame-up</b>	mouth	-grown (u.m.)	say
<b>free</b>	nose	-handed (u.m.)	-sharing (u.m.)
booter	pond	-headed (u.m.)	<b>galact(o)</b> (c.f.)
born	tongue	-lined (u.m.)	<i>all one word</i>
drop	(medicine)	#load	gallbladder
-for-all (n., u.m.)	<b>front</b>	mouth	galley#proof
-grown (u.m.)	-end (u.m.)	-strength (u.m.)	(printing)
hand (drawing)	-focused (u.m.)	-text	<b>galvano</b> (c.f.)
handed	runner	-time (u.m.)	<i>all one word</i>
hold	stall	fundraising	<b>game</b>
lance	-wheel (u.m.)	funlover	bag
loader	<b>fronto</b> (c.f.)	<b>funnel</b>	cock
- minded	-occipital	form	<b>gang</b>
masonry	-orbital	-shaped (u.m.)	boss
<i>rest one word</i>		<b>fur</b>	plank
<b>post</b>	<b>frost</b>	-clad (u.m.)	saw
-spoken (u.m.)	bite	coat	<i>garnet-brown</i>
standing (u.m.)	bow	-lined (u.m.)	(u.m.)

<b>gas</b>	<b>gelatino</b> (c.f.)	<b>glass</b>	<b>goat</b>
bag	bromide	blower	-bearded (u.m.)
bomb	chloride	#ceiling	-eyed (u.m.)
-driven (u.m.)	<b>gem</b>	cutter	herd
field	cutter	-eater	<b>goat's</b>
-fired (u.m.)	-set (u.m.)	-eyed (u.m.)	-hair
firing	#stone	-hard (u.m.)	-horn
fitter	<b>genito</b> (c.f.)	house	<b>God</b>
-heated (u.m.)	<i>all one word</i>	works	-conscious (u.m.)
-laden (u.m.)	<b>gentle</b>	<b>glaucō</b> (c.f.)	-fearing (u.m.)
lamp	folk	<i>all one word</i>	-forsaken (u.m.)
lighted	-looking (u.m.)	glidepath	-given (u.m.)
line (auto)	man	globetrotter	head
#line (queue)	-mannered (u.m.)	<b>glossō</b> (c.f.)	-man
lock	mouthed	<i>all one word</i>	-ordained (u.m.)
#main	-spoken (u.m.)	<b>glow</b>	-sent (u.m.)
#mask	woman	lamp	-sped (u.m.)
meter	<b>geo</b> (c.f.)	meter	speed
works	<i>all one word</i>	<b>gluc(o)</b> (c.f.)	-taught (u.m.)
<b>gastro</b> (c.f.)	germ-free (u.m.)	<i>all one word</i>	<b>god</b>
-omental	gerrymander	<b>glue</b>	child
<i>rest one word</i>	<b>get</b>	pot	daughter
<b>gate</b>	away (n., u.m.)	stock	father
house	#off	<b>glycero</b> (c.f.)	head
keeper	-together (n.,	<i>all one word</i>	hood
leg (u.m.)	u.m.)	<b>glyco</b> (c.f.)	less
pin	up (n., u.m.)	<i>all one word</i>	mother
post	<b>ghost</b>	<b>go</b>	parent
tender	-haunted (u.m.)	-ahead (n., u.m.)	send
works	write (v.)	-around (n., u.m.)	ship
gauge pin	gilt-edge (u.m.)	-as-you-please	son
<b>gear</b>	<b>ginger</b>	(u.m.)	sonship
box	#ale	-back (n., u.m.)	goggle-eyed (u.m.)
case	bread	-between (n.)	goings-on
-driven (u.m.)	-colored (u.m.)	by (n.)	<b>gold</b>
fitter	snap	cart	beater
-operated (u.m.)	spice	-devil (n.)	brick (shirker)
set	<b>give</b>	-getter	#brick (of real gold)
shift	-and-take (n.,	-getting (n., u.m.)	-bright (u.m.)
wheel	u.m.)	-off (n., u.m.)	-brown (u.m.)
<b>gelatin</b>	away (n., u.m.)	<b>goal</b>	digger
-coated (u.m.)	<b>glacio</b> (c.f.)	post	#dust
-making (u.m.)	<i>all one word</i>	#setter	-filled (u.m.)

foil	-owned (u.m.)	-covered (u.m.)	(community)
-inlaid (u.m.)	wide	cutter	-clad (u.m.)
leaf	governmentwide	flat	-eyed (u.m.)
plate (v.)	(State, city, etc.)	-green (u.m.)	gage (plum)
-plated (u.m.)	<b>grab</b>	hop	gill
-plating (u.m.)	-all (n., u.m.)	nut	grocer
smithing	#bag	plot	horn
-wrought (u.m.)	hook	roots (nonliteral)	keeper
<b>golden</b>	rope	#roots (literal)	-leaved (u.m.)
-fingered (u.m.)	<b>grade</b>	widow	sand (geology)
-headed (u.m.)	finder	clothes	sick
<b>good</b>	mark	digger	stuff
-bye	<b>grain</b>	side	sward
-for-nothing (n., u.m.)	-cut (u.m.)	stead	town
-looker	field	<b>gravel</b>	(community)
-looking (u.m.)	-laden (u.m.)	-blind (u.m.)	#wood (literal)
-natured (u.m.)	mark	stone	wood (forest)
#will (kindness)	sick	<b>gray</b>	greyhound
will (salable asset)	<b>gram</b>	back (n., u.m.)	<b>grid</b>
<b>goose</b>	-fast (u.m.)	beard (n.)	iron
bone	-meter	-clad (u.m.)	lock
bumps	-molecular	coat (n.)	griddlecake
-cackle	-negative (u.m.)	-eyed (u.m.)	grillroom
#egg	-positive (u.m.)	-haired (u.m.)	<b>grip</b>
-eyed (u.m.)	<b>grand</b>	head	sack
flesh	aunt	-headed (u.m.)	wheel
-footed (u.m.)	child, etc.	out (n., u.m.)	<b>gross</b>
herd	stand	<b>grease</b>	-minded (u.m.)
mouth	grant-in-aid	#gun	#weight
neck	<b>grape</b>	#pit	<b>ground</b>
pimples	fruit	proof	breaking
rump	#juice	<b>great</b>	hog
step	-leaved (u.m.)	-aunt	mass
wing	seed	coat	nut
<b>gospel</b>	stalk	-eared (u.m.)	path
like	vine	-grandchild, etc.	plot
-true (u.m.)	<b>graph</b>	-headed (u.m.)	speed
<b>Government</b>	alloy	heart	#water
(U.S. or foreign)	#paper	mouthered	wave
-in-exile	<b>grapho</b> (c.f.)	<b>green</b>	work
	all one word	back (n., u.m.)	group-connect (v.)
	<b>grass</b>	belt	grownup (n., u.m.)
	-clad (u.m.)		grubstake

<b>guard</b>	-shy (u.m.)	dresser	-ripe
house	sight	-fibered (u.m.)	-shy
plate	stock	lock	-sole (v.)
rail	wale	pin	staff
<b>guest</b>	<b>gut</b>	#ribbon	stitch
chamber	less	space (printing)	-strength (u.m.)
house	string	splitting	title
room		spring	tone (printing)
guided-missile	<b>gutter</b>	streak	track
(u.m.)	blood	stroke (printing)	-true
guidepost	-bred (u.m.)	#trigger	-truth
guider-in	snipe		-weekly (u.m.)
<b>gum</b>	spout	<b>half</b>	-yearly (u.m.)
boil		-and-half (n.,	hallmark
chewer	<b>gymno</b> (c.f.)	u.m.)	<b>ham</b>
digger	<i>all one word</i>	-afraid	shackle
drop	<b>gyro</b>	-alive	string
-gum	#horizon	-angry	<b>hammer</b>
lac	#mechanism	back (football)	cloth
-saline (n.)	#pelorus	-backed (u.m.)	dress (v.)
shoe	plane, compass,	-baked (u.m.)	-hard (u.m.)
	etc.	-bound (u.m.)	-harden (v.)
<b>gun</b>		caste	-hardened (u.m.)
#barrel	<b>H</b>	-clear	head
bearer	<b>H</b>	cock (v.)	lock
blast	-bar	cocked	#thrower
builder		(nonliteral)	toe
cotton	-beam	-dark	-weld (v.)
crew	-bomb	#day	-wrought (u.m.)
deck	-hour	deck	
fight	<b>hack</b>	-decked (u.m.)	<b>hand</b>
fire	barrow	-decker	bag
flint	hammer	-feed (v.)	ball
lock	log	hearted	bank (v.)
paper	saw	-hourly (u.m.)	barrow
pit	hailstorm	-life	bill
play		#load	book
point	<b>hair</b>	-loaded (u.m.)	-bound (u.m.)
powder	band	-mast	bow
rack	breadth	-miler	brake
-rivet (v.)	brush	-monthly (u.m.)	breadth
runner	-check (n.)	-on (n., u.m.)	brush
shop	cloth	pace	-built (u.m.)
shot	cut (n.)	penny	car
	do		

-carry (v.)	reading	<b>harbor</b>	harvesttime
cart	saw	master	has-been (n.)
-carve (v.)	scrape (v.)	side	hashmark
clap	set	<b>hard</b>	<b>hat</b>
clasp	shake	-and-fast (u.m.)	band
-clean (v.)	spade	back (beetle)	box
crank	spike	-baked (u.m.)	brim
cuff	splice	-bitten (u.m.)	brush
-cut (v.)	split	-boiled (u.m.)	cleaner
-embroidered	spring	case	pin
(u.m.)	spun	copy (n.)	rack
-fed (v.)	-stamp (v.)	core	rail
fold	stand	#disc	stand
grasp	stitch	#drive	#tree
grenade	stroke	fist (n.)	hatchback
grip	stuff	handed	hatchet-faced (u.m.)
guard	-tailored (u.m.)	hat (n.)	<b>haul</b>
gun	tap	-hit (u.m.)	about (n., u.m.)
-held (u.m.)	tool	-looking (u.m.)	away (n., u.m.)
-high (u.m.)	-tooled (u.m.)	mouthed	back (n.)
hold	-tooling (u.m.)	nose	have-not (n., u.m.)
hole	truck	pan	haversack
-in-hand (u.m.)	weave	-pressed (u.m.)	<b>hawk</b>
kerchief	wheel	-set (u.m.)	bill
-knit (v.)	worked	#shell (n.)	-billed (u.m.)
-knitter	woven	ship	head
laid	write (v.)	spun	-nosed (u.m.)
-letter (v.)	written	stand	<b>hawse</b>
lift (truck)	wrought	tack	hole
liner	hands#free	top (auto)	pipe
made	handlebar	ware	<b>hay</b>
-me-down (n.,	<b>hang</b>	-won (u.m.)	band
u.m.)	dog	#work	cap
mix (v.)	nail	-working (u.m.)	cart
mold (v.)	net	wrought	cock
mower	out (n., u.m.)	<b>hare</b>	#fever
off (n., u.m.)	up (n.)	brain	field
out (n., u.m.)	<b>hanger</b>	foot	fork
pick (v.)	-back	hound	lift
post	-on	-mad (u.m.)	loft
press	-up	harness-making	market
print	happy-go-lucky	(u.m.)	mow
rail	hara-kiri	harum-scarum	rack

rake	phone	nut	<b>hedge</b>
rick	plate	quake	born
-scented (u.m.)	post	seed	breaker
seed	quarters	sick	#fund
stack	rail	sore	hog
wire	reach	string	hop
hazardous	rest	struck	pig
#waste#site	ring	throb	row
<b>hazel</b>	rope	-throbbing (u.m.)	#trimmer
-eyed (u.m.)	set	-weary (u.m.)	<b>heel</b>
nut	shake	<b>hearth</b>	ball
he-man	sill	rug	band
<b>head</b>	space	warming	block
ache	spin	<b>heat</b>	cap
achy	spring	drops	fast
band	stall	#pump	grip
bander	stand	#rash	pad
block	start	-resistant (u.m.)	path
cap	stick	stroke	plate
chair	stock	treat (v.)	post
cheese	stream	-treating (u.m.)	print
chute	strong	#wave	ring
cloth	waiter	<b>heaven</b>	stay
count	wall	bound	strap
dress	wind	-inspired (u.m.)	tap
-ender	header-up	-sent (u.m.)	<b>helio</b> (c.f.)
first	heal-all (n., u.m.)	<b>heaver</b>	<i>all one word</i>
frame	healthcare	-off	helpmeet
gate	<b>heart</b>	-out	helter-skelter
gear	ache	-over	<b>hema</b> (c.f.)
hunter	aching	<b>heavy</b>	<i>all one word</i>
lamp	beat	back	<b>hemato</b> (c.f.)
ledge	block	-duty (u.m.)	<i>all one word</i>
lighting	blood	-eyed (u.m.)	<b>hemi</b> (pref.)
liner	break	-footed (u.m.)	<i>all one word</i>
lock	burn	handed	<b>hemo</b> (c.f.)
long	deep	-looking (u.m.)	<i>all one word</i>
master	felt	-set (u.m.)	<b>hemp</b>
mistress	free (u.m.)	#water	seed
mold	grief	weight (n., u.m.)	string
most	heavy	<b>hecto</b> (c.f.)	hemstitch
note	leaf	<i>all one word</i>	<b>hen</b>
-on (u.m.)	-leaved (u.m.)		bill

coop	<b>high</b>	<b>hind</b>	-nosed (u.m.)
-feathered (u.m.)	ball	brain	pen
house	binder	cast	sty
pecked	born	gut (n.)	-tie (v.)
roost	bred	head	wash
<b>hence</b>	brow (nonliteral)	leg	-wild (u.m.)
forth	-caliber (u.m.)	most	hog's-back (geol.)
forward	-class (u.m.)	quarter	hogshead
<b>hepato</b> (c.f.)	-density	saddle	hoistaway (n.)
<i>all one word</i>	flier (n.)	sight	<b>hold</b>
<b>hepta</b> (c.f.)	flying (u.m.)	wing	all (n., u.m.)
<i>all one word</i>	-foreheaded	<b>hip</b>	back (n., u.m.)
<b>here</b>	(u.m.)	bone	-clear (n., u.m.)
about	#frequency	mold	down (n., u.m.)
after	handed	shot	fast (n., u.m.)
at	-hat (v.)	<b>hippo</b> (c.f.)	off (n., u.m.)
by	jinks	<i>all one word</i>	out (n., u.m.)
from	lander	<b>histo</b> (c.f.)	up (n., u.m.)
in	#light (literal)	<i>all one word</i>	<b>holder</b>
inabove	light (nonlit.)	<b>hit</b>	-forth
inafter	-minded (u.m.)	-and-miss (u.m.)	-on
inbefore	-power (u.m.)	-and-run (u.m.)	-up
into	-pressure (u.m., v.)	-or-miss (u.m.)	<b>hole</b>
of	-priced (u.m.)	hitchhiker	#in#one
on	#proof	hoarfrost	-high (u.m.)
to	-reaching (u.m.)	hoary-haired (u.m.)	-in-the-wall (n.)
tofore	-rigger (n.)	<b>hob</b>	through
under	rise (building)	goblin	<b>hollow</b>
unto	road	nail	back
upon	#seas	nob	(bookbinding)
with	-speed (u.m.)	hobbyhorse	-backed (u.m.)
<b>herringbone</b>	stepper	hockshop	-eyed (u.m.)
<b>hetero</b> (c.f.)	-tension (u.m.)	hocus-pocus	faced
-ousia, etc.	#tide	hod#carrier	-ground (u.m.)
<i>rest one word</i>	-up (u.m.)	hodgepodge	<b>holo</b> (c.f.)
<b>hexa</b> (c.f.)	#water	<b>hog</b>	<i>all one word</i>
<i>all one word</i>	higher-up (n.)	back	<b>holy</b>
<b>hi-fi</b>	<b>hill</b>	-backed (u.m.)	#day
<b>hide</b>	culture	-faced (u.m.)	stone
-and-seek (n.,	(farming)	fat	<b>home</b>
u.m.)	side	frame	-baked (u.m.)
away (n., u.m.)	top	hide	body
out (n., u.m.)		nose (machine)	born

bred	drop	dozer	<b>hot</b>
brew	eater	horehound	bed
builder	-laden (u.m.)	<b>hormono</b> (c.f.)	blood
#buyer	lipped	<i>all one word</i>	-blooded (u.m.)
comer	moon	<b>horn</b>	brain
coming	mouthing	bill	cake
-fed (u.m.)	pot	blende	-cold
felt	sucker	blower	dog
folk	sweet	-eyed (u.m.)	foot
freeze (u.m., v.)	<b>honor</b>	pipe	head (n.)
front	bound	stay	-mix (u.m.)
furnishings (n.)	#guard	tip	pack
going	#man	hornyhanded	patch
grown	<b>hood</b>	<b>horse</b>	plate
lander	cap	back	-press (v.)
life	mold	breaker	rod (nonliteral)
made	wink	car	-roll (v.)
maker	<b>hoof</b>	cloth	-rolled (u.m.)
owner	beat	dealer	spot
#ownership	mark	fair	-work (v.)
#page	print	fight	hotelkeeper
plate	-printed (u.m.)	flesh	houndshark
#rule	<b>hook</b>	hair	hourglass
seeker	ladder	head	<b>house</b>
sick	nose	herd	breaking
spun	-nosed (u.m.)	hide	broken
stead	pin	hoof	builder
stretch	up (n., u.m.)	-hour	#call
town	<b>hooker</b>	jockey	cleaner
woven	-off	laugh	-cleaning (u.m.)
<b>homeo</b> (c.f.)	-on	meat	coat
<i>all one word</i>	-out	mint	dress
<b>homo</b>	-over	play	father
#legalis	-up	pond	furnishing(s) (n.)
#sapiens	hoopstick	power-hour	guest
<b>homo</b> (c.f.)	<b>hop</b>	power-year	hold
-ousia, etc.	about (n., u.m.)	pox	husband
<i>rest one word</i>	off (n., u.m.)	race	mother
<b>honey</b>	scotch	#sense (n.)	owner
-colored (u.m.)	toad	shoe	parent
comb	hope#chest	thief	pest
-cured (u.m.)	<b>hopper</b>	#trade	plant
dew	burn	whip	-raising (u.m.)

ridden	hydro#station	pack	<b>in</b> (pref.)
top	<b>hygro</b> (c.f.)	plant	active (u.m.)
trailer	<i>all one word</i>	plow	breeding
wares	<b>hyper</b> (pref.)	quake	depth (u.m.)
warming	-Dorian, etc.	#storm	hospital (u.m.)
wife	linked	#water	migration (u.m.)
<b>how</b>	text	<b>ideo</b> (c.f.)	service
-do-you-do (n.)	<i>rest one word</i>	-unit	(u.m.), etc.
ever	<b>hypo</b> (c.f.)	<i>rest one word</i>	<b>inch</b>
soever	<i>all one word</i>	<b>idle</b>	-deep (u.m.)
<b>hub</b>	<b>hystero</b> (c.f.)	headed	-long (u.m.)
cap	-oophorectomy	-looking (u.m.)	meal
-deep (u.m.)	-salpingo-oopho-	-minded (u.m.)	-pound
humankind	rectomy	<b>ileo</b> (c.f.)	-ton
<b>humble</b>	<i>rest one word</i>	<i>all one word</i>	worm
bee	I	<b>ilio</b> (c.f.)	index-digest
-looking (u.m.)	I	<i>all one word</i>	<b>indigo</b>
mouthed	-bar	<b>ill</b>	-blue (u.m.)
-spirited (u.m.)	-beam	-advised (u.m.)	-carmine (u.m.)
humdrum	-iron	-being (n.)	<b>Indo</b> (c.f.)
<b>hump</b>	-rail	-born (u.m.)	china
back	<b>ice</b>	-bred (u.m.)	chinese
-shouldered	berg	#breeding (n.)	-European, etc.
(u.m.)	blind	-doing (n., u.m.)	<b>infra</b> (pref.)
humpty-dumpty	#blindness	-fated (u.m.)	-anal
hunchback	blink	-humored (u.m.)	-auricular
<b>hundred</b>	block	-looking (u.m.)	-axillary
fold	bone	-treat (v.)	-esophageal
-legged (u.m.)	breaker	-use (v.)	-umbilical
-percenter	cap	#will	<i>rest one word</i>
-pounder	-clad (u.m.)	-wisher	<b>ink</b>
weight	-cold (u.m.)	-wishing (u.m.)	-black (u.m.)
hung-up (u.m.)	-cooled (u.m.)	in	mixer
<b>hunger</b>	-covered (u.m.)	-and-in (u.m.)	pot
-mad (u.m.)	#cream	-and-out (u.m.)	slinger
-worn (u.m.)	fall	-and-outer	spot
hurly-burly	#fishing	-being (u.m.)	-spotted (u.m.)
<b>hush</b>	floe (island)	-flight (u.m.)	stain
-hush	flow (current)	-house	stand
#money	-free (u.m.)	-law (n.)	well
up (n., u.m.)	maker	asmuch,sofar	<b>inner</b>
<b>hydro</b> (c.f.)	melt	#re, #rem, #situ,	-city (u.m.)
<i>all one word</i>		etc.	#man

spring	<b>ivory</b>	<b>jerry</b>	off (n., u.m.)
<b>ino</b> (c.f.)	-tinted (u.m.)	-build (v.)	rock
<i>all one word</i>	type (photog.)	builder	<b>jungle</b>
insect-borne (u.m.)	-white (u.m.)	-built (u.m.)	-clad (u.m.)
<b>inter</b> (pref.)	<b>ivy</b>	<b>jet</b>	-covered (u.m.)
-American, etc.	-clad (u.m.)	#airliner	#gym
<i>rest one word</i>	-covered (u.m.)	#airplane	side
<b>intra</b> (pref.)	<b>J</b>	-black (u.m.)	junkpile
-atomic, etc.	J-bolt	lag	<b>jury</b>
<i>rest one word</i>	<b>jack</b>	liner	#box
<b>intro</b> (pref.)	ass	port	-fixing (u.m.)
<i>all one word</i>	hammer	-powered (u.m.)	-rigged (u.m.)
<b>Irish</b>	head	prop	just#in#time
-American (u.m.)	-in-the-box	-propelled (u.m.)	<b>juxta</b> (c.f.)
-born (u.m.)	knife	#propulsion	-ampullar
<b>iron</b>	-of-all-trades	stream	-articular
#age	-o'-lantern	wash	<i>rest one word</i>
back	-plane (v.)	<b>jewel</b>	<b>K</b>
-braced (u.m.)	pot	-bright (u.m.)	<b>K</b>
clad	rabbit	-studded (u.m.)	-ration
fisted	screw	<b>jib</b>	-term
-free (u.m.)	<b>jail</b>	head	<b>keel</b>
handed	bird	-o-jib	block
hard	house	stay	fat
-lined (u.m.)	<b>jam</b>	<b>jig</b>	haul
mold	nut	-a-jig	-laying (u.m.)
-red (u.m.)	packed	back	#line
shod	<b>Java</b>	-drill (v.)	keepsake
shot (mineral)	#applets	saw	<b>kerato</b> (c.f.)
(u.m.)	Beans	<b>job</b>	<i>all one word</i>
#shot (golf)	Script	#lot	<b>kettle</b>
side	<b>jaw</b>	seeker	drum
-willed (u.m.)	bone	#shop	stitch
works	breaker	site	<b>key</b>
ironer-up	-locked (u.m.)	joggle#piece	board
<b>island</b>	twister	joint#owner	bolt
-born (u.m.)	<b>jay</b>	joulemeter	hole
-dotted (u.m.)	hawk	<b>joy</b>	lock
<b>iso</b> (c.f.)	walk	hop	note
-octane	<b>jelly</b>	ride	punch
-oleic	bean	stick	ring
-osmosis	roll	<b>jump</b>	seat
<i>rest one word</i>		master	

stone	<b>knee</b>	<b>knuckle</b>	hole
stop	-braced (u.m.)	bone	-hour
word	brush	buster	house
worker	cap	-deep (u.m.)	lighter
<b>kick</b>	-deep (u.m.)	-kneed (u.m.)	lit
about (n., u.m.)	-high (u.m.)		post
back (n., u.m.)	hole		shade
-in (n., u.m.)	-jerk (u.m.)		stand
off (n., u.m.)	pad	-bar	wick
out (n., u.m.)	pan	-beam	
up (n., u.m.)	strap	-block	
killjoy	<b>knick</b>	-shaped	#base
<b>kiln</b>	knack	-square	-based (u.m.)
-dry (u.m., v.)	point	<b>labio</b> (c.f.)	#bird
eye	<b>knight</b>	<i>all one word</i>	borne
hole	-errant	laborsaving	fall
rib	head	<b>lace</b>	fast
stick	hood	-edged (u.m.)	fill
tree	knitback	#edging	flood
<b>kilo</b> (pref.)	<b>knock</b>	wing (insect)	form
gram-meter	about (n., u.m.)	-winged (u.m.)	grabber
voltampere	away (n., u.m.)	worked	-grant (u.m.)
watthour	down (n., u.m.)	lackluster	holding
<i>rest one word</i>	-knee (n.)	ladder-backed	lady
kindheart	-kneed (u.m.)	(u.m.)	locked
<b>king</b>	off (n., u.m.)	<b>lady</b>	look
bolt	-on (n., u.m.)	beetle	lord
#crab	out (n., u.m.)	finger	lubber
head	up (n., u.m.)	killer	mark
hood	<b>knocker</b>	ship	mass
hunter	-off	<b>lake</b>	mine
maker	-up	bed	#office
piece	<b>knot</b>	front	owner
pin	hole	lander	-poor (u.m.)
<b>kins</b>	horn	shore	right
folk	<b>know</b>	side	scape
people	-all (n., u.m.)	lameduck	sick
kiss-off (n., u.m.)	-how (n., u.m.)	(nonliteral)	side
<b>kite</b>	-it-all (n., u.m.)	(n., u.m.)	slide
flier	-little (n., u.m.)	<b>lamp</b>	slip
flying	-nothing (n., u.m.)	black	spout
knapsack		-blown (u.m.)	storm
		-foot	wash
			wire

wrack	most	-filled (u.m.)	lee-bow (v.)
lantern-jawed (u.m.)	<b>lattice</b>	-gray (u.m.)	<b>leech</b>
<b>lap</b>	#stitch	-in (n., u.m.)	eater
belt	work	line	#rope
-lap	<b>laughing</b>	#line (medical, naut. only)	<b>left</b>
robe	#gas	off (n., u.m.)	-bank (v.)
streak	stock	out (n., u.m.)	#field (sports)
top	<b>launch</b>	#pencil	-hand (u.m.)
weld (v.)	#pad	time	-handed (u.m.)
-welded (u.m.)	site	<b>leaden</b>	-hander
-welding (u.m.)	laundry#room	-eyed (u.m.)	most
<b>large</b>	<b>law</b>	pated	-sided (u.m.)
-eyed	-abiding (u.m.)	-souled (u.m.)	wing (political)
-handed (u.m.)	book	leader#line	<b>leg</b>
-minded (u.m.)	breaker	leaf	band
mouthing	-fettered (u.m.)	bud	puller
-scale (u.m.)	giver	-clad (u.m.)	rope (v.)
<b>lark</b>	#office	-eating (u.m.)	work
-colored (u.m.)	suit	-shaped (u.m.)	lend-lease (n., u.m.)
spur	lawnmower	stalk	<b>length</b>
<b>laryngo</b> (c.f.)	<b>lay</b>	<b>lean</b>	ways
<i>all one word</i>	away (n., u.m.)	-faced (u.m.)	wise
<b>last</b>	back (n., u.m.)	-looking (u.m.)	<b>lepto</b> (c.f.)
-born (u.m.)	-by (n.)	-to (n., u.m.)	<i>all one word</i>
-cited (u.m.)	down (n., u.m.)	<b>leap</b>	<b>let</b>
-ditcher	-minded (u.m.)	frog	down (n., u.m.)
-named (u.m.)	off (n., u.m.)	#year	off (n., u.m.)
<b>latch</b>	on (n., u.m.)	<b>lease</b>	up (n., u.m.)
bolt	out (n., u.m.)	back (n., u.m.)	<b>letter</b>
key	up (n., u.m.)	hold	bomb
string	<b>layer</b>	leased-line	#carrier
<b>late</b>	-on	<b>leather</b>	drop
-born (u.m.)	-out	back	gram
comer	-over	-backed (u.m.)	head
-lamented (u.m.)	-up	-bound (u.m.)	-perfect (u.m.)
-maturing (u.m.)	<b>lazy</b>	-brown (u.m.)	press
<b>latero</b> (c.f.)	bones	-covered (u.m.)	space
<i>all one word</i>	boots	head	writer
lathe-backed (u.m.)	#guy	neck	<b>leuc(o)</b> (c.f.)
lathe-bore (v.)	legs	side	<i>all one word</i>
<b>latter</b>	<b>lead</b>	ware	liberal-minded
-day (u.m.)	-alpha	leavetaking	(u.m.)
	-burn (v.)		

<b>lieutenant</b>	handed	<b>link</b>	nut
#colonel	house#keeping	up (n., u.m.)	out (n., u.m.)
-colonelcy	(nautical)	#up (v.)	pin
#governor	#housekeeping	<b>lion</b>	ring
-governorship	(domestic)	-bold (u.m.)	step
<b>life</b>	mouthed	-headed (u.m.)	stitch
belt	-producing (u.m.)	hearted	up (n., u.m.)
blood	ship	-maned (u.m.)	washer
boat	-struck (u.m.)	<b>lip</b>	locker#room
#buoy	weight (n., u.m.)	read	<b>lode</b>
#cycle	-year	service	star
-cycle (u.m.)	lighter-than-air	stick	stone
drop	(u.m.)	listener-in	<b>log</b>
float	<b>like</b>	<b>litho</b> (c.f.)	book
giver	-looking (u.m.)	-offset	in
giving	-minded (u.m.)	<i>rest one word</i>	jam
guard	<b>lily</b>	<b>little</b>	on
hold	handed	-known (u.m.)	off
jacket	-shaped (u.m.)	neck (clam)	roll
long	-white (u.m.)	-used (u.m.)	sheet
#net	<b>lime</b>	<b>live</b>	loggerhead
raft	#juice	#load	<b>logo</b> (c.f.)
ring	kiln	long	<i>all one word</i>
saver	lighter	stock	<b>long</b>
-size (u.m.)	pit	#stream	-awaited (u.m.)
-sized (u.m.)	quat	#wire	beard (n.)
span	stone	wire (nonliteral)	-bearded (u.m.)
spring	wash	<b>liver</b>	-billed (u.m.)
stream	water	-brown (u.m.)	bow
style	<b>linch</b>	-colored (u.m.)	cloth
tide	bolt	wurst	-distance (u.m.)
time	pin	living#room	-drawn (u.m.)
vest	<b>line</b>	loadmeter	felt
weary (u.m.)	-bred (u.m.)	loanword	hair (n.)
lift-off (n., u.m.)	-breed (v.)	<b>lob</b>	-haired (u.m.)
<b>light</b>	casting	fig	hand (nonliteral)
-armed (u.m.)	crew	lolly	-handed (u.m.)
-clad (u.m.)	cut (printing)	lobster-tailed (u.m.)	-handled (u.m.)
-colored (u.m.)	finder	<b>lock</b>	head (n.)
-drab (u.m.)	-item (u.m.)	box	horn (cattle)
-draft (u.m.)	up (n., u.m.)	fast	-horned (u.m.)
face (printing)	walker	hole	johns
-footed (u.m.)		jaw	#jump

leaf	<b>loud</b>	<b>lumbo</b> (c.f.)	<b>maiden</b>
-leaved (u.m.)	mouthed	-ovarian	hair
-legged (u.m.)	#speaker (orator)	<i>rest one word</i>	head
legs (n.)	speaker (radio)	lumen-hour	hood
-lived (u.m.)	-voiced (u.m.)	<b>lunch</b>	#name
mouthed	<b>love</b>	box	<b>mail</b>
-necked (u.m.)	bird	#hour	bag
nose (n.)	born	room	clad
-nosed (u.m.)	-inspired (u.m.)	time	clerk
-past (u.m.)	#knot	lying-in (n., u.m.)	guard
play (records)	lorn	<b>M</b>	-order (u.m.)
playing (u.m.)	seat	M-day	pouch
run (u.m.)	sick	macebearer	room
shoreman	<b>low</b>	-finished (u.m.)	slot
spun	born	gun	truck
standing (u.m.)	boy	-hour	<b>main</b>
stitch	bred	-made (u.m.)	frame
#term (n.)	brow (nonliteral)	#shop	mast
-term (u.m.)	browed	#work	pin
wave (radio)	(nonliteral)	<b>macro</b> (c.f.)	sail
ways	-built (u.m.)	<i>all one word</i>	sheet
wool (sheep)	down (n., u.m.)	<b>mad</b>	spring
<b>look</b>	-downer	brain	stay
down (n., u.m.)	-lander	cap	stream
-in (n., u.m.)	-lived (u.m.)	man (n.)	(nonliteral)
out (n., u.m.)	-lying (u.m.)	#money	top
over (n., u.m.)	-power (u.m.)	<b>made</b>	topmast
#over (v.)	-pressure (u.m.)	-over (u.m.)	#yard
through (n.,	rise	-up (u.m.)	<b>major</b>
u.m.)	#water	<b>magnetite</b>	-domo
looker-on	<b>lower</b>	-basalt	#league
<b>loop</b>	case (printing)	-olivinite	-leaguer
hole	#deck	-spinellite	-minor
#knot	most	<b>magneto</b> (c.f.)	<b>make</b>
stitch	<b>lug</b>	-optics	-believe (n., u.m.)
<b>loose</b>	bolt	<i>rest one word</i>	fast (n.)
leaf (u.m.)	mark	mahjong	over
mouthed	sail	<b>maid</b>	ready (printing)
-tongued (u.m.)	lukewarm	#of#honor	shift
<b>lop</b>	<b>lumber</b>	servant	up (n., u.m.)
-eared (u.m.)	jack		weight
sided	#room		<b>maker</b>
			-off

-up	plies	<b>match</b>	<b>medico</b> (c.f.)
space	-sided (u.m.)	book	<i>all one word</i>
making#up	mapreader	head	<b>medio</b> (c.f.)
<b>mal</b> (c.f.)	<b>marble</b>	-lined (u.m.)	<i>all one word</i>
<i>all one word</i>	head	mark	<b>medium</b>
<b>man</b>	-looking (u.m.)	safe	-brown (u.m.)
back	-topped (u.m.)	stick	-size(d) (u.m.)
-child	-white (u.m.)	maxi (n.)	weight (n., u.m.)
-created (u.m.)	<b>mare's</b>	<b>maxi</b> (pref.)	<b>meek</b>
-day	-nest	<i>all one word</i>	-eyed (u.m.)
eater	-tail	<b>May</b>	hearted
-fashion (u.m.)	<b>mark</b>	#Day	-spirited (u.m.)
-grown (u.m.)	down (n., u.m.)	-day (u.m.)	meetingplace
handle	off (n., u.m.)	pole	<b>megalo</b> (c.f.)
hater	shot	tide	<i>all one word</i>
-high (u.m.)	up (n., u.m.)	<b>may</b>	<b>melon</b>
hole	<b>marker</b>	be (adv.)	grower
-hour	-down	beetle	-laden (u.m.)
killer	-off	day (distress call)	-shaped (u.m.)
kind	-up	hap	<b>melt</b>
-made (u.m.)	marketplace	mealy mouth	down (n., u.m.)
-minute	marrowbone	<b>mean</b>	water
-of-war (ship)	<b>marsh</b>	-acting (u.m.)	<b>men</b>
power	buck	-spirited (u.m.)	folk
servant	mallow	time	kind
-size (u.m.)	(confection)	(meanwhile)	<b>meningo</b> (c.f.)
slaughter	#mallow (plant)	#time	<i>all one word</i>
slayer	<b>mass</b>	(astronomical)	menu-driven
stealer	-minded (u.m.)	tone (u.m.)	<b>merry</b>
stopper	-produce (v.)	while	-go-round
trap	<b>mast</b>	<b>meat</b>	-meeting
-woman	-brown (u.m.)	ball	-minded (u.m.)
-year	head	cutter	meshbag
manic-depressive	<b>master</b>	-eater	<b>meso</b> (c.f.)
manifold	#at#arms	-fed (u.m.)	<i>all one word</i>
<b>mantel</b>	mind	hook	<b>mess</b>
piece	#of#ceremonies	-hungry (u.m.)	hall
shelf	piece	packer	kit
tree	ship	works	room
<b>many</b>	#stroke	wrapper	tin
-colored (u.m.)	#workman	<b>mechanico</b> (c.f.)	-up (n., u.m.)
-folded (u.m.)	mat-covered (u.m.)	<i>all one word</i>	<b>meta</b> (pref.)
-layered (u.m.)			<i>all one word</i>

<b>metal</b>	-sized (u.m.)	<b>milli</b> (c.f.)	<b>mock</b>
ammonium	splitter	gram-hour	-heroic (u.m.)
-clad (u.m.)	weight	<i>rest one word</i>	#turtle
-coated (u.m.)	midi (n.)	mincemeat	up (n., u.m.)
-lined (u.m.)	<b>midi</b> (pref.)	<b>mind</b>	mocker-up
works	<i>all one word</i>	#healer	<b>mocking</b>
<b>meter</b>	mighty-handed	-healing (u.m.)	stock
-ampères	(u.m.)	reader	-up (u.m.)
-kilogram	mil-foot	set (n.)	<b>mold</b>
-kilogram-second	<b>mild</b>	sight	made (u.m.)
<b>metro</b> (c.f.)	-cured (u.m.)	<b>mine</b>	#shop
<i>all one word</i>	-mannered (u.m.)	field	<b>mole</b>
<b>mezzo</b>	-spoken (u.m.)	layer	catcher
graph	<b>mile</b>	ship	-eyed (u.m.)
relievo	-long (u.m.)	sweeper	head
soprano	-ohm	thrower	hill
tint	post	works	<b>money</b>
<b>micro</b> (c.f.)	-pound	mini (n.)	bag
-organism	-ton	<b>mini</b> (pref.)	changer
<i>rest one word</i>	-wide (u.m.)	<i>all one word</i>	getter
<b>mid</b> (c.f.)	<b>milk</b>	<b>minor</b>	grubber
-American, etc.	-fed (u.m.)	#league	lender
-April	head	-leaguer	-mad (u.m.)
day	#run	minute#book	maker
-decade	shake	<b>mirror</b>	saver
-dish	shed	-faced (u.m.)	<b>monkey</b>
-ice	sick	scope	-faced (u.m.)
-level	sop	<b>mis</b> (pref.)	nut
-1958	-white (u.m.)	<i>all one word</i>	pod
-Pacific, etc.	<b>mill</b>	mischiefmaking	pot
-Victorian, etc.	cake	<b>mist</b>	shine
<i>rest one word</i>	course	bow	#wrench
<b>middle</b>	dam	-clad (u.m.)	<b>mono</b> (c.f.)
-aged (u.m.)	feed	-covered (u.m.)	-ideistic
breaker	hand	fall	-iodo
brow (nonliteral)	-headed (u.m.)	<b>miter</b>	-iodohydrin
-burst (v.)	pond	#box	-ion
buster	post	-lock (v.)	-ousian
#ear	race	<b>mix</b>	<i>rest one word</i>
#ground	ring	blood	<b>month</b>
man (nonliteral)	stock	up (n.)	end
most	stream	mixing#room	long (u.m.)
-of-the-roader	wright	mizzenmast	

<b>moon</b>	-clad (u.m.)	-eaten (u.m.)	<b>music</b>
beam	-green (u.m.)	hole	lover
blind	-grown (u.m.)	trap	-mad (u.m.)
#blindness	head	<b>mouth</b>	maker
blink	-lined (u.m.)	-filling (u.m.)	room
born	most-favored-nation	-made (u.m.)	<b>musico</b> (c.f.)
-bright (u.m.)	(u.m.)	piece	<i>all one word</i>
eye	<b>moth</b>	wash	<b>musk</b>
face	ball	<b>muck</b>	#deer
gazing	-eaten (u.m.)	rake (v.)	melon
glow	hole	raker	#ox
head	proof	sweat	rat
lighter	<b>mother</b>	<b>muco</b> (c.f.)	<b>mutton</b>
lit	board	<i>all one word</i>	#chop (meat)
-mad (u.m.)	hood	<b>mud</b>	chop (shape)
path	-in-law	bank	fist
rise	-of-pearl	bath	head
sail	<b>moto</b> (c.f.)	-colored (u.m.)	<b>myria</b> (c.f.)
set	<i>all one word</i>	flat	<i>all one word</i>
shade	<b>motor</b>	flow	<b>mytho</b> (c.f.)
shine	bike	guard	<i>all one word</i>
shot	bus	head	<b>myxo</b> (c.f.)
sick	cab	hole	<i>all one word</i>
struck	cade	lark	
tide	car	sill	
walker	coach	slinger	
-white (u.m.)	cycle	-splashed (u.m.)	
moosecall	-driven (u.m.)	stain	
<b>mop</b>	jet	sucker	
head	-minded (u.m.)	track	
stick	#scooter	#turtle	
up (n., u.m.)	ship	<b>mule</b>	
mopper-up	truck	back	
mopping-up (u.m.)	van	#deer	
<b>morning</b>	moundbuilder	skinner	
#sickness	<b>mountain</b>	<b>multi</b> (c.f.)	
#star	-high (u.m.)	<i>all one word</i>	
tide	side	multiple-purpose	
<b>mosquito</b>	top	(u.m.)	
-free (u.m.)	-walled (u.m.)	<b>muscle</b>	
#net	<b>mouse</b>	bound	
<b>moss</b>	-brown (u.m.)	power	
back	-eared (u.m.)		
			<b>n</b>
			<b>nail</b>
			bin
			brush
			head
			-headed (u.m.)
			#hole
			print
			puller
			rod
			-shaped (u.m.)
			-studded (u.m.)
			<b>name</b>
			-calling (u.m.)
			-dropping (u.m.)
			plate
			sake
			<b>nano</b> (c.f.)
			<i>all one word</i>

<b>naptyme</b>	worked	clip	side
<b>narco</b> (c.f.)	ne'er-do-well	dealer	tide
<i>all one word</i>		#editor	walker
<b>narrow</b>	-Greek, etc.	letter	<b>nimble</b>
<i>-mouthed (u.m.)</i>	<i>rest one word</i>	#media	-fingered (u.m.)
<i>minded</i>		paper	footed
<b>naso</b> (c.f.)	<i>all one word</i>	paper#work	nimbostratus
<i>-occipital</i>		photo	(clouds)
<i>-orbital</i>	ache	print	<b>nine</b>
<i>rest one word</i>	-celled (u.m.)	reader	fold
<b>nationwide</b>	-racked (u.m.)	reel	#holes
<b>native-born</b> (u.m.)		sheet	-lived (u.m.)
<b>navy-blue</b> (u.m.)	ball	stand	pin
<b>naysayer</b>	braider	story	score
<b>near</b>	-veined (u.m.)	teller	nitpicker
<i>by</i>	work	<b>nick</b>	<b>nitro</b> (c.f.)
<i>-miss</i>	#worth	-eared (u.m.)	-hydro-carbon
<i>sighted</i>		name	<i>rest one word</i>
<b>neat's-foot</b> (u.m.)	fire	<b>nickel</b>	<b>no</b>
<b>neck</b>	foot	plate (v.)	-account (n., u.m.)
<i>band</i>	some	-plated (u.m.)	-fault
<i>bone</i>		-plating (u.m.)	-fee
<i>-breaking (u.m.)</i>	<b>neuro</b> (c.f.)	type	-good (n., u.m.)
<i>cloth</i>	<i>all one word</i>	<b>night</b>	-hitter (n.)
<i>-deep (u.m.)</i>	<b>never</b>	-black (u.m.)	how
<i>fast</i>	-ending (u.m.)	#blindness	#man's land
<i>guard</i>	more	cap	#one
<i>-high (u.m.)</i>	theless	-clad (u.m.)	-par (u.m.)
<i>hole</i>		clothes	-par-value (u.m.)
<i>lace</i>	<b>new</b>	club	-show (n., u.m.)
<i>line</i>	born	dress	-thoroughfare (n.)
<i>mold</i>	-car (u.m.)	fall	whit
<i>tie</i>	comer	-fly (aviation) (v.)	-year (funds)
<b>necro</b> (c.f.)	-created (u.m.)	-fashioned (u.m.)	<b>noble</b>
<i>all one word</i>		-front (v.)	-born (u.m.)
<b>needle</b>	-made (u.m.)	-fashioned (u.m.)	-featured (u.m.)
<i>bill</i>	-mown (u.m.)	-made (u.m.)	heartedness
<i>case</i>	-rich (u.m.)	-hawk	-looking (u.m.)
<i>-made (u.m.)</i>	<b>newlywed</b>	long (u.m.)	-minded (u.m.)
<i>nose (pliers)</i>		mare	nol-pros (v.)
<i>point</i>	<b>news</b>	#school	<b>non</b>
<i>-shaped (u.m.)</i>	boy	shade	-civil-service (u.m.)
<i>-sharp (u.m.)</i>	case	#shift	
	cast	shirt	

-European, etc.	notwithstanding	-ovate (u.m.)	print
interactive	<b>novel</b>	-shaped (u.m.)	put
-pros (v.)	-reading (u.m.)	-triangular (u.m.)	-reckoning (n.)
#sequitur, etc.	#writer	<b>occipito</b> (c.f.)	saddle
-tumor-bearing	-writing (u.m.)	-otic	scape
(u.m.)		<i>rest one word</i>	scour
<i>as prefix, one</i>	<b>nucleo</b> (c.f.)	<b>ocean</b>	scum
<i>word</i>	<i>all one word</i>	-born (u.m.)	-season
<b>none</b>	<b>nut</b>	borne	set
such	breaker	-girdled (u.m.)	shoot
theless	-brown (u.m.)	going	shore
<b>noon</b>	cake	side	side
day	cracker	-spanning (u.m.)	site
tide	hatch	<b>octo</b> (c.f.)	-sorts (n.)
time	hook	<i>all one word</i>	spring
<b>north</b>	pecker	<b>odd</b>	stage
-central (u.m.)	pick	-jobber	street
east	-shaped (u.m.)	-job man	take
going	shell	-looking (u.m.)	-the-record (u.m.)
most	sweet	man (arbiter)	type
-northeast		-numbered (u.m.)	-wheel (n.)
-sider	<b>o</b>	<b>off</b>	-wheeler (n.)
<b>nose</b>	<b>oak</b>	-and-on (u.m.)	-white (u.m.)
bag	-beamed (u.m.)	beat	#year
bleed	-clad (u.m.)	cast	<b>office</b>
bone	-green (u.m.)	center (u.m.)	#boy
dive	#leaf	color (u.m.)	holder
down (n., u.m.)	-leaved (u.m.)	-colored (u.m.)	seeker
gay	<b>oar</b>	cut (printing)	-seeking (u.m.)
guard	-footed (u.m.)	day	oftentimes
-high (u.m.)	lock	-fall (v.)	ofttimes
hole	<b>oarsman</b>	-flavor (n., u.m.)	<b>ohm</b>
-led (u.m.)	<b>oat</b>	-flow	-ammeter
over (n., u.m.)	bin	-go (n.)	meter
pipe	cake	going	-mile
ring	-fed (u.m.)	grade	<b>oil</b>
-thumbing (u.m.)	meal	hand	#burner
up (n., u.m.)	seed	-hours	cake
wheel	<b>oathbreaker</b>	line	can
<b>note</b>	object-oriented	loading	cloth
book	<b>oblong</b>	look	coat
#paper	-elliptic (u.m.)	-lying (u.m.)	cup
worthy	-leaved (u.m.)	peak	-driven (u.m.)
	-linear (u.m.)		

-fed (u.m.)	-skinned (u.m.)	<b>open</b>	<b>other</b>
field	wood	-air (u.m.)	wise
-forming (u.m.)	#wood (color)	-armed (u.m.)	#world
-harden (v.)	<b>omni</b> (c.f.)	-back (u.m.)	worldly
hole	<i>all one word</i>	-backed (u.m.)	<b>oto</b> (c.f.)
meal	<b>on</b>	band (yarn)	<i>all one word</i>
paper	-and-off (n., u.m.)	cast	<b>out</b>
proofing	board (u.m.)	cut (mining)	-and-out (u.m.)
seed	-go (n.)	-end (u.m.)	-and-outer (n.)
#shale	going	-ended	-loud (u.m.)
skinned	line#service	-faced (u.m.)	-Machiavelli, etc.
-soaked (u.m.)	site	handed	migration
spill (n.)	<i>noun, adjective,</i> <i>one word</i>	#house	-of-date (u.m.)
stove		minded	-of-door(s) (u.m.)
-temper (v.)	<b>once</b>	mouthed	-of-State (u.m.)
tightness	-over (n.)	#shop	-of-the-way (u.m.)
#well	-run (u.m.)	side (u.m.)	placement
<b>old</b>	<b>one</b>	-sided (u.m.)	-to-out (u.m.)
-fashioned (u.m.)	-armed (u.m.)	worked	<i>as prefix, one word</i>
-fogy (u.m.)	-decker	<b>opera</b>	<b>outer</b>
-growing (u.m.)	-eyed (u.m.)	goer	-city (u.m.)
-looking (u.m.)	fold	going	#man
#maid	-half	#house	most
-maidish (u.m.)	-handed (u.m.)	operating#system	wear
#man	ness	<b>ophthalmo</b> (c.f.)	<b>outward</b>
-new	-piece (u.m.)	<i>all one word</i>	-bound (u.m.)
style (printing)	self	<b>orange</b>	-bounder
timer	-sided (u.m.)	ade	<b>ovate</b>
#woman	-sidedness	colored (u.m.)	-acuminate (u.m.)
-young	signed (u.m.)	peel	-oblong (u.m.)
<b>oleo</b>	-step (dance)	-red (u.m.)	<b>ovato</b> (c.f.)
#gear	-striper	stick	-oblong
margarine	time (formerly)	orchard#house	-orbicular
#oil	(u.m.)	orderly#room	<i>rest one word</i>
#strut	-time (one action)	<b>organo</b> (c.f.)	<b>oven</b>
<i>as combining form, one word</i>	(u.m.)	<i>all one word</i>	baked
	-two-three	<b>ornitho</b> (c.f.)	dried
<b>olive</b>	-way (u.m.)	<i>all one word</i>	peel
-brown (u.m.)	<b>onion</b>	orrisroot	ware
-clad (u.m.)	peel	<b>ortho</b> (c.f.)	<b>over</b>
-drab (u.m.)	skin	<i>all one word</i>	age (surplus)
-growing (u.m.)	<b>op-ed</b>	<b>osteо</b> (c.f.)	
#oil	(newspaper)	<i>all one word</i>	

age (older) (n., u.m.)	cloth	<b>pan</b>	parimutuel
all (n., u.m.)	horse	-American, etc.	<b>park</b>
-the-counter (u.m.)	-laden (u.m.)	-broil (v.)	#forest
	sack	#ice	land
	saddle	<i>rest one word</i>	way
<i>as combining form, one word</i>	staff	<b>Pan</b>	<b>part</b>
owl-eyed (u.m.)	thread	#American Union	-finished (u.m.)
<b>ox</b>	up (n., u.m.)	hellenic	#owner
biter	packing#box	panel-lined (u.m.)	-time (u.m.)
blood (color)	padlock	panic-stricken (u.m.)	-timer (n.)
bow	paddlefoot		#way
brake	<b>page</b>	<b>panto</b> (c.f.)	<b>parti</b> (c.f.)
cart	-for-page (u.m.)	<i>all one word</i>	<i>all one word</i>
cheek	#proof (printing)	panty hose	party#line
eye	painkiller	<b>paper</b>	<b>parvi</b> (c.f.)
-eyed (u.m.)	painstaking	back (n.)	<i>all one word</i>
gall	<b>paint</b>	#box	<b>pass</b>
harrow	box	#carrier	back (n.)
hide	brush	cutter	book
horn	mixer	hanger	key
shoe	pot	shell (n., u.m.)	out (n., u.m.)
tail	spray	-shelled (u.m.)	port
#team	stained (u.m.)	-thin (u.m.)	through (n., u.m.)
<b>oxy</b> (c.f.)	<b>pale</b>	weight	way
<i>all one word</i>	belly	-white (u.m.)	word
<b>oyster</b>	-blue (u.m.)	papier#mache	passenger-mile
bed	buck	<b>para</b> (c.f. or pref.)	passer(s)-by
#crab	-cheeked (u.m.)	-analgesia	<b>passion</b>
house	-faced (u.m.)	-anesthesia	-driven (u.m.)
root	-looking (u.m.)	legal	-feeding (u.m.)
seed	-reddish (u.m.)	medic	-filled (u.m.)
shell	<b>paleo</b> (c.f.)	<i>rest one word</i>	#play
-white (u.m.)	-Christian, etc.	<b>parcel</b>	<b>paste</b>
	<i>rest one word</i>	#carrier	down (n., u.m.)
<b>P</b>	pallbearer	-plate (v.)	pot
<b>pace</b>	<b>palm</b>	#post	up (n., u.m.)
maker	-green (u.m.)	<b>parchment</b>	pastureland
#setter	#leaf	-covered (u.m.)	patent-in-fee
-setting (u.m.)	#oil	#maker	<b>path</b>
<b>pachy</b> (c.f.)	-shaded (u.m.)	-making (u.m.)	breaker
<i>all one word</i>	<b>palmi</b> (c.f.)	<b>parieto</b> (c.f.)	finder
<b>pack</b>	<i>all one word</i>	-occipital	way
builder		<i>rest one word</i>	

<b>patho</b> (c.f.)	<b>peach</b>	holder	#point
<i>all one word</i>	bloom	-mark (v.)	
<b>patri</b> (c.f.)	blow (color)	<b>penny</b>	<b>petro</b> (c.f.)
<i>all one word</i>	-colored (u.m.)	-a-liner	-occipital
<b>patrol</b>	pear-shaped (u.m.)	pincher	<i>rest one word</i>
man	<b>pearl</b>	weight	<b>pharmaco</b> (c.f.)
#wagon	-eyed (u.m.)	winkle	-oryctology
<b>pattycake</b>	fishing	worth	<i>rest one word</i>
<b>pawn</b>	-pure (u.m.)	pent-up (u.m.)	<b>pharyngo</b> (c.f.)
broker	-set (u.m.)	<b>penta</b> (c.f.)	-esophageal
shop	-studded (u.m.)	-acetate	-oral
<b>pay</b>	-white (u.m.)	<i>rest one word</i>	<i>rest one word</i>
back (n., u.m.)	<b>peat</b>	<b>pepper</b>	<b>phase</b>
check	-roofed (u.m.)	corn	-in (n., u.m.)
#cut	moss	#jelly	meter
day	stack	mint	out (n., u.m.)
dirt	<b>pebble</b>	pot	-wound (u.m.)
load	-paved (u.m.)	-red (u.m.)	<b>pheno</b> (c.f.)
off (n., u.m.)	-strewn (u.m.)	peptalk	<i>all one word</i>
out (n., u.m.)	peeloff (n., u.m.)	<b>per</b>	<b>philo</b> (c.f.)
#raise	<b>peep</b>	#annum	-French, etc.
roll	eye	cent	<i>rest one word</i>
sheet	hole	#centum	<b>phlebo</b> (c.f.)
-TV	show	compound	<i>all one word</i>
<b>pea</b>	sight	(chemical)	phonebook
#coal	peer-to-peer	current	<b>phono</b> (c.f.)
coat	pegleg	(botanical)	<i>all one word</i>
cod	pellmell	#diem	<b>phospha</b> (c.f.)
-green (u.m.)	<b>pen</b>	salt (chemical)	<i>all one word</i>
hen	-cancel (v.)	#se	<b>photo</b> (c.f.)
jacket	head	sulfide	-offset
nut	knife	<b>peri</b> (pref.)	-oxidation
pod	manship	-insular	-oxidative
shooter	#name	<i>rest one word</i>	<i>rest one word</i>
-sized (u.m.)	point	permafrost	phrasemark (music)
stick	pusher	<b>pest</b>	<b>phreno</b> (c.f.)
<b>peace</b>	rack	hole	<i>all one word</i>
-blessed (u.m.)	script	-ridden (u.m.)	<b>phylla</b> (c.f.)
breaker	-shaped (u.m.)	petcock	<i>all one word</i>
-loving (u.m.)	stock	<b>petit</b>	<b>phylo</b> (c.f.)
maker	trough	grain	<i>all one word</i>
<b>#pipe</b>	<b>pencil</b>	#jury	<b>physico</b> (c.f.)
time	#box	#larceny	<i>all one word</i>

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

-rotted (u.m.)	<b>plant</b>	-seeking (u.m.)	<b>pocket</b>
saw	#food	-tired (u.m.)	book (purse)
side	life	-weary (u.m.)	#book (book)
<b>pitch</b>	site	<b>pleo</b> (c.f.)	-eyed (u.m.)
-black (u.m.)	plasterboard	<i>all one word</i>	knife
blende	<b>plate</b>	<b>pleuro</b> (c.f.)	-sized (u.m.)
#box	cutter	<i>all one word</i>	-veto (v.)
-colored (u.m.)	#glass	<b>plow</b>	<b>poet</b>
-dark (u.m.)	-incased (u.m.)	back (n., u.m.)	-artist
#darkness	layer	-bred (u.m.)	#laureate
fork	mark	hand	-painter
hole	#proof (printing)	horse	pointblank
-lined (u.m.)	-roll (v.)	pan	Point-to-Point
man	-rolled (u.m.)	point	poison-dipped
-marked (u.m.)	<b>platy</b> (c.f.)	-shaped (u.m.)	(u.m.)
out (n., u.m.)	<i>all one word</i>	share	<b>pole</b>
#pipe	<b>play</b>	shoe	arm
up (n., u.m.)	-act (v.)	sole	-armed (u.m.)
<b>place</b>	back (n., u.m.)	staff	ax
card	bill	#tail	burn
kick	book	wright	cat
plague-infested	boy	<b>plug</b>	-dried (u.m.)
(u.m.)	broker	-and-play	horse
<b>plain</b>	day	hole	-pile (v.)
back (fabric)	down (n., u.m.)	-in (n., u.m.)	setter
-bodied (u.m.)	fellow	tray	-shaped (u.m.)
clothes (u.m.)	goer	plumpline	sitter
clothesman	going	plume-crowned	-stack (v.)
-headed (u.m.)	ground	(u.m.)	star
-looking (u.m.)	mate	<b>pluri</b> (c.f.)	timber
-spoken (u.m.)	off (n., u.m.)	<i>all one word</i>	trap
woven (u.m.)	pen	<b>pluto</b> (c.f.)	-vault (v.)
<b>plane</b>	reader	<i>all one word</i>	#vaulter
#curve	room	<b>pneumato</b> (c.f.)	<b>policy</b>
load	script	-hydato-genetic	maker
-mile	suit	(u.m.)	making
-parallel (u.m.)	thing	<i>rest one word</i>	<b>politico</b> (c.f.)
table (surveying)	time	<b>pneumo</b> (c.f.)	-orthodox
<b>plani</b> (c.f.)	wright	<i>all one word</i>	<i>rest one word</i>
<i>all one word</i>	#yard	<b>pock</b>	<b>poll</b>
<b>plano</b> (c.f.)	<b>pleasure</b>	mark	book
<i>all one word</i>	-bent (u.m.)	-marked (u.m.)	#parrot
	#boat	-pit (v.)	#tax

<b>poly</b> (c.f.) <i>all one word</i>	#mortem (literal) mortem (nonliteral)	<b>powder</b> -blue (u.m.) box	-fixing (u.m.) #index list
<b>poor</b> -blooded (u.m.) farm -spirited (u.m.)	#partum #school (military) traumatic	#house #keg #mill	-support (u.m.) tag
<b>pop</b> corn eye gun up (n., u.m.)	-traumatic (PTSD) audit, graduate, etc. <i>as prefix, one word</i>	#room -scorched (u.m.)	<b>prick</b> -eared (u.m.) mark seam
<b>poppy</b> -bordered (u.m.) cock -red (u.m.) seed	postal#card	<b>power</b> boat #mower	priesthood
<b>pork</b> barrel (n., u.m.) #chop fish #pie	<b>pot</b> ash bellied boil eye hanger herb hole hook hunter latch lid luck pie pourri rack #roast shot	-operated (u.m.) pack plant <b>praise</b> -deserving (u.m.) -spoiled (u.m.) worthiness	<b>prime</b> #minister -ministerial (u.m.) -ministership -ministry
<b>port</b> cullis fire folio hole hook manteau -mouthed (u.m.) side #wine	cullis fire folio hole hook hunter latch lid luck pie pourri rack #roast shot	<b>pre</b> (pref.) -Incan, etc. audit, existing, etc. <i>rest one word</i>	<b>prince</b> hood -priest
<b>post</b> #bellum #boat card -Christian, etc. -cold-war (u.m.) #diem -free (u.m.) haste #hospital (military) #meridiem	potato#field <b>poultry</b> #keeper -keeping (u.m.) #raiser -raising (u.m.) #yard <b>pound</b> cake -foolish (u.m.) -foot worth	<b>president</b> -elect #pro#tempore <b>press</b> #agent -agentry board feeder -forge (v.) -made (u.m.) mark pack (v.) plate #proof (printing) <b>preter</b> (pref.) <i>all one word</i>	<b>printing</b> -in (n., u.m.) #ink #office -out (n., u.m.)
		<b>price</b> #cutter -cutting (u.m.) #fixer	<b>prison</b> bound -free (u.m.) -made (u.m.) prisoner-of-war (u.m.)
			<b>prize</b> fighter #ring taker winner -winning (u.m.)
			<b>pro</b> -Ally, etc. -choice

#football, etc.	-osteomalacia	punctureproof	<b>pyo</b> (c.f.)
#forma	-owner	pup#tent	<i>all one word</i>
-life	<i>rest one word</i>	<b>pure</b>	<b>pyro</b> (c.f.)
#rata	<b>psycho</b> (c.f.)	blood	<i>all one word</i>
#tem	-organic	bred	<b>Q</b>
#tempore	<i>rest one word</i>	#line (biological)	<b>Q</b>
<i>as prefix, one word</i>	<b>ptero</b> (c.f.)	<b>purple</b>	
problem-solver	<i>all one word</i>	-blue (u.m.)	
<b>procto</b> (c.f.)	<b>public</b>	-clad (u.m.)	<b>quadri</b> (c.f.)
<i>all one word</i>	hearted	-colored (u.m.)	-invariant
<b>profit</b>	-minded (u.m.)	heart (wood)	<i>rest one word</i>
-and-loss (u.m.)	-spirited (u.m.)	<b>purse</b>	quarrystone
-sharing (u.m.)	#works	making	<b>quarter</b>
<b>prong</b>	<b>pug</b>	-proud (u.m.)	-angled (u.m.)
buck	nose	#strings	back
-hoe (v.)	-pile (v.)	<b>push</b>	-bloom (u.m.)
horn	back (n., u.m.)	button	#boards
-horned (u.m.)	#box	card	-bound (u.m.)
<b>proof</b>	down (n., u.m.)	cart	-breed (u.m.)
#press	-in (n., u.m.)	off (n., u.m.)	-cast (u.m.)
read	off (n., u.m.)	-pull (u.m.)	-cut (u.m.)
reader	-on (n., u.m.)	up (n., u.m.)	deck
room	out (n., u.m.)	<b>pussy</b>	-miler
sheet	-push (u.m.)	cat	#note
<b>prop</b>	through (n., u.m.)	foot	pace
jet	up (n., u.m.)	#willow	-phase (u.m.)
wash	<b>puller</b>	<b>put</b>	saw (v.)
<b>proso</b> (c.f.)	-in	back (n., u.m.)	staff
<i>all one word</i>	-out	off (n., u.m.)	stretch
<b>proto</b> (c.f.)	<b>pulp</b>	-on (n., u.m.)	-yearly (u.m.)
-Egyptian, etc.	board	out (n., u.m.)	<b>quartermaster</b>
<i>rest one word</i>	wood	-put (n.)	#general
<b>proud</b>	<b>punch</b>	-up (n., u.m.)	-generalship
hearted	board	<b>putter</b>	<b>quasi</b>
-looking (u.m.)	bowl	-forth	<i>all hyphened</i>
-minded (u.m.)	card	-in	queen#bee
psalmbook	-drunk (u.m.)	-off	<b>quick</b>
<b>pseudo</b> (c.f.)	mark	-on	-change (u.m., v.)
-Messiah, etc.	-marked (u.m.)	-out	-drawn (u.m., v.)
-occidental	out (n.)	-through	freeze (u.m., v.)
-official		-up	lime
-orthorhombic			sand

set	<b>rail</b>	<b>rat</b>	-redirect
silver	bird	bite	evaluate, process, etc.
step	car	catcher	<i>rest one word</i>
#time	guard	hole	reading#room
-witted (u.m.)	head	-infested (u.m.)	<b>read</b>
<b>quin</b> (c.f.)	-ridden (u.m.)	#race	out (n.)
<i>all one word</i>	road	-tailed (u.m.)	through (n., u.m.)
<b>quit</b>	setter	-tight (u.m.)	<b>real</b>
claim	splitter	trap	time (n.)
rent	#train	<b>rate</b>	-time (u.m.)
<b>R</b>	way#maker	#cutter	<b>ready</b>
<b>rabbit</b>	wayman	-cutting (u.m.)	-built (u.m.)
-backed (u.m.)	<b>rain</b>	-fixing (u.m.)	-handed (u.m.)
-eared (u.m.)	band	payer	made (u.m.)
#fever	-beaten (u.m.)	-raising (u.m.)	-mix (u.m.)
#foot	bow	setting	#reference
skin	check	<b>rattle</b>	room
<b>race</b>	coat	brain	-witted (u.m.)
about (n., u.m.)	drop	snake	<b>rear</b>
course	fall	trap	#end
goer	#forest	<b>raw</b>	guard
horse	-soft (u.m.)	boned	most
track	spout	-edged (u.m.)	view (u.m.)
way	storm	hide	ward
radarscope	wash	-looking (u.m.)	reception#room
<b>radio</b>	water	<b>razor</b>	recordbreaker
<i>generally two words except the following forms</i>	rakeoff (n., u.m.)	back	<b>recti</b> (c.f.)
frequency	<b>ram</b>	-billed (u.m.)	<i>all one word</i>
isotope	jet	#blade	<b>recto</b> (c.f.)
telegraph	rod	edge	<i>all one word</i>
telephone	shackle	-keen (u.m.)	<b>red</b>
<b>rag</b>	<b>ranch</b>	-sharp (u.m.)	bait (v.)
bolt	#hand	strop	-billed (u.m.)
#doll	house	razzle-dazzle	-blooded (u.m.)
-made (u.m.)	random-access	<b>re</b> (pref.)	buck
sorter	(u.m.)	-cover (cover again)	cap (porter)
tag	<b>range</b>	-create (create again), etc.	coat (n.)
time	finder	-cross-	eye (n.)
	#light	examination	-eyed (u.m.)
	rider	-ice	-faced (u.m.)
	<b>rapid</b>	-ink	-haired (u.m.)
	#fire		handed
	#transit		

head (n.)	-clad (u.m.)	-porous (u.m.)	-test (v.)
-hot (u.m.)	-looking (u.m.)	-shaped (u.m.)	way
-legged (u.m.)	rickrack	side	-weary (u.m.)
#line (literal)	<b>ridge</b>	sight	<b>rock</b>
out (n., u.m.)	band	stand	abye
-skinned (u.m.)	pole	stick	bottom
tape (nonliteral)	top	-tailed (u.m.)	(nonliteral)
#tape (literal)	riffraff	-up (n., u.m.)	#climber
-throated (u.m.)	rifleshot	worm	-climbing (u.m.)
-yellow (u.m.)	<b>rig</b>	<b>rip</b>	fall (n.)
reformat	out (n., u.m.)	cord	-fallen (u.m.)
regionwide	-up (n., u.m.)	-off (n., u.m.)	fill
<b>religio</b> (c.f.)	<b>right</b>	rap	firm
<i>all one word</i>	about	roaring	pile
remote-access	about-face	sack	-ribbed (u.m.)
repair#shop	-angle (u.m., v.)	saw	#salt
<b>representative</b>	-angled (u.m.)	snorter	shaft
#at#large	#away	tide	slide
-elect	#field (sports)	-up (n., u.m.)	rod-shaped (u.m.)
research#worker	-handed (u.m.)	<b>river</b>	<b>roe</b>
<b>resino</b> (c.f.)	-hander	bank	buck
<i>all one word</i>	-headed (u.m.)	bed	#deer
<b>retro</b> (c.f.)	most	#bottom	<b>roentgeno</b> (c.f.)
-ocular	-of-way	flow	<i>all one word</i>
-omental	wing (political)	-formed (u.m.)	<b>roll</b>
-operative	<b>rim</b>	front	about (n., u.m.)
-oral	-deep (u.m.)	head	back (n., u.m.)
<i>rest one word</i>	fire	scape	call
<b>rheo</b> (c.f.)	lock	side	-fed (v.)
<i>all one word</i>	rock	wash	film
<b>rhino</b> (c.f.)	<b>ring</b>	-worn (u.m.)	off (n., u.m.)
<i>all one word</i>	-adorned (u.m.)	<b>road</b>	-on (n., u.m.)
<b>rhizo</b> (c.f.)	-banded (u.m.)	bank	out (n., u.m.)
<i>all one word</i>	-billed (u.m.)	bed	over (n., u.m.)
<b>rhod(o)</b> (c.f.)	bolt	block	top
<i>all one word</i>	giver	builder	up (n., u.m.)
<b>rhomb(o)</b> (c.f.)	head	head	<b>roller</b>
<i>all one word</i>	-in (n., u.m.)	hog	#blade
<b>rice</b>	lead (v.)	kill	#coaster
growing	leader	map	-made (u.m.)
#water	-necked (u.m.)	#runner (bird)	-milled (u.m.)
<b>rich</b>	-off (n., u.m.)	#show	#skate
-bound (u.m.)	pin	side	

<b>Romano</b> (c.f.)	-minded (u.m.)	table (panel)	down (n., u.m.)
-canonical, etc.	<b>rough</b>	-tailed (u.m.)	-in (n., u.m.)
-Gallic, etc.	-and-ready (u.m.)	-topped (u.m.)	off (n., u.m.)
<b>roof</b>	-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.)	<b>rub</b>	through (n., u.m.)
tree	draw (v.)	-a-dub	up (n., u.m.)
<b>room</b>	dress (v.)	down (n., u.m.)	<b>runner-up</b>
#clerk	dry (u.m., v.)	<b>rubber</b>	<b>Russo</b> (c.f.)
keeper	-face (v.)	band	-Chinese, etc.
mate	-faced (u.m.)	-down	<i>rest one word</i>
roominghouse	hew	-lined (u.m.)	<b>rust</b>
<b>root</b>	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	shod	-stamped (u.m.)	<b>S</b>
#rot	-sketch (v.)	<b>ruby</b>	<b>S</b>
stalk	stuff	-hued (u.m.)	-bend
stock	tailed	-red (u.m.)	-brake
<b>rope</b>	#work (n.)	-set (u.m.)	-iron
dance	work (v.)	-throated (u.m.)	-ray
layer	wrought	<b>rudder</b>	-shaped
stitch	-down	head	-trap
walk	<b>rounger</b>	hole	-wrench
<b>rose</b>	-out	post	<b>saber</b>
-bright (u.m.)	-up	stock	-legged (u.m.)
bud	roughing-in (u.m.)	rule#of#thumb	tooth
bush	<b>round</b>	<b>rum</b>	-toothed (u.m.)
head	about (n., u.m.)	-crazed (u.m.)	sable-cloaked (u.m.)
-headed (u.m.)	about-face	runner	Sabrejet
-scented (u.m.)	-faced (u.m.)	seller	<b>saccharo</b> (c.f.)
-sweet (u.m.)	head	rumpus#room	<i>all one word</i>
tan	-made (u.m.)	<b>run</b>	<b>sack</b>
#water	mouthing	about (n., u.m.)	bearer
<b>rotor</b>	nose (tool)	around (n., u.m.)	cloth
craft	out (n., u.m.)	away (n., u.m.)	#coat
ship	robin (petition)	back (n., u.m.)	-coated (u.m.)
<b>rotten</b>	seam	by (n.)	-making (u.m.)
-dry (u.m.)			

-shaped (u.m.)	manship	blast	<b>satin</b>
<b>sacro</b> (c.f.)	people	blown	#cloth
<i>all one word</i>	person	box	-lined (u.m.)
<b>sad</b>	<b>salmon</b>	-built (u.m.)	-smooth (u.m.)
-eyed (u.m.)	-colored (u.m.)	-buried (u.m.)	<b>sauce</b>
iron	-red (u.m.)	-cast (u.m., v.)	dish
#sack	<b>salpingo</b> (c.f.)	culture	pan
-voiced (u.m.)	-ophorectomy	#dune	<b>sauer</b>
<b>saddle</b>	-oophoritis	fill	braten
back	-ovariotomy	flea	kraut
-backed (u.m.)	-ovaritis	glass	save-all (n., u.m.)
bag	<i>rest one word</i>	heat	<b>saw</b>
bow	<b>salt</b>	hill	back
cloth	box	-hiller	belly
-graft (v.)	cellar	hog	bill (bird)
#horse	-cured (u.m.)	hole	-billed (u.m.)
-making (u.m.)	#lick	lapper	bones (n.)
nose	mouth	lot	buck
-nosed (u.m.)	pack	paper	dust
sore	pan	pile	-edged (u.m.)
-stitched (u.m.)	peter	pipe	horse
tree	pit	pit	setter
-wire (u.m.)	pond	-pump (u.m., v.)	timber
<b>safe</b>	shaker	shoe	tooth
blower	spoon	spit	-toothed (u.m.)
cracker	sprinkler	storm	<b>sax</b>
-deposit (u.m.)	water	table	cornet
guard	works	weld (v.)	horn
hold	<b>salver</b>	-welded (u.m.)	tuba
#house	form	-welding (u.m.)	<b>say</b>
#site	-shaped (u.m.)	sandy-bottomed (u.m.)	-nothing (n., u.m.)
<b>sage</b>	same-sex (u.m.)	sangfroid	-so (n.)
brush	<b>sample</b>	<b>sans</b>	<b>scale</b>
leaf	#book	#serif	bark
-leaved (u.m.)	#box	#souci	down (n., u.m.)
<b>sail</b>	maker	<b>sapphire</b>	pan
cloth	-making (u.m.)	-blue (u.m.)	-reading (u.m.)
-dotted (u.m.)	<b>sand</b>	-colored (u.m.)	scapegoat
flying	bag	<b>sarco</b> (c.f.)	<b>scapulo</b> (c.f.)
saintlike	bank	<i>all one word</i>	<i>all one word</i>
<b>sales</b>	bar	sashcord	<b>scar</b>
book	bath		-clad (u.m.)
clerk	bin		face

-faced (u.m.)	#smith	jack	going
#tissue	<b>sclero</b> (c.f.)	-lifted (u.m.)	hound
<b>scare</b>	-oophoritis	nut	lane
crow	-optic	ship	#level
head	<i>rest one word</i>	#thread	lift
scarfpin	<b>score</b>	-threaded (u.m.)	#lion
<b>scarlet</b>	board	-turned (u.m.)	mark
-breasted (u.m.)	book		port
#fever	card	-back	quake
-red (u.m.)	sheet	head	#room
<b>scatter</b>	scot-free	work	scape
brain	<b>Scoto</b> (c.f.)	scuttlebutt	#scout
good	-Britannic, etc.	scythe-shaped (u.m.)	scouting
#rug	Scotsman		shell
<b>scene</b>	<b>scout</b>	<b>sea</b>	shine
shifter	#badge	#base	shore
wright	#car	-based (u.m.)	sick
<b>schisto</b> (c.f.)	hood	-bathed (u.m.)	side
<i>all one word</i>	master	beach	stroke
<b>schizo</b> (c.f.)	<b>scrap</b>	-beaten (u.m.)	#time (clock)
<i>all one word</i>	basket	bed	wall
<b>school</b>	book	#bird	weed
bag	#paper	-blue (u.m.)	wing
#board	works	board	worn
book	<b>scratch</b>	#boat	worthiness
bus	brush	-born (u.m.)	-wrecked (u.m.)
children	-brusher	borne	
day	-coated (u.m.)	bound	
-made (u.m.)	#pad	-bred (u.m.)	
mate	#test	coast	
ship	<b>screen</b>	-deep (u.m.)	
teacher	out (n., u.m.)	dog	
-trained (u.m.)	play	-driven (u.m.)	
#year	<b>screw</b>	drome	
<b>scientifico</b> (c.f.)	ball	-encircled (u.m.)	
<i>all one word</i>	bolt	fare (food)	
<b>scissor</b>	cap	fighter	
bill	down (u.m.)	#floor	
-tailed (u.m.)	drive (v.)	folk	
-winged (u.m.)	-driven (u.m.)	food	
<b>scissors</b>	driver	front	
hold	head	girt	
-shaped (u.m.)	hook	goer	

-foot	-Christian, etc.	back (n., u.m.)	<b>shake</b>
-guess (v.)	-idleness	bolt	down (n., u.m.)
hand (adv., u.m.)	-indirect, etc.	down (n., u.m.)	out (n., u.m.)
#hand (n.)	annual, arid, etc.	-fair (n.)	up (n., u.m.)
#in#command	<i>rest one word</i>	head	<b>shallow</b>
-rate (u.m.)	<b>send</b>	-in (n., u.m.)	-draft (u.m.)
#sight	off (n., u.m.)	off (n., u.m.)	-headed (u.m.)
-sighted (u.m.)	out (n., u.m.)	-on (n., u.m.)	<b>shame</b>
Secret Service	<b>senso</b> (c.f.)	out (n., u.m.)	-crushed (u.m.)
<b>secretary</b>	<i>all one word</i>	over (n., u.m.)	faced
#general	<b>septi</b> (c.f.)	pin	<b>shank</b>
-generalcy	<i>all one word</i>	screw	bone
-generalship	<b>septo</b> (c.f.)	-stitched (u.m.)	#mill
section#man	<i>all one word</i>	-to (n., u.m.)	shapeup (n., u.m.)
<b>seed</b>	sergeant#at#arms	up (n., u.m.)	<b>share</b>
bed	<b>serio</b> (c.f.)	<b>setter</b>	bone
cake	<i>all one word</i>	-forth	broker
case	<b>sero</b> (c.f.)	-in	cropper
coat	<i>all one word</i>	-on	holder
kin	<b>serrate</b>	-out	out (n., u.m.)
stalk	-ciliate (u.m.)	-to	ware
<b>seer</b>	-dentate (u.m.)	-up	<b>sharp</b>
band	server-based	<b>seven</b>	-angled (u.m.)
hand	<b>service</b>	-branched (u.m.)	-cut (u.m.)
sucker	-connected (u.m.)	fold	-edged (u.m.)
seesaw	man	penny (nail)	-freeze (u.m., v.)
<b>seismo</b> (c.f.)	#man#and	score	-freezer
<i>all one word</i>	#woman	-shooter	-looking (u.m.)
<b>self</b>	member	-up (n.)	naysayer
dom	person	severalfold	-set (u.m.)
-extracting	wide	<b>shade</b>	shod
hood	woman	-giving (u.m.)	shooter
less	<b>servo</b>	-grown (u.m.)	-tailed (u.m.)
ness	accelerometer	<b>shadow</b>	-witted (u.m.)
same	amplifier	boxing	shavetail
<i>reflexive prefix,</i>	control	gram	<b>shear</b>
<i>use hyphen</i>	mechanism	graph	pin
<b>sell</b>	motor	#line	waters
off (n., u.m.)	system	<b>shag</b>	shedhand
out (n., u.m.)	<b>sesqui</b> (c.f.)	bark	<b>sheep</b>
<b>semi</b> (pref.)	<i>all one word</i>	-haired (u.m.)	biter
-armor-piercing	<b>set</b>	#rug	crook
(u.m.)	-aside (n., u.m.)		dip

#dog	plaster	owner	put
faced	shiner-up	-soiled (u.m.)	star
#farm	<b>ship</b>	talk	<b>shoulder</b>
fold	breaker	walker	#belt
gate	broken	window	#blade
herder	broker	<b>shore</b>	-high (u.m.)
hook	builder	#bird	#strap
kill	lap	#boat	<b>show</b>
-kneed (u.m.)	mast	fast	boat
nose (apple)	owning	going	card
pen	-rigged (u.m.)	#leave	case
shank	shape	side	down (n., u.m.)
shear (v.)	side	<b>short</b>	off (n., u.m.)
shearer (n.)	wreck	-armed (u.m.)	piece
shed	<b>shipping</b>	bread	place
stealer	#master	cake	room
walk	#room	change (v.)	through
-white (u.m.)	<b>shirt</b>	changer	(printing) (n., u.m.)
<b>sheer</b>	band	#circuit	up (n., u.m.)
off (n., u.m.)	#sleeve	-circuited (u.m.)	shredout (n., u.m.)
up (n., u.m.)	tail	coming	<b>shroud</b>
<b>sheet</b>	waist	cut (n., u.m., v.)	-laid (u.m.)
block	<b>shock</b>	fall (n.)	plate
flood	#therapy	-fed (u.m.)	<b>shut</b>
#glass	#troops	hand (writing)	away (n., u.m.)
rock	#wave	-handed (u.m.)	down (n., u.m.)
ways	<b>shoe</b>	head (whale)	eye (n., u.m.)
<b>shell</b>	black	horn (n., u.m.)	-in (n., u.m.)
back	brush	-horned (u.m.)	-mouthed (u.m.)
burst	horn	-lasting (u.m.)	off (n., u.m.)
fire	lace	leaf (u.m.)	out (n., u.m.)
fishery	pack	-lived (u.m.)	up (u.m.)
#game	scraper	rib	shuttlecock
hole	shine	run (u.m.)	<b>sick</b>
-like	store	sighted	bay
shocked	string	staff	bed
shelterbelt	tree	stop	#call
shield-shaped (u.m.)	shootoff (n., u.m.)	#term	#leave
shilly-shally	<b>shop</b>	-term (u.m.)	list
<b>shin</b>	folk	wave (radio)	room
bone	lifter	<b>shot</b>	sickle cell (n.)
guard	-made (u.m.)	gun	sickle-cell (u.m.)
	mark	hole	

<b>side</b>	setter	-decker	<b>ski</b>
arms	<b>sign</b>	-edged (u.m.)	#jump
band	off (n., u.m.)	handed	#lift
board	-on (n., u.m.)	hood	plane
bone	post	-loader	#suit
burns	up (n., u.m.)	-minded (u.m.)	<b>skid</b>
car	<b>silico</b> (c.f.)	-phase (u.m.)	lift (truck)
check	<i>all one word</i>	-seater	road
-cut (u.m.)	<b>silk</b>	stick	#row
dress (v.)	#screen	#stitch	<b>skin</b>
flash	-stockinged (u.m.)	tree	-clad (u.m.)
head (printing)	works	singsong	deep
hill	siltpan	<b>sink</b>	diver
hook	<b>silver</b>	head	flint
kick	-backed (u.m.)	hole	-graft (v.)
lap	beater	<b>Sino</b> (c.f.)	skipjack
#light (literal)	-bright (u.m.)	-Japanese, etc.	skirtmarker
light (nonliteral)	fish	<b>sister</b>	skullcap
#line (literal)	-gray (u.m.)	hood	<b>sky</b>
line (nonliteral)	-haired (u.m.)	-in-law	-blue (u.m.)
long	-lead (u.m.)	<b>sit</b>	gazer
note	-leaved (u.m.)	down (n., u.m.)	-high (u.m.)
plate	plate (v.)	-downer	jacker
play	-plated (u.m.)	fast (n., u.m.)	lift
saddle	point (drawing)	-in	look (v.)
show	print	up (n., u.m.)	rocket
slip	tip	<b>sitter</b>	sail
splitting	-tongued (u.m.)	-by	scape
step	top	-in	scraper
stitch	simon-pure (u.m.)	-out	shine
-stitched (u.m.)	<b>simple</b>	sitting#room	writer
sway	-headed (u.m.)	<b>sitz</b>	slab-sided (u.m.)
swipe	-minded (u.m.)	#bath	<b>slack</b>
track	-rooted (u.m.)	mark	-bake (v.)
walk	-witted (u.m.)	<b>six</b>	-filled (u.m.)
wall	simulcast	-cylinder (u.m.)	#water
-wheeler	<b>sin</b>	fold	slambang
winder	-born (u.m.)	penny (nail)	<b>slap</b>
<b>sight</b>	-bred (u.m.)	-ply (u.m.)	bang
hole	sine#die	-shooter	dab
read	<b>single</b>	-wheeler	dash
saver	bar	sizeup (n., u.m.)	down (n., u.m.)
seeing	-breasted (u.m.)		happy

jack	cover	<b>small</b>	-slow (u.m.)
stick	knot	#arms	snail's#pace
-up (n., u.m.)	#law	#businessman	<b>snake</b>
<b>slate</b>	-on (n., u.m.)	pox	bite
-blue (u.m.)	#proof (printing)	-scale (u.m.)	-bitten (u.m.)
-colored (u.m.)	proof	sword	-eater
works	ring	talk	-eyed (u.m.)
<b>slaughter</b>	sheet	-time (u.m.)	head
house	shod	town (u.m.)	hole
pen	sole	<b>smart</b>	pit
<b>slave</b>	step	#aleck	<b>snap</b>
holding	stitch	-alecky (u.m.)	dragon
#market	stream	-looking (u.m.)	head
owner	-up (n., u.m.)	#set	hook
pen	washer	-tongued (u.m.)	-on (n., u.m.)
<b>Slavo</b> (c.f.)	<b>slit</b>	smashup (n., u.m.)	out (n.)
-Hungarian, etc.	shell	smearcase	ring
<b>sledge</b>	#skirt	<b>smoke</b>	roll
#hammer	<b>slop</b>	-blinded (u.m.)	shooter
-hammered (u.m.)	-molded (u.m.)	bomb	shot
meter	seller	chaser	-up (u.m.)
<b>sleep</b>	slopeways	-dried (u.m.)	<b>snapper</b>
-filled (u.m.)	<b>slow</b>	-dry (v.)	-back
talker	belly	-dyed (u.m.)	-up
walker	down (n., u.m.)	-filled (u.m.)	<b>snipe</b>
<b>sleepy</b>	-footed (u.m.)	house	bill
-eyed (u.m.)	going	jack	#eel
head	-motion (u.m.)	jumper	-nosed (u.m.)
-looking (u.m.)	mouthing	-laden (u.m.)	sniperscope
sleetstorm	poke	pot	snooperscope
sleeveband	#time	screen	<b>snow</b>
sleuthhound	up (n., u.m.)	stack	ball
<b>slide</b>	-witted (u.m.)	smoking#room	bank
film	<b>sluice</b>	<b>smooth</b>	berg
knot	box	bore	blind
#rule	#gate	-browed (u.m.)	#blindness
<b>sling</b>	<b>slum</b>	-cast (u.m.)	blink
ball	dweller	-mouthing (u.m.)	block
shot	gullion	-tongued (u.m.)	-blocked (u.m.)
<b>slip</b>	gum	-working (u.m.)	blower
along (u.m.)	lord	snackbar	break
band	slumber-bound	<b>snail</b>	capped
case	(u.m.)	-paced (u.m.)	-choked (u.m.)

clad (u.m.)	<b>sob</b>	<b>sole</b>	<b>soup</b>
#cover	#sister	cutter	bone
-covered (u.m.)	#story	plate	#bowl
drift	<b>sober</b>	<b>somato</b> (c.f.)	#kitchen
fall	-minded (u.m.)	<i>all one word</i>	#plate
field	sides	<b>some</b>	spoon
flake	<b>social</b>	day	<b>sour</b>
line	#work	how	belly
melt	#worker	one (anyone)	bread
-melting (u.m.)	<b>socio</b> (c.f.)	#one (distributive)	dough (n.)
mobile	-official	place (adv.)	faced
pack	economic, etc.	time (adv., u.m.)	-natured (u.m.)
pit	<b>sod</b>	#time (some time ago)	-sweet
plow	buster	what	<b>source</b>
scape	culture	son-in-law	book
shade	#house	<b>song</b>	#code
shed	<b>soda</b>	bird	#file
shine	jerk	fest	<b>south</b>
shoe	#pop	writer	-born (u.m.)
sled	#water	sonobuoy	bound
slide	<b>sofa</b>	<b>sooth</b>	-central (u.m.)
slip	#bed	fast	east
storm	#maker	sayer	going
suit	-making (u.m.)	<b>sore</b>	lander
-topped (u.m.)	-ridden (u.m.)	-eyed (u.m.)	paw
#water	<b>soft</b>	foot (n.)	#side
-white (u.m.)	ball	footed (u.m.)	-sider
snuffbox	-boiled (u.m.)	head (n., u.m.)	-southeast
<b>so</b>	#coal	sorry-looking (u.m.)	west
-and-so	#copy	<b>soul</b>	soybean
beit (n., conj.)	#drink	-deep (u.m.)	<b>sow</b>
-called (u.m.)	#goods	mate	back
-seeming (u.m.)	head	-searching (u.m.)	belly
-so	-pedal (v.)	sick	<b>space</b>
<b>soap</b>	-shelled (u.m.)	<b>sound</b>	bar
box	-soap (nonliteral) (v.)	-absorbing (u.m.)	craft
bubble	-soaper (nonliteral) (n.)	#field	-cramped (u.m.)
dish	-spoken (u.m.)	film	#key
flakes	tack	-minded (u.m.)	mark
#opera	ware	off (n., u.m.)	ship
rock	wood	track	#time
stock		#wave	<b>spade</b>
suds			-dug (u.m.)

foot	<i>rest one word</i>	fire	<b>sports</b>
-footed (u.m.)	<b>sphygmo</b> (c.f.)	<b>splanchno</b> (c.f.)	#editor
-shaped (u.m.)	<i>all one word</i>	<i>all one word</i>	person
<b>Spanish</b>	<b>spice</b>	<b>splay</b>	wear
-American (u.m.)	-burnt (u.m.)	footed	writer
-born (u.m.)	cake	mouthed	
-speaking (u.m.)	-laden (u.m.)		<b>spot</b>
<b>spare</b>	<b>spider</b>	<b>spleen</b>	#check
-bodied (u.m.)	#crab	-born (u.m.)	-checked (u.m.)
rib	-legged	sick	-face (v.)
#room	-spun (u.m.)	-swollen (u.m.)	light
<b>spark</b>	#web (n.)	<b>spleno</b> (c.f.)	weld (v.)
#plug (literal)	web (u.m., v.)	<i>all one word</i>	welded (u.m.)
plug (nonliteral)		<b>split</b>	-welding (u.m.)
speakeasy (n.)		finger	spray-washed (u.m.)
<b>spear</b>	horn	(crustacean)	<b>spread</b>
cast	-kill (v.)	fruit	-eagle (u.m., v.)
head	-pitch (v.)	mouth	head
-high (u.m.)	over (n., u.m.)	saw	out (n., u.m.)
-shaped (u.m.)	way	#second	over (n., u.m.)
<b>spectro</b> (c.f.)	<b>spin</b>	-tongued (u.m.)	-set (v.)
<i>all one word</i>	back	up (n., u.m.)	
<b>speech</b>	off	<b>spoilsport</b>	<b>spring</b>
-bereft (u.m.)		<b>spondylo</b> (c.f.)	back
-read (v.)	<b>spindle</b>	<i>all one word</i>	(bookbinding)
<b>speed</b>	-formed (u.m.)	<b>sponge</b>	bok
boating	head	#bath	-born (u.m.)
trap	-legged (u.m.)	cake	buck
up (n., u.m.)	legs	diver	-clean (v.)
<b>spell</b>	shanks	-diving (u.m.)	#fever
binding	<b>spine</b>	-shaped (u.m.)	finger
check	bone	<b>spongio</b> (c.f.)	-grown (u.m.)
down (n., u.m.)	-broken (u.m.)	<i>all one word</i>	halt
-free (u.m.)	-pointed (u.m.)	spool#winder	head
<b>spend</b>	<b>spino</b> (c.f.)	<b>spoon</b>	-plow (v.)
-all (n.)	-olivary	-beaked (u.m.)	-plowed (u.m.)
thrift	<i>rest one word</i>	-billed (u.m.)	tide (season)
<b>spermato</b> (c.f.)	<b>spirit</b>	bread	time
<i>all one word</i>	-born (u.m.)	-fed (u.m.)	trap
<b>spermo</b> (c.f.)	-broken (u.m.)	-shaped (u.m.)	spritsail
<i>all one word</i>	#writing	ways	<b>spur</b>
<b>spheno</b> (c.f.)	<b>spit</b>	sporeformer	-clad (u.m.)
-occipital	ball	<b>sporo</b> (c.f.)	-driven (u.m.)
		<i>all one word</i>	gall
			-galled (u.m.)

-heeled (u.m.)	head	shine	<b>steam</b>
<b>spy</b>	step	shoot	boating
glass	well	-spangled (u.m.)	car
hole	<b>stake</b>	stroke	-cooked (u.m.)
tower	head	-studded (u.m.)	-driven (u.m.)
<b>square</b>	holder	#time	fitter
-bottomed (u.m.)	out (n.)	<b>stark</b>	pipe
-built (u.m.)	stale-worn (u.m.)	-blind (u.m.)	plant
-faced (u.m.)	<b>stall</b>	-mad (u.m.)	-pocket (v.)
flipper	-fed (u.m.)	-naked (u.m.)	power (n.)
head	-feed (v.)	-raving (u.m.)	#powerplant
-headed	<b>stand</b>	starter-off	-propelled (u.m.)
#mile	by (n., u.m.)	start-stop	roll (v.)
-rigged (u.m.)	down (n., u.m.)	startup (n., u.m.)	roller (u.m., v.)
#root	fast (n., u.m.)	<b>stat</b> (pref.)	ship
-set (u.m.)	-in (n., u.m.)	<i>all one word</i>	table
shooter	off (n., u.m.)	<b>State</b>	tightness
<b>squeeze</b>	offish	-aided (u.m.)	steamer#line
-in (n., u.m.)	out (n., u.m.)	#line	<b>steel</b>
out (n., u.m.)	pat	-owned (u.m.)	-blue (u.m.)
up (n., u.m.)	pipe	<b>state</b>	-bright (u.m.)
squirrel-headed (u.m.)	point	hood	-cased (u.m.)
stackup (n., u.m.)	post	-of-the-art (u.m.)	clad
<b>staff</b>	still (n., u.m.)	quake	-framed (u.m.)
-herd (v.)	up (n., u.m.)	room	-hard (u.m.)
-hour	<b>standard</b>	side	head
time	#bearer	station#house	plate
<b>stag</b>	bred	<b>stato</b> (c.f.)	works
-handled (u.m.)	#gauge	<i>all one word</i>	<b>steep</b>
head	#time	<b>statute</b>	-rising (u.m.)
-headed (u.m.)	<b>staphylo</b> (c.f.)	-barred (u.m.)	-to (u.m.)
horn	<i>all one word</i>	#book	-up (u.m.)
-horned (u.m.)	<b>star</b>	<b>stay</b>	-walled (u.m.)
hound	blind	-at-home (n., u.m.)	<b>steeple</b>
hunter	bright	#bar	chase
<b>stage</b>	dust	bolt	-high (u.m.)
coach	gazer	boom	jack
hand	-led (u.m.)	lace	top
#set	light	log	<b>stem</b>
-struck (u.m.)	lit	pin	head
<b>stair</b>	lite (gem)	plow	post
case	nose (mole)	sail	winder
	shake	wire	stencil-cutting (u.m.)

<b>steno</b> (c.f.)	up (n., u.m.)	rack	<b>stop</b>
<i>all one word</i>		raiser	back (n.)
<b>step</b>	-in	-still (u.m.)	block
aunt	-on	taker	clock
child, etc.	-up	truck	cock
dance			gap
down (n., u.m.)			hound
-in (n., u.m.)			list
ladder			log
off (n., u.m.)			-loss (u.m.)
-on (n., u.m.)			off (n., u.m.)
over (n., u.m.)			watch
-up (n., u.m.)			storage#room
<b>stepping</b>			<b>store</b>
-off (u.m.)	-burn (v.)	-sick (u.m.)	front
-out (u.m.)	-fish (v.)	-weary (u.m.)	house
stone	-hunt (v.)		<b>storm</b>
<b>stereo</b> (c.f.)	#life		-beaten (u.m.)
<i>all one word</i>	-recurring (u.m.)		cock
<b>stern</b>	stand		flow
castle			-laden (u.m.)
-faced (u.m.)	<b>stink</b>		-swept (u.m.)
-heavy (u.m.)	ball		-tossed (u.m.)
-looking (u.m.)	bomb		#trooper
most	bug		wind
post	damp		#window
#wheel	pot		storyteller
-wheeler			<b>stout</b>
<b>sterno</b> (c.f.)	<b>stir</b>		-armed (u.m.)
<i>all one word</i>	about (n., u.m.)		heartedness
<b>stetho</b> (c.f.)	fry		-minded (u.m.)
<i>all one word</i>	-up (n., u.m.)		<b>stove</b>
<b>stew</b>	<b>stitch</b>		brush
pan	down (n., u.m.)		-heated (u.m.)
pot	up (n., u.m.)		pipe
<b>stick</b>	<b>stock</b>		<b>stow</b>
-at-it (n., u.m.)	#car		away (n., u.m.)
fast (n.)	feeder		down (n., u.m.)
-in-the-mud (n., u.m.)	holding	#wall (n.)	<b>straddle</b>
out (n., u.m.)	jobber	wall (u.m., v.)	back
pin	judging	#writing	-face (v.)
-to-it-iveness (n.)	list		-legged (u.m.)
	pile		
	pot		
		#land	

<b>straight</b>	#vote	<b>strong</b>	<b>subter</b> (pref.)
away	walker	-arm (u.m., v.)	<i>all one word</i>
-backed (u.m.)	-yellow (u.m.)	back (nautical)	such-and-such
-cut (u.m.)	<b>stray</b>	-backed (u.m.)	<b>suck</b>
edge	away (n., u.m.)	box	-egg (n., u.m.)
-edged (u.m.)	#line	hold	hole
#face	mark	#man (literal)	-in (n., u.m.)
-faced (u.m.)	<b>stream</b>	man (nonliteral)	<b>sugar</b>
forward	bank	-minded (u.m.)	#beet
head	bed	point (n.)	#bowl
-legged (u.m.)	flow	<b>stub</b>	cake
#line	head	runner	cane
-lined (u.m.)	lined	-toed (u.m.)	-coat (v.)
-out (n., u.m.)	side	wing	-coated (u.m.)
-spoken (u.m.)	<b>street</b>	<b>stubble</b>	-cured (u.m.)
#time	-bred (u.m.)	#field	loaf
-up (u.m.)	car	-mulch (u.m.)	plum
-up-and-down (u.m.)	cleaner	stubbornminded	spoon
strainslip	-cleaning (u.m.)	stucco-fronted	sweet
<b>strait</b>	sweeper	(u.m.)	#water
-cheasted (u.m.)	walker	<b>stuck</b>	works
jacket	<b>strepto</b> (c.f.)	up (n., u.m.)	<b>sulfa</b> (c.f.)
laced	<i>all one word</i>	-upnish (u.m.)	<i>all one word</i>
stranglehold	stretchout (n., u.m.)	<b>stud</b>	<b>sulfo</b> (c.f.)
<b>strap</b>	<b>strike</b>	bolt	<i>all one word</i>
-bolt (v.)	breaker	horse	<b>sulfon</b> (c.f.)
hanger	-in (n., u.m.)	mare	<i>all one word</i>
head	out (n., u.m.)	stuntman	<b>sullen</b>
-shaped (u.m.)	-over (n., u.m.)	sturdy-limbed (u.m.)	hearted
watch	<b>striker</b>	stylebook	-natured (u.m.)
<b>strato</b> (c.f.)	-in	<b>stylo</b> (c.f.)	<b>summer</b>
<i>all one word</i>	-out	<i>all one word</i>	-clad (u.m.)
<b>straw</b>	-over	<b>sub</b> (pref.)	-dried (u.m.)
berry#field	<b>string</b>	-Himalayan, etc.	-fallow (v.)
boss	course	machinegun	-made (u.m.)
-built (u.m.)	halt	#rosa, #specie, etc.	tide
hat	#proof (density)	-subcommittee	time (season)
#poll	ways	polar, standard, etc.	#time (daylight saving)
-roofed (u.m.)	<b>strip</b>	<i>rest one word</i>	<b>sun</b>
splitting	cropping	<b>subject</b>	-baked (u.m.)
stack	#mine	-object	bath
-stuffed (u.m.)	tease	-objectivity	-bathed (u.m.)

beam	<b>super</b> (pref.)	<b>swash</b>	<b>swift</b>
blind	-Christian, etc.	buckler	foot
#blindness	#high frequency	plate	-footed (u.m.)
bonnet	-superlative	<b>sway</b>	-handed (u.m.)
bow	highway, market,	back (n., u.m.)	-running (u.m.)
break	etc.	-backed (u.m.)	
burn	<i>rest one word</i>	bar	<b>swill</b>
burst	Super Bowl	-brace (v.)	bowl
-cured (u.m.)	<b>supra</b> (pref.)	swearer-in	tub
dial	-abdominal	<b>sweat</b>	swimsuit
dog	-acromial	band	<b>swine</b>
down	-aerial	#gland	-backed (u.m.)
dress	anal	shirt	bread
-dried (u.m.)	-angular	shop	head
-dry (v.)	-arytenoid	<b>sweep</b>	herd
fall	-auditory	back (aviation)	pox
fast	-auricular	(n., u.m.)	sty
glade	-axillary	forward	<b>swing</b>
glare	-Christian, etc.	(aviation) (n.,	back (n., u.m.)
glow	<i>rest one word</i>	u.m.)	bar
#hat	<b>sur</b> (pref.)	stake	dingle
lamp	<i>all one word</i>	through (n., u.m.)	#gate
lit	<b>sure</b>	washer	#shift
quake	-fire (u.m.)	<b>sweet</b>	stock
ray	-footed (u.m.)	bread	tree
rise	-slow	-breathed (u.m.)	<b>swingle</b>
scald	<b>surf</b>	brier	bar
set	-battered (u.m.)	faced	tree
shade	board	heart	<b>switch</b>
shine	#fish	meat	back
-shot (u.m.)	-swept (u.m.)	mouthed	blade
shower	<b>swallow</b>	-pickle (v.)	box
spot	pipe	-sour	gear
stricken	-tailed (u.m.)	<b>swell</b>	plate
stroke	swampside	-butted (u.m.)	plug
struck	<b>swan</b>	head	rail
tan	-bosomed (u.m.)	toad	tender
#time (measure)	dive	swelled-headed	<b>swivel</b>
time (dawn)	herd	(u.m.)	#chair
up	mark	<b>swept</b>	eye
<b>sunny</b>	neck	back (n., u.m.)	-eyed (u.m.)
-looking (u.m.)	song	forward (n., u.m.)	-hooked (u.m.)
-natured (u.m.)	swansdown	wing (n., u.m.)	<b>sword</b>
			-armed (u.m.)

bearer	talk	out (n., u.m.)	ship
#belt	top	over (n., u.m.)	town
bill	ware	up (n., u.m.)	<b>tap</b>
fishing	<b>tachy</b> (c.f.)	<b>taker</b>	bolt
play	<i>all one word</i>	-down	dance
-shaped (u.m.)	<b>tag</b>	-in	hole
stick	-affixing (u.m.)	-off	net
<b>syn</b> (pref.)	lock	-over	off (n., u.m.)
<i>all one word</i>	rag	-up	-riveted (u.m.)
<b>synchro</b>	sore	<b>tale</b>	room
cyclotron	<b>tail</b>	bearer	root
flash	band	carrier	-tap
mesh	#coat	teller	water
tron	-cropped (u.m.)	talkfest	<b>tape</b>
<b>Syro</b> (c.f.)	#end	talking-to (n.)	#deck
-Arabian, etc.	-ender	<b>tall</b>	#drive
phenician	first	boy (n.)	#measure
<b>T</b>	foremost	-built (u.m.)	string
<b>T</b>	gate	-looking (u.m.)	-tied (u.m.)
-ball	head	<b>tallow</b>	<b>taper</b>
-bandage	-heavy (u.m.)	-faced (u.m.)	bearer
-beam	hook	-pale (u.m.)	-fashion (u.m.)
-boat	lamp	<b>tally</b>	-headed (u.m.)
-bone	pin	#board	<b>tapestry</b>
-cloth	pipe	#clerk	-covered (u.m.)
-iron	race	ho	#maker
-man	spin	#room	-making (u.m.)
-rail	stock	#sheet	#work
-scale (score)	-tied (u.m.)	<b>tame</b>	<b>tar</b>
-shape	twister	-grown (u.m.)	-brand (v.)
-shaped	-up (n., u.m.)	-looking (u.m.)	brush
-shirt	wheel	<b>tan</b>	-coal (u.m.)
-square	wind	bark	-dipped (u.m.)
<b>table</b>	<b>tailor</b>	works	#paper
cloth	-cut (u.m.)	<b>tangent</b>	-paved (u.m.)
-cut (u.m.)	made (u.m.)	-cut (v.)	pot
cutter	-suited (u.m.)	-saw (v.)	-roofed (u.m.)
-cutting (u.m.)	<b>take</b>	<b>tangle</b>	works
-formed (u.m.)	-all (n.)	foot	tariff-protected
#linen	down (n., u.m.)	-haired (u.m.)	(u.m.)
-shaped (u.m.)	-home (n., u.m.)	<b>tank</b>	<b>tarpaulin</b>
spoon	-in (n., u.m.)	#car	-covered (u.m.)
	off (n., u.m.)	farm	#maker

-making (u.m.)	<b>tear</b>	-looking (u.m.)	by
<b>tarsō</b> (c.f.)	bomb	tenement#house	for
<i>all one word</i>	-dimmed (u.m.)	<b>tent</b>	fore
<b>task</b>	down (n., u.m.)	-dotted (u.m.)	from
#force	drop	pole	in
setter	#gas	-sheltered (u.m.)	inafter
tattletale	-off (n., u.m.)	#show	inbefore
<b>tauro</b> (c.f.)	-out (n., u.m.)	<b>terra</b>	into
<i>all one word</i>	pit	#cotta	on
<b>tax</b>	sheet	#firma	over
-burdened (u.m.)	stain	mara	through
#collector	-stained (u.m.)	terrace-fashion (u.m.)	tofore
eater	<b>teen</b>	test-fly (v.)	under
-exempt (u.m.)	age (u.m.)	<b>tetra</b> (c.f.)	until
-free (u.m.)	ager	<i>all one word</i>	unto
gatherer	teeter-totter	thanksgiving	upon
-laden (u.m.)	<b>tele</b> (c.f.)	thatch-roofed (u.m.)	with
paid	<i>all one word</i>	<b>text</b>	<b>thermo</b> (c.f.)
payer	<b>teleo</b> (c.f.)	-based	<i>all one word</i>
#roll	<i>all one word</i>	#file	<b>thick</b>
-supported (u.m.)	<b>tell</b>	#mode	-blooded (u.m.)
<b>taxi</b>	tale	<b>theater</b>	head
auto	truth	goer	-looking (u.m.)
bus	<b>telo</b> (c.f.)	going	pated
cab	<i>all one word</i>	thenceforth	set (n., u.m.)
meter	tempest-rocked (u.m.)	<b>theo</b> (c.f.)	skinned
stand	<b>temporo</b> (c.f.)	<i>all one word</i>	skull (n.)
<b>tea</b>	-occipital	<b>theologico</b> (c.f.)	skulled
ball	<i>rest one word</i>	<i>all one word</i>	-tongued (u.m.)
cake	<b>ten</b>	<b>there</b>	wit
cart	fold	about(s)	-witted (u.m.)
-colored (u.m.)	penny (nail)	above	-wooded (u.m.)
cup	pins	across	-woven (u.m.)
dish	<b>tender</b>	after	<b>thin</b>
kettle	#boat	against	-clad (u.m.)
#party	-faced (u.m.)	among	down (n., u.m.)
pot	foot	around	set (u.m.)
room	-footed (u.m.)	at	-voiced (u.m.)
-scented (u.m.)	foolish	away	<b>thio</b> (c.f.)
spoon	-handed (u.m.)	before	<i>all one word</i>
taster	heart	between	<b>third</b>
teamplay	loin		-class (u.m.)
			-degree (u.m.)

hand (adv., u.m.)	-dimensional	screw	waiter
#house	(u.m.)	stall	-worn (u.m.)
-rate (u.m.)	fold	string	<b>tie</b>
-rater	-in-hand	sucker	back (n.)
thistledown	-master	tack	#bar
<b>thoraco</b> (c.f.)	penny (nail)	worn	#beam
<i>all one word</i>	-piece (u.m.)	<b>thunder</b>	down (n., u.m.)
<b>thorn</b>	-ply (u.m.)	bearer	-in (n., u.m.)
back	score	blast	-on (n., u.m.)
bill	some	bolt	-out (n., u.m.)
-covered (u.m.)	-spot	clap	pin
-set (u.m.)	-square	cloud	-plater
-strewn (u.m.)	-striper	head	#rod
tail	<b>throat</b>	peal	#tack
<b>thorough</b>	band	shower	up (n., u.m.)
-bind (v.)	cutter	storm	<b>tierlift</b> (truck)
bred	latch	struck	<b>tiger</b>
-dried (u.m.)	strap	<b>thymo</b> (c.f.)	eye
fare	<b>thrombo</b> (c.f.)	<i>all one word</i>	#lily
going	<i>all one word</i>	<b>thyro</b> (c.f.)	#shark
-made (u.m.)	<b>through</b>	<i>all one word</i>	-striped (u.m.)
paced	out	<b>tibio</b> (c.f.)	<b>tight</b>
pin	put	<i>all one word</i>	-belted (u.m.)
<b>thought</b>	#road	<b>tick</b>	fisted
-free (u.m.)	way	#feed	-fitting (u.m.)
-out (u.m.)	<b>throw</b>	seed	lipped
-provoking (u.m.)	away (n., u.m.)	tacktoe	rope
<b>thousand</b>	back (n., u.m.)	tick	-set (u.m.)
fold	-in (n., u.m.)	tock	-tie (v.)
-headed (u.m.)	#line	<b>ticket</b>	wad
-legged (u.m.)	off (n., u.m.)	#seller	wire
legs (worm)	-on (n., u.m.)	-selling (u.m.)	<b>tile</b>
<b>thrall</b>	out (n., u.m.)	#writer	-clad (u.m.)
born	over (n., u.m.)	tidal#wave	#drain
dom	-weight	tiddlywink	-red (u.m.)
-less	thrust-pound	<b>tide</b>	setter
<b>thread</b>	<b>thumb</b>	flat	works
bare	#hole	head	wright
-leaved (u.m.)	-made (u.m.)	mark	<b>tilt</b>
worn	mark	-marked (u.m.)	hammer
<b>three</b>	-marked (u.m.)	race	rotor
-bagger	nail	table	up (n.)
-cornered (u.m.)	print	-tossed (u.m.)	

<b>timber</b>	#fish (torpedo)	shaper	<b>toil</b>
-built (u.m.)	foil	some	-beaten (u.m.)
head	horn	<b>tit</b>	some
-headed (u.m.)	kettle	bit	-stained (u.m.)
jack	-lined (u.m.)	#for#tat	-weary (u.m.)
line	man	mouse	worn
-proped (u.m.)	pan	<b>titano</b> (c.f.)	toilet#room
#wolf	plate	<i>all one word</i>	<b>toll</b>
wright	-plated (u.m.)	<b>tithe</b>	bar
<b>time</b>	pot	book	#bridge
bomb	-roofed (u.m.)	-free (u.m.)	#call
born	type	payer	gate
card	-white (u.m.)	right	gatherer
clerk	<b>tinsel</b>	<b>title</b>	house
clock	-bright (u.m.)	holder	#line
-consuming (u.m.)	-clad (u.m.)	-holding (u.m.)	payer
frame	-covered (u.m.)	#page	road
-honored (u.m.)	#town	winner	taker
keeper	tintblock (printing)	-winning (u.m.)	<b>tom</b>
killer	<b>tip</b>	<b>to</b>	boy
lag	burn	-and-fro	cat
lock	cart	-do (n.)	foolery
outs (n., u.m.)	-curled (u.m.)	#wit	-tom
piece	head	<b>toad</b>	<b>tommy</b>
pleaser	-in (n., u.m.)	back	gun
saver	most	-bellied (u.m.)	rot
server	off (n., u.m.)	blind	<b>ton</b>
sheet	over (n., u.m.)	fish	-hour
slip	staff	-green (u.m.)	-kilometer
slot	stock	stool	-mile
span	tank	<b>tobacco</b>	-mileage
-stamp (v.)	-tap	#grower	-mile-day
study	toe	-growing (u.m.)	<b>tone</b>
table	top	#shop	-deaf (u.m.)
taker	-up (u.m.)	<b>toe</b>	down (n., u.m.)
waster	<b>tire</b>	cap	-producing (u.m.)
worn	changer	#dance	up (n., u.m.)
<b>tin</b>	dresser	hold	<b>tongue</b>
-bearing (u.m.)	fitter	-in (n., u.m.)	-baited (u.m.)
#can	#gauge	-mark (v.)	-bound (u.m.)
-capped (u.m.)	#iron	nail	-free (u.m.)
-clad (u.m.)	-mile	plate	-lash (v.)
#cup	#rack	print	#lashing

play	puller	lighted	gate
-shaped (u.m.)	-pulling (u.m.)	lit	going
shot	-set (u.m.)	<b>torpedo</b>	hall
sore	-shaped (u.m.)	#boat	lot
tack	some	#room	ship
-tied	wash	torquemeter	side
tip	<b>top</b>	<b>toss</b>	site
#twister	#brass	pot	talk
-twisting (u.m.)	cap (n.)	up (n., u.m.)	-weary (u.m.)
<b>tool</b>	coat	<b>touch</b>	<b>towns</b>
bag	cutter	#and#go	fellow
#belt	#dog	back (n., u.m.)	people
box	-drain (v.)	down (n., u.m.)	<b>toy</b>
builder	#drawer	hole	#dog
#chest	dress (v.)	-me-not (n., u.m.)	-sized (u.m.)
crib	flight (u.m.)	pan	town
dresser	full	reader	<b>tracheo</b> (c.f.)
fitter	gallant (n., u.m.)	stone	<i>all one word</i>
#grinder	-graft (v.)	up (n., u.m.)	<b>trachy</b> (c.f.)
-grinding (u.m.)	hat	<b>tough</b>	<i>all one word</i>
head	-hatted (u.m.)	-headed (u.m.)	<b>track</b>
holding	heavy	-looking (u.m.)	barrow
kit	kick	-skinned (u.m.)	hound
mark	knot	<b>tow</b>	layer
plate	liner	away	mark
post	mark	boat	-mile
rack	mast	head	side
setter	milk	line	walker
shed	most	mast	tractor-trailer
slide	notch (nonliteral)	#net	<b>trade</b>
stock	rail	-netter	#board
<b>tooth</b>	rope	path	-in (n., u.m.)
ache	sail	rope	-laden (u.m.)
#and#nail	-secret (u.m.)	#truck	-made (u.m.)
-billed (u.m.)	-shaped (u.m.)	<b>tower</b>	mark
brush	side (naut.)	-high (u.m.)	#name
drawer	soil	-shaped (u.m.)	off
mark	<b>topo</b> (c.f.)	<b>town</b>	#union
-marked (u.m.)	<i>all one word</i>	-bred (u.m.)	#wind
paste	topsy-turvy	#clerk	tradespeople
pick	<b>torch</b>	#crier	traffic-mile
plate	bearer	-dotted (u.m.)	<b>tragico</b> (c.f.)
powder	#holder	folk	<i>all one word</i>

<b>trail</b>	<b>tread</b>	-looking (u.m.)	-eyed (u.m.)
blazer	mill	<b>trinitro</b> (c.f.)	-false
breaker	wheel	<i>all one word</i>	love (n., u.m.)
-marked (u.m.)	<b>treasure</b>	<b>trip</b>	penny (n.)
side	-filled (u.m.)	-free (u.m.)	#time
sight	#house	hammer	<b>trunk</b>
-weary (u.m.)	-laden (u.m.)	wire	back
<b>train</b>	<b>treaty</b>	<b>triple</b>	nose
bearer	breaker	-acting (u.m.)	<b>trust</b>
bolt	-sealed (u.m.)	back (sofa)	breaking
crew	<b>tree</b>	branched (u.m.)	buster
line	#belt	-edged (u.m.)	-controlled (u.m.)
-mile	-clad (u.m.)	fold	-ridden (u.m.)
shed	#line	#play	worthy
sick	-lined (u.m.)	-tailed (u.m.)	<b>truth</b>
stop	nail	tree (n.)	-filled (u.m.)
<b>tram</b>	-ripe (u.m.)	trolley#line	lover
-borne (u.m.)	scape	<b>troop</b>	seeker
car	top	ship	-seeking (u.m.)
rail	#trunk	#train	teller
road	trellis-covered	<b>tropho</b> (c.f.)	<b>try</b>
way	(u.m.)	<i>all one word</i>	-on (n., u.m.)
<b>trans</b> (pref.)	<b>trench</b>	<b>tropo</b> (c.f.)	out (n., u.m.)
alpine	back	<i>all one word</i>	square
atlantic	coat	<b>trouble</b>	works
-Canadian, etc.	foot	-free (u.m.)	<b>tube</b>
gender	#knife	-haunted (u.m.)	-eyed (u.m.)
pacific	mouth	maker	-fed (u.m.)
uranic	#plow	shooter	head
<i>rest one word</i>	-plowed (u.m.)	some	-nosed (u.m.)
transit#time	<b>tri</b> (c.f.)	<b>truce</b>	works
<b>trap</b>	-iodide	breaker	<b>tuberculo</b> (c.f.)
door	-ply (u.m.)	-seeking (u.m.)	<i>all one word</i>
fall	state, etc.	<b>truck</b>	<b>tubo</b> (c.f.)
shoot	<i>rest one word</i>	driver	-ovarian
trashrack	tribespeople	#farm	<i>rest one word</i>
<b>travel</b>	<b>tribo</b> (c.f.)	-mile	<b>tug</b>
-bent (u.m.)	<i>all one word</i>	stop	boat
time	<b>tricho</b> (c.f.)	<b>true</b>	#of#war
-tired (u.m.)	<i>all one word</i>	-aimed (u.m.)	tumbledown (n.,
-worn (u.m.)	<b>trim</b>	-blue (u.m.)	u.m.)
trawlnet	-cut (u.m.)	born	<b>tune</b>
	-dressed (u.m.)	bred	out (n., u.m.)

up (n., u.m.)	sheet	<b>two</b>	-magnet
<b>tunnel</b>	sole	-a-day (u.m.)	-rail
-boring (u.m.)	stile	-along (n.)	-shaped
-shaped (u.m.)	stitch	(bookbinding)	-tube
#vision	table	-decker	
<b>turbo</b> (c.f.)	tail	-faced (u.m.)	<b>ultra</b> (pref.)
-ramjet (u.m.)	-to (n.)	fold	-ambitious,
<i>rest one word</i>	under (n., u.m.)	-handed (u.m.)	-atomic, etc.
<b>turf</b>	up (n., u.m.)	penny (nail)	-English, etc.
-built (u.m.)	<b>turned</b>	-piece (u.m.)	high#frequency
-clad (u.m.)	-back (u.m.)	-ply (u.m.)	-high-speed (u.m.)
-covered (u.m.)	-down (u.m.)	score	#valorem, etc.
#war	-in (u.m.)	-seater	<i>rest one word</i>
<b>turkey</b>	-on (u.m.)	some	<b>un</b> (pref.)
back	-out (u.m.)	-spot	-American, etc.
#buzzard	-over (u.m.)	-step (dance)	called-for (u.m.)
#gobbler	turner-off	-striper	heard-of (u.m.)
#trot	<b>turtle</b>	-suiter	-ionized (u.m.)
<b>Turko</b> (c.f.)	back	-up (n., u.m.)	self-conscious
-Greek, etc.	dove	-way (u.m.)	sent-for (u.m.)
<i>rest one word</i>	-footed (u.m.)	-wheeler	thought-of (u.m.)
<b>turn</b>	neck (u.m.)	<b>tympano</b> (c.f.)	<i>rest one word</i>
about (n., u.m.)	#shell	<i>all one word</i>	<b>under</b>
about-face	<b>twelve</b>	<b>type</b>	age (deficit)
again (n., u.m.)	fold	case	age (younger)
around (n., u.m.)	penny (nail)	cast	(n., u.m.)
back (n., u.m.)	score	cutter	#cultivation
buckle	<b>twenty</b>	face	(tillage)
cap	-first	foundry	cultivation
coat	fold	script	(insufficient)
cock	-one	set	#secretary
down (n., u.m.)	<b>twice</b>	write (v.)	-secretaryship
gate	-born (u.m.)	<b>typho</b> (c.f.)	way
-in (n., u.m.)	-reviewed (u.m.)	<i>all one word</i>	<i>as prefix, one word</i>
key	-told (u.m.)	<b>typo</b> (c.f.)	<b>uni</b> (c.f.)
off (n., u.m.)	<b>twin</b>	<i>all one word</i>	-univalent
out (n., u.m.)	#boat	<b>tyro</b> (c.f.)	<i>rest one word</i>
over (n., u.m.)	born	<i>all one word</i>	<b>union</b>
pike	-engined (u.m.)	<b>U</b>	-made (u.m.)
pin	fold	<b>U</b>	#shop
plate	-jet (u.m.)	-boat	unit-set (u.m.)
round (n., u.m.)	-motor (u.m.)	-cut	<b>up</b>
screw	-screw (u.m.)		-anchor (u.m., v.)

-and-coming (u.m.)	<b>urethro</b> (c.f.) <i>all one word</i>	<b>vegeto</b> (c.f.) <i>all one word</i>	#squad
#and#up	<b>uro</b> (c.f.) <i>all one word</i>	<b>vein</b> -mining (u.m.) -streaked (u.m.)	#versa #warden
beat	used-car (u.m.)	<b>vellum</b> -bound (u.m.) -covered (u.m.)	videotape Vietcong
coast		<b>velvet</b> -crimson (u.m.) -draped (u.m.) -green (u.m.) -pile (u.m.)	<b>view</b> finder point
country		venthole	vile-natured (u.m.)
dip		<b>ventri</b> (c.f.) <i>all one word</i>	<b>vine</b> -clad (u.m.)
end (v.)		<b>ventro</b> (c.f.) <i>all one word</i>	-covered (u.m.)
front (n., u.m.)		<b>vertebro</b> (c.f.) <i>all one word</i>	dresser
grade		<b>vesico</b> (c.f.) <i>all one word</i>	growing
gradient		<b>vibro</b> (c.f.) <i>all one word</i>	stalk
keep		<b>vice</b> #admiral	<b>vinegar</b> -flavored (u.m.)
lift		-admiralty	-hearted (u.m.)
load		#consul	-making (u.m.)
-over (u.m.)		-consulate	-tart (u.m.)
rate		#governor	<b>violet</b> -blue (u.m.)'
river		-governorship	-colored (u.m.)
stairs		#minister	-eared (u.m.)
state		-ministry	#ray
stream		-presidency	-rayed (u.m.)
swing		#president	#water
take		-president-elect	violin-shaped (u.m.)
tight (n., u.m.)		-presidential	vis-a-vis
#tight (v.)		#rector	<b>viscero</b> (c.f.)
-to-date (u.m.)		-rectorship	<i>all one word</i>
#to#date		#regal	<b>vitreo</b> (c.f.)
town		-regency	<i>all one word</i>
trend		#regent	<b>vitro</b> (c.f.)
turn		royal	-clarain
wind			-di-trina
<b>upper</b>			<i>rest one word</i>
case (printing)			<b>vivi</b> (c.f.)
#class			<i>all one word</i>
classman			<b>voice</b>
crust (n., u.m.)			-capable
cut			#mail
#deck			over (n.)
most			
<b>urano</b> (c.f.) <i>all one word</i>			
<b>uretero</b> (c.f.) <i>all one word</i>			

volleyball	#room	warm	-free (u.m.)
<b>volt</b>	#woman	blooded	glass
ammeter	<b>walk</b>	-clad (u.m.)	tower
-ampere	around (n., u.m.)	up (n., u.m.)	<b>water</b>
-coulomb	away (n., u.m.)	warmed-over (u.m.)	bag
meter	-on (n., u.m.)	warpsetter	bank
ohmmeter	out (n., u.m.)	<b>wash</b>	bearer
-second	over (n., u.m.)	basin	-bearing (u.m.)
<b>volta</b> (c.f.)	up (n., u.m.)	basket	-beaten (u.m.)
<i>all one word</i>	way	board	-bind (v.)
<b>vote</b>	walkie-talkie	bowl	#blister
-casting (u.m.)	<b>wall</b>	cloth	bloom
getter	board	-colored (u.m.)	buck
-getting (u.m.)	eyed	day	color
<b>vow</b>	flower	down (n., u.m.)	-colored (u.m.)
-bound (u.m.)	-like	-in (n., u.m.)	-cool (v.)
breaker	-painting (u.m.)	off (n., u.m.)	-cooled (u.m.)
-pledged (u.m.)	paper	out (n., u.m.)	#cooler
<b>vulvo</b> (c.f.)	plate	pot	course
<i>all one word</i>	-sided (u.m.)	rag	craft
<b>W</b>	<b>walled</b>	#sale	dog
<b>W</b>	-in (u.m.)	stand	-drinking (u.m.)
-engine	<b>war</b>	tray	drop
-shaped	#dance	trough	fall
-surface	-disabled (u.m.)	tub	-filled (u.m.)
-type	-famed (u.m.)	up (n., u.m.)	finder
<b>wage</b>	fare	<b>washed</b>	flood
#earner	head	-out (u.m.)	flow
-earning (u.m.)	horse (nonliteral)	-up (u.m.)	fog
#scale	like	<b>waste</b>	-free (u.m.)
worker	monger	basket	front
<b>waist</b>	-made (u.m.)	land	gate
band	path	leaf	head
belt	plane	(bookbinding)	hole
cloth	ship	paper	horse
coat	-swept (u.m.)	site	-inch
-deep (u.m.)	#time (clock)	word	-laden (u.m.)
-high (u.m.)	time (duration)	<b>watch</b>	lane
line	<b>ward</b>	band	leaf
<b>waiting</b>	#heeler	case	#line
#list	robe	#chain	-lined (u.m.)
#man	ship	cry	locked
		dog	log

#main	-billed (u.m.)	proofing	-doing (n., u.m.)
mark	chandler	-stain (v.)	-drained (u.m.)
melon	cloth	strip	-drilling (u.m.)
meter	-coated (u.m.)	-stripped (u.m.)	#field
plant	-headed (u.m.)	worn	-grown (u.m.)
pot	#paper	<b>web</b>	head
power	#stone	-fingered (u.m.)	-headed (u.m.)
proofing	-yellow (u.m.)	foot	hole
quake	<b>way</b>	-footed (u.m.)	-informed (u.m.)
-rot (v.)	back (n., u.m.)	master	-known (u.m.)
scape	beam	#page	-looking (u.m.)
shed	bill	#press	-meaner
shoot	down (n., u.m.)	site	-nigh (u.m.)
side	farer	<b>wedge</b>	-off (u.m.)
-soak (v.)	fellow	-billed (u.m.)	-read (u.m.)
-soaked (u.m.)	going	-shaped (u.m.)	-set-up (u.m.)
-soluble (u.m.)	laid	<b>weed</b>	-settled (u.m.)
spout	lay	-choked (u.m.)	side
stain	mark	-hidden (u.m.)	-spoken (u.m.)
#table	post	hook	spring
tight	side	killer	stead
wall	-sore (u.m.)	<b>week</b>	-thought-of (u.m.)
works	-up (n., u.m.)	day	-thought-out
worn	worn	end	(u.m.)
<b>watt</b>	<b>weak</b>	-ender	-to-do (u.m.)
-hour	-backed (u.m.)	-ending (u.m.)	-wisher
meter	-eyed (u.m.)	long (u.m.)	-wishing (u.m.)
-second	handed	-old (u.m.)	-worn (u.m.)
<b>wave</b>	-kneed (u.m.)	<b>weigh</b>	welterweight
-cut (u.m.)	minded	bridge	werewolf
form	mouthed	-in (n., u.m.)	<b>west</b>
guide	<b>weather</b>	lock	bound
-lashed (u.m.)	beaten	out (n., u.m.)	-central (u.m.)
length	blown	shaft	#end
mark	-borne (u.m.)	<b>well</b>	-faced (u.m.)
meter	break	-being (n.)	going
-moist (u.m.)	cock	-beloved (u.m.)	most
-on (n., u.m.)	glass	-born (u.m.)	-northwest
off (n., u.m.)	going	-bound (u.m.)	#side
-swept (u.m.)	-hardened (u.m.)	-bred (u.m.)	-sider
-worn (u.m.)	#house	-clad (u.m.)	<b>wet</b>
<b>wax</b>	-marked (u.m.)	-deserving (u.m.)	#bar
bill	most	-doer	-cheeked (u.m.)

-clean (v.)	#load	#hand	-eyed (u.m.)
land	-made (u.m.)	lash	face
-nurse (v.)	plate	-marked (u.m.)	-faced (u.m.)
pack	race	post	foot (n.)
wash	spin	saw	-footed (u.m.)
<b>whale</b>	stitch	-shaped (u.m.)	handed
back	-worn (u.m.)	socket	-hard (u.m.)
-backed (u.m.)	wright	staff	head
bone	<b>when</b>	stalk	-headed (u.m.)
-built (u.m.)	ever	stall	-hot (u.m.)
-headed (u.m.)	-issued (u.m.)	stick	#line
-mouthing (u.m.)	soever	stitch	out (u.m., v.)
ship	<b>where</b>	stock	pot
<b>wharf</b>	abouts	-tailed (u.m.)	tail
#boat	after	<b>whipper</b>	-tailed (u.m.)
hand	as	-in	-throated (u.m.)
head	at	snapper	top (n.)
side	by	<b>whirl</b>	vein
<b>what</b>	for	about (n., u.m.)	wash
abouts (n.)	fore	blast	<b>who</b>
ever	from	pool	ever
-is-it (n.)	in	-shaped (u.m.)	soever
not (n.)	insoever	wind	<b>whole</b>
soever	into	whirlybird	-headed (u.m.)
-you-may-call-it	of	<b>whisk</b>	#hog
(n.)	on	broom	-hogger
<b>wheat</b>	over	#tail	sale
cake	soever	<b>whistle</b>	some
-colored (u.m.)	through	blower	whomsoever
ear	to	(nonliteral)	whooping#cough
-fed (u.m.)	under	#blower (literal)	wicker-woven (u.m.)
field	upon	stop	<b>wicket</b>
grower	with	<b>white</b>	keeper
-rich (u.m.)	withal	back	keeping
stalk	wherever	beard (n.)	<b>wide</b>
<b>wheel</b>	<b>which</b>	#book	-angle (u.m.)
band	ever	(diplomatic)	-awake (u.m.)
barrow	soever	cap (n.)	-handed (u.m.)
base	whiffletree	coat (n.)	mouthed
chair	<b>whip</b>	-collar (u.m.)	-open (u.m.)
-cut (u.m.)	cord	comb (n.)	spread
going	crack	corn	-spreading (u.m.)
horse (nonliteral)	-graft (v.)	-eared (u.m.)	

<b>widow</b>	mill	-red (u.m.)	time
#bird	pipe	seller	-worn (u.m.)
hood	-pollinated (u.m.)	taster	
wigwag	#power	tester	
<b>wild</b>	-rode (u.m.)	vat	<b>wire</b>
cat (n.)	row	<b>wing</b>	bar
-eyed (u.m.)	screen	band	-caged (u.m.)
fire	-shaken (u.m.)	bar	-cut (u.m.)
#land	-shear (u.m.)	beat	cutter
life	shield	bolt	dancer
#man	shock	bone	draw (v.)
wind	side	borne	-edged (u.m.)
<b>will</b>	sleeve	bow	#gauge
-less	sock	cut	hair (dog)
-o'-the-wisp	speed	#flap	-haired (u.m.)
power	stop	-footed (u.m.)	less
wilt-resistant (u.m.)	storm	handed	#line
<b>wind</b> (v.)	stream	-heavy (u.m.)	photo
down (n., u.m.)	swept	-loading (u.m.)	puller
up (n., u.m.)	#tunnel	-loose (u.m.)	#rope
bag	worn	nut	spun
ball	<b>window</b>	over (n., u.m.)	stitch
blown	breaker	-shaped (u.m.)	-stitched (u.m.)
brace	-breaking (u.m.)	-shot (u.m.)	-tailed (u.m.)
breaker	#cleaner	span	tap
burn	-cleaning (u.m.)	-swift (u.m.)	walker
catcher	#dresser	tip	works
-chapped (u.m.)	-dressing (u.m.)	top	-wound (u.m.)
chill	pane	wall	
fall	#shade	-weary (u.m.)	<b>wise</b>
#farm	-shop (v.)	<b>winter</b>	acre
fast	-shopping (u.m.)	-beaten (u.m.)	crack
-fertilized (u.m.)	sill	-clad (u.m.)	guy
firm	#work	-fallow (v.)	head (n.)
flow	<b>wine</b>	-fed (u.m.)	-headed (u.m.)
#force	bag	feed	-spoken (u.m.)
gall	-black (u.m.)	#green (color)	wishbone
-galled (u.m.)	-drinking (u.m.)	green (plant, etc.)	<b>witch</b>
#gauge	glass	-hardy (u.m.)	craft
hole	growing	kill	#hazel
-hungry (u.m.)	-hardy (u.m.)	-made (u.m.)	#hunt
jammer	pot	-sown (u.m.)	-hunting (u.m.)
lass	#press	tide	<b>with</b>

out	pile	book	sheet
stand	-planing (u.m.)	builder	shoe
<b>within</b>	print	catcher	shop
-bound (u.m.)	pulp	-clad (u.m.)	-shy (n., u.m.)
-named (u.m.)	ranger	-deaf (u.m.)	-shyness
<b>woe</b>	rock	flow	site
begone	#rot	list	slip
worn	shed	-perfect (u.m.)	space
<b>wolf</b>	side	play	-stained (u.m.)
-eyed (u.m.)	stock	seller	stand
#fish	turner	smith	station
hound	-turning (u.m.)	<b>work</b>	stream
pack	-walled (u.m.)	aday (n., u.m.)	study
<b>woman</b>	wind (music)	-and-turn (u.m.)	table
folk	working (u.m.)	away (n., u.m.)	time
hood	<b>wooden</b>	bag	up (n., u.m.)
kind	head (n.)	basket	ways
womenfolk	-hulled (u.m.)	bench	-weary (u.m.)
<b>wonder</b>	<b>wool</b>	book	week
land	fell	card	worn
strong	gatherer	day	<b>working</b>
-struck (u.m.)	grader	-driven (u.m.)	#capital
<b>wood</b>	growing	fare	#load
bark (color)	head	flow	#room
bin	-laden (u.m.)	folk	<b>world</b>
bined	-lined (u.m.)	force	beater
block	pack	group	-conscious (u.m.)
-built (u.m.)	press	hand	#consciousness
-cased (u.m.)	shearer	-hardened (u.m.)	#line
chipper	shed	horse	#power
chopper	sorter	-hour (u.m.)	-shaking (u.m.)
chuck	stock	housed	-weary (u.m.)
craft	washer	life	<b>worm</b>
cut	wheel	load	-eaten (u.m.)
grub	-white (u.m.)	manship	-eating (u.m.)
hole	winder	out (n., u.m.)	hole
horse	<b>woolly</b>	pace	-riddled (u.m.)
hung (u.m.)	-coated (u.m.)	pan	-ripe (u.m.)
land	-headed (u.m.)	paper	seed
-lined (u.m.)	-looking (u.m.)	people	shaft
lot	-white (u.m.)	place	wood
-paneled (u.m.)	<b>word</b>	room	<b>worn</b>
pecker	-blind (u.m.)	saving	#away

down (u.m.)	-up (u.m.)	Yankee-Doodle	<b>young</b>
out (u.m.)		<b>yard</b>	eyed (u.m.)
outness	bill	arm	-headed (u.m.)
worrywart	-billed (u.m.)	-deep (u.m.)	-ladylike
<b>worth</b>	-faced (u.m.)	-long (u.m.)	-looking (u.m.)
less	-looking (u.m.)	stick	-manlike
while (n., u.m.)	-mouthing (u.m.)	-wide (u.m.)	-old
whileness (n.)	neck	<b>yaw</b>	-womanhood
<b>wrap</b>	-set (u.m.)	meter	youthtide
around (n., u.m.)		-sighted (u.m.)	yuletide
-up (n., u.m.)	<b>X</b>		
wreath-crowned (u.m.)	<b>X</b>	book	<b>Z</b>
wreck-free (u.m.)	-body	day	<b>Z</b>
<b>wring</b>	-chromosome	end	-bar
bolt	-disease	-hour (u.m.)	<b>zero</b>
staff	#rated	long (u.m.)	axial
<b>wrist</b>	-shaped	-old (u.m.)	-dimensional
band	-virus	-round (u.m.)	(u.m.)
bone	<b>x</b>	<b>yellow</b>	#gravity
drop	-axis	back	#hour
fall	#ray (n.)	-backed (u.m.)	zigzag
lock	-ray (u.m.)	-bellied (u.m.)	<b>zinc</b>
#pin	<b>xantho</b> (c.f.)	belly	-coated (u.m.)
plate	<i>all one word</i>	-billed (u.m.)	-white (u.m.)
watch	<b>xeno</b> (c.f.)	brush	<b>zip</b>
<b>write</b>	<i>all one word</i>	#fever	#gun
back (n., u.m.)	<b>xero</b> (c.f.)	-headed (u.m.)	line
-in (n., u.m.)	<i>all one word</i>	-tailed (u.m.)	-lipped (u.m.)
off (n., u.m.)	<b>xylo</b> (c.f.)	-throated (u.m.)	lock
-protect	<i>all one word</i>	top	<b>zoo</b> (c.f.)
up (n., u.m.)	<b>Y</b>	<b>yes</b>	<i>all one word</i>
writing#room		-man	<b>zoologico</b> (c.f.)
<b>wrong</b>	-chromosome	-no	<i>all one word</i>
doer	-joint	<b>yester</b>	<b>zygo</b> (c.f.)
-ended (u.m.)	-level	day	<i>all one word</i>
- minded (u.m.)	-potential	year	<b>zygomatico</b> (c.f.)
-thinking (u.m.)	-shaped	<b>yoke</b>	-orbital
<b>wrought</b>	-track	fellow	<i>rest one word</i>
#iron	-tube	mating	<b>zymo</b> (c.f.)
		-toed (u.m.)	<i>all one word</i>

## **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 offer only general rules of text treatment. A rigid design or pattern of punctuation cannot be laid down, except in broad terms. The adopted style, however, must be consistent and based on sentence structure.
- 8.2.** The general principles governing the use of punctuation are: If it does not clarify the text it should be omitted; and, in the choice and placing of punctuation marks, the sole aim should be to bring out more clearly the author's thought. Punctuation should aid reading and prevent misreading.

### **Apostrophes and possessives**

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

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

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

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

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

soldiers and sailors' home	editor's or proofreader's opinion
Brown & Nelson's store	Bush's or Obama's administration
men's, women's, and children's clothing	Mrs. Smith's and Mrs. Allen's children the Army's and the Navy's work
St. Michael's Men's Club	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	Hells Canyon
Court of St. James's	Reader's Digest
St. Peter's Church	Actor's Equity Association
St. Elizabeths Hospital	Harpers Ferry
	<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	<i>but</i>
House of Representatives session	Veterans' Administration
Teamsters Union	(now Department of Veterans Affairs)
editors handbook	
syrup producers manual	
technicians guide	Congress' attitude

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

its	yours
ours	hers
theirs	whose

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

each other's books	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	
YWCAs	<i>not</i> during the '90s
ABCs	better: during the 1990s or
1920s	during the nineties
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 lowercase *s* is included within the parentheses.

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

- 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' traveltyme	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	States 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
--------------------------------	----------------------------

## Brackets

Brackets, in pairs, are used—

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

We found this to be true at the Government Publishing 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.** To introduce any matter that forms a question or a quotation.

The following question came up for discussion: What policy should be adopted?

She said: "We believe the time is now or never."

- 8.24.** After an introductory independent clause that describes or defines what follows. If a complete sentence follows the colon, capitalize its first word.

And then came the surprise: cake all around!

His only rule was this: Chickens are not allowed past the front parlor.

- 8.25.** Before a final clause that extends or amplifies the preceding independent clause. Even if a complete sentence follows the colon, lowercase its first word.

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.

- 8.26.** Following a sentence introducing an extract.

The Clerk will 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”.

- 8.27.** To introduce a run-in list.

There are three primary pigment colors: magenta, yellow, and cyan.

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

These are what he missed most: walking along the river at dawn, napping under the old maple tree, chasing birds in the park.

His goals were these: (1) learn Spanish, (2) see the Grand Canyon, and (3) climb Mt. Everest.

- 8.28.** To introduce a bulleted or enumerated list that is not run in. There are many ways to construct such a list—far too many to detail here—depending on the contents of the list and the intent of the author; however, a few guidelines concerning consistency should be kept in mind.

Punctuation at the end of each list item may be commas, semicolons, periods, or even none at all, as long as its use is consistent within a list. The exception to this is that if commas or semicolons are used, the last item should end with a period, unless the list is part of a sentence that continues on after the list.

List items should be lowercased in a list using commas or semicolons after each list item. For lists using periods or no punctuation, capitalization should be determined by context—lists of single words are usually lowercased, whereas lists of independent clauses are more appropriately capitalized. Whatever choice is made concerning capitalization, it should be applied to all the list items; the first item is not handled differently.

A conjunction (and, or, nor) should follow the penultimate item in a list using commas or semicolons after each list item, but not otherwise.

His goals were these:

- Learn Spanish.
- See the Grand Canyon.
- Climb Mt. Everest.

His goals were these:

- (1) learn Spanish,
- (2) see the Grand Canyon, and
- (3) climb Mt. Everest.

His goals were these:

- (a) learn Spanish,
- (b) see the Grand Canyon, and
- (c) climb Mt. Everest;

but he knew it was unlikely he would meet them.

**8.29.** To introduce subentries in tables and leaderwork. Single subentries are run in following the colon and are initial cap.

Seward Peninsula: Council district: (single subentry runs in).

Mining and manufacturing.

Shipping and trade.

Seward Peninsula:

Council district:

Mining and manufacturing.

Shipping and trade.

Fairhaven district: Tourism (single subentry runs in).

**8.30.** After a salutation.

MY DEAR SIR:

*Ladies and Gentlemen:*

*To Whom It May Concern:*

**8.31.** In expressing clock time.

2:40 p.m.

**8.32.** In Biblical and other citations.

Luke 4:3.

I Corinthians 13:13.

Journal of Education 3:342–358.

- 8.33.** In bibliographic references, between place of publication and name of publisher.

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

- 8.34.** To separate book titles and subtitles.

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

- 8.35.** In imprints before the year (en space each side of colon).

U.S. Government Publishing Office  
Washington : 2016

- 8.36.** In proportions.

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

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

1:2::3:6

## Comma

The comma is used—

- 8.38.** 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.

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

He said, “Now or never.”

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

Then we had much; now, nothing.

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

short, swift streams; *but* short tributary streams

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

Beset by the enemy, they retreated.

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

Henry Smith, Jr., chairman	<i>but</i>
Peter Johns, F.R.S., London	John Smith 2d ( <i>or II</i> ); Smith, John, II
Washington, DC, schools	Mr. Smith, Junior, also spoke
Google, Inc., technology	(where only last name is used)
Brown, A.H., Jr. ( <i>not</i> Brown, Jr., A.H.)	Alexandria, VA's waterfront
Milan, Italy, vacation	
University of California, Santa Cruz, mascot	

- 8.44.** To set off parenthetic words, phrases, or clauses.

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

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

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

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

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

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

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

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

He therefore gave up the search.

- 8.45.** 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.)

- 8.46.** 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)

- 8.47.** 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.

- 8.48.** 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.

- 8.49.** After an interrogative clause, followed by a direct question.

You are sure, are you not?

You will go, will you not?

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

Chief, Division of Finance  
chairman, Committee on  
Appropriations

colonel, 12th Cavalry Regiment  
president, University of Virginia

- 8.51.** 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.

- 8.52.** To separate thousands and millions in numerical figures.

4,230  
50,491  
1,250,000

*but* 1,000,000,000 is more clearly  
illustrated as 1 billion

- 8.53.** 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—

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

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

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

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

Washington, DC 20401–0003, for the GPO

East Rochester, OH 44625–9701 USA, was his hometown

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

June 2016	150 B.C.
22d of May 2016	Labor Day 2016
February and March 2016	Easter Sunday 2016
January, February, and March 2016	5 January 2016 (military usage)
January 24 A.D. 2016; 15th of June	spring 2016
A.D. 2016	autumn 2016

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

Columbia Typographical Union No. 101–12

American Legion Post No. 33

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

$\frac{1}{2}500$

1.0947

page 2632

202–512–1800 (telephone number)

1721–1727 St. Clair Avenue

Executive Order 11242

motor No. 189463

1450 kilocycles; 1100 meters

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

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

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

Brown, Wilson & Co.

Mine, Mill & Smelter Workers

- 8.61.** Before abbreviations of compass directions.

6430 Princeton Dr. SW

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

American Library Association Bulletin 34:238, April 1940.

- 8.63.** 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—

- 8.64.** 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.

- 8.65.** 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 . . ."

- 8.66.** 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.

- 8.67.** 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.

- 8.68.** 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.

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

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

- 8.70.** 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.

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

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

Q. Did he go?—A. No.

A 1-em dash is not used—

- 8.73.** At the beginning of any line of type, except as shown in rule 8.70.

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

A 3-em dash is used—

- 8.75.** 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—

- 8.76.** In a combination of figures and/or letters, including acronyms (even if the acronym spells out a word (e.g. PATRIOT)). But use a hyphen to combine such letters and/or figures with a word or abbreviation, or in chemical nomenclature.

figures:

- 5–20 (bonds)
- 85–1–85–20 (Public laws; use em dash between two elements with en dashes)
- 1–703–555–6593 (telephone number)
- 123–45–6789 (Social Security number)
- \$15–\$20 (range)

letters:

- WTOP–AM–FM–TV (radio and television stations)
- CBS–TV
- AFL–CIO
- C–SPAN
- s–NOM (scientific term)

figures and letters:

- 6–A (exhibit identification)
- DC–14 (airplane)
- MiG–25 (airplane, mixed letters with figure)
- I–95 (interstate roadway)
- 4–H (Club)
- LK–66–A(2)–74, 15A–x–3 (serial numbers)
- SE–BatsCZX–2015–65 (SEC file number)
- rule 13e–4
- Section 12(a)–(d) (range)

*but* a hyphen is used with:

- ACF–Brill Motors Co. (hyphen with capital letters and a word)
- loran–C (coined word plus letter)
- ALL–AMERICAN ESSAY CONTEST (hyphen in capitalized heading)
- Four Corners Monument, AZ–NM–UT–CO (hyphen with two-letter state abbreviations)
- U–235, Cr–Ni–Mo (chemical symbols)
- δ–HCH (chemical nomenclature)

- 8.77.** 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—

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

From June 1 to July 30, 2016; *not* from June 1–July 30, 2016

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

Between 2000 and 2016; *not* between 2000–16

## Ellipses

- 8.80.** Three periods or three asterisks, 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 charge . . . .

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 \* \* \*.

- 8.81.** Ellipses are not overrun alone at the end of a paragraph.

- 8.82. Copy will be followed for period or asterisk ellipses, even if inconsistent.
- 8.83. 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.

\* \* \* \* \*

- 8.84. Indented matter in 26½-pica or wider measure also requires a seven-asterisk line to indicate the omission of one or more entire paragraphs.
- 8.85. If an omission occurs in the last part of a paragraph immediately before a line of asterisks, three periods or asterisks are used, in addition to the line of asterisks, to indicate such an omission.
- 8.86. Equalize spacing above and below an ellipsis line.

### **Exclamation point**

- 8.87. 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!

- 8.88. 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!

- 8.89.** 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—

- 8.90.** To connect the elements of certain compound words. (See Chapter 6 “Compounding Rules.”)

- 8.91.** To indicate continuation of a word divided at the end of a line.

- 8.92.** 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.

- 8.93.** To separate elements of chemical formulas.

The hyphen, as an element, may be used—

- 8.94.** To represent letters deleted or illegible words in copy.

Oakland's - - bonic plague

Richard Emory H - - - -

## **Parentheses**

Parentheses are used—

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

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

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

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

- 8.96.** To enclose a parenthetic clause where the interruption is too great to be indicated by commas.

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

- 8.97.** 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

- 8.98.** 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.)

- 8.99.** 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.

- 8.100.** 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.)

- 8.101.** 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).

- 8.102.** 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.

- 8.103.** 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.

**8.104.** 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. (sometimes ice cream).)

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

(By Harvey Hagman, archeological correspondent)

**8.106.** 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—

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

Stars are suns.  
He was employed by Sampson & Company.  
Do not be late.  
On with the dance.

**8.108.** 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.

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

- |                                                                                           |                                                                                          |
|-------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|
| <i>a.</i> Bread well baked<br><i>b.</i> Meat cooked rare<br><i>c.</i> Cubed apples stewed | <i>1.</i> Punctuate freely<br><i>2.</i> Compound sparingly<br><i>3.</i> Index thoroughly |
|-------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------|

**8.110.** To indicate an ellipsis. (See rules 8.80 and 8.82.)

**8.111.** 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.

*but Note.*—The source material was furnished.

Source: U.S. Department of Commerce, Bureau of the Census.

**8.112.** 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 indentations and order is essential.

- 8.113.** To separate integers from decimals in a single expression.

13.75 percent

1.25 meters

\$3.50

0.08 mile

- 8.114.** In continental European languages, to indicate thousands.

1.317

72.190.175

- 8.115.** After abbreviations, unless otherwise specified. (See Chapter 9, "Abbreviations and Letter Symbols.")

Apr.

*but*

Co.

m (meter)

fig.

kc (kilocycle)

Ry.

NY (New York)

Ph.D.

RR

p.m.

SSE (south-southeast)

- 8.116.** 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)

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

A center period is sometimes used—

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

$a \bullet b$

$a \times b$

The period is omitted—

**8.119.** 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.

**8.120.** After a quotation mark that is preceded by a period.

She said: "I believe the time is now or never."

**8.121.** 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.

**8.122.** 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)

**8.123.** After a short name which is not an abbreviation of the longer form.

Alex

Mac

Ed

Sam

**8.124.** After Roman numerals used as ordinals.

King George V

Super Bowl XLIX, LI

Apollo XII insigne

*but* Super Bowl 50

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

**8.126.** After explanatory matter under leaders or rules.

.....

(Name)

.....

(Address)

.....

(Position)

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

### Question mark

The question mark is used—

- 8.128. 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.

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

Can he do it? or you? or anyone?

- 8.130. 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—

- 8.131. 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?”

- 8.132. To enclose any matter following such terms as *entitled*, *the word*, *the term*, *marked*, *designated*, *classified*, *named*, *endorsed*, *cited as*, *referred to as*, or *signed*; however, quotation marks are not used to enclose expressions following the terms *known as*, *called*, *so-called*, etc., unless such expressions are misnomers or slang.

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

After the word “treaty,” insert a comma.

Of what does the item “Miscellaneous debts” consist?

The column “Imports from foreign countries” was not well written.

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

The check was endorsed “John Adamson.”

It was signed "John."

*but* Beryllium is known as glucinium in some European countries.

It was called profit and loss.

The so-called investigating body.

- 8.133.** To enclose titles of addresses, albums, articles, awards, books, captions, editorials, essays, headings, headlines, hearings, motion pictures and plays (including television and radio programs), operas, papers, short poems, reports, songs, studies, subheadings, 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 Treasury's 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 or 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 Director of the Government Publishing Office

This was followed by the singing of "The Star-Spangled Banner."

The information is located under the subhead "Sixty Days of Turmoil."

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."

- 8.134.** At the beginning of each paragraph of a quotation, but at the end of the last paragraph only.

- 8.135.** To enclose a letter or communication that bears both date and signature.

- 8.136.** 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.

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

- 8.138.** 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 conductor shouted, “All aboard!”

Who asked, “Why?”

The President suggests that “an early occasion be sought.”

Why call it a “gentlemen’s agreement”?

- 8.139.** 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, 2016”.

“Insert in lieu thereof ‘July 1, 1983,:’”

- 8.140.** When occurring together, quotation marks should precede footnote reference numbers.

The commissioner claimed that the award was “unjustified.”<sup>1</sup>

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

- 8.141.** 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?’ ”

Quotation marks are not used—

- 8.142.** To enclose titles of works of art: paintings, statuary, etc.

- 8.143.** To enclose names of newspapers or magazines.
- 8.144.** To enclose complete letters having date and signature.
- 8.145.** 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.
- 8.146.** In indirect quotations.  
Tell her yes.                                      He could not say no.

- 8.147.** Before a display initial which begins a quoted paragraph.

### Semicolon

The semicolon is used—

- 8.148.** 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.
- 8.149.** 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.

- 8.150.** To set off explanatory abbreviations or words that summarize or explain preceding matter.
- The industry is related to groups that produce finished goods; i.e., electrical machinery and transportation equipment.
- There were three metal producers involved; namely, Jones & Laughlin, Armco, and Kennecott.

The semicolon is not used—

**8.151.** Where a comma will suffice.

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

**Single punctuation**

**8.152.** 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**

**8.153.** 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 the text of technical and legal publications, and in parentheses, brackets, footnotes, sidenotes, tables, leaderwork, and bibliographies, many words are frequently abbreviated. Heads, legends, tables of contents, and indexes follow the style of the text.
- 9.3.** Internal and terminal punctuation in symbols representing units of measure are to be omitted to conform with practice adopted by scientific, technical, and industrial groups. Where the omission of terminal punctuation causes confusion; e.g., the symbol *in* (inch) mistaken for the preposition *in*, the symbol should be spelled out.
- 9.4.** Standard and easily understood forms are preferable, and they should be uniform throughout a job. Abbreviations not generally known should be followed in the text by the spelled-out forms in parentheses the first time they occur; in tables and leaderwork such explanatory matter should be supplied in a footnote. As the printer cannot rewrite the copy, the author should supply these explanatory forms.
- 9.5.** In technical matter, symbols for units of measure should be used only with figures; similarly, many other abbreviations and symbols should not appear in isolation. For example, *energy is measured in foot-pounds*, NOT *energy is measured in ft•lbs*. See ASME Y14.38 ("Abbreviations and Acronyms for use on Drawings and Related Documents") for an extended list of technical abbreviations.

### **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.

F.D.R.	i.e., e.g. ( <i>but op. cit.</i> )
J.F.K.	B.S., LL.D., Ph.D., B.Sc.
L.B.J.	H.R. 116 ( <i>but S. 116, S. Con.</i> Res. 116)
B.C. Forrest, D.D.S.	C.A.D.C. ( <i>but App. D.C.</i> )
U.S.	<i>but</i>
U.N.	AT&T
U.S.C. ( <i>but Rev. Stat.</i> )	Texas A&M
A.F. of L.-CIO (AFL-CIO preferred)	R&D
A.D., B.C.	

- 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" will be interpreted to mean organized bodies that have become popularly identified with a symbol, such as MIT (Massachusetts Institute of Technology), GM (General Motors), AFLAC (American Family Life Assurance Company), etc. (See also rule 9.61.) 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 ( <i>but Supreme Court of the United States</i> )
U.S. Army ( <i>but Army of the United States</i> )
U.S. monitor <i>Nantucket</i>

- 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, the Virgin Islands, and freely associated states 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 Washington Dulles
Stone Mountain, GA	International Airport, VA
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, no period is used with the abbreviations *NW*, *SW*, *NE*, *SE* (indicating sectional divisions of cities) following name or number. *North*, *South*, *East*, and *West* are spelled out at all times.
- 9.18.** The word *Street* or *Avenue* as part of a name is not abbreviated even in parentheses, footnotes, sidenotes, tables, lists, or leaderwork.

14th Street Bridge

Ninth Avenue Bldg.

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

## **Descriptions of tracts of land**

- 9.20.** In the description of tracts of public land the following abbreviations are used (periods are only used after compass directional abbreviations that describe township(s) (T./Tps.) and range(s) (R./Rs.)):

SE<sup>1</sup>/<sub>4</sub>NW<sup>1</sup>/<sub>4</sub> sec. 4, T. 12 S., R. 15 E., of the Boise Meridian

lot 6, NE<sup>1/4</sup> sec. 4, T. 6 N., R. 1 W.

N½ sec. 20, T. 7 N., R. 2 W., sixth principal meridian

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

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

T. 3 S., R. 1 E., sec. 34, 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)

- 9.21.** If fractions are spelled out in land descriptions, *half* and *quarter* are used (not *one-half* or *one-quarter*).

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

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

## Names and titles

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

Al  
Alex

Ben  
Ed

Fred  
Sam

Walt  
Will

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

George Wythe

Geo. Taylor

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

Radio Corp. of America  
Aluminum Co. of America  
Standard Oil Co. of New Jersey  
H.J. Baker & Bro.  
Jones Bros. & Co.  
American Telephone &  
    Telegraph Co.  
Norton Enterprises, Inc.  
Maryland Steamship Co., Ltd.  
Chesapeake & Delaware Canal  
Fairmount Building & Loan  
    Association

Electronics Manufacturing Co.  
Texas College of Arts & Industries  
Robert Wilson & Associates, Inc.  
U.S. News & World Report  
Baltimore & Ohio Railroad  
Mine, Mill & Smelter Workers

*but*

Little Theater Company  
Senate Banking, Housing and  
    Urban Affairs Committee

- 9.26.** *Company* and *Corporation* are not abbreviated in names of Federal Government units.

Commodity Credit Corporation  
Federal Savings and Loan Insurance Corporation  
Pension Benefit Guaranty Corporation

- 9.27.** In parentheses, footnotes, sidenotes, tables, and leaderwork, abbreviate the words *railroad* and *railway* (*RR* and *Ry.*), except in such names as "Washington Railway & Electric Co." and "Florida Railroad & Navigation Corp." *SS* for *steamship*, *MS* for *motorship*, etc., preceding name are used at all times.

- 9.28.** In the names of informal companionships the word *and* is spelled out.

Lennon and McCartney Currier and Ives

- 9.29.** In other than formal usage, a civil, military, or naval title preceding a name is abbreviated if followed by first or given name or initial; but *Mr.*, *Mrs.*, *Miss*, *Ms.*, *M.*, *MM.*, *Messrs.*, *Mlle.*, *Mme.*, and *Dr.* are abbreviated with or without first or given name or initial.

## **United States military titles and abbreviations**

### *Officer rank*

Officer ranks in the United States military consist of commissioned officers and warrant officers. The commissioned ranks are the highest in the military. These officers hold presidential commissions and are confirmed at their ranks by the Senate. Army, Air Force, and Marine Corps officers are called

company grade officers in the pay grades of O-1 to O-3, field grade officers in pay grades O-4 to O-6, and general officers in pay grades O-7 and higher. The equivalent officer groupings in the Navy are called junior grade, mid-grade, and flag.

Warrant officers hold warrants from their service secretary and are specialists and experts in certain military technologies or capabilities. The lowest ranking warrant officers serve under a warrant, but they receive commissions from the President upon promotion to chief warrant officer 2. These commissioned warrant officers are direct representatives of the President of the United States. They derive their authority from the same source as commissioned officers but remain specialists, in contrast to commissioned officers, who are generalists. There are no warrant officers in the Air Force.

	<b>Army</b>	<b>Navy Coast Guard</b>	<b>Marines</b>	<b>Air Force</b>
	General of the Army (Reserved for wartime only)	Fleet Admiral (Reserved for wartime only)		General of the Air Force (Reserved for wartime only)
O10	General GEN Army Chief of Staff	Admiral ADM Chief of Naval Operations and Commandant of the Coast Guard	General Gen. Commandant of the Marine Corps	General Gen. Air Force Chief of Staff
O9	Lieutenant General LTG	Vice Admiral VADM	Lieutenant General Lt. Gen.	Lieutenant General Lt. Gen.
O8	Major General MG	Rear Admiral Upper Half RADML	Major General Maj. Gen.	Major General Maj. Gen.
O7	Brigadier General BG	Rear Admiral Lower Half RDML	Brigadier General Brig. Gen.	Brigadier General Brig. Gen.
O6	Colonel COL	Captain CAPT	Colonel Col.	Colonel Col.
O5	Lieutenant Colonel LTC	Commander CDR	Lieutenant Colonel Lt. Col.	Lieutenant Colonel Lt. Col.
O4	Major MAJ	Lieutenant Commander LCDR	Major Maj.	Major Maj.
O3	Captain CPT	Lieutenant LT	Captain Capt.	Captain Capt.

	<b>Army</b>	<b>Navy Coast Guard</b>	<b>Marines</b>	<b>Air Force</b>
O2	First Lieutenant 1LT	Lieutenant Junior Grade LTJG	First Lieutenant 1st Lt.	First Lieutenant 1st Lt.
O1	Second Lieutenant 2LT	Ensign ENS	Second Lieutenant 2nd Lt.	Second Lieutenant 2nd Lt.
W5	Chief Warrant Officer CW5	Chief Warrant Officer CWO5	Chief Warrant Officer 5 CWO5	NO WARRANT
W4	Chief Warrant Officer 4 CW4	Chief Warrant Officer 4 CWO4	Chief Warrant Officer 4 CWO4	NO WARRANT
W3	Chief Warrant Officer 3 CW3	Chief Warrant Officer 3 CWO3	Chief Warrant Officer 3 CWO3	NO WARRANT
W2	Chief Warrant Officer 2 CW2	Chief Warrant Officer 2 CWO2	Chief Warrant Officer 2 CWO2	NO WARRANT
W1	Warrant Officer 1 WO1	Warrant Officer 1 WO1	Warrant Officer 1 WO	NO WARRANT

Source: <http://www.defense.gov/About-DoD/Insignias/Officers>.

### *Enlisted rank*

Service members in pay grades E-1 through E-3 are usually either in some kind of training status or on their initial assignment. The training includes the basic training phase where recruits are immersed in military culture and values and are taught the core skills required by their service component.

Basic training is followed by a specialized or advanced training phase that provides recruits with a specific area of expertise or concentration. In the Army and Marines, this area is called a military occupational specialty; in the Navy it is known as a rate; and in the Air Force it is simply called an Air Force specialty.

Leadership responsibility significantly increases in the mid-level enlisted ranks. This responsibility is given formal recognition by use of the terms noncommissioned officer and petty officer. An Army sergeant, an Air Force staff sergeant, and a Marine corporal are considered NCO ranks. The Navy NCO equivalent, petty officer, is achieved at the rank of petty officer third class.

At the E-8 level, the Army, Marines, and Air Force have two positions at the same pay grade. Whether one is, for example, a senior master sergeant or a first sergeant in the Air Force depends on the person's job. The same is true for the positions at the E-9 level. Marine Corps master gunnery sergeants and sergeants major receive the same pay but have different responsibilities. E-8s and E-9s have 15 to 30 years on the job, and are commanders' senior advisers for enlisted matters.

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

	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)				

	<b>Army</b>	<b>Navy Coast Guard</b>	<b>Marines</b>	<b>Air Force</b>
E3	Private First Class (PFC)	Seaman (SN)	Lance Corporal (LCpl)	Airman First Class (A1C)
E2	Private E-2 (PV2)	Seaman Apprentice (SA)	Private First Class (PFC)	Airman (Amn)
E1	Private	Seaman Recruit (SR)	Private	Airman Basic

Source: <http://www.defense.gov/About-DoD/Insignias/Enlisted>.

- 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. John Kerry; the Honorable John Kerry; the Honorable Mr. Kerry  
 the Honorable John Roberts, Elena Kagan, 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., *but* Major John P. Pryor, M.D.

- 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.*, *Ph.D.*, *Jr.*, and *Sr.* 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)
fn., fns. (footnote, footnotes)	supp., supps. (supplement, supplements)
No., Nos. (number, numbers)	vol., vols. (volume, volumes)
p., pp. (page, pages)	
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
ChST—Chamorro standard time (DST not observed)	PDT—Pacific daylight time
DST—daylight saving (no “s”) time	PST—Pacific standard time
EDT—eastern daylight time	PT—Pacific time
EST—eastern standard time	SST—Samoan standard time (DST not observed)
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*)

Use all capital letters where first letters of prefixes and/or suffixes are utilized as part of established expressions:

CPR (cardiopulmonary resuscitation)  
ESP (extrasensory perception)  
FLIR (forward-looking infrared)

Copy must be followed where an acronym or abbreviated form is copyrighted or established by law:

ACTION (agency of Government; not an acronym)  
MARAD (*Maritime Administration*)  
NACo (National Association of Counties)  
MEDLARS (*Medical Literature Analysis and Retrieval System*)

Use caps and lowercase when proper names are used in shortened form, any word of which uses more than the first letter of each word:

- Conrail (Consolidated Rail Corporation)
- Pepco (Potomac Electric Power Co.)
- Inco (International Nickel Co.)
- Aramco (Arabian-American Oil Co.)
- Unprofor (United Nations Protection Force)

*but USAJOBS*

Use lowercase in common-noun combinations made up of more than the first letter of lowercased words:

- loran (*long-range navigation*)
- sonar (*sound navigation ranging*)
- secant (*separation control of aircraft by nonsynchronous techniques*)

- 9.49.** The words *infra* and *supra* are not abbreviated.

## Terms of measure

- 9.50.** The only instance where a period is used with a compass directional abbreviation is in a land tract description with township(s) (T./Tps.) and range(s) (R./Rs.). (See rule 9.20.) Compass directionals are abbreviated as follows:

N	S	ESE
NE	NNW	10° N 25° W
E	W	<i>but</i>
NW by N ¼ W	SW	T. 2 S., R. 1 E.

- 9.51.** The words *latitude* and *longitude*, followed by figures, are abbreviated in parentheses, brackets, footnotes, sidenotes, tables, and leaderwork, and the figures are always closed up.

lat. 52°33'05" N                                          long. 13°21'10" E

- 9.52.** Avoid breaking latitude and longitude figures at end of line; space out line instead. In case of an unavoidable break at end of line, use hyphen.

- 9.53.** Temperature and gravity are expressed in figures. When the degree mark is used, it must appear closed up to the capital letter, not

against the figures. Note the following related abbreviations and letter symbols and their usages:

abs, absolute	API, American Petroleum
Bé, Baumé	Institute
°C, <sup>1</sup> degree Celsius <sup>2</sup>	Twad, Twaddell
°F, degree Fahrenheit	100 °C
°R, degree Rankine	212 °F <sup>1</sup>
K, kelvin; <i>but</i> Kelvin scale	671.67 °R
273.15 K	18 °API
°API	

- 9.54.** References to meridian in statements of time are abbreviated as follows:

10 a.m. ( <i>not</i> 10:00 a.m.)	12 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*<sup>3</sup>; use *cc* only when requested.

A space is used between a figure and a unit symbol except in the case of the symbols for degree, minute, and second of plane angle.

3 m                  45 mm                  25 °C                  *but* 33°15'21"

<i>Prefixes for multiples and submultiples</i>				<i>Metric units</i>	
Y	yotta ( $10^{24}$ )	d	deci ( $10^{-1}$ )	m	meter (for length)
Z	zetta ( $10^{21}$ )	c	centi ( $10^{-2}$ )	g	gram (for weight or mass)
E	exa ( $10^{18}$ )	m	milli ( $10^{-3}$ )	L	liter (for capacity)
P	peta ( $10^{15}$ )	μ	micro ( $10^{-6}$ )		
T	tera ( $10^{12}$ )	n	nano ( $10^{-9}$ )		
G	giga ( $10^9$ )	p	pico ( $10^{-12}$ )		
M	mega ( $10^6$ )	f	femto ( $10^{-15}$ )		
k	kilo ( $10^3$ )	a	atto ( $10^{-18}$ )		
h	hecto ( $10^2$ )	z	zepto ( $10^{-21}$ )		
da	deka ( $10$ )	y	yocto ( $10^{-24}$ )		

<sup>1</sup>Without figures preceding it, °C or °F should be used only in boxhead and over figure columns in tables.

<sup>2</sup>Preferred form (superseding Centigrade).

<i>Length</i>		<i>Area</i>		<i>Volume</i>	
km	kilometer	km <sup>2</sup>	square kilometer	km <sup>3</sup>	cubic kilometer
hm	hectometer	hm <sup>2</sup>	square hectometer	hm <sup>3</sup>	cubic hectometer
dam	decameter	dam <sup>2</sup>	square decameter	dam <sup>3</sup>	cubic dekameter
m	meter	m <sup>2</sup>	square meter	m <sup>3</sup>	cubic meter
dm	decimeter	dm <sup>2</sup>	square decimeter	dm <sup>3</sup>	cubic decimeter
cm	centimeter	cm <sup>2</sup>	square centimeter	cm <sup>3</sup>	cubic centimeter
mm	millimeter	mm <sup>2</sup>	square millimeter	mm <sup>3</sup>	cubic millimeter
<i>Weight</i>		<i>Land area</i>		<i>Capacity of containers</i>	
kg	kilogram	ha	hectare	kL	kiloliter
hg	hectogram	a	acre	hL	hectoliter
dag	dekagram			daL	dekaliter
g	gram			L	liter
dg	decigram			dL	deciliter
cg	centigram			cL	centiliter
mg	milligram			mL	milliliter
μg	microgram				

- 9.57.** A similar form of abbreviation applies to any unit of the metric system.

A	ampere	V	volt	mF	millifarad
VA	voltampere	W	watt	mH	millihenry
F	farad	kc	kilocycle	μF	microfarad (one-millionth of a farad)
H	henry	kV	kilovolt		
Hz	hertz	kVA	kilovoltampere		
J	joule	kW	kilowatt		

- 9.58.** The following forms are used when units of English weight and measure and units of time are abbreviated, the same form of abbreviation being used for both singular and plural:

<i>Length</i>		<i>Area and volume</i>	
in	inch	in <sup>2</sup>	square inch
ft	foot	in <sup>3</sup>	cubic inch
yd	yard	mi <sup>2</sup>	square mile
mi	mile (statute)	ft <sup>3</sup>	cubic foot

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

- 9.59.** In astrophysical and similar scientific matter, magnitudes and units of time may be expressed as follows:

5<sup>h</sup>3<sup>m</sup>9<sup>s</sup>

4.5<sup>h</sup>

## 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.** For a more complete list of Government acronyms visit the U.S. Government Manual: <https://www.govinfo.gov/content/pkg/GOVMAN-2015-07-01/pdf/GOVMAN-2015-07-01-Commonly-Used-Agency-Acronyms-105.pdf>. Use these forms if abbreviations are required:

2,4D (insecticide)	A1 (rating)
2d—second	A.A.—Alcoholics Anonymous
3d—third	AARP—American Association of Retired Persons
3D—three dimensional	abbr.—abbreviation
4°—quarto	abs.—abstract
8°—octavo	

acct.—account	ARC—American Red Cross
ACTH—adrenocorticotropic hormone	ARS—Agricultural Research Service
A.D.—(anno Domini) in the year of our Lord (A.D. 937)	ASD—autism spectrum disorder
ADDH—attention deficit disorder with hyperactivity	ASME—American Society of Mechanical Engineers
ADHD—attention deficit hyperactivity disorder	ASTM—American Society for Testing and Materials
AF—audiofrequency	ATM—automatic teller machine
AFB—Air Force Base	Atl.—Atlantic Reporter; A.2d, Atlantic Reporter, second series
AFL-CIO—American Federation of Labor and Congress of Industrial Organizations	AUS—Army of the United States
AIDS—acquired immunodeficiency syndrome	Ave.—avenue
a.k.a.—also known as	AWACS—airborne warning and control system
A.L.R.—American Law Reports	AWOL—absent without leave
ALS—amyotrophic lateral sclerosis	B.A. or A.B.—bachelor of arts
AM—amplitude modulation (no periods)	BAC—billing address code
A.M.—(anno mundi) in the year of the world	BBB—Better Business Bureau
A.M. or M.A.—master of arts	B.C.—before Christ (1200 B.C.)
a.m.—(ante meridiem) before noon	B.C.E.—Before Common Era
Am. Repts.—American Reports	BCG—(bacillus Calmette-Guerin)
Amtrak—National Railroad Passenger Corporation	antituberculosis vaccine
AMVETS—American Veterans; Amvet(s) (individual)	bf.—boldface
ANSI—American National Standards Institute	BGN—Board on ( <i>not of</i> ) Geographic Names
antilog—antilogarithm (no period)	BIA—Bureau of Indian Affairs
AOA—Administration on Aging	BIS—Bank for International Settlements
APEC—Asia-Pacific Economic Cooperation	Blatch. Pr. Cas.—Blatchford's Prize Cases
API—American Petroleum Institute	Bldg.—building
APO—Army post office (no periods)	B.Lit(t). or Lit(t).B.—bachelor of literature
App. D.C.—District of Columbia Appeal Cases	BLM—Bureau of Land Management
App. Div.—Appellate Division	BLS—Bureau of Labor Statistics
approx.—approximately	Blvd.—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	Corp.—corporation (commercial)
CAD—computer-aided design	cos—cosine (no period)
CAP—Civil Air Patrol	cosh—hyperbolic cosine (no period)
CAT scan—computerized axial tomography	cot—cotangent (no period)
C.C.A.—Circuit Court of Appeals	coth—hyperbolic cotangent (no period)
CCC—Commodity Credit Corporation	c.p.—chemically pure
C.Cls.—Court of Claims	C.P.A.—certified public accountant
C.Cls.R.—Court of Claims Reports	CPI—Consumer Price Index
C.C.P.A.—Court of Customs and Patents Appeals	CPR—cardiopulmonary resuscitation
CCSDS—Consultative Committee for Space Data Systems	cr.—credit; creditor
CDC—Centers for Disease Control and Prevention	C-SPAN—Cable Satellite Public Affairs Network
C.E.—Common Era	csc—cosecant (no period)
CEA—Council of Economic Advisers	csch—hyperbolic cosecant (no period)
cf.—(confer) compare or see	Ct.—court
CFR—Code of Federal Regulations	Dall.—Dallas (U.S. Supreme Court Reports)
CFR Supp.—Code of Federal Regulations Supplement	DAR—Daughters of the American Revolution
CHAMPUS—Civilian Health and Medical Program of the Uniformed Services	d.b.a.—doing business as
CIA—Central Intelligence Agency	d.b.h.—diameter at breast height
C.J.—(corpus juris) body of law; Chief Justice	D.D.—doctor of divinity
CMYK—cyan, magenta, yellow, black	D.D.S.—doctor of dental surgery
CNN—Cable News Network	DDT—dichlorodiphenyl-trichloroethane
CO—commanding officer	DHS—Department of Homeland Security
Co.—company (commercial)	Dist. Ct.—District Court
c.o.d.—cash on delivery	D.Lit(t). or Lit(t).D.—doctor of literature
COLA—cost-of-living adjustment	DNC—Domestic Names Committee (BGN)
Comp. Dec.—Comptroller's Decisions (Treasury)	do.—(ditto) the same
Comp. Gen.—Comptroller General Decisions	DOC—Department of Commerce
con.—continued	DoD—Department of Defense
Conus—continental United States	DOE—Department of Energy
	DOI—Department of the Interior
	DOJ—Department of Justice

DOL—Department of Labor	Eurodollars—U.S. dollars used to finance foreign trade
DoS—Department of State	Ex. Doc. (with letter)—executive document
DOT—Department of Transportation	EXIM Bank—Export-Import Bank of the United States
DP—displaced person (no period)	f., ff.—and following page (pages)
D.P.H.—doctor of public health	FAA—Federal Aviation Administration
D.P.Hy.—doctor of public hygiene	FACS—Faculty of the American College of Surgeons
DPT—diphtheria, pertussis, tetanus inoculation	Fannie Mae—Federal National Mortgage Association
dr.—debit; debtor	FAO—Food and Agriculture Organization
Dr.—doctor; drive	FAQ—frequently asked question
DST—daylight saving (no “s”) time	FAR—Federal Acquisition Regulation
D.V.M.—doctor of veterinary medicine	f.a.s.—free alongside ship
E—east	FAS—Foreign Agricultural Service
e—CFR—electronic Code of Federal Regulations	FBI—Federal Bureau of Investigation
EDGAR—Electronic Data Gathering, Analysis and Retrieval (SEC)	FCA—Farm Credit Administration
EOC—Equal Employment Opportunity Commission	FCC—Federal Communications Commission
EFTA—European Free Trade Association	FCIC—Federal Crop Insurance Corporation
EFTS—electronic funds transfer system	FCSC—Foreign Claims Settlement Commission
e.g.—(exempli gratia) for example	FDA—Food and Drug Administration
EHF—extremely high frequency	FDIC—Federal Deposit Insurance Corporation
emcee—master of ceremony	FDLP—Federal Depository Library Program
e.o.m.—end of month	Fed.—Federal Reporter; F.3d, Federal Reporter, third series
EOP—Executive Office of the President	FEOF—Foreign Exchange Operations Fund
EPA—Environmental Protection Agency	FERC—Federal Energy Regulatory Commission
ESE—east-southeast	
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)	

FHA—Federal Housing Administration	G.M.&S.—general, medical, and surgical
FHFA—Federal Housing Finance Agency	GNMA—Government National Mortgage Association (Ginnie Mae)
FmHA—Farmers Home Administration	Gov.—Governor
FHWA—Federal Highway Administration	GPO—Government Publishing Office
FICA—Federal Insurance Contributions Act	GPS—Global Positioning System
FLSA—Fair Labor Standards Act	gr. wt.—gross weight
FM—frequency modulation	GSA—General Services
FMC—Federal Maritime Commission	Administration
FMCS—Federal Mediation and Conciliation Service	GSE—Government-Sponsored Enterprise
FNS—Food and Nutrition Service	G7—Group of Seven
f°—folio	H.C.—House of Commons
FOB—free on board	H. Con. Res. (with number)—House concurrent resolution
FPO—fleet post office (no periods)	H. Doc. (with number)—House document
FR—Federal Register (publication)	hazmat—hazardous material
FRG—Federal Republic of Germany	HDTV—high definition television
FRS—Federal Reserve System	HE—high explosive (no periods)
FS—Forest Service	HF—high frequency (no periods)
FSLIC—Federal Savings and Loan Insurance Corporation	HHS—Health and Human Services (Department of)
F. Supp.—Federal Supplement	HIV—human immunodeficiency virus
FTC—Federal Trade Commission	H.J. Res. (with number)—House joint resolution
FWS—Fish and Wildlife Service	HMO—health-maintenance organization
GAO—Government Accountability Office	HOV—high-occupancy vehicle
GATT—General Agreement on Tariffs and Trade	How.—Howard (U.S. Supreme Court Reports)
GDP—Gross Domestic Product	H.R. (with number)—House bill
GFE—government furnished equipment	H. Rept. (with number)—House report
GFI—government furnished information	H. Res. (with number)—House resolution
GI—general issue; Government issue	HUD—Housing and Urban Development (Department of)
GIS—geographic information system	IADB—Inter-American Defense Board

IAEA—International Atomic Energy Agency	JOBS—Job Opportunities in the Business Sector
ibid.—(ibidem) in the same place	JIT—just in time
ICBM—intercontinental ballistic missile	Jpn.—Japan or Japanese where necessary to abbreviate
id.—(idem) the same	Jr.—junior
ID—Information Dissemination	Judge Adv. Gen.—Judge Advocate General
IDA—International Development Association	lat.—latitude
IDE—integrated drive electronics	LC—Library of Congress
i.e.—(id est) that is	LCD—liquid crystal display
IEEE—Institute of Electrical and Electronic Engineers	lc.—lowercase
IF—intermediate frequency (no periods)	L.Ed.—Lawyer's edition (U.S. Supreme Court Reports)
IFC—International Finance Corporation	LGBTQ—Lesbian, Gay, Bisexual, Transgender, and Questioning
IMF—International Monetary Fund	liq.—liquid
Insp. Gen. (also IG)—inspector general	lf.—lightface
Interpol—International Criminal Police Organization	LF—low frequency
IOU—I owe you	LL.B.—bachelor of laws
IQ—intelligence quotient	LL.D.—doctor of laws
IRA—individual retirement account	loc. cit.—(loco citato) in the place cited
IRBM—intermediate range ballistic missile	log (no period)—logarithm
IRE—Institute of Radio Engineers	long.—longitude
IRS—Internal Revenue Service	loran (no periods)—long-range navigation
ISIL—Islamic State of Iraq and the Levant (Intelligence Community standard)	lox (no periods)—liquid oxygen
ISIS—Islamic State of Iraq and Syria	LPG—liquefied petroleum gas
ISO—International Organization for Standardization	Ltd.—limited
ISS—International Space Station	Lt. Gov.—lieutenant governor
ISSN—International Standard Serial Number	M—money supply: M1, M2, etc.
JAG—Judge Advocate General	M.—monsieur; MM., messieurs
jato—jet-assisted takeoff	m.—(meridies) noon
J.D.—(jurum or juris doctor)	M—more
doctor of laws	MAC—Military Airlift Command
	MARAD—Maritime Administration
	MC—Member of Congress
	(emcee, master of ceremonies)
	M.D.—doctor of medicine
	MDAP—Mutual Defense Assistance Program
	Medi-Cal—Medicaid California

memo—memorandum	NATO—North Atlantic Treaty Organization
MF—medium frequency; microfiche	NCUA—National Credit Union Administration
MFN—most favored nation	NE—northeast
MIA—missing in action (plural MIAs)	n.e.c.—not elsewhere classified
MIRV—multiple independently targetable reentry vehicle	n.e.s.—not elsewhere specified
Misc. Doc. (with number)— miscellaneous document	net wt.—net weight
Mlle.—mademoiselle	N.F.—National Formulary
MMAR—Materials Management Acquisition Regulation	NFC—National Finance Center
Mme.—madam	NIH—National Institutes of Health
Mmes.—mesdames	NIST—National Institute of Standards and Technology
mo.—month	NGA—National Geospatial-Intelligence Agency
MOS—military occupational specialty	n.l.—natural log or logarithm
M.P.—Member of Parliament	NLRB—National Labor Relations Board
MP—military police	NNTP—Network News Transfer Protocol
Mr.—mister (plural Messrs.)	NNW—north-northwest
MRI—magnetic resonance imaging	No.—Nos., number, numbers
Mrs.—mistress	NOAA—National Oceanic and Atmospheric Administration
Ms.—feminine title (plural Mses.)	n.o.i.b.n.—not otherwise indexed by name
M.S.—master of science	n.o.p.—not otherwise provided (for)
MS.—MSS., manuscript, manuscripts	n.o.s.—not otherwise specified
MSC—Military Sealift Command	NPR—National Public Radio
Msgr.—monsignor	NPS—National Park Service
m.s.l.—mean sea level	NRC—Nuclear Regulatory Commission
MTN—multilateral trade negotiations	NS—nuclear ship
N—north	NSA—National Security Agency
NA—not available; not applicable	NSC—National Security Council
NACo.—National Association of Counties	NSF—National Science Foundation
NAFTA—North American Free Trade Agreement	n.s.k.—not specified by kind
NAS—National Academy of Sciences	n.s.p.f.—not specifically provided for
NASA—National Aeronautics and Space Administration	NW—northwest

OAPEC—Organization of Arab Petroleum Exporting Countries	Ph.G.—graduate in pharmacy
OAS—Organization of American States	PHS—Public Health Service
OASDHI—Old-Age, Survivors, Disability, and Health Insurance Program	PIN—personal identification number
OASI—Old-Age and Survivors Insurance	Pl.—place
OD—officer of the day	p.m.—(post meridiem) after noon
OD—overdose; Odd, overdosed	P.O. Box (with number)— <i>but</i> post office box (in general sense)
O.D.—doctor of optometry	POP—Point of Presence; Post Office Protocol
OK—Oked, Oking, Oks	POW—prisoner of war (plural POWs)
OMB—Office of Management and Budget	Private Res. (with number)—private resolution
Op. Atty. Gen.—Opinions of the Attorney General	Prof.—professor
op. cit.—(opere citato) in the work cited	pro tem—(pro tempore) temporarily
OPEC—Organization of Petroleum Exporting Countries	P.S.—(post scriptum) postscript; public school (with number)
OSD—Office of the Secretary of Defense	PTA—parent-teachers' association
PA—public address system; physician assistant	PTSD—post-traumatic stress disorder
Pac.—Pacific Reporter; P.2d, Pacific Reporter, second series	Public Res. (with number)—public resolution
PAC—political action committee (plural PACs)	PX—post exchange
PBS—Public Broadcasting Service; Public Buildings Service	QT—on the quiet
PCV—Peace Corps Volunteer	R.—Rs., range, ranges
Pet.—Peters (U.S. Supreme Court Reports)	racon—radar beacon
Ph—phenyl	radar—radio detection and ranging
Phar.D.—doctor of pharmacy	R&D—research and development
Ph.B. or B.Ph.—bachelor of philosophy	rato—rocket-assisted takeoff
Ph.D. or D.Ph.—doctor of philosophy	Rd.—road
	RDT&E—research, development, testing, and evaluation
	Rev.—reverend
	Rev. Stat.—Revised Statutes
	RF—radio frequency
	R.F.D.—rural free delivery
	RGB—red, green, blue
	Rh—Rhesus (blood factor)
	RIF—reduction(s) in force; RIFed, RIFing, RIFs

R.N.—registered nurse	sonar—sound, navigation, and ranging (no period)
ROTC—Reserve Officers' Training Corps	SOP—standard operating procedure
RR—railroad	SOS—wireless distress signal
RRB—Railroad Retirement Board	SP—shore patrol
RSS—Really Simple Syndication	SPA—simplified purchase agreement
Rt. Rev.—right reverend	SPAR—Coast Guard Women's Reserve ( <i>semper paratus—always ready</i> )
Ry.—railway	sp. gr.—specific gravity
S—south	Sq.—square (street)
S.—Senate bill (with number)	Sr.—senior
SAE—Society of Automotive Engineers	S. Rept. (with number)—Senate report
S&L(s)—savings and loan(s)	S. Res. (with number)—Senate resolution
SALT—strategic arms limitation talks	SS—steamship
SAR—Sons of the American Revolution	ss—(scilicet) namely (in law) (see also sc.)
SBA—Small Business Administration	SSA—Social Security Administration
sc.—(scilicet) namely (see also ss)	SSE—south-southeast
s.c.—small caps	SSS—Selective Service System
S. Con. Res. (with number)—Senate concurrent resolution	St.—Ste., SS., Saint, Sainte, Saints
s.d.—(sine die) without date	St.—street
S. Doc. (with number)—Senate document	Stat.—Statutes at Large
SE—southeast	STEAM—Science, Technology, Engineering, Art and Mathematics
SEATO—Southeast Asia Treaty Organization	STEM—Science, Technology, Engineering and Mathematics
SEC—Securities and Exchange Commission	STP—standard temperature and pressure
sec—secant	Sup. Ct.—Supreme Court Reporter
sech—hyperbolic secant	Supp. Rev. Stat.—Supplement to the Revised Statutes
2d—second	Supt.—superintendent
SEO—Search Engine Optimization	Surg.—surgeon
SHF—superhigh frequency	Surg. Gen.—Surgeon General
shoran—short range (radio)	SW—southwest
SI—Système International d'Unités	
sic—thus	
sin—sine	
sinh—hyperbolic sine	
S.J. Res. (with number)—Senate joint resolution	

S.W.2d—Southwestern Reporter, second series	USDA—U.S. Department of Agriculture
SWAT—special weapons and tactics (team)	USES—U.S. Employment Service
T.—Tps., township, townships	U.S. 61—U.S. No. 61, U.S.
tan—tangent	Highway No. 61
tanh—hyperbolic tangent	USGS—U.S. Geological Survey
TB—tuberculosis	USMC—U.S. Marine Corps
T.D.—Treasury Decisions	USN—U.S. Navy
TDY—temporary duty	USNR—U.S. Navy Reserve
Ter.—terrace	U.S.P.—United States
3d—third	Pharmacopeia
t.m.—true mean	USPS—U.S. Postal Service
TNT—trinitrotoluol	U.S.S.—U.S. Senate
TPP—Trans-Pacific Partnership	v. or vs.—(versus) against
TV—television	VA—Department of Veterans
TVA—Tennessee Valley Authority	Affairs
uc.—uppercase	VAT—value added tax
UHF—ultrahigh frequency	VCR—video cassette recorder
U.N.—United Nations	VHF—very high frequency
UNESCO—United Nations Educational, Scientific, and Cultural Organization	VIP—very important person
UNCHR—United Nations High Commissioner for Refugees	viz—(videlicet) namely
UNICEF—United Nations Children's Fund	VLF—very low frequency
U.S.—U.S. Supreme Court Reports	VTR—video tape recording
U.S.A.—United States of America	W—west
USA—U.S. Army	w.a.e.—when actually employed
USAF—U.S. Air Force	Wall.—Wallace (U.S. Supreme
USAID—U.S. Agency for International Development	Court Reports)
U.S.C.—United States Code	wf—wrong font
U.S.C.A.—United States Code Annotated	Wheat.—Wheaton (U.S. Supreme
USCCR—U.S. Commission on Civil Rights	Court Reports)
U.S.C. Supp.—United States Code Supplement	WHO—World Health
USCG—U.S. Coast Guard	Organization
	WIPO—World Intellectual
	Property Organization
	WNW—west-northwest
	w.o.p.—without pay
	Yale L.J.—Yale Law Journal
	ZIP Code—Zone Improvement
	Plan Code (Postal Service)
	ZIP+4—9-digit ZIP Code

## Standard letter symbols for units of measure

**9.62.** The same form is used for singular and plural senses.

A—ampere	cd/m <sup>2</sup> —candela per square meter
Å—angstrom	cg—centigram
a—are	cd•h—candela-hour
a—atto (prefix, one-quintillionth)	Ci—curie
aA—attoampere	cL—centiliter
abs—absolute (temperature and gravity)	cm—centimeter
ac—alternating current	c/m—cycles per minute
AF—audiofrequency	cm <sup>2</sup> —square centimeter
Ah—ampere-hour	cm <sup>3</sup> —cubic centimeter
A/m—ampere per meter	cmil—circular mil
AM—amplitude modulation	cp—candlepower
asb—apostilb	cP—centipoise
At—ampere-turn	cSt—centistokes
at—atmosphere, technical	cwt—hundredweight
atm—atmosphere	D—darcy
at wt—atomic weight	d—day
au—astronomical units	d—deci (prefix, one-tenth)
avdp—avoirdupois	d—pence
b—barn	da—deka (prefix, 10)
B—bel	dag—dekagram
b—bit	daL—dekaliter
bbl—barrel	dam—dekameter
bbl/d—barrel per day	dam <sup>2</sup> —square dekameter
Bd—baud	dam <sup>3</sup> —cubic dekameter
bd. ft.—board foot (obsolete); use fbm	dB—decibel
Bé—Baumé	dBu—decibel unit
Bev (obsolete); see GeV	dc—direct current
Bhn—Brinell hardness number	dg—decigram
bhp—brake horsepower	dL—deciliter
bm—board measure	dm—decimeter
bp—boiling point	dm <sup>2</sup> —square decimeter
Btu—British thermal unit	dm <sup>3</sup> —cubic decimeter
bu—bushel	dol—dollar
c—¢, ct; cent(s)	doz—dozen
c—centi (prefix, one-hundredth)	dr—dram
C—coulomb	dwt—deadweight tons
°C—degree Celsius	dwt—pennyweight
cal—calorie (also: cal <sub>IP</sub> , International Table; cal <sub>th</sub> —thermochemical)	dyn—dyne
cd/in <sup>2</sup> —candela per square inch	EHF—extremely high frequency
	emf—electromotive force
	emu—electromagnetic unit

erg—erg	hg—hectogram
esu—electrostatic unit	hL—hectoliter
eV—electronvolt	hm—hectometer
°F—degree Fahrenheit	hm <sup>2</sup> —square hectometer
F—farad	hm <sup>3</sup> —cubic hectometer
f—femto (prefix, one-quadrillionth)	hp—horsepower
fbm—board foot; board foot measure	hph—horsepower-hour
fc—footcandle	Hz—hertz (cycles per second)
fL—footlambert	id—inside diameter
fm—fentometer	ihp—indicated horsepower
FM—frequency modulation	in—inch
ft—foot	in <sup>2</sup> —square inch
ft <sup>2</sup> —square foot	in <sup>3</sup> —cubic inch
ft <sup>3</sup> —cubic foot	in/h—inch per hour
ftH <sub>2</sub> O—conventional foot of water	inH <sub>2</sub> O—conventional inch of water
ft•lb—foot-pound	inHg—conventional inch of mercury
ft•lbf—foot-pound force	in-lb—inch-pound
ft/min—foot per minute	in/s—inch per second
ft <sup>2</sup> /min—square foot per minute	J—joule
ft <sup>3</sup> /min—cubic foot per minute	J/K—joule per kelvin
ft-pdl—foot poundal	K—kayser
ft/s—foot per second	K—kelvin (use without degree symbol)
ft <sup>2</sup> /s—square foot per second	k—kilo (prefix, 1,000)
ft <sup>3</sup> /s—cubic foot per second	k—thousand (7k=7,000)
ft/s <sup>2</sup> —foot per second squared	kc—kilocycle; see also kHz (kilohertz), kilocycles per second
ft/s <sup>3</sup> —foot per second cubed	kcal—kilocalorie
G—gauss	keV—kiloelectronvolt
G—giga (prefix, 1 billion)	kG—kilogauss
g—gram; acceleration of gravity	kg—kilogram
Gal—gal cm/s <sup>2</sup>	kgf—kilogram-force
gal—gallon	kHz—kilohertz (kilocycles per second)
gal/min—gallons per minute	kL—kiloliter
gal/s—gallons per second	klbf—kilopound-force
GB—gigabyte	km—kilometer
Gb—gilbert	km <sup>2</sup> —square kilometer
g/cm <sup>3</sup> —gram per cubic centimeter	km <sup>3</sup> —cubic kilometer
GeV—gigaelectronvolt	km/h—kilometer per hour
GHz—gigahertz (gigacycle per second)	kn—knot (speed)
gr—grain; gross	kΩ—kilohm
h—hecto (prefix, 100)	kt—kiloton; carat
H—henry	kV—kilovolt
h—hour	kVA—kilovoltampere
ha—hectare	kvar—kilovar
HF—high frequency	

kW—kilowatt	Mc—megacycle; see also MHz
kWh—kilowatthour	(megahertz), megacycles per second
L—lambert	mc—millicycle; see also mHz
L—liter	(millihertz), millicycles per second
lb—pound	mD—millidarcy
lb ap—apothecary pound	meq—milliquivalent
lb—avdp, avoirdupois pound	MeV—megaelectronvolts
lbf—pound-force	mF—millifarad
lbf/ft—pound-force foot	μF—microfarad
lbf/ft <sup>2</sup> —pound-force per square foot	mG—milligauss
lbf/ft <sup>3</sup> —pound-force per cubic foot	mg—milligram
lbf/in <sup>2</sup> —pound-force per square inch (see psi)	μg—microgram
lb/ft—pound per foot	Mgal/d—million gallons per day
lb/ft <sup>2</sup> —pound per square foot	mH—millihenry
lb/ft <sup>3</sup> —pound per cubic foot	μH—microhenry
lct—long calcined ton	MHz—megahertz
ldt—long dry ton	mHz—millihertz
LF—low frequency	mi—mile (statute)
lin ft—linear foot	mi <sup>2</sup> —square mile
l/m—lines per minute	mi/gal—mile(s) per gallon
lm—lumen	mi/h—mile(s) per hour
lm/ft <sup>2</sup> —lumen per square foot	mil—mil
lm/m <sup>2</sup> —lumen per square meter	min—minute (time)
lm•s—lumen second	μin—microinch
lm/W—lumen per watt	mL—milliliter
l/s—lines per second	mm—millimeter
L/s—liter per second	mm <sup>2</sup> —square millimeter
lx—lux	mm <sup>3</sup> —cubic millimeter
M—mega (prefix, 1 million)	μm <sup>2</sup> —square micrometer
M—million (3 M=3 million)	μm <sup>3</sup> —cubic micrometer
m—meter	μμ—micromicron (use of compound prefixes obsolete; use pm, picometer)
m—milli (prefix, one-thousandth)	μμf—micromicrofarad (use of compound prefixes obsolete; use pF)
M1—monetary aggregate	mmHg—conventional millimeter of mercury
m <sup>2</sup> —square meter	mΩ—megohm
m <sup>3</sup> —cubic meter	mo—month
μ—micro (prefix, one-millionth)	mol—mole (unit of substance)
μm—micrometer	
mA—milliamperc	
μA—microampere	
MB—megabyte	
mbar—millibar	
μbar—microbar	

mol wt—molecular weight	pW—picowatt
mp—melting point	qt—quart
ms—millisecond	quad—quadrillion ( $10^{15}$ )
$\mu$ s—microsecond	R—rankine
Mt—megaton	R—roentgen (measurement of radiation)
mV—millivolt	$^{\circ}$ R—degree Rankine
$\mu$ V—microvolt	rad—radian
MW—megawatt	rd—rad (radiation-absorbed dose)
mW—milliwatt	rem—roentgen equivalent man
$\mu$ W—microwatt	r/min—revolutions per minute
MWd/t—megawatt-days per ton	rms—root mean square
Mx—maxwell	r/s—revolutions per second
n—nano (prefix, one-billionth)	s—second (time)
N—newton	s—shilling
nA—nanoampere	S—siemens
nF—nanofarad	sb—stilb
N•m—newton meter	scp—spherical candlepower
N/m <sup>2</sup> —newton per square meter	s•ft—second-foot
nmi—nautical mile	shp—shaft horsepower
Np—neper	slug—slug
ns—nanosecond	sr—steradian
N•s/m <sup>2</sup> —newton second per square meter	sF—standard saybolt fural
nt—nit	sSu—standard saybolt universal
od—outside diameter	stdft <sup>3</sup> —standard cubic foot (feet)
Oe—oersted (use of A/m, amperes per meter, preferred)	Sus—saybolt universal second(s)
oz—ounce (avoirdupois)	T—tera (prefix, 1 trillion)
p—pico (prefix, one-trillionth)	Tft <sup>3</sup> —trillion cubic feet
P—poise	T—tesla
Pa—pascal	t—tonne (metric ton)
pA—picoampere	tbsp—tablespoonful
pct—percent	thm—therm
pdl—poundal	ton—ton
pF—picofarad	tsp—teaspoonful
pF—water-holding energy	Twad—twaddell
pH—hydrogen-ion concentration	u—(unified) atomic mass unit
ph—phot; phase	UHF—ultrahigh frequency
pk—peck	V—volt
pm—picometer	VA—voltampere
p/m—parts per million	var—var
ps—picosecond	VHF—very high frequency
psi—pounds per square inch	V/m—volt per meter
pt—pint	W—watt
	Wb—weber

Wh—watthour  
 W/(m•K)—watt per meter kelvin  
 W/sr—watt per steradian  
 W/(sr•m<sup>2</sup>)—watt per steradian square  
 meter

*x*—unknown quantity (italic)  
 yd—yard  
 yd<sup>2</sup>—square yard  
 yd<sup>3</sup>—cubic yard  
 yr—year

## Standard Latin abbreviations

**9.63.** When Latin abbreviations are used, follow this list.

a.—annus, year; ante, before  
 A.A.C.—anno ante, Christum in the  
 year before Christ  
 A.A.S.—Academiae Americanae Socius,  
 Fellow of the American Academy  
 [Academy of Arts and Sciences]  
 A.B.—artium baccalaureus, bachelor  
 of arts  
 ab init.—ab initio, from the beginning  
 abs. re.—absente reo, the defendant  
 being absent  
 A.C.—ante Christum, before Christ  
 A.D.—anno Domini, in the year of our  
 Lord  
 a.d.—ante diem, before the day  
 ad fin.—ad finem, at the end, to one end  
 ad h.l.—ad hunc locum, to this place,  
 on this passage  
 ad inf.—ad infinitum, to infinity  
 ad init.—ad initium, at the beginning  
 ad int.—ad interim, in the meantime  
 ad lib.—ad libitum, at pleasure  
 ad loc.—ad locum, at the place  
 ad val.—ad valorem, according to  
 A.I.—anno inventionis, in the year of  
 the discovery  
 al.—alia, alii, other things, other  
 persons  
 A.M.—anno mundi, in the year of the  
 world; *Annus mirabilis*, the  
 wonderful year [1666]  
 a.m.—ante meridiem, before noon  
 an.—anno, in the year; ante, before  
 ann.—Annales, annals; anni, years

A.R.S.S.—Antiquariorum Regiae  
 Societatis Socius, Fellow of the  
 Royal Society of Antiquaries  
 A.U.C.—anno urbis conditae, ab  
 urbe conoluta, in [the year from]  
 the building of the City [Rome],  
 753 B.C.  
 B.A.—baccalaureus artium, bachelor  
 of arts  
 B.S. or B. Sc.—baccalaureus scientiae,  
 bachelor of science  
 C.—centum, a hundred; condemnō, 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	H.R.I.P.—hic requiescat in pace, here rests in peace
D.D.—divinitatis doctor, doctor of divinity	H.S.—hic sepultus, here is buried; hic situs, here lies; h.s., hoc sensu, in this sense
D.G.—Dei gratia, by the grace of God; Deo gratias, thanks to God	H.S.S.—Historiae Societatis Socius, Fellow of the Historical Society
D.N.—Dominus noster, our Lord	h.t.—hoc tempore, at this time; hoc titulo, in or under this title
D.S. or D. Sc.—doctor scientiae, doctor of science	I—Idus, the Ides; i., id, that; immortalis, immortal
d.s.p.—decessit sine prole, died without issue	ib. or ibid.—ibidem, in the same place
D.V.—Deo volente, God willing	id.—idem, the same
dwt.—d. for denarius, wt. for weight	i.e.—id est, that is
pennyweight	imp.—imprimatur, sanction, let it be printed
e.g.—exempli gratia, for example	I.N.D.—in nomine Dei, in the name of God
et al.—et alibi, and elsewhere; et alii, or aliae, and others	in f.—in fine, at the end
etc.—et cetera, and others, and so forth	inf.—infra, below
et seq.—et sequentes, and those that follow	init.—initio, in the beginning
et ux.—et uxor, and wife	in lim.—in limine, on the threshold, at the outset
F.—filius, son	in loc.—in loco, in its place
f.—fiat, let it be made; forte, strong	in loc. cit.—in loco citato, in the place cited
fac.—factum similis, facsimile, an exact copy	in pr.—in principio, in the beginning
fasc.—fasciculus, a bundle	in trans.—in transitu, on the way
fl.—flores, flowers; floruit, flourished; fluidus, fluid	i.q.—idem quod, the same as
f.r.—folio recto, right-hand page	i.q.e.d.—id quod erat demonstrandum, what was to be proved
F.R.S.—Fraternitatis Regiae Socius, Fellow of the Royal Society	J.—judex, judge
f.v.—folio verso, on the back of the leaf	J.C.D.—juris civilis doctor, doctor of civil law
guttat.—guttatim, by drops	J.D.—jurum or juris doctor, doctor of laws
H.—hora, hour	J.U.D.—juris utriusque doctor, doctor of both civil and canon law
h.a.—hoc anno, in this year; hujus anni, this year's	L.—liber, a book; locus, a place
hab. corp.—habeas corpus, have the body—a writ	£—libra, pound; placed before figures thus £10; if l., to be placed after, as 401.
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	

L.A.M.—liberalium artium magister, master of the liberal arts	N.—Nepos, grandson; nomen, name; nomina, names; noster, our; n., natus, born; nocte, at night
L.B.—baccalaureus literarum, bachelor of letters	N.B.—nota bene, mark well
lb.—libra, pound (singular and plural)	ni. pri.—nisi prius, unless before
L.H.D.—literarum humaniorum doctor, doctor of the more humane letters	nob.—nobis, for (or on) our part
Litt. D.—literarum doctor, doctor of letters	nol. pros.—nolle prosequi, will not prosecute
LL.B.—legum baccalaureus, bachelor of laws	non cul.—non culpabilis, not guilty
LL.D.—legum doctor, doctor of laws	n.l.—non licet, it is not permitted; non liquet, it is not clear; non longe, not far
LL.M.—legum magister, master of laws	non obs.—non obstante, notwithstanding
loc. cit.—loco citato, in the place cited	non pros.—non prosequitur, he does not prosecute
loq.—loquitur, he, or she, speaks	non seq.—non sequitur, it does not follow logically
L.S.—locus sigilli, the place of the seal	O.—octarius, a pint
l.s.c.—loco supra citato, in the place above cited	ob.—obiit, he, or she, died; obiter, incidentally
£ s. d.—librae, solidi, denarii, pounds, shillings, pence	ob. s.p.—obiit sine prole, died without issue
M.—magister, master; manipulus, handful; medicinae, of medicine; m., meridies, noon	o.c.—opere citato, in the work cited
M.A.—magister artium, master of arts	op.—opus, work; opera, works
M.B.—medicinae baccalaureus, bachelor of medicine	op. cit.—opere citato, in the work cited
M. Ch.—magister chirurgiae, master of surgery	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
M.D.—medicinae doctor, doctor of medicine	p.a.—or per ann., per annum, yearly; pro anno, for the year
m.m.—mutatis mutandis, with the necessary changes	p. ae.—partes aequales, equal parts
m.n.—mutato nomine, the name being changed	pass.—passim, everywhere
MS.—manuscriptum, manuscript; MSS., manuscripta, manuscripts	percent.—per centum, by the hundred
Mus. B.—musicae baccalaureus, bachelor of music	pil.—pilula, pill
Mus. D.—musicae doctor, doctor of music	Ph. B.—philosophiae baccalaureus, bachelor of philosophy
Mus. M.—musicae magister, master of music	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	S.B. or Sc. B.—scientiae baccalaureus, bachelor of science
q.d.—quasi dicat, as if one should say; quasi dictum, as if said; quasi dixisset, as if he had said	S.D. or Sc. D.—scientiae doctor, doctor of science
q.e.—quod est, which is	S.D.—salutem dicit, sends greetings
Q.E.D.—quod erat demonstrandum, which was to be demonstrated	s.d.—sine die, indefinitely
Q.E.F.—quod erat faciendum, which was to be done	sec.—secundum, according to
Q.E.I.—quod erat inveniendum, which was to be found out	sec. leg.—secundum legem, according to law
q.l.—quantum libet, as much as you please	sec. nat.—secundum naturam, according to nature, or naturally
q. pl.—quantum placet, as much as seems good	sec. reg.—secundum regulam, according to rule
q.s.—quantum sufficit, sufficient quantity	seq.—sequens, sequentes, sequentia, the following
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)	S.H.S.—Societatis Historiae Socius, Fellow of the Historical Society
R.—regina, queen; recto, right-hand page; respublica, commonwealth	s.h.v.—sub hac voce or sub hoc verbo, under this word
R.—recipe, take	s.l.a.n.—sine loco, anno, vel nomine, without place, date, or name
R.I.P.—requiescat, or requiescant, in pace, may he, she, or they, rest in peace	s.l.p.—sine legitima prole, without lawful issue
R.P.D.—rerum politicarum doctor, doctor of political science	s.m.p.—sine mascula prole, without male issue
R.S.S.—Regiae Societatis Sodalis, Fellow of the Royal Society	s.n.—sine nomine, without name
S.—sepultus, buried; situs, lies; societas, society; socius or sodalis, fellow; s., semi, half; solidus, shilling	s.p.—sine prole, without issue
s.a.—sine anno, without date; secundum artem, according to art	S.P.A.S.—Societatis Philosophiae Americanae Socius, Fellow of the American Philosophical Society
S.A.S.—Societatis Antiquariorum Socius, Fellow of the Society of Antiquaries	s.p.s.—sine prole superstite, without surviving issue
sc.—scilicet, namely; sculpsit, he, or she, carved or engraved it	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.** Use these forms, if abbreviations are required:

3DES—Triple DES encryption  
3DM—Data Driven Decision Making  
ABLS—Automated Bid List System  
ACES—access certificates for  
electronic services  
ACID—Atomicity, Consistency,  
Isolation and Durability  
ACL—Access Control List  
ACP—Access Content Package  
AES—advanced Encryption Standard  
AI—Artificial Intelligence  
AIDC—Automatic identification and  
capture  
AIFF—audio interchange file format  
AIO—Asynchronous I/O  
AIP—Archival Information Package  
AJAX—Asynchronous JavaScript and  
XML  
ALPN—Application-Layer Protocol  
Negotiation  
API—Application Programming  
Interface  
ARK—archival resource key  
ARP—address resolution protocol  
ASCII—American Standard Code for  
Information Interchange

ASP—application service provider  
ATO—Authority to Operate  
AWS—Amazon Web Services  
BASE—Basically Available, Soft-State,  
Eventually Consistent  
BDA—Big Data Analytics  
BI—Business Intelligence  
BLOB—Binary Large OBject  
BPEL—business process execution  
language  
BPI—business process information  
C&I—Cataloging and Indexing  
CA—certificate authority  
CAP—Consistency, Availability,  
Partition tolerance  
CBC—Cipher Block Chaining  
CD—compact disc  
CDM—Copy Data Management  
CDN—content delivery network  
CDR—critical design review  
CD-ROM—compact disc read only  
memory  
CE—content evaluator  
CentOS—Community Enterprise  
Operating System

CERN—(European) Centre for Nuclear Research	DIP—Dissemination Information Package
CGP—Catalog of U.S. Government Publications	DMD—Data Management Definition
CI—Clustered Index	DMI—desktop management interface
CIM—Common Interface Model	DML—Data Manipulation Language
CISCAT—Center for Internet Security Configuration Assessment Tool	DMV—Dynamic Management Views
CISSP—Certified Information Systems Security Professional	DN—Distinguished Name
CK—Candidate Key	DNS—domain name system
CLOB—Character Large Object	DO—digital objects
CMS—content management system	DOI—Digital Object Identifier
CN—Canonical Name	DoS—denial of service
CO—content originator	DPI—dots per inch
COG—Continuity of Government	DR—Disaster Recovery
COOP—continuity of operations plan	DSL—digital subscriber line
CP—content processor	DSR—deployment system review
CPS—Certificate Practice Statement	DSSL—document style and semantics language
CRC—cyclic redundancy checks	DVD—digital versatile disc
CRL—Certificate Revocation List	DW—Database Warehouse
CRM—Customer Relationship Management	E_Port—Expansion port, also known as ISL
CRUD—Create, Read, Update, and Delete	EAC—estimate at completion
CSS—Cascading Style Sheets	EAD—encoded archival description
CSV—comma separated variable	EA—enterprise architecture
CTE—Common Table Expression	EAP—enterprise application platform
CVS—Concurrent Versioning Services	EBCDIC—Extended Binary Coded Decimal Interchange Code
DaaS—Database as a Service	ECC—Elliptic Curve Cryptography
DBA—Database Administrator	ECDHE—Elliptic Curve Diffie-Hellman Key Exchange
DB—Database	EPS—Encapsulated PostScript
DBMS—database management system	ERD—Entity Relationship Diagram
DCL—Data Control Language	ESXi—Elastic Sky X Integrated
DDL—Data Definition Language	ETL—Extract, Transform, Load
DDoS—Distributed Denial of Service	EV—Extended Validation
DES—data encryption standard	FBCA—Federal Bridge Certificate Authority
DHCP—Dynamic Host Control Protocol	FC—AL—Fibre Channel Arbitrated Loop
DH—Diffie-Hellman (Exchange)	FCIA—Fibre Channel Industry Association
DHE—Diffie-Hellman Ephemeral	FC—IP—Fibre Channel Over IP
DHSL—Distributed Hadoop Storage Layer	FCP—Fibre Channel Protocol
	FC—SW—Fibre Channel Switched

FDDI—fiber distributed data interface	ICMP—internet control message protocol
FDsys—Federal Digital System	IDD—interface design description
FICC—Federal Identity Credentialing Committee	IDE—Integrated Development Environment
FIFO—first in first out	IDE—Integrated Drive Electronics
FIPNet—Federal Information Preservation Network	IEEE—Institute of Electrical and Electronics Engineers
FIPS—Federal Information Processing Standard	IETF—Internet Engineering Task Force
FISMA—Federal Information Security Management Act of 2002	iFCP—Internet Fibre Channel Protocol
FK—Foreign Key	ILS—Integrated Library System
FOSI—format output specification instance	IOPS—I/O operations per second
FTP—file transfer protocol	IOS—Apple Operating System
GBIC—Gigabit Interface Converter	IOT—Index Organized Table
Gbps—Gigabits per second	IoT—Internet of Things
GDI—graphical device interface	IP—internet protocol
GGP—gateway-to-gateway protocol	IPR—internal progress review
GIF—graphics interchange format	IPSEC—internet protocol security
GILS—Government Information Locator Service	IPS—Intrusion Prevention System
GUI—graphical user interface	ISAM—Indexed Sequential Access Method
HBA—Host Bus Adapter	ISL—Inter switch link
HDFS—Hadoop Distributed File System	ISP—internet service provider
HDTV—high definition television	IT—information technology
HMAC—key hashed message authentication code	ITU—International Telecommunications Union
HPC—High-Performance Computing	JBOD—Just a bunch of disks
HSM—hardware security module	JDBC—Java Database Connectivity
HSM—Hierarchical Storage Management	JDF—Job Definition Format
HSTS—HTTP Strict Transport Security	JITS—Just-in-time storage
HTML—hypertext markup language	JPEG—Joint Photographic Experts Group
HTTP—hypertext transfer protocol	JS—JavaScript
HTTPS—HyperText Transfer Protocol Secure	JSON—JavaScript Object Notation
Hz—Hertz	L_Port—Loop port
IaaS—Infrastructure as a Service	LAMP—Linux, Apache, MySQL and PHP
IAM—Identity and Access Management	LAN—local area network
	LDAP—lightweight directory access protocol
	LHC—Large Hadron Collider

LOB—Large Object	OCR—optical character recognition
LPAR—Logical Partition	OCSP—Online Certificate Status Protocol
LPI—lines per inch	ODBC—Open Database Connectivity
LRU—Last Recently Used (algorithm)	OLAP—Online Analytical Processing
LUN—Logical Unit Number	OLTP—online transaction processing
MAC—message authentication code	OODBMS—Object-Oriented Database Management System
MAN—Metropolitan area network	ORM—Object-Relational Mapping
MARC—Machine Readable Cataloging	PAAS—Platform as a service
MDC—Multidimensional Clustering Table	PDF—Portable Document Format
METS—Metadata Encoding and Transmission Standard	PGP—Pretty Good Privacy
MIME—multipurpose internet mail extensions	PHP—PHP Hypertext Preprocessor
MIPS—millions of instructions per second	PKI—Public Key Cryptography
MODS—Metadata Object Descriptive Schema	PK—Primary Key
MOOC—massive online open courses	PL/pgSQL—Procedural Language/SQL
MP3—MPEG-2 Audio Layer III	PL/SQL—Procedural Language/SQL
MPCF—marginally punched continuous forms	PNG—portable network graphics
MVC—Model View Controller	PREMIS—Preservation Metadata: Implementation Strategies
MV—Materialized View	PRONOM—Practical Online Compendium of File Formats
NAS—Network Attached Storage	PTR—program tracking report
NAT—network address translation	PURL—persistent uniform resource locator
NDIIPP—National Digital Information Infrastructure and Preservation Program	QoS—Quality of service
NDLP—National Digital Library Program	QPS—Queries Per Second
NF—Normal Form	RAC—Real Application Clusters (Oracle)
NNTP—network news transfer protocol	RAID—redundant array of inexpensive disks
NOSQL—Not Only Structured Query Language	RAM—random access memory
OAI—Open Archives Initiative	RC4—Rivest Cipher 4
OAI-PMH—Open Archives Initiative Protocol for Metadata Harvesting	RDA—Resource Description and Access
OAIS—open archival information system	REGEX—Regular Expression
OCLC—Online Computer Library Center	REST—Representational State Transfer
	RFC—Request for Comments or Request for Change
	RHEL—Red Hat Enterprise Linux
	RI—representation information

- RMA—reliability, maintainability, availability  
RPC—remote procedure call  
RPM—RPM Package Manager  
RSA—Rivest, Shamir, and Adelman (public key cryptosystem)  
RTF—rich text format  
RVTM—requirements verification traceability matrix  
S4—Simple Scalable Streaming System  
SAAS—Software as a Service  
SAML—security assertion markup language  
SAN—Storage-area network  
SASL—Simple Authentication and Security Layer  
SASS—Syntactically Awesome Stylesheets  
SDD—System Design Diagram  
SDD—System Design Document  
SDK—Software Development Kit  
SDLC—software/system development lifecycle  
SDR—system design review  
Section 508—Section 508 of the Rehabilitation Act  
SFTP—Secure File Transfer Protocol  
SGML—standard generalized markup language  
SHA—Secure Hash Algorithm  
SIP—Submission Information Package  
SMTP—simple mail transfer protocol  
SNMP—simple network management protocol  
SOAP—Simple Object Access Protocol  
SOA—Service Oriented Architecture  
SQL—Structured Query Language  
SQL PL—SQL Procedure Language used for writing stored procedures. Also see PL/SQL  
SQL/XML—an extension of the SQL language used for querying XML  
SSD—Solid State Drive  
SSD—System Security Diagram  
SSH—Secure Shell  
SSL—Secure Sockets Layer  
SSP—system security plan  
SSR—software specification review  
SUSE—Software und System Entwicklung (Software and Systems Development)  
SVN—Subversion  
TDES—Triple Data Encryption Standard  
TFS—Team Foundation Server  
TIFF—tagged image file format  
TLS—transport layer security  
TPS—Transactions Per Second, a measurement of database performance  
UAT—User Acceptance Testing  
UDF—User Defined Function  
UDP—user datagram protocol  
UDT—User Defined Type  
UID—Unique Identifier  
URL—uniform resource locator  
URN—uniform resource name/ number  
UUID—Universal Unique Identifier  
VC—Virtual Center  
VDC—Virtual Data Center  
VIP—Virtual Internet Protocol  
VI—Virtual Interface  
VLAN—virtual local area network  
VM—Virtual Machine  
VMW—Vmware  
VPN—virtual private network  
VSAN—Virtual Storage Area Network  
W3C—World Wide Web Consortium  
WAI—ARIA—Worldwide Accessibility Initiative - Accessible Rich Internet Applications  
WAIS—wide area information service  
WAN—Wide Area Network

WAP—wireless application protocol  
WAV—waveform audio format  
WCAG—Web Content Accessibility Guidelines  
Wi-Fi—wireless fidelity  
WIP—work in process  
WML—wireless markup language  
www—world wide web  
WYSIWYG—what you see is what you get  
XAML—Extensible Application Markup Language  
XDW—Extended Data Warehouse  
XMLSig—xml signature

XMLENC—xml encryption  
XML—Extensible Markup Language  
XPath—XML Path Language  
XQUERY—XML Query  
XSD—XML Schema Definition  
XSL—Extensible Stylesheet Language  
XSL-FO—XSL Formatting Objects  
XSLT—Extensible Stylesheet Language Transformations  
YAML—Yet Another Markup Language  
YARN —Yet Another Resource Negotiator



## 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	Early June × Bright (crossed with)
The equation A+B	× 4 (magnification)
The result is 4×4	miles ÷ gallons
20,000±5,000	

### 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	<i>but</i>
5'-7' long, <i>not</i> 5–7' long	§ 12 (thin space)
3¢ to 5¢ (no spaces)	¶ 1951 (thin space)
±2 to ±7; 2°±1°	from 15 to 25 percent
#61 to #64	45 to 65 °F <i>not</i> 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	Moscovium.....	Mc	115
Argon.....	Ar	18	Neodymium.....	Nd	60
Arsenic .....	As	33	Neon .....	Ne	10
Astatine.....	At	85	Neptunium.....	Np	93
Barium.....	Ba	56	Nickel.....	Ni	28
Berkelium.....	Bk	97	Nihonium.....	Nh	113
Beryllium.....	Be	4	Niobium.....	Nb	41
Bismuth.....	Bi	83	Nitrogen.....	N	7
Bohrium.....	Bh	107	Nobelium.....	No	102
Boron.....	B	5	Oganesson.....	Og	118
Bromine.....	Br	35	Osmium.....	Os	76
Cadmium.....	Cd	48	Oxygen.....	O	8
Calcium.....	Ca	20	Palladium.....	Pd	46
Californium.....	Cf	98	Phosphorus.....	P	15
Carbon.....	C	6	Platinum.....	Pt	78
Cerium.....	Ce	58	Plutonium.....	Pu	94
Cesium.....	Cs	55	Polonium.....	Po	84
Chlorine.....	Cl	17	Potassium .....	K	19
Chromium.....	Cr	24	Praseodymium.....	Pr	59
Cobalt.....	Co	27	Promethium.....	Pm	61
Copernicium.....	Cn	112	Protactinium.....	Pa	91
Copper.....	Cu	29	Radium.....	Ra	88
Curium.....	Cm	96	Radon.....	Rn	86
Darmstadtium.....	Ds	110	Rhenium.....	Re	75
Dubnium.....	Db	105	Rhodium.....	Rh	45
Dysprosium.....	Dy	66	Roentgenium.....	Rg	111
Einsteinium.....	Es	99	Rubidium.....	Rb	37
Erbium.....	Er	68	Ruthenium.....	Ru	44
Europium.....	Eu	63	Rutherfordium.....	Rf	104
Fermium.....	Fm	100	Samarium.....	Sm	62
Flerovium.....	Fl	114	Scandium.....	Sc	21
Fluorine.....	F	9	Seaborgium.....	Sg	106
Francium.....	Fr	87	Selenium.....	Se	34
Gadolinium.....	Gd	64	Silicon.....	Si	14
Gallium.....	Ga	31	Silver .....	Ag	47
Germanium.....	Ge	32	Sodium.....	Na	11
Gold.....	Au	79	Strontium.....	Sr	38
Hafnium.....	Hf	72	Sulfur.....	S	16
Hassium.....	Hs	108	Tantalum .....	Ta	73
Helium.....	He	2	Technetium.....	Tc	43
Holmium.....	Ho	67	Tellurium.....	Te	52
Hydrogen.....	H	1	Tennesseine.....	Ts	117
Indium.....	In	49	Terbium.....	Tb	65
Iodine.....	I	53	Thallium .....	Tl	81
Iridium.....	Ir	77	Thorium.....	Th	90
Iron.....	Fe	26	Thulium .....	Tm	69
Krypton.....	Kr	36	Tin .....	Sn	50
Lanthanum.....	La	57	Titanium.....	Ti	22
Lawrencium.....	Lr	103	Tungsten .....	W	74
Lead.....	Pb	82	Uranium .....	U	92
Lithium.....	Li	3	Vanadium.....	V	23
Livermorium.....	Lv	116	Xenon .....	Xe	54
Lutetium.....	Lu	71	Ytterbium.....	Yb	70
Magnesium.....	Mg	12	Yttrium.....	Y	39
Manganese.....	Mn	25	Zinc.....	Zn	30
Meitnerium.....	Mt	109	Zirconium .....	Zr	40

## Standardized symbols

**10.17.** Symbols duly standardized by any national scientific, professional, or technical group are accepted as preferred forms within the field of the group. The issuing office desiring or requiring the use of such standardized symbols should see that copy is prepared accordingly.

## Signs and symbols

**10.18.** The following list contains some signs and symbols frequently used in printing. The forms and style of many symbols vary with the method of reproduction employed. It is important that editors and writers clearly identify signs and symbols when they appear within a manuscript.

ACCENTS		
↗ acute	Ⓐ dot in triangle in circle	● (184 N)
˘ breve	⊕ cross in circle	☞ key
֍ cedilla	© copyright	❖ (206 N)
֍ circumflex	① Ceres	¶ paragraph
֍ dieresis	② Pallas	
֍ grave	③ Juno	
֍ macron	④ Vesta	
֍ tilde		
ARROWS		
→ direction		
↖ direction		
↗ direction		
↘ direction		
↶ direction		
← bold arrow		
▷ open arrow		
⇄ reversible reaction		
BULLETS		
● solid circle; bullet		
• bold center dot		
• movable accent		
CHEMICAL		
‰ salinity		
ℳ minim		
ℳ exchange		
↑ gas		
CIRCLED SYMBOLS		
Ⓐ angle in circle		
⓪ circle with parallel rule		
Ⓐ triangle in circle		
Ⓐ dot in circle		
CODE		
	• No. 1 6 pt. code dot	
	• No. 2 8 pt. code dot	
	• No. 3 10 pt. code dot	
	• No. 4 8 pt. code dot	
	• No. 4 10 pt. code dot	
	— No. 1 6 pt. code dash	
	— No. 2 8 pt. code dash	
	— No. 3 10 pt. code dash	
	— No. 4 8 pt. code dash	
	— No. 4 10 pt. code dash	
COMPASS		
	° degree	
	° degree with period	
	' minute	
	' minute with period	
	" second	
	" second with period	
	" canceled second	
DECORATIVE		
	⊕ bold cross	
	✚ cross patte	
	■ cross patte	
	☒ cross patte	
ELECTRICAL		
	Ⓜ 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.
$\rho$ resistivity; rho	$\cong$ approaches a limit	$\parallel$ double bond
$\Delta$ equivalent conductivity	$\asymp$ equal angles	$\asymp$ double bond
$H_P$ horsepower	$\not\equiv$ not equal to	$\not\equiv$ double bond
	$\equiv$ identical with	$\text{C}_6$ benzene ring
	$\not\equiv$ not identical with	$\partial$ or $\delta$ differential; variation
	$\text{N}$ score	$\partial$ Italian differential
	$\approx$ or $\doteq$ nearly equal to	$\rightarrow$ approaches limit of
$\overline{\phantom{x}}$ vinculum (above letters)	$=$ equal to	$\sim$ cycle sine
$\div$ 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	$\simeq$ difference between	$\Pi$ product
$\neq$ not parallels	$\diamond$ geometrically equivalent to	$\Sigma$ summation of; sum; sigma
$   $ absolute value	( included in	$!$ or $\underline{L}$ factorial product
$\cdot$ multiplied by	) excluded from	
$:$ is to; ratio	$\subset$ is contained in	
$+/-$ divided by	$U$ logical sum or union	<b>MEASURE</b>
$\therefore$ therefore; hence	$\cap$ logical product or intersection	$\text{lb}$ pound
$\because$ because	$\checkmark$ radical	$\text{z}$ dram
$::$ proportion; as	$\sqrt{\phantom{x}}$ root	$f\text{z}$ fluid dram
$\ll$ is dominated by	$\sqrt[3]{\phantom{x}}$ square root	$\text{z}$ ounce
$>$ greater than	$\sqrt[4]{\phantom{x}}$ cube root	$f\text{z}$ fluid ounce
$\sqsupset$ greater than	$\sqrt[5]{\phantom{x}}$ fourth root	$\text{O}$ pint
$\geq$ greater than or equal to	$\sqrt[6]{\phantom{x}}$ fifth root	
$\geqslant$ greater than or equal to	$\sqrt[6]{\phantom{x}}$ sixth root	<b>MISCELLANEOUS</b>
$\nless$ greater than or less than	$\pi$ pi	$\$$ section
$\nearrow$ is not greater than	$\epsilon$ base (2.718) of natural system of logarithms; epsilon	$\dagger$ dagger
$\lessdot$ less than	$\epsilon$ is a member of; dielectric constant; mean error; epsilon	$\ddagger$ double dagger
$\lhd$ less than	$+$ plus	$\%$ account of
$\nless$ less than	$+\text{bold}$ bold plus	$\text{N}$ care of
$\nless$ less than or greater than	$-$ minus	$\text{N}$ score
$\nless$ is not less than	$-\text{bold}$ bold minus	$\text{¶}$ paragraph
$\lessdot$ smaller than	$/$ shill(ing); slash; virgule	$\text{p}$ Anglo-Saxon
$\nless$ less than or equal to	$\pm$ plus or minus	$\text{C}$ center line
$\nless$ less than or equal to	$\mp$ minus or plus	$\sigma$ conjunction
$\nless \geq$ greater than or equal to	$\times$ multiplied by	$\perp$ perpendicular to
$\nless$ equal to or less than	$\equiv$ bold equal	$"$ or " ditto
$\nless \nless$ equal to or less than	$\#$ number	$\propto$ variation
$\nless$ is not greater than	$\text{per}$	$R$ recipe
$\nless$ equal to or less than	$\%$ percent	$\rightarrow$ move right
$\nless$ is not greater than	$\int$ integral	$\leftarrow$ move left
$\nless$ equal to or less than	$ $ single bond	$\textcircled{O}$ or $\textcircled{\textcircled{O}}$ or $\textcircled{1}$ annual
$\nless$ equal to or greater than	$\backslash$ single bond	$\textcircled{O}\textcircled{O}$ or $\textcircled{2}$ biennial
$\nless$ is not less than equal to or greater than	$/$ single bond	$\in$ element of
$\nless$ equilateral		$\text{scr}$ scruple
$\perp$ perpendicular to		$f$ function
$\lhd$ assertion sign		$!$ exclamation mark
$\cong$ approaches		$\boxed{+}$ plus in square
		$\text{perennial}$

**MISCELLANEOUS—Con.**

φ diameter

ξ mean value of c

U mathmodifier

C mathmodifier

□ dot in square

△ dot in triangle

☒ station mark

@ at

**MONEY**

¢ cent

¥ yen

£ pound sterling

₥ mills

**MUSIC**

♮ natural

♭ flat

♯ sharp

**PLANETS**

☿ Mercury

♀ Venus

⊕ Earth

♂ Mars

♃ Jupiter

♄ Saturn

♃ Uranus

♅ Neptune

♂ dragon's head, ascending node

♃ dragon's tail, descending node

☌ conjunction

☍ opposition

○ or ☽ Sun

♀ Sun's lower limb

♂ Sun's upper limb

○ solar corona

⊕ solar halo

☽ Moon

● new Moon

☽ first quarter

☽ first quarter

● third quarter

☽ last quarter

○ last quarter

○ full Moon

☽ full Moon

⊕ eclipse of Moon

**PLANETS—Con.**

□ lunar halo

☽ lunar corona

♀ Ceres

♀ Juno

**PUNCTUATION**

{ } braces

[ ] brackets

( ) parentheses

&lt; &gt; square parentheses; angle brackets

! inverted exclamation mark

? inverted question mark

**SEX**

♂ or ♀ male

□ male, in charts

♀ female

○ female, in charts

♀ hermaphrodite

**SHAPES**

◆ solid diamond

◇ open diamond

○ circle

▲ solid triangle

△ triangle

□ square

■ solid square

□ parallelogram

□ rectangle

□ double rectangle

★ solid star

☆ open star

∟ right angle

∠ angle

✓ check

✗ check

♂ German ss

♀ italic German ss

→ solid index

→ solid index

→ index

→ index

**GEOLOGIC SYSTEMS<sup>1</sup>**

Q Quaternary

T Tertiary

K Cretaceous

J Jurassic

T Triassic

P Permian

P Pennsylvanian

M Mississippian

D Devonian

S Silurian

O Ordovician

C Cambrian

pC Precambrian

C Carboniferous

**VERTICAL**

| 5 unit vertical

| 8 point vertical

| 9 unit vertical

**WEATHER**

T thunder

R thunderstorm; sheet lightning

L sheet lightning

↓ precipitate

⊕ rain

← floating ice crystals

↔ ice needles

▲ hail

⊗ sleet

∞ glazed frost

□ hoarfrost

∨ frostwork

\* snow or sextile

☒ snow on ground

+ drifting snow (low)

≡ fog

∞ haze

△ Aurora

**ZODIAC**

♈ Aries; Ram

♉ Taurus; Bull

♊ Gemini; Twins

♋ Cancer; Crab

♌ Leo; Lion

♍ Virgo; Virgin

♎ Libra; Balance

♏ Scorpio; Scorpion

♐ Sagittarius; Archer

♑ Capricornus; Goat

♒ Aquarius; Water bearer

♓ Pisces; Fishes

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

## **11. Italic**

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

---

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

### **Emphasis, foreign words, and titles of publications**

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

### **Names of aircraft, vessels, and spacecraft**

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

SS <i>America</i> ; the liner <i>America</i>	<i>Apollo 13, 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</i> 's (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>Enola Gay</i>
CSS <i>Virginia</i>	<i>but</i>
CG cutter <i>Thetis</i>	Air Force One (President's plane)
the <i>U-7</i>	B-50 (type of plane)
destroyer 31	DD-882
HMS <i>Hornet</i>	LST-1155
HS (hydrofoil ship) <i>Denison</i>	MiG; MiG-35
MS (motorship) <i>Richard</i>	PT-109
GTS (gas turbine ship) <i>Alexander</i>	F-22 Raptor
NS (nuclear ship) <i>Savannah</i>	F-117 Nighthawk (Stealth fighter)
MV (motor vessel) <i>Havtroll</i>	A-10 Thunderbolt

- 11.7.** Names of vessels are quoted in matter printed in other than capitals and lowercase roman, even if there is italic type available in the series.

*Sinking of the "Lusitania"*  
**Sinking of the "Lusitania"**

SINKING OF THE "LUSITANIA"  
SINKING OF THE "LUSITANIA"

## Names of legal cases

- 11.8.** The names of legal cases are italicized, except for the *v.*, 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</i> " and " <i>The Hood</i> ,"	SMITH v. BROWN ET AL. (heading)
124 F.2d 45	SMITH v. BROWN ET AL. (heading)
<i>Smith v. Brown et al.</i>	<i>Durham</i> rule
<i>Smith Bros.</i> case (172 App. Div. 149)	<i>Brown</i> decision
<i>Smith Bros.</i> case, <i>supra</i>	<i>John Doe v. Richard Roe</i>
<i>Smith Bros.</i> case	but <i>John Doe</i> against <i>Richard Roe</i> , the <i>Cement</i> case.
As cited in <i>Smith Bros.</i>	

## 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

$D \div 0.025 V_m^{2.7} = 0.042/G - 1 V_m^{2.7}$

$5\text{Cu}_2\text{S} \bullet 2(\text{Cu},\text{Fe},\text{Zn})\text{S} \bullet 2\text{Sb}_2\text{S}_3\text{O}_4$

- 11.13.** Letter designations in mathematical and scientific matter, except chemical symbols, are italicized.
- 11.14.** Letter symbols used in legends to illustrations, drawings, etc., or in text as references to such material, are set in italic without periods and are capitalized if so shown in copy.
- 11.15.** Letters *(a)*, *(b)*, *(c)*, etc., and *a*, *b*, *c*, etc., used to indicate sections or paragraphs, are italicized in general work but not in laws or other legal documents.
- 11.16.** Internet websites 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 that can be done.

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

Each of the five girls earned 75 cents an hour.

Each of the 15 girls earned 75 cents an hour.

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

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

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

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

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

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

Bulletin 725	290 U.S. 325
Document 71	Genesis 39:20
pages 352–357	202–512–0724 (telephone number)
lines 5 and 6	the year 2001
paragraph 1	1721–1727 St. Clair Avenue
chapter 2	<i>but</i> 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

a 3-year-old

52 years 10 months 6 days

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)  
 $4^{\text{h}}30^{\text{m}}$  or  $4.5^{\text{h}}$ , 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	<i>but</i>
35°30'; 35°30' N	two degrees of justice; 12 degrees of freedom
a polariscopic test of 85°	32d degree Mason
an angle of 57°	150 million degrees Fahrenheit
strike N 16° E	30 Fahrenheit degrees
dip 47° W or 47° N 31° W	
25.5' (preferred) <i>also</i> 25'.5	

g. Game scores:

1 up (golf)	7 to 6 (football), etc.
3 to 2 (baseball)	2 all (tie)

h. Market quotations:

4½ percent bonds	gold is 109
Treasury bonds sell at 95	wheat at 2.30
Metropolitan Railroad, 109	sugar, .03; <i>not</i> 0.03
Dow Jones average of 18500.76	

i. Mathematical expressions:

multiplied by 3	a factor of 2
divided by 6	square root of 4

j. Measurements:

7 meters	3 ems
about 10 yards	20/20 (vision)
8 by 12 or 8 x 12 inches	30/30 (rifle)
8- by 12-inch page	12-gauge shotgun
2 feet by 1 foot 8 inches by 1 foot 3 inches	2,500 horsepower
2 by 4 or 2 x 4 (lumber) ( <i>not</i> 2×4)	15 cubic yards
1½ miles	6-pounder
6 acres	80 foot-pounds
9 bushels	10s (for yarns and threads)
1 gallon	f/2.5 (lens aperture)
	4 by 4 or 4 x 4 truck

<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
CHF 2.5 (Swiss francs)	six bits, etc.
9 euros or 9€	
65 yen	
₽265	

## l. Percentage:

12 percent; 25.5 percent; 0.5 percent (or one-half of 1 percent)	50–50 (colloquial expression)
thirty-four one hundredths of	5 percentage points
1 percent	a 1,100-percent increase, <i>or</i> an 1100-percent increase
3.65 bonds; 3.65s; 5–20 bonds; 5–20s; 4½s; 3s	

## 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
1 month	in a year or two
3 fiscal years; third fiscal year	four afternoons
1 calendar year	one-half hour
millennium	the eleventh hour
FY 2010	FY10

## o. Unit modifiers:

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

## p. Vitamins:

B<sub>12</sub>, B<sub>1</sub>, A<sub>1</sub>, etc.

**Ordinal numbers**

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

29th of May, <i>but</i> May 29	eighth parallel; 38th parallel
First Congress; 102d Congress	fifth ward; 12th ward
ninth century; 21st century	ninth birthday; 66th birthday
Second Congressional District; 20th	first grade; 11th grade
Congressional District	1st Army
seventh region; 17th region	1st Cavalry Division
323d Fighter Wing	
12th Regiment	<i>but</i>
9th Naval District	XII Corps (Army usage)
7th Fleet	Court of Appeals for the Tenth
7th Air Force	Circuit
7th Task Force	Seventeenth Decennial Census (title)

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

This legislation was passed in the 1st session of the 102d Congress.

He served in the 9th and 10th Congresses.

From the 1st to the 92d Congress.

Their children were in 1st, 2d, 3d, and 10th grades.

We read the 8th and 12th chapters.

*but* The district comprised the first and second precincts.

He represented the first, third, and fourth regions.

The report was the sixth in a series of 14.

- 12.12.** Ordinals and numerals appearing in a sentence are treated according to the separate rules dealing with ordinals and numerals standing alone or in a group. (See rules 12.4, 12.5, and 12.24.)

The fourth group contained three items.

The fourth group contained 12 items.

The 8th and 10th groups contained three and four items, respectively.

The eighth and ninth groups contained 9 and 12 items, respectively.

- 12.13.** Beginning with *10th*, figures are used in text matter for numbered streets, avenues, etc. However, figures are used at all times and *street*, *avenue*, etc. are abbreviated in sidenotes, tables, leaderwork, and footnotes to tables and leaderwork.

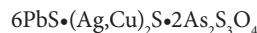
First Street NW; *also* in parentheses: (Fifth Street) (13th Street); 810 West 12th Street; North First Street; 1021 121st Street; 2031 18th Street North; 711 Fifth Avenue; 518 10th Avenue; 51–35 61st Avenue

## Punctuation

- 12.14.** The comma is used in a number containing four or more digits, except in serial numbers, common and decimal fractions, astronomical and military time, and kilocycles and meters of not more than four figures pertaining to radio.

## Chemical formulas

- 12.15.** In chemical formulas full-sized figures are used before the symbol or group of symbols to which they relate, and inferior figures are used after the symbol.



## Numbers spelled out

- 12.16.** Spell out numbers at the beginning of a sentence or head. Rephrase a sentence or head to avoid beginning with figures. (See rule 12.25 for related numbers.)

Five years ago . . .; *not* 5 years ago . . .

Five hundred fifty men hired . . .; *not* 550 men hired . . .

“Five-Year Plan Announced”; *not* “5-Year Plan Announced” (head)

The year 2065 seems far off. . .; *not* 2065 seems far off. . .

Workers numbering 207,843 . . .; *not* 207,843 workers . . .

Benefits of \$69,603,566 . . .; *not* \$69,603,566 worth of benefits . . .

1958 REPORT *change to* THE 1958 REPORT

\$3,000 BUDGETED *change to* THE SUM OF \$3,000 BUDGETED

4 MILLION JOBLESS *change to* JOBLESS NUMBER 4 MILLION

- 12.17.** In verbatim testimony, hearings, transcripts, and question-and-answer matter, figures are used immediately following Q. and A. or name of interrogator or witness for years (e.g., 2015), sums of money, decimals, street numbers, and for numerical expressions beginning with 101.

Mr. BIRCH, Junior. 2015 was a good year.

Mr. BELL. \$1 per share was the return. Two dollars in 1956 was the alltime high. Two thousand twenty-nine 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
the Thirteen Original States	Ten Commandments
in the year two thousand eight	Air Force One (Presidential plane)
the One Hundred Tenth Congress	back to square one
millions for defense but not one cent for tribute	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 below 100 preceding a compound modifier containing a figure are spelled out.

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

- 12.22.** Indefinite expressions are spelled out.

the seventies; the early seventies;	midthirties (age, years, money)
<i>but</i> the early 1870s or 1970s	a thousand and one reasons
in his eighties, <i>not</i> his '80's nor 80's	<i>but</i>
between two and three hundred	1 to 3 million
horses ( <i>better</i> between 200 and 300 horses)	mid-1971; mid-1970s
twelvefold; thirteenfold; fortyfold;	40-odd people; nine-odd people
hundredfold; twentyfold to thirtyfold	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

*but*

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*, *billion*, or *trillion* 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

2⅔ million dollars, *change to* \$2⅔ 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 trillion

\$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); \$1½ 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 1¼ pages

½-inch pipe

½-inch-diameter pipe

3½ cans

2½ times

- 12.27.** Fractions (¼, ½, ¾, ⅓, ⅔, ⅕, ⅖, ⅗, ⅘, ⅙, ⅚) or full-sized figures with the shilling mark (1/4, 1/2954) may be used only when either is specifically requested. Mixed fractions in full-sized figures are joined with a hyphen (2-2/3). 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

⅓-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.....	4,000
XV.....	15	LIX.....	59	CL.....	150	̄ or MV.....	5,000
XIX.....	19	LX.....	60	CC.....	200	̄.....	1,000,000
XX.....	20	LXV.....	65	CCC.....	300	̄M.....	
		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. If down rules are used they will be set as hairlines, unless a specific weight is requested.

## **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 or inset

- 13.14.** An en space is used for all bearoffs or insets.
- 13.15.** In a crowded table, when down rules are necessary, the bearoff or inset may be reduced in figure columns.
- 13.16.** Fractions are set flush right to the bearoff or inset of the allotted column width, and not aligned.
- 13.17.** Mathematical signs, parentheses, fractions, and brackets are set with a normal bearoff or inset.

### 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 students whose work records were obtained						
	Total		Time of year at beginning work [depth of this box does not influence the depth of box on left]				
			June to August		September to May		Not re-ported
	Number	Distrib- ution (percent)	Number	Distrib- ution (percent)	Number	Distrib- ution (percent)	
Female (16 to 18) .....	3,869	45.5	1,415	9.6	2,405	15.8	49

**No-down-rule style (preferred)**TABLE 9.—*Mine production of gold, silver, copper, lead, and zinc in 2008*

Class of material	Short tons	Gold (fine ounces)	Silver (fine ounces)	Copper (pounds)	Lead (pounds)	Zinc (pounds)
Concentrate shipped to smelters and recoverable metals						
Copper .....	220,346	763	70,357	14,242,346	9,950	6,260
Lead .....	3,931	392	48,326	72,500	5,044,750	290,980
Zinc .....	25,159	269	41,078	263,400	581,590	26,441,270
Total:						
2008.....	249,436	1,424	159,756	14,578,246	5,636,290	26,738,510
2007.....	367,430	1,789	432,122	10,622,155	13,544,875	11,923,060
Crude material shipped to smelters						
Dry gold, dry gold-silver ore.....	134	52	2,839	2,200	.....	.....
Copper:						
Crude ore.....	107,270	844	39,861	2,442,882	124,100	2,200
Slag.....	421	10	165	285,421	.....	.....
Lead.....	528	12	1,693	5,950	110,870	300
Mill cleanings (lead-zinc).....	31	.....	254	1,450	8,100	4,300
Total:						
2008.....	125,749	919	45,444	30,375,754	249,710	6,890
2007.....	166,184	1,042	47,176	41,601,845	497,125	26,940

- 13.22.** In referring to quantity of things, the word *Number* in boxheads is spelled if possible.
- 13.23.** Column numbers or letters in parentheses may be set under boxheads and are separated by one line space below the deepest head. (If alignment of parentheses is required within the table, use brackets in boxhead.) These column references align across the table. Units of quantity are set in parentheses within boxheads.

States	Department of Agriculture				Department of Commerce		
	Commodity Credit Corporation, value of commodities donated	Special school milk program <sup>1</sup>	Value of commodities distributed within States	Disaster loans, etc. (payments to assist States in furnishing hay in droughtstricken areas)	Civil Aero-nautics Adminis-tration—Federal airport program—regular grants	Bureau of Public Roads: Highway construction	
					Regular grants <sup>2</sup>	Emer-gency grants <sup>3</sup>	
	(1)	(2)	(3)	(4)	(5)	(6)	(7)
Alabama .....	\$4,730,154	\$1,520,362	\$7,970,875	.....	\$79,284	\$1,176,401	\$247,515
Alaska.....	393,484	269,274	591,487	.....	297,266	12,366,106	472,749
Arizona .....	4,545,983	823,136	6,512,639	.....	127,749	9,317,853	.....

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

## **Centerheads, flush entries, and subentries**

- 13.25. Heads follow the style of the tables as to the use of figures and abbreviations.

13.26. Punctuation is omitted after centerheads. Flush entries and sub-entries over subordinate items are followed by a colon (single sub-entry 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 .....	<u>520,940.71</u>
TRANSMISSION PLANT		
42	Structures and improvements .....	26,253.53
43	Station equipment .....	966,164.41
	Total .....	<u>992,417.94</u>
GENERAL PLANT		
General plant:		
	Norris .....	753,248.97
	Other .....	15,335.81
	Total .....	<u>768,584.78</u>
	Grand total.....	<u>2,281,943.43</u>

- 13.27.** In reading columns if the centerhead clears the reading matter below by at least an em, the space is omitted; if it clears by less than an em, a space is used. If an overrun, rule, etc., in another column, or in the same column, creates a blank space above the head, the extra space is not added.

**13.28.** Units of quantity and years used as heads in reading and figure columns are set in italic with space above but no space below.

## No-down-rule style (preferred)

The rules are used here to aid readability.

<i>2015</i>									
Oct. 1 .....	35.6	15	Jan. 16 .....	45.2	15	May 8 .....	46.5	15	
Oct. 31 .....	45.0	15	Feb. 4 .....	50.2	15	May 22 .....	45.1	18	
Nov. 14 .....	40.9	18	Feb. 17 .....	43.4	15	June 9 .....	47.1	14	
Dec. 24 .....	41.7	15	Mar. 4 .....	45.6	15	June 24 .....	48.2	16	
			Mar. 19 .....	42.7	15	July 9 .....	46.6	17	
<i>2016</i>			Apr. 2 .....	40.9	15	July 24 .....	45.9	16	
Jan. 3 .....	43.9	15	Apr. 28 .....	47.7	13	Aug. 6 .....	46.5	16	

### Down-rule style (see rule 13.3)

2015									
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	
2016			Apr. 28 .....	47.7	13	Aug. 6 .....	46.5	16	
Jan. 3 .....	43.9	15							

### Ciphers

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

January.....	+26.4	0	0	0	0	1+\$0.7	27.1+	+40.4
February .....	+66.7	0	0	0	0	-.9	65.8+	+98.1
March .....	+143.1	+2.6	-7.5	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 (no leaders) is specifically requested.

- 13.34.** In columns of figures under the heading £ *s d*, if a whole number of pounds is given, one cipher is supplied under *s* and one under *d*; if only shillings are given, one cipher is supplied under *d*.
- 13.35.** In columns of figures under *Ft In*, if only feet are given, supply cipher under *In*; if only inches are given, clear under *Ft*; if ciphers are used for *None*, place one cipher under both *Ft* and *In*.
- 13.36.** In any column containing sums of money, the period and ciphers are omitted if the column consists entirely of whole dollars.

### **Continued heads**

- 13.37.** In continued lines an em dash is used between the head and the word (*Continued*) (in italic). 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) .....	<u>9,000,000</u>	<u>8,000,000</u>
<hr/>		
Operations:		
Water-dispatching operations.....	\$442,496	\$396,800
Malaria control .....	571,040	426,600
Plant protection .....	134,971	58,320
Total .....	<u>1,148,507</u>	<u>881,720</u>
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 \$0.12</i>
\$300	13.43
500	15.07
700	23.18

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

0 to \$0.99 .....
\$1 to \$24 .....
\$25 to \$49 .....
\$50 to \$74 .....

### Figure columns

- 13.57. Figures align on the right, with an en space bearoff. There is no bearoff on leaders.
- 13.58. In a crowded table the bearoff may be reduced in figure columns only. It is preferable to retain the bearoff.
- 13.59. Figures in parentheses align.
- 13.60. In double rows of figures in a single column, connected by a dash, a plus, or minus sign, and in dates appearing in the form 9–4–08, the dashes or signs can be aligned.
- 13.61. Plus or minus signs at the left of figures are placed against the figures regardless of alignment; plus and minus signs at the right of figures are cleared.
- 13.62. Words and Roman numerals in figure columns are aligned on the right with the figures, without periods.

Median value of livestock .....	\$224	\$62	.....
Median value of machinery .....	\$54	Small	.....
Median value of furniture .....	\$211	\$100	.....
Possessing automobiles (percent) .....	25	17	.....
Median age (years) .....	.....	.....	5.5
Median value .....	.....	.....	\$144
Fraternal membership:			
Men .....	.....	IV	486
Women .....	.....	.....	None

- 13.63. Figures (including decimal and common fractions) expressing mixed units of quantity (feet, dollars, etc.) and figures in parentheses are aligned on the right.
- 13.64. Decimal points are aligned except in columns containing numbers that refer to mixed units (such as pounds, dollars, and percentage) and have irregular decimals.

### Footnotes and references

- 13.65. Footnotes to tables are numbered independently from footnotes to text unless requested by committee or department.
- 13.66. Superior figures are used for footnote references, beginning with 1 in each table.

- 13.67.** If figures might lead to ambiguity (for example, in connection with a chemical formula), asterisks, daggers, or italic superior letters, etc., may be used.
- 13.68.** 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.
- 13.69.** Footnote references are repeated in boxheads or in continued lines over tables.
- 13.70.** References to footnotes are numbered consecutively across the page from left to right.
- 13.71.** 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.
- 13.72.** Two or more footnote references occurring together are separated by spaces, not commas.
- 13.73.** 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.
- 13.74.** 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:.
- 13.75.** 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.

- 13.76.** 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.
- 13.77.** 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.
- 13.78.** Footnotes are set as paragraphs, but two or more short footnotes should be combined into one line, separated by not less than 2 ems.
- 13.79.** The footnotes and notes to tables are set solid.
- 13.80.** Footnotes and notes to tables and boxheads are set the same size, but not smaller than 6 point, unless specified otherwise.
- 13.81.** Footnotes to tables follow tabular style in the use of abbreviations, figures, etc.
- 13.82.** In footnotes, numbers are expressed in figures, even at the beginning of a note or sentence.
- 13.83.** If a footnote consists entirely or partly of a table or leaderwork, it should always be preceded by introductory matter carrying the reference number; if necessary, the copy preparer should add an introductory line, such as “<sup>1</sup> See the following table.”
- 13.84.** 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

- 13.85.** All fractions are set flush right to the bearoff.

Total length.....	40 $\frac{3}{4}$	41	0.42	43	44	0.455	46	47	48	$\frac{1}{2}$ in.
Sleeve length.....	10%	10	10	10	11	11	11	11	11	1 in.
Armhole length.....	8 $\frac{5}{8}$	8 $\frac{1}{2}$	9	9 $\frac{1}{2}$	9 $\frac{1}{2}$	10	10 $\frac{1}{2}$	10 $\frac{1}{2}$	11	1 in.
Sleeve cuff length (if cuff is used).	5 $\frac{1}{2}$	5 $\frac{1}{2}$	5 $\frac{1}{2}$	5 $\frac{1}{2}$	5 $\frac{1}{2}$	5 $\frac{1}{2}$	5 $\frac{1}{2}$	5 $\frac{1}{2}$	5 $\frac{1}{2}$	Maximum.
Neck opening.....	26 $\frac{1}{2}$	26	27 $\frac{17}{32}$	28 $\frac{15}{32}$	28	29 $\frac{17}{32}$	30	30	31	2 in.
Waist:										
7, 8, 9, 10 cut.....	23 $\frac{1}{2}$	24	25 $\frac{1}{2}$	27 $\frac{15}{32}$	28	29 $\frac{1}{2}$	31	32	33 $\frac{1}{2}$	6 pct.
11, 12, 14 cut.....	22 $\frac{1}{2}$	23 $\frac{1}{2}$	25	26 $\frac{1}{2}$	27 $\frac{1}{2}$	29	30 $\frac{1}{2}$	31 $\frac{1}{2}$	33	6 pct.

- 13.86.** Fractions standing alone are expressed in figures, even at the beginning of a line, but should be spelled out at the beginning of a footnote.

## Headnotes

- 13.87.** 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.
- 13.88.** Headnotes are repeated under continued heads but the word *Continued* is not added to the headnote.

## Indentations and overruns

### *Subentries*

- 13.89.** 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 indentations are also used. All overruns are indented 1 em more.
- 13.90.** Subentries in columns of 15 ems or less are indented in 1-em units. Overruns are indented 1 additional em space.

### *Total, mean, and average lines*

- 13.91.** 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 indentations, depending on length of line.
- 13.92.** Where overrun of item above conflicts, the total line is indented 1 em more. Runovers of total lines are also indented 1 additional em space.
- 13.93.** 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
<b>ASSETS</b>				
<b>Loans and discounts:</b>				
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
<b>Real estate loans:</b>				
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
<b>Securities:</b>				
U.S. Government obligations:				
Direct obligations:				
U.S. savings bonds.....	1,149,764	3,285,721	2,361,796	23,506
Nonmarketable bonds (including investment series A-1965).....	242,500	490,677	732,689	167,735
Total (indent 1 em more than runover above).....	1,392,264	3,776,398	3,094,485	191,241

## Italic

- 13.94. Names of vessels and aircraft (except in columns consisting entirely of such names), titles of legal cases (except *v.* for *versus*), and certain scientific terms are set in italic. The word “Total” and headings in the column do not affect the application of this rule. In gothic typefaces without italic, quotes are allowed.

- 13.95. Set “See” and “See also” in roman.

## Leaders

- 13.96. Leaders run across the entire table except that they are omitted from a last reading column.
- 13.97. The style of leadering is guided by two rules: (1) tables with a single reading column leader from the bottom line, or (2) tables with any combination of more than one reading or symbol column leader from the top line.

- 13.98.** If leadering from the top line, overruns end with a period.
- 13.99.** 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.
- 13.100.** In tables with tracing figures on left and right of page, leader from top line.

### Numerals in tables

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

### Parallel and divide tables

- 13.102.** 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.
- 13.103.** 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.
- 13.104.** Boxheads and horizontal rules align across both pages.
- 13.105.** Boxheads are not divided but are repeated, with *Continued* added.
- 13.106.** Tracing figures are carried through from the outside columns of both pages and are set to “leader from the top line.”
- 13.107.** 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.
- 13.108.** 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

- 13.109.** 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.
- 13.110.** The en dash is not to be used for *to* in a reading column; if both occur, change to *to* throughout.
- 13.111.** Cut-in items following a colon are indented 2 ems.
- 13.112.** A single entry under a colon line should be run in; retain the colon.
- 13.113.** Numerical terms, including numbered streets, avenues, etc., are expressed in figures, even at the beginning of an item.

## Symbol columns

- 13.114.** A column consisting entirely of letters, letters and figures, symbols, or signs, or any combination of these, is called a symbol column. It should be set flush left and cleared, except when it takes the place of the stub, it should then be leadered. No closing period is used when such column is the last column. Blank lines in a last column are cleared. *Do.* is not used in a symbol column.

Symbol	Typical commercial designation	Army product symbol	Filing order symbol	General description	Spec-ification symbol
GM(2) .....	Gasoline and diesel engine oil, SAE10 and SAE10W grades.	OR10	A	Fuel, grease, chassis, or soap base.	G.&D.
CG .....	Ball and roller bearing grease.	4l-X-59	N	Extreme pressure .....	BR
CW <sup>1</sup> .....	Wheel-bearing grease..... Grease not typified .....	OE20 <sup>2</sup>	X	.....do .....	WBG <sup>3</sup>
G090 .....	Universal gear lubricant .....	S.&T.	B	Further tests being conducted. Water-pump grease ...	80D

- 13.115.** 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

- 13.116.** 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.
- 13.117.** Column heads over figure columns in 6- or 8-point leaderwork are set in 6-point italic.
- 13.118.** 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>Current additions</i>	<i>Adjustments</i>	<i>Transfers</i>	<i>Retirements</i>	<i>Balance June 30, 2008</i>	
<b>Supporting and general facilities:</b>							
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	
<b>Employee service and facilities:</b>							
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	

**13.119.** 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			

Use:

	Quantity (million cubic feet)	Value at point of consumption
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.....	734,762,784.91	

## Units of quantity

- 13.120.** Units of quantity in stub columns are set in lowercase in plural form and placed in parentheses.

Coke (short tons) .....	4,468,437	<sup>1</sup> 25,526,646	5,080,403	<sup>2</sup> 29,519,871
Diatomite.....	(1 <sup>23</sup> )	(1 <sup>1</sup> )	(1 <sup>1</sup> )	(1 <sup>23</sup> )
Emery (pounds) .....	765	6,828	1,046	9,349
Feldspar (crude) (long tons) .....	(1 <sup>1</sup> )	(1 <sup>1</sup> )	(1 <sup>1</sup> )	(1 <sup>1</sup> )
Ferroalloys (short tons) .....	183,465	<sup>2</sup> 18,388,766	259,303	<sup>2</sup> 30,719,756

- 13.121.** 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.

- 13.122.** 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

- 13.123.** 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 or 6 points of space in leaded matter. It consists of a reading (stub) column and a figure column, leadered from the bottom line. It may also consist of two reading columns, aligning on the top line. In general, leaderwork (except indexes and tables of contents, which are set the same style as text) is governed by the same rules of style as tabular work. Unless otherwise indicated, leaderwork is set in 8 point. The period is omitted immediately before leaders.

### **Bearoff or inset**

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

### **Columns**

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

	<i>Pounds</i>
Year: 2000 .....	655,939
Fiscal year:	
2009 .....	368,233
2010.....	<u>100,000</u>
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 (no leaders) in the last reading column (see above).

## Dollar mark and ciphers

- 14.7.** In a column containing mixed amounts (as money, tons, gallons, etc.) the figures are aligned on the right, and the dollar mark or other symbol is repeated before each sum of money. If several sums of money are grouped and added or subtracted to make a total, they are separated from the nonmoney group by a parallel rule, and the symbol is placed on the first figure of the separated group only.
- 14.8.** If two columns of sums of money add or subtract one into the other and one carries points and ciphers, the other should also carry points and ciphers.

## Flush items and subheads

**14.9.** Flush items clear the figure column.

**14.10.** Subheads are centered in full measure.

## Footnotes

- 14.11.** Footnotes to leaderwork follow the style of footnotes to tables.
- 14.12.** Footnote references begin with 1 in each leadered grouping, and footnotes are placed at the end, separated from it by 4 points of space. Separate notes from matter following by not less than 6 points of space.
- 14.13.** If the leaderwork runs over from one page to another, the footnotes will be placed at the bottom of the leadered material.<sup>1</sup>

## Units of quantity

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

Baltimore & Ohio RR:	<i>Tons</i>
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.....	12,000

<sup>1</sup>Livestock not included.

- 14.16.** If there is no colon line, the style is as follows:

Freight carried by the Dixie RR and the Baltimore & Ohio RR in	<i>Tons</i>
May .....	71,500

- 14.17.** Explanatory matter is set in 6 point under leaders (note omission of period):

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

---

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

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

On this ..... day of ..... 20 .....

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

	<i>Inches</i>	<i>Inches</i>	
Seedlings:			
Black locust .....	27	Osage-orange .....	20
Honey locust .....	16	Catalpa .....	16
Green ash .....	7	Black walnut .....	10

- 14.20.** Mixed units of quantity and amounts and words in a figure column are set as follows:

Capital invested .....	\$8,000
Value of implements and stock .....	\$3,000
Land under cultivation (acres) .....	128.6
Orchard (acres) .....	21.4
Forest land (square miles) .....	50
Livestock:	
Horses:	
Number .....	8
Value .....	\$1,500
Cows:	
Number .....	18
Estimated weekly production of butter per milk cow (pounds) .....	7½
Hogs:	
Number .....	46
Loss from cholera .....	None

## **15. Footnotes, Indexes, Contents, and Outlines**

---

### **Footnotes and reference marks**

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

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

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

---

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

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

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

- 15.17.** When items carry several reference marks, the superior-figure reference precedes an asterisk, dagger, or similar character used for reference.
- 15.18.** A superior reference mark follows all punctuation marks except a dash, but it falls inside a closing parenthesis or bracket if applying only to matter within the parentheses or brackets.
- 15.19.** Two or more superior footnote references occurring together are separated by thin spaces.

### Indexes and tables of contents

- 15.20.** Indexes and tables of contents are set in the same style as the text, except that *See* and *see also* are set in italic.
- 15.21.** Where a word occurs in an index page column, either alone or with a figure, it is set flush on the right. If the word extends back into the leaders, it is preceded by an en space.

	Page
Explanatory diagram.....	Frontispiece
General instructions.....	VIII
Capitalization ( <i>see also</i> Abbreviations).....	16
Correct imposition (diagram).....	Facing 34
Legends. ( <i>See</i> Miscellaneous rules.)	
Appendices 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 indentations in a reading column of indexes, see the index in this MANUAL.)

- 15.24.** Overrun page numbers are indented  $3\frac{1}{2}$  ems in measures not over 20 picas and 7 ems in wider measures, more than one line being used if necessary. These indentations are increased as necessary to not less than 2 ems more than the line immediately above or below.
- 15.25.** When copy specifies that all overs are to be a certain number of ems, the runovers of the figure column shall be held in 2 ems more than the specified indentation.
- 15.26.** Examples of block-type indexes:

<i>Example 1</i>	<i>Example 2</i>
Medical officer, radiological defense, 3	Brazil—Continued
Medicolegal dosage, 44	Exchange restrictions—Continued
Military Liaison Committee, 4	Williams mission ( <i>see also</i>
Monitoring, 58	Williams, John H., special
Air, 62	mission), exchange control
Personnel, 59	situation, 586–588
Civilian, 60	Trade agreement with United
Military, 59	States, proposed:
Sea, 61	Draft text, 558–567
Ship, 61	Proposals for:
Monitors, radiological defense, 3	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
<b>PART I. MAINTENANCE OF PEACE AND SECURITY .....</b>	<b>5</b>
Disarmament .....	6
Peaceful Uses of Atomic Energy .....	7
	Page
<b>Part I. Maintenance of Peace and Security .....</b>	<b>5</b>
Disarmament .....	6
Peaceful Uses of Atomic Energy .....	7
	Page
<b>Part I. Maintenance of Peace and Security .....</b>	<b>5</b>
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 indentations, 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 8.112 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
          - (I) 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 that they accompany. This is accomplished by using caps and small caps and italic, as set forth below. Other typographic details are designed to ensure uniformity and good appearance. Street addresses and ZIP Code numbers are not to be used. In certain lists that carry ZIP Code numbers, regular spacing will be used preceding the ZIP Code. Certain general instructions apply alike to datelines, addresses, and signatures.

### **General instructions**

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

### **Spacing**

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

### **Datelines**

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

THE WHITE HOUSE,□□□  
*Washington, DC, January 1, 2016.*□  
THE WHITE HOUSE, *July 30, 2016.*□

TREASURY DEPARTMENT,□□□□□

OFFICE OF THE TREASURER,□□□  
*Washington, DC, January 1, 2016.*□

TREASURY DEPARTMENT, *July 30, 2016.*□

DEPARTMENT OF COMMERCE,□□□  
*July 30, 2016.*□

FAIRFAX COUNTY, VA.□

OFFICE OF JOHN SMITH & Co.,□□□  
*New York, NY, June 6, 2016.*□

WASHINGTON, *May 20, 2016—10 a.m.*□

THURSDAY, MAY 5, 2016—2 P.M.□

JANUARY 24, 2016.□

WASHINGTON, *November 28, 2016.*□□□  
[Received December 5, 2016].□

ON BOARD USS “CONNECTICUT,”□□□  
*January 22, 2016.*□

## 16.6. Congressional hearings:

THURSDAY, NOVEMBER 19, 2015<sup>1</sup>

HOUSE OF REPRESENTATIVES,□□□□□□□  
COMMITTEE ON THE JUDICIARY,□□□□□  
SUBCOMMITTEE ON IMMIGRATION□□□  
AND BORDER SECURITY,□□□  
*Washington, DC.*□

U.S. SENATE,□□□□□  
COMMITTEE ON ARMED SERVICES,□□□  
*Washington, DC.*□

CONGRESS OF THE UNITED STATES,□□□□□  
JOINT COMMITTEE ON PRINTING,□□□  
*Washington, DC.*□

---

<sup>1</sup>Normally, dates in House hearings on appropriation bills are set on the right in 10-point caps and small caps.

- 16.7.** Datelines at the end of a letter or paper, either above or below signatures, are set on left in caps and small caps for the address and italic for the date. When the word *dated* is used, dateline is set in roman caps and lowercase.

MAY 7, 2016.  
ROANOKE, VA.  
ROANOKE, VA, *July 1, 2016.*  
Dated July 1, 2016.  
Dated Albany, March 13, 2016.

- 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, 2016.—  
NEW YORK, NY, August 21, 2016.—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. PATTY MURRAY,  
*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. MIKE ROUNDS,  
*Chairman, Subcommittee on Superfund, Waste Management,*  
 *and Regulatory Oversight, 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. TODD T. SEMONITE, U.S. Army,  
*Chief of Engineers.*

CHIEF OF ENGINEERS, U.S. ARMY. (Full title, all caps and small caps.)

Lt. Gen. TODD T. SEMONITE,  
*Chief of Engineers, U.S. Army,*  
*Washington, DC.*

Hon. KAREN L. HAAS,  
*Clerk of the House of Representatives.*

Hon. RICHARD J. DURBIN,  
*U.S. Senator, Washington, DC.*

Hon. CORY GARDNER,  
*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 the Workforce

2176 Rayburn House Office Building

Washington, DC 20515

**Signatures**

**16.17.** Signatures, preceded by an em dash, are sometimes run in with the 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 indentations 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,  
BARBARA COMSTOCK,  
*Managers on the Part of the House.*□

CHRIS COONS,  
AMY KLOBUCHAR,  
*Managers on the Part of the Senate.*□

□ I am, very respectfully, yours,

(Signed)□ FRED C. KLEINSCHMIDT, □□□  
*Assistant Clerk, Court of Claims.*□

□ On behalf of the Philadelphia Chamber of Commerce:

GEO. W. PHILIPS.  
SAM'L. CAMPBELL.

□ I have the honor to be,

□□□ Very respectfully, your obedient servant,

(Signed)□ John R. King  
(Typed)□ JOHN R. KING,

*Secretary.*□

or

(S)□ John R. King  
JOHN R. KING,

*Secretary.*□

□ Attest:

RICHARD ROE, *Notary Public.*□

□ By the Governor:

NATHANIEL COX, *Secretary of State.*□

□ Approved.

JOHN SMITH, *Governor.*□

□ By the President:

JOHN KERRY, *Secretary of State.*□

□ Respectfully submitted.

MARY FARRELL, *U.S. Indian Agent.*□

□□□ Yours truly,

Capt. JAMES STALEY, Jr., □□□  
*Superintendent.*□

□□□ Respectfully yours,

Mrs. 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. FRED UPTON,

*Chairman, House Committee on Energy and Commerce,  
Washington, DC.*

□DEAR MR. UPTON: We have been in contact with your office, etc.

DR. LOUIS W. UCCELLINI, □□□□□

*Executive Director, □□□*

*National Weather Service. □*

---

LINCOLN PARK, MI, February 15, 2016. □

Re Romeo O. Umanos, Susanna M. Umanos, case No. S-254, U.S.  
□□Citizenship and Immigration Services, application pending.

Hon. JOHN CORNYN,

*Chairman, Subcommittee on the Constitution,  
Committee on the Judiciary, Washington, DC.*

□DEAR MR. CORNYN: You have for some time . . . .

□□□Sincerely yours,

EDWARD PULTORAK, □□□

*Architectural Designer. □*

Hon. TREY GOWDY,  
*Chairman, Subcommittee on Immigration and Border Security*  
□□□*of the Committee on the Judiciary, House of Representatives,*  
□□□*Washington, DC.*

□DEAR MR. GOWDY: You have for some time . . . .

---

U.S. DEPARTMENT OF □□□□□  
COMMERCE, □□□□□  
NATIONAL WEATHER SERVICE, □□□  
*Washington, March 3, 2016.* □

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, 2016.* □

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, 2016.* □

The Honorable the SECRETARY OF THE NAVY.

□DEAR MR. SECRETARY: This is in response to your letter . . . .

□□□Very sincerely yours,

[SEAL] □ BARACK OBAMA. □

EAST LANSING, MI, June 10, 2016.□

*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. CHARLES E. GRASSLEY,

*Chairman, Committee on the Judiciary,*

*U.S. Senate, Washington, DC.*

□DEAR SENATOR GRASSLEY: 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, 2016.□

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, 2016.□

U.S. DEPARTMENT OF HOMELAND SECURITY,  
U.S. CITIZENSHIP AND NATURALIZATION SERVICES,  
*Detroit, MI.*

□GENTLEMEN: This letter will testify to the personal character . . .  
□□□Very truly yours,

Mrs. GRACE C. LOHR,□□□□□  
*Inspector General Section, HQ, AFFE,□□□*  
*APO 343, San Francisco, CA.□*

- 16.27.** The word *seal* appearing with the signature of a notary or of an organized body, such as a company, is spaced 1 em from the signature. The word *seal* is to be set in small caps and bracketed.

[SEAL]□RICHARD ROE,□□□  
*Notary Public.□*

[SEAL]□J.M. WILBER.□

[SEAL]□BARTLETT, ROBINS & CO.□

- 16.28.** Presidential proclamations after May 23, 1967, do not utilize the seal except when they pertain to treaties, conventions, protocols, or other international agreements. Copy will be followed literally with respect to the inclusion of and between elements of numerical expressions.

IN 1872, the Congress established Yellowstone National Park—the first park of its kind anywhere in the world. Decades later, the passage of the Antiquities Act in 1906 created our first national historic preservation policy. Under this new authority, and heavily inspired by his time in nature with conservationist John Muir, President Theodore Roosevelt set aside 18 new monuments and landmarks, adding to the scattered collection of existing parks throughout our country. One decade later, in order to provide the leadership necessary for maintaining our growing system of parks, the Congress passed monumental legislation—which President Woodrow Wilson signed on August 25, 1916—to create the National Park Service (NPS). . . .

\* \* \* \* \*

Now, THEREFORE, I, BARACK OBAMA, President of the United States of America, by virtue of the authority vested in me by the Constitution and the laws of the United States, do hereby proclaim August 25, 2016, as the 100th Anniversary of the National Park Service. I invite all Americans

to observe this day with appropriate programs, ceremonies, and activities that recognize the National Park Service for maintaining and protecting our public lands for the continued benefit and enjoyment of all Americans.

IN WITNESS WHEREOF, I have hereunto set my hand this twenty-second day of August, in the year of our Lord two thousand sixteen, and of the Independence of the United States of America the two hundred and forty-first.

BARACK OBAMA. 

## 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)
James Madison .....	(1809–1817)	George Clinton .....	(1805–1809)
		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 .....	(1837–1841)	Martin Van Buren .....	(1833–1837)
William Henry Harrison.....	(1841)	Richard M. Johnson.....	(1837–1841)
John Tyler .....	(1841–1845)	John Tyler.....	(1841)
James K. Polk.....	(1845–1849)	Vacant.....	(1841–1845)
Zachary Taylor .....	(1849–1850)	George M. Dallas.....	(1845–1849)
Millard Fillmore .....	(1850–1853)	Millard Fillmore.....	(1849–1850)
Franklin Pierce.....	(1853–1857)	Vacant.....	(1850–1853)
		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 .....	(1865–1869)	Andrew Johnson .....	(1865)
Ulysses S. Grant .....	(1869–1877)	Vacant.....	(1865–1869)
		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 .....	(1901–1909)	Theodore Roosevelt .....	(1901)
		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)
Richard M. Nixon.....	(1969–1974)	Hubert H. Humphrey.....	(1965–1969)
Gerald R. Ford.....	(1974–1977)	Spiro T. Agnew.....	(1969–1973)
James Earl “Jimmy” Carter .....	(1977–1981)	Gerald R. Ford .....	(1973–1974)
Ronald Reagan .....	(1981–1989)	Nelson A. Rockefeller.....	(1974–1977)
George H.W. Bush .....	(1989–1993)	Walter F. Mondale.....	(1977–1981)
William J. Clinton .....	(1993–2001)	George H.W. Bush.....	(1981–1989)
George W. Bush.....	(2001–2009)	J. Danforth Quayle.....	(1989–1993)
Barack Obama.....	(2009– )	Albert Gore, Jr.....	(1993–2001)
		Richard B. Cheney .....	(2001–2009)
		Joseph R. Biden, Jr.....	(2009– )

### State Populations and Their Capitals

[As of July 1, 2015 Census estimates]

State, capital	State population	State, capital	State population
Alabama, Montgomery.....	4,858,979	Montana, Helena .....	1,032,949
Alaska, Juneau.....	738,432	Nebraska, Lincoln .....	1,896,190
Arizona, Phoenix.....	6,828,065	Nevada, Carson City.....	2,890,845
Arkansas, Little Rock.....	2,978,204	New Hampshire, Concord.....	1,330,608
California, Sacramento .....	39,144,818	New Jersey, Trenton .....	8,958,013
Colorado, Denver .....	5,456,574	New Mexico, Santa Fe.....	2,085,109
Connecticut, Hartford .....	3,590,886	New York, Albany.....	19,795,791
Delaware, Dover .....	945,934	North Carolina, Raleigh .....	10,042,802
District of Columbia, Washington.....	672,228	North Dakota, Bismarck.....	756,927
Florida, Tallahassee.....	20,271,272	Ohio, Columbus.....	11,613,423
Georgia, Atlanta.....	10,214,860	Oklahoma, Oklahoma City.....	3,911,338
Hawaii, Honolulu .....	1,431,603	Oregon, Salem .....	4,028,977
Idaho, Boise.....	1,654,930	Pennsylvania, Harrisburg.....	12,802,503
Illinois, Springfield.....	12,859,995	Rhode Island, Providence .....	1,056,298
Indiana, Indianapolis .....	6,619,680	South Carolina, Columbia.....	4,896,146
Iowa, Des Moines .....	3,123,899	South Dakota, Pierre.....	858,469
Kansas, Topeka .....	2,911,641	Tennessee, Nashville.....	6,600,299
Kentucky, Frankfort .....	4,425,092	Texas, Austin .....	27,469,114
Louisiana, Baton Rouge .....	4,670,724	Utah, Salt Lake City .....	2,995,919
Maine, Augusta.....	1,329,328	Vermont, Montpelier.....	626,042
Maryland, Annapolis .....	6,006,401	Virginia, Richmond .....	8,382,993
Massachusetts, Boston .....	6,794,422	Washington, Olympia .....	7,170,351
Michigan, Lansing.....	9,922,576	West Virginia, Charleston .....	1,844,128
Minnesota, St. Paul .....	5,489,594	Wisconsin, Madison .....	5,771,337
Mississippi, Jackson .....	2,992,333	Wyoming, Cheyenne .....	586,107
Missouri, Jefferson City .....	6,083,672		

### Principal Foreign Countries as of October 2016

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.

### Principal Foreign Countries as of October 2016—Continued

Country	UN member	Capital	Chief of state	Legislative body	Government type
Benin .....	Yes .....	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 (administrative)..... Sucre (legislative/judiciary)...	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.
Bulgaria.....	...do....	Sofia .....	President .....	National Assembly (unicameral) .....	Parliamentary Democracy.
Burkina Faso.....	...do....	Ouagadougou .....	...do.....	...do.....	Parliamentary Republic.
Burma (Myanmar) <sup>1</sup> .	...do....	Rangoon..... Nay Pyi Taw (administrative).....	Chairman of the State Peace and Development Council SPDC) ...	People's Assembly (unicameral) .....	Military Junta.
Burundi.....	...do....	Bujumbura .....	President .....	Parliament (bicameral) .....	Republic.
Cabo Verde <sup>2</sup> .....	...do....	Praia.....	President .....	National Assembly (unicameral) .....	Republic.
Cambodia.....	...do....	Phnom Penh .....	King .....	National Assembly (bicameral).....	Multiparty Democracy under a Constitutional Monarchy.
Cameroon.....	...do....	Yaoundé .....	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
Central African Republic.....	...do....	Bangui.....	...do.....	...do.....	Do.
Chad.....	...do....	N'Djamena.....	...do.....	...do.....	Do.

Chile .....	... do ....	Santiago .....	President .....	National Congress (bicameral) .....	Do.
China <sup>3</sup> .....	... do ....	Beijing.....	....do.....	National People's Congress (unicameral).....	Communist State.
Colombia .....	... do ....	Bogotá.....	....do.....	Congress (bicameral) .....	Republic, Executive Branch dominates government structure.
Comoros .....	... do ....	Moroni .....	....do.....	Assembly of the Union (unicameral)....	Republic.
Congo, Democratic Republic of the <sup>4</sup> .....	... do ....	Kinshasa .....	....do.....	Legislature (bicameral) .....	Do.
Congo, Republic of the <sup>4</sup> .....	... do ....	Brazzaville.....	....do.....	Parliament (bicameral) .....	Do.
Costa Rica.....	... do ....	San José .....	....do.....	Legislative Assembly (unicameral) .....	Democratic Republic.
Côte d'Ivoire, Republic of.....	... do ....	Yamoussoukro .....	....do.....	National Assembly (bicameral).....	Republic; multiparty presidency
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.....	....do.....	House of Representatives (unicameral).	Republic.
Czechia <sup>5</sup> .....	... 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 .....	... do ....	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 .....	....do.....	National Assembly (unicameral) .....	Transitional Government.
Estonia .....	... do ....	Tallinn.....	....do.....	Parliament (unicameral).....	Parliamentary Republic.
Ethiopia .....	... do ....	Addis Ababa.....	....do.....	Parliament (bicameral) .....	Federal Republic.

### Principal Foreign Countries as of October 2016—Continued

Country	UN member	Capital	Chief of state	Legislative body	Government type
Fiji.....	Yes .....	Suva.....	President.....	.....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 .....	Tbilisi.....	....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 City .....	President.....	Congress of the Republic (unicameral).....	Constitutional Democratic Republic.
Guinea.....	....do .....	Conakry.....	....do.....	People's National Assembly (unicameral).....	Republic.
Guinea-Bissau .....	....do .....	Bissau.....	....do.....	National People's Assembly (unicameral).....	Do.
Guyana.....	....do .....	Georgetown.....	....do.....	National Assembly (unicameral).....	Do.
Haiti.....	....do .....	Port-au-Prince.....	....do.....	National Assembly (bicameral).....	Do.
Holy See (Vatican City).....	No.....	Vatican City .....	Pope .....	Pontifical Commission for the State of Vatican City (unicameral).....	Ecclesiastical.
Honduras.....	Yes .....	Tegucigalpa .....	President.....	National Congress (unicameral).....	Democratic Constitutional Republic.
Hungary.....	....do .....	Budapest .....	....do.....	National Assembly (unicameral).....	Parliamentary Democracy.
Iceland.....	....do .....	Reykjavik .....	....do.....	Parliament (unicameral).....	Constitutional Republic.
India.....	....do .....	New Delhi.....	....do.....	Parliament (bicameral) .....	Federal Republic.
Indonesia.....	....do .....	Jakarta.....	....do.....	House of Representatives.....	Republic.

Iran.....	... do ....	Tehran .....	Supreme Leader.....	Islamic Consultative Assembly (unicameral).....	Theocratic Republic.
Iraq.....	... do ....	Baghdad .....	President.....	Council of Representatives.....	Parliamentary Democracy.
Ireland.....	... do ....	Dublin .....	...do.....	Parliament (bicameral) .....	Republic, Parliamentary Democracy.
Israel .....	... do ....	Jerusalem <sup>6</sup> .....	...do.....	Knesset (unicameral).....	Parliamentary Democracy.
Italy.....	... do ....	Rome.....	...do.....	Parliament (bicameral) .....	Republic.
Jamaica.....	... do ....	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 ....	Pyongyang.....	Premier.....	Supreme People's Assembly (unicameral).....	Communist State one-man dictatorship.
Korea, South .....	... do ....	Seoul .....	President.....	National Assembly (unicameral) .....	Republic.
Kosovo.....	No.....	Pristina (Prishtine).....	...do.....	Kosovo Assembly of the Provisional Government (unicameral) .....	Do.
Kuwait .....	Yes .....	Kuwait City .....	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.....	Chairman, Presidential Council...	Council of Deputies (unicameral) .....	In transition.
Liechtenstein.....	... do ....	Vaduz.....	Prince .....	Parliament or Landtag (unicameral) .....	Constitutional Monarchy.

### Principal Foreign Countries as of October 2016—Continued

Country	UN member	Capital	Chief of state	Legislative body	Government type
Lithuania .....	Yes .....	Vilnius.....	President .....	Parliament or Seimas (unicameral).....	Parliamentary Democracy.
Luxembourg .....	...do....	Luxembourg .....	Grand Duke .....	Chamber of Deputies (unicameral).....	Constitutional Monarchy.
Macedonia, Republic of <sup>7</sup> .....	...do....	Skopje .....	President .....	Assembly or Sobranie (unicameral).....	Parliamentary Republic.
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.
Mali .....	...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 .....	...do....	Nouakchott .....	President .....	Legislature (bicameral) .....	Democratic Republic.
Mauritius .....	...do....	Port Louis .....	....do.....	National Assembly (unicameral) .....	Parliamentary Democracy.
Mexico .....	...do....	Mexico City .....	....do.....	National Congress (bicameral) .....	Federal Republic.
Micronesia, Federated States of .....	...do....	Palikir .....	....do.....	Congress (unicameral) .....	Constitutional Government in free association with the U.S.
Moldova, Republic of .....	...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.
		The Hague (seat of government) .....			
New Zealand.....	... do ....	Wellington .....	....do.....	House of Representatives (unicameral) ..	Parliamentary Democracy.
Nicaragua.....	... do ....	Managua.....	President	National Assembly (unicameral) .....	Republic.
Niger.....	... do ....	Niamey .....	....do.....	....do.....	Do.
Nigeria.....	... do ....	Abuja .....	....do.....	National Assembly (bicameral).....	Federal Republic.
Norway.....	... do ....	Oslo.....	King .....	Parliament (Storting), (modified unicameral) <sup>8</sup> .....	Constitutional Monarchy.
Oman.....	... do ....	Muscat.....	Sultan and Prime Minister.....	Majlis Oman (bicameral) .....	Monarchy.
Pakistan.....	... do ....	Islamabad .....	President .....	Parliament (bicameral) .....	Federal Republic.
Palau .....	... do ....	Ngerulmud.....	....do.....	National Congress (bicameral) .....	Constitutional Government in free association with the U.S.
Panama .....	... do ....	Panama City .....	....do.....	National Assembly (unicameral) .....	Constitutional Democracy.
Papua New Guinea...	... do ....	Port Moresby .....	Queen .....	National Parliament (unicameral) .....	Constitutional Parliamentary Democracy.
Paraguay .....	... do ....	Asunción .....	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.
Saint Lucia.....	... do ....	Castries .....	Queen .....	Parliament (bicameral) .....	Parliamentary Democracy.

### Principal Foreign Countries as of October 2016—Continued

Country	UN member	Capital	Chief of state	Legislative body	Government type
Saint Vincent and the Grenadines.....	Yes .....	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 .....	São Tomé.....	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 (administrative)..... Cape Town (legislative).. Bloemfontein (judiciary) .....	President .....	Parliament (bicameral) .....	Republic.
South Sudan, Republic of <sup>9</sup> .....	....do .....	Juba .....	President .....	National Legislature (bicameral) .....	Presidential Republic.
Spain.....	....do .....	Madrid .....	King .....	General Courts or National Assembly (bicameral) .....	Parliamentary Monarchy.

Sri Lanka.....	....do....	Colombo..... Sri Jayewardenepura Kotte (legislative).....	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 (administrative)..... Lobamba (legislative).....	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.
Tanzania.....	....do....	Dar es Salaam Dodoma (legislative).....	....do.....	National Assembly (unicameral).....	Republic.
Thailand.....	....do....	Bangkok.....	King .....	National Assembly (bicameral).....	Constitutional Monarchy.
Timor-Leste .....	....do....	Dili .....	President.....	National Parliament (unicameral) .....	Republic.
Togo .....	....do....	Lomé.....	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.

### Principal Foreign Countries as of October 2016—Continued

Country	UN member	Capital	Chief of state	Legislative body	Government type
Ukraine.....	Yes .....	Kyiv (Kiev) .....	....do.....	Supreme Council (unicameral) .....	Do.
United Arab Emirates .....	...do .....	Abu Dhabi .....	....do.....	Federal National Council (FNC) (unicameral).....	Federation with specified powers delegated to the UAE federal government and other powers reserved to member emirates
United Kingdom.....	...do .....	London .....	Queen .....	Parliament (bicameral) .....	Constitutional Monarchy.
Uruguay .....	...do .....	Montevideo.....	President .....	General Assembly (bicameral).....	Constitutional Republic.
Uzbekistan .....	...do .....	Tashkent .....	....do.....	Supreme Assembly (bicameral) .....	Republic; authoritarian presidential rule, with little power outside the executive branch.
Vanuatu.....	...do .....	Port-Vila (on Efate).....	....do.....	Parliament (unicameral).....	Parliamentary Republic.
Venezuela.....	...do .....	Caracas.....	....do.....	National Assembly (unicameral) .....	Federal Republic.
Vietnam.....	...do .....	Hanoi.....	....do.....	....do.....	Communist State.
Yemen.....	...do .....	Sanaa.....	....do.....	Legislature (bicameral) .....	Republic.
Zambia .....	...do .....	Lusaka .....	....do.....	National Assembly (unicameral) .....	Do.
Zimbabwe.....	...do .....	Harare .....	Executive President.....	Parliament (bicameral) .....	Parliamentary Democracy.

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

<sup>2</sup> In a diplomatic note sent on November 27, 2013, the Embassy of Cape Verde requested that the U.S. Government change the name of the country from “Cape Verde” to “Cabo Verde”. The U.S. Board on Geographic Names approved the change on December 9, 2013.

<sup>3</sup> With the establishment of diplomatic relations with China on January 1, 1979, the U.S. Government recognized the People’s Republic of China as the sole legal government of China and acknowledged the Chinese position that there is only one China and that Taiwan is part of China.

<sup>4</sup> “Congo” is the official short-form name for both the Democratic Republic of the Congo and the Republic of the Congo. To distinguish one from the other, see capital names.

<sup>5</sup> Following U.N. and U.S. State Department notification, the Czech Republic officially changed its English short-form name to Czechia as of July 1, 2016.

<sup>6</sup> In 1950, the Israel Parliament proclaimed Jerusalem as the capital. The United States does not recognize Jerusalem as the capital and the U.S. Embassy continues to be located in Tel Aviv.

<sup>7</sup> In November 2004, the United States recognized the country under its constitutional name: the Republic of Macedonia.

<sup>8</sup> No accurate English equivalents.

<sup>9</sup> The United States recognized South Sudan as a sovereign, independent state on July 9, 2011 following its secession from Sudan.

Source: World Factbook, Central Intelligence Agency, <https://www.cia.gov/library/publications/resources/the-world-factbook/index.html> and the U.S. Department of State.

### Demonyms: Names of Nationalities

[Demonym is a name given to a people or inhabitants of a place.]

Country	Demonym*	Country	Demonym*
Afghanistan .....	Afghan.	Croatia.....	Croat or Croatian.
Albania.....	Albanian.	Cuba.....	Cuban.
Algeria.....	Algerian.	Curacao.....	Curacaoan.
American Samoa .....	American Samoan.	Cyprus.....	Cypriot.
Andorra .....	Andorran.	Czechia.....	Czech.
Angola.....	Angolan.	Denmark.....	Dane.
Anguilla.....	Anguillan.	Djibouti.....	Djiboutian.
Antigua and Barbuda .....	Antiguan, Barbudan.	Dominica.....	Dominican.
Argentina.....	Argentine.	Dominican Republic.....	Dominican.
Armenia.....	Armenian.	Ecuador.....	Ecuadorian.
Aruba.....	Aruban.	Egypt .....	Egyptian.
Australia.....	Australian.	El Salvador.....	Salvadoran.
Austria.....	Austrian.	Equatorial Guinea .....	Equatorial Guinean or Equatoguinean.
Azerbaijan.....	Azerbaijani.	Eritrea.....	Eritrean.
The Bahamas.....	Bahamian.	Estonia.....	Estonian.
Bahrain .....	Bahraini.	Ethiopia.....	Ethiopian.
Bangladesh.....	Bangladeshi.	Falkland Islands.....	Falkland Islander.
Barbados.....	Barbadian or Bajan.	Faroe Islands.....	Faroese (singular and plural).
Belarus .....	Belarusian.	Fiji.....	Fijian.
Belgium.....	Belgian.	Finland.....	Finn.
Belize .....	Belizean.	France.....	French, Frenchman (men), or Frenchwoman (women).
Benin .....	Beninese (singular and plural).	French Polynesia.....	French Polynesian.
Bermuda .....	Bermudian.	Gabon.....	Gabonese (singular and plural).
Bhutan.....	Bhutanese (singular and plural).	The Gambia.....	Gambian.
Bolivia .....	Bolivian.	Georgia.....	Georgian.
Bosnia and Herzegovina.....	Bosnian, Herzegovinian.	Germany.....	German.
Botswana .....	Motswana (singular), Batswana (plural).	Ghana.....	Ghanaian.
Brazil .....	Brazilian.	Gibraltar .....	Gibraltarian.
British Virgin Islands .....	British Virgin Islander.	Greece.....	Greek.
Brunei.....	Bruneian.	Greenland.....	Greenlander.
Bulgaria.....	Bulgarian.	Grenada.....	Grenadian.
Burkina Faso.....	Burkinabe (singular and plural).	Guam.....	Guamanian.
Burma (Myanmar <sup>1)</sup> .....	Burmese (singular and plural).	Guatemala.....	Guatemalan.
Burundi.....	Burundian.	Guernsey.....	Channel Islander.
Cabo Verde.....	Cabo Verdean.	Guinea.....	Guinean.
Cambodia .....	Cambodian.	Guinea-Bissau .....	Bissau-Guinean.
Cameroon .....	Cameroonian.	Guyana.....	Guyanese (singular and plural).
Canada .....	Canadian.	Haiti.....	Haitian.
Cayman Islands .....	Caymanian.	Honduras.....	Honduran.
Central African Republic.....	Central African.	Hong Kong .....	Chinese/Hong Konger.
Chad.....	Chadian.	Hungary.....	Hungarian.
Chile .....	Chilean.	Iceland.....	Icelander.
China.....	Chinese (singular and plural).	India.....	Indian.
Christmas Island .....	Christmas Islander.	Indonesia .....	Indonesian.
Cocos (Keeling) Islands .....	Cocos Islander.	Iran.....	Iranian.
Colombia .....	Colombian.	Iraq.....	Iraqi.
Comoros .....	Comoran.	Ireland .....	Irishman (men), Irishwoman (women), Irish (collective plural).
Congo, Democratic Republic of the.	Congolese (singular and plural).	Israel .....	Israeli.
Congo, Republic of the .....	Congolese (singular and plural).	Italy .....	Italian.
Cook Islands .....	Cook Islander.	Jamaica.....	Jamaican.
Costa Rica.....	Costa Rican.		
Côte d'Ivoire.....	Ivorian.		

### Demonyms: Names of Nationalities—Continued

[Demonym is a name given to a people or inhabitants of a place.]

Country	Demonym*	Country	Demonym*
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), Kosovski (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, Nevisian.
Maldives.....	Maldivian.	Saint Lucia.....	Saint Lucian.
Mali.....	Malian.	Saint Pierre and Miquelon...	French, Frenchman (men), or Frenchwoman (women).
Malta.....	Maltese (singular and plural).	Saint Vincent and the Grenadines.....	Saint Vincentian or Vincentian.
Marshall Islands .....	Marshallese (singular and plural).	Samoa.....	Samoan.
Mauritania.....	Mauritanian.	San Marino .....	Sammarinese (singular and plural).
Mauritius.....	Mauritian.	Sao Tome and Principe.....	Sao Tomean.
Mexico.....	Mexican.	Saudi Arabia.....	Saudi, Saudi Arabian.
Micronesia, Federated States of.	Micronesian.	Senegal .....	Senegalese (singular and plural).
Moldova.....	Moldovan.	Serbia .....	Serb.
Monaco .....	Monegasque or Monacan.	Seychelles.....	Seychellois (singular and plural).
Mongolia.....	Mongolian.	Sierra Leone .....	Sierra Leonean.
Montenegro.....	Montenegrin.	Singapore .....	Singaporean.
Montserrat.....	Montserratian.	Slovakia.....	Slovak.
Morocco.....	Moroccan.	Slovenia.....	Slovene.
Mozambique.....	Mozambican.	Solomon Islands.....	Solomon Islander.
Namibia .....	Namibian.	Somalia.....	Somali.
Nauru .....	Nauruan.	South Africa.....	South African.
Nepal .....	Nepali (singular and plural).	South Sudan.....	South Sudanese.
Netherlands.....	Dutchman (men), Dutchwoman (women), Dutch (collective).	Spain .....	Spaniard.
Netherlands Antilles.....	Dutch Antillean.	Sri Lanka.....	Sri Lankan.
		Sudan.....	Sudanese (singular and plural).
		Suriname .....	Surinamer.
		Swaziland.....	Swazi.
		Sweden .....	Swede.
		Switzerland .....	Swiss (singular and plural).

### Demonyms: Names of Nationalities—Continued

[Demonym is a name given to a people or inhabitants of a place.]

Country	Demonym*	Country	Demonym*
Syria.....	Syrian.	United Arab Emirates.....	Emirati.
Taiwan.....	Taiwan (singular and plural).	United Kingdom.....	Briton, British (collective plural).
Tajikistan.....	Tajikistani.	United States.....	American.
Tanzania.....	Tanzanian.	Uruguay.....	Uruguayan.
Thailand.....	Thai (singular and plural).	Uzbekistan .....	Uzbekistani.
Timor-Leste .....	Timorese (singular and plural).	Vanuatu.....	Ni-Vanuatu (singular and plural).
Togo .....	Togolese (singular and plural).	Venezuela.....	Venezuelan.
Tokelau.....	Tokelauan.	Vietnam.....	Vietnamese (singular and plural).
Tonga.....	Tongan.	Virgin Islands.....	Virgin Islander.
Trinidad and Tobago .....	Trinidadian, Tobagonian.	Wallis and Futuna .....	Wallisian, Futunian, or Wallis and Futuna Islander.
Tunisia.....	Tunisian.	Western Sahara .....	Sahrawi, Sahraoui.
Turkey .....	Turk.	Yemen.....	Yemeni.
Turkmenistan.....	Turkmen.	Zambia .....	Zambian.
Tuvalu.....	Tuvaluan.	Zimbabwe .....	Zimbabwean.
Uganda.....	Ugandan.		
Ukraine.....	Ukrainian.		

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

\*NOTE.—Plural references add s unless otherwise indicated.

Source: Information courtesy of World Factbook as of September 2016; for more information see <https://www.cia.gov/library/publications/resources/the-world-factbook/fields/2110.html>.

### Currency

[As of July 2016]

Country	Currency	Alphabetic code
Afghanistan.....	Afghani .....	AFN
Åland Islands.....	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
Antarctica.....	No universal currency.....	
Antigua and Barbuda .....	East Caribbean dollar .....	XCD
Argentina.....	Argentine peso .....	ARS
Armenia.....	Armenian dram .....	AMD
Aruba.....	Aruban florin .....	AWG
Australia .....	Australian dollar .....	AUD
Austria.....	Euro .....	EUR
Azerbaijan .....	Azerbaijanian manat .....	AZN
Bahamas (The).....	Bahamian dollar .....	BSD
Bahrain .....	Bahraini dinar .....	BHD
Bangladesh .....	Taka .....	BDT
Barbados .....	Barbados dollar .....	BBD
Belarus .....	Belarusian ruble .....	BYN
Belarus .....	Belarusian ruble .....	BYR
Belgium.....	Euro .....	EUR
Belize .....	Belize dollar .....	BZD

**Currency—Continued**

[As of July 2016]

Country	Currency	Alphabetic code
Benin .....	CFA franc BCEAO .....	XOF
Bermuda .....	Bermudian dollar .....	BMD
Bhutan.....	Indian rupee .....	INR
Bhutan.....	Ngultrum.....	BTN
Bolivia (Plurinational State of).....	Boliviano .....	BOB
Bolivia (Plurinational State of).....	Mvdol.....	BOV
Bonaire, Sint Eustatius and Saba.....	U.S. dollar.....	USD
Bosnia and Herzegovina.....	Convertible mark.....	BAM
Botswana .....	Pula.....	BWP
Bouvet Island.....	Norwegian krone.....	NOK
Brazil .....	Brazilian real .....	BRL
British Indian Ocean Territory (The) .....	U.S. dollar.....	USD
Brunei Darussalam .....	Brunei dollar.....	BND
Bulgaria.....	Bulgarian lev.....	BGN
Burkina Faso.....	CFA franc BCEAO .....	XOF
Burundi.....	Burundi franc.....	BIF
Cabo Verde.....	Cabo Verde escudo.....	CVE
Cambodia .....	Riel.....	KHR
Cameroon.....	CFA franc BEAC.....	XAF
Canada .....	Canadian dollar .....	CAD
Cayman Islands (The).....	Cayman Islands dollar .....	KYD
Central African Republic (The).....	CFA franc BEAC.....	XAF
Chad.....	CFA franc BEAC.....	XAF
Chile .....	Chilean peso .....	CLP
Chile .....	Unidad de Fomento.....	CLF
China.....	Yuan renminbi .....	CNY
Christmas Island .....	Australian dollar.....	AUD
Cocos (Keeling) Islands (The) .....	Australian dollar.....	AUD
Colombia .....	Colombian peso .....	COP
Colombia .....	Unidad de Valor real.....	COU
Comoros (The) .....	Comoro franc .....	KMF
Congo (The Democratic Republic of the) .....	Congolese franc .....	CDF
Congo (The) .....	CFA franc BEAC.....	XAF
Cook Islands (The) .....	New Zealand dollar.....	NZD
Costa Rica .....	Costa Rican colon .....	CRC
Côte d'Ivoire .....	CFA franc BCEAO .....	XOF
Croatia.....	Kuna .....	HRK
Cuba.....	Cuban peso.....	CUP
Cuba.....	Peso convertible .....	CUC
Curaçao .....	Netherlands Antillean guilder .....	ANG
Cyprus.....	Euro .....	EUR
Czech Republic (The).....	Czech koruna.....	CZK
Denmark.....	Danish krone .....	DKK
Djibouti .....	Djibouti franc .....	DJF
Dominica .....	East Caribbean dollar .....	XCD
Dominican Republic (The).....	Dominican peso.....	DOP
Ecuador .....	U.S. dollar.....	USD
Egypt .....	Egyptian pound .....	EGP
El Salvador.....	El Salvador colon .....	SVC
El Salvador.....	U.S. dollar.....	USD
Equatorial Guinea .....	CFA franc BEAC.....	XAF
Eritrea.....	Nakfa .....	ERN
Estonia.....	Euro .....	EUR
Ethiopia.....	Ethiopian birr .....	ETB
European Union .....	Euro .....	EUR
Falkland Islands (The) [Malvinas].....	Falkland Islands pound .....	FKP
Faroe Islands (The).....	Danish krone .....	DKK
Fiji.....	Fiji dollar.....	FJD
Finland.....	Euro .....	EUR

**Currency—Continued**

[As of July 2016]

Country	Currency	Alphabetic code
France.....	Euro .....	EUR
French Guiana.....	Euro .....	EUR
French Polynesia.....	CFP franc.....	XPF
French Southern Territories (The).....	Euro .....	EUR
Gabon.....	CFA franc BEAC.....	XAF
Gambia (The).....	Dalasi.....	GMD
Georgia.....	Lari.....	GEL
Germany.....	Euro .....	EUR
Ghana.....	Ghana cedi .....	GHS
Gibraltar.....	Gibraltar pound .....	GIP
Greece.....	Euro .....	EUR
Greenland.....	Danish krone .....	DKK
Grenada.....	East Caribbean dollar .....	XCD
Guadeloupe.....	Euro .....	EUR
Guam.....	U.S. dollar .....	USD
Guatemala.....	Quetzal.....	GTQ
Guernsey..	Pound sterling .....	GBP
Guinea.....	Guinea franc .....	GNF
Guinea-Bissau .....	CFA franc BCEAO .....	XOF
Guyana.....	Guyana dollar .....	GYD
Haiti.....	Gourde .....	HTG
Haiti.....	U.S. dollar .....	USD
Heard Island and McDonald Islands.....	Australian dollar.....	AUD
Holy See (The) .....	Euro .....	EUR
Honduras.....	Lempira.....	HNL
Hong Kong.....	Hong Kong dollar .....	HKD
Hungary.....	Forint.....	HUF
Iceland.....	Iceland krona.....	ISK
India.....	Indian rupee .....	INR
Indonesia.....	Rupiah.....	IDR
International Monetary Fund (IMF) .....	SDR (Special Drawing Right) .....	XDR
Iran (Islamic Republic of) .....	Iranian rial .....	IRR
Iraq.....	Iraqi dinar .....	IQD
Ireland.....	Euro .....	EUR
Isle of Man.....	Pound sterling .....	GBP
Israel .....	New Israeli sheqel .....	ILS
Italy.....	Euro .....	EUR
Jamaica.....	Jamaican dollar .....	JMD
Japan.....	Yen.....	JPY
Jersey.....	Pound sterling .....	GBP
Jordan.....	Jordanian dinar .....	JOD
Kazakhstan.....	Tenge .....	KZT
Kenya.....	Kenyan shilling .....	KES
Kiribati.....	Australian dollar .....	AUD
Korea (The Democratic People's Republic of) .....	North Korean won .....	KPW
Korea (The Republic of) .....	Won .....	KRW
Kuwait.....	Kuwaiti dinar .....	KWD
Kyrgyzstan .....	Som .....	KGS
Lao People's Democratic Republic (The).....	Kip .....	LAK
Latvia.....	Euro .....	EUR
Lebanon .....	Lebanese pound .....	LBP
Lesotho.....	Loti .....	LSL
Lesotho.....	Rand .....	ZAR
Liberia .....	Liberian dollar .....	LRD
Libya .....	Libyan dinar .....	LYD
Liechtenstein.....	Swiss franc .....	CHF
Lithuania .....	Euro .....	EUR
Luxembourg .....	Euro .....	EUR
Macao.....	Pataca .....	MOP

**Currency—Continued**

[As of July 2016]

Country	Currency	Alphabetic code
Macedonia (The Former Yugoslav Republic of)..	Denar.....	MKD
Madagascar.....	Malagasy ariary.....	MGA
Malawi.....	Malawi kwacha.....	MWK
Malaysia.....	Malaysian ringgit.....	MYR
Maldives.....	Rufiyaa .....	MVR
Mali.....	CFA franc BCEAO .....	XOF
Malta.....	Euro .....	EUR
Marshall Islands (The).....	U.S. dollar.....	USD
Martinique.....	Euro .....	EUR
Mauritania .....	Ouguiya .....	MRO
Mauritius.....	Mauritius rupee .....	MUR
Mayotte.....	Euro .....	EUR
Member Countries of the African Development Bank Group.....	ADB Unit of Account .....	XUA
Mexico.....	Mexican peso.....	MXN
Mexico.....	Mexican Unidad de Inversion (UDI)	MXV
Micronesia (Federated States of) .....	U.S. dollar.....	USD
Moldova ('The Republic of).....	Moldovan leu.....	MDL
Monaco .....	Euro .....	EUR
Mongolia.....	Tugrik.....	MNT
Montenegro.....	Euro .....	EUR
Montserrat.....	East Caribbean dollar.....	XCD
Morocco.....	Moroccan dirham .....	MAD
Mozambique.....	Mozambique metical.....	MZN
Myanmar.....	Kyat .....	MMK
Namibia .....	Namibia dollar .....	NAD
Namibia .....	Rand.....	ZAR
Nauru .....	Australian dollar.....	AUD
Nepal .....	Nepalese rupee.....	NPR
Netherlands (The).....	Euro .....	EUR
New Caledonia.....	CFP franc.....	XPF
New Zealand.....	New Zealand dollar.....	NZD
Nicaragua.....	Cordoba oro.....	NIO
Niger ('The) .....	CFA franc BCEAO .....	XOF
Nigeria.....	Naira .....	NGN
Niue.....	New Zealand dollar.....	NZD
Norfolk Island .....	Australian dollar.....	AUD
Northern Mariana Islands (The).....	U.S. dollar .....	USD
Norway.....	Norwegian krone.....	NOK
Oman.....	Rial omani.....	OMR
Pakistan .....	Pakistan rupee.....	PKR
Palau .....	U.S. dollar .....	USD
Palestine, State of.....	No universal currency .....	
Panama .....	Balboa.....	PAB
Panama .....	U.S. dollar.....	USD
Papua New Guinea.....	Kina .....	PGK
Paraguay .....	Guarani .....	PYG
Peru.....	Sol .....	PEN
Philippines ('The) .....	Philippine peso.....	PHP
Pitcairn.....	New Zealand dollar.....	NZD
Poland .....	Zloty.....	PLN
Portugal .....	Euro .....	EUR
Puerto Rico .....	U.S. dollar .....	USD
Qatar.....	Qatari rial .....	QAR
Réunion.....	Euro .....	EUR
Romania.....	Romanian leu .....	RON
Russian Federation ('The) .....	Russian ruble .....	RUB
Rwanda .....	Rwanda franc.....	RWF
Saint Barthélemy .....	Euro .....	EUR

**Currency—Continued**

[As of July 2016]

Country	Currency	Alphabetic code
Saint Helena, Ascension and Tristan Da Cunha .....	Saint Helena pound.....	SHP
Saint Kitts and Nevis .....	East Caribbean dollar.....	XCD
Saint Lucia.....	East Caribbean dollar.....	XCD
Saint Martin (French Part).....	Euro .....	EUR
Saint Pierre and Miquelon.....	Euro .....	EUR
Saint Vincent and the Grenadines.....	East Caribbean dollar.....	XCD
Samoa .....	Tala.....	WST
San Marino .....	Euro .....	EUR
Sao Tome and Principe.....	Dobra.....	STD
Saudi Arabia.....	Saudi riyal.....	SAR
Senegal .....	CFA franc BCEAO .....	XOF
Serbia.....	Serbian dinar .....	RSD
Seychelles.....	Seychelles rupee.....	SCR
Sierra Leone .....	Leone .....	SLL
Singapore .....	Singapore dollar.....	SGD
Sint Maarten (Dutch Part).....	Netherlands Antillean guilder .....	ANG
Sistema Unitario De Compensacion Regional De Pagos "Sucre" .....	Sucre .....	XSU
Slovakia.....	Euro .....	EUR
Slovenia.....	Euro .....	EUR
Solomon Islands.....	Solomon Islands dollar.....	SBD
Somalia.....	Somali shilling .....	SOS
South Africa.....	Rand.....	ZAR
South Georgia and the South Sandwich Islands .....	No universal currency .....	
South Sudan.....	South Sudanese pound.....	SSP
Spain .....	Euro .....	EUR
Sri Lanka.....	Sri Lanka rupee.....	LKR
Sudan (The).....	Sudanese pound.....	SDG
Suriname .....	Surinam dollar .....	SRD
Svalbard and Jan Mayen.....	Norwegian krone.....	NOK
Swaziland.....	Lilangeni.....	SZL
Sweden .....	Swedish krona .....	SEK
Switzerland .....	Swiss franc.....	CHF
Switzerland .....	WIR Euro .....	CHE
Switzerland .....	WIR franc.....	CHW
Syrian Arab Republic.....	Syrian pound .....	SYP
Taiwan (Province of China).....	New Taiwan dollar .....	TWD
Tajikistan.....	Somoni .....	TJS
Tanzania, United Republic of.....	Tanzanian shilling .....	TZS
Thailand.....	Baht.....	THB
Timor-Leste .....	U.S. dollar.....	USD
Togo .....	CFA franc BCEAO .....	XOF
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 .....	Turkmenistan new manat .....	TMT
Turks and Caicos Islands (The) .....	U.S. dollar .....	USD
Tuvalu.....	Australian dollar.....	AUD
Uganda.....	Uganda shilling.....	UGX
Ukraine.....	Hryvnia.....	UAH
United Arab Emirates (The).....	UAE dirham.....	AED
United Kingdom of Great Britain and Northern Ireland (The).....	Pound sterling .....	GBP
United States Minor Outlying Islands (The)....	U.S. dollar.....	USD
United States of America (The) .....	U.S. dollar.....	USD

**Currency—Continued**

[As of July 2016]

Country	Currency	Alphabetic code
United States of America (The) .....	U.S. dollar (Next day) .....	USN
Uruguay .....	Peso Uruguayo .....	UYU
Uruguay .....	Uruguay peso en Unidades Indexadas (URUIURUI) .....	UYI
Uzbekistan .....	Uzbekistan sum .....	UZS
Vanuatu.....	Vatu.....	VUV
Venezuela (Bolivarian Republic of) .....	Bolívar .....	VEF
Viet Nam .....	Dong .....	VND
Virgin Islands (British) .....	U.S. dollar.....	USD
Virgin Islands (U.S.) .....	U.S. dollar.....	USD
Wallis and Futuna .....	CFP franc .....	XPF
Western Sahara .....	Moroccan dirham .....	MAD
Yemen.....	Yemeni rial.....	YER
Zambia .....	Zambian kwacha .....	ZMW
Zimbabwe .....	Zimbabwe dollar.....	ZWL

Source: <http://www.currency-iso.org/en/home/tables/table-a.1.html>.

**Metric and U.S. Measures<sup>1</sup>****Length**

Metric unit	U.S. unit
10 millimeters.....	1 centimeter.
10 centimeters.....	1 decimeter.
10 decimeters.....	1 meter.
10 meters.....	1 dekameter.
10 dekameters.....	1 hectometer.
10 hectometers.....	1 kilometer.
1 kilometer .....	1,000 meters.
	12 inches.....1 foot (ft).
	3 feet.....1 yard.
	22 yards.....1 chain.
	10 chains .....1 furlong (660 ft).
	8 furlongs.....1 mile (5,280 ft).
	1 nautical mile .....1.1508 mile.
	1 league.....3 nautical miles.

**Mass Weight**

Metric unit	U.S. unit
10 milligrams (mg).....	1 centigram.
10 centigrams .....	1 decigram (100 mg).
10 decigrams.....	1 gram (1,000 mg).
10 grams (g).....	1 dekagram.
10 dekagrams.....	1 hectogram (100 g).
10 hectograms.....	1 kilogram (1,000 g).
1,000 kilograms.....	1 metric ton.
	16 ounces.....1 pound.
	100 pounds (lbs).....1 hundredweight.
	2,000 lbs .....1 ton.

**Volume**

Metric unit	U.S. liquid capacity
10 milliliters.....	1 centiliter.
10 centiliters.....	1 deciliter.
10 deciliters.....	1 liter.
1,000 liters .....	1 cubic meter.
	3 teaspoons.....1 tablespoon.
	2 tablespoons.....1 fluid ounce (fl oz).
	1 cup.....8 fl oz.
	2 cups.....1 pint.
	2 pints .....1 quart.
	4 quarts.....1 gallon.
	42 gallons.....1 petroleum barrel.
	U.S. dry measure <sup>2</sup>
	2 pints .....1 quart.
	4 quarts.....1 gallon.
	2 gallons .....1 peck.
	4 pecks.....1 bushel.
	8 bushels.....1 quarter.

**Temperature Conversion<sup>3</sup>**

Celsius	Fahrenheit	Kelvin	Celsius	Fahrenheit	Kelvin
100.....	212	373.1	0.....	32	273.1
50.....	122	323.1	-10 .....	14	263.1
40.....	104	313.1	-20 .....	-4	253.1
30.....	86	303.1	-30 .....	-22	243.1
20.....	68	293.1	-40.....	-40	233.1
10 .....	50	283.1	-50.....	-58	223.1
			-273.1.....	-459.7	0

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

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

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

### Common Measures and Their Metric Equivalents

U.S. to metric	Metric to U.S.
Inch.....2.54 centimeters.	Centimeter.....0.3937 inch.
Foot.....0.3048 meter.	Meter.....3.2808 feet.
Yard.....0.9144 meter.	Do.....1.0936 yards.
Mile.....1.6093 kilometers.	Kilometer.....0.6214 mile.
Nautical mile.....1.852 kilometers.	Do.....0.5399 nautical mile.
League.....5.556 kilometers.	Do.....0.1799 league.
Square inch.....6.452 square centimeters.	Square centimeter.....0.155 square inch.
Square foot.....0.0929 square meter.	Square meter.....10.7639 square feet.
Square yard.....0.836 square meter.	Do.....1.196 square yards.
Acre.....0.4047 hectare.	Hectare.....2.471 acres.
Square mile.....259 hectares.	Do.....0.0039 square mile.
Cubic inch.....16.39 cubic centimeters.	Cubic centimeter.....0.06 cubic inch.
Cubic foot.....0.0283 cubic meter.	Cubic meter.....35.3146 cubic feet.
Cubic yard.....0.7646 cubic meter.	Do.....1.3079 cubic yards.
Cord.....128 cubic feet.	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.	
Gallon (dry).....4.40 liters.	
Gallon, imperial.....4.55 liters.	
Peck.....8.810 liters.	
Peck, imperial.....9.092 liters.	
Bushel.....35.24 liters.	
Bushel, imperial.....36.37 liters.	
Grain <sup>1</sup> .....64.799 milligrams.	Gram.....0.04 ounce.
Ounce <sup>2</sup> .....28.35 grams.	Do.....0.032 troy ounce.
Ounce, troy <sup>3</sup> .....31.103 grams.	Kilogram.....2.20 pounds.
Pound <sup>2</sup> .....0.4536 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.	

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

<sup>2</sup>Avoirdupois; avoirdupois is the measure of mass of everyday items.

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

**Measurement Conversion**

Fractional inch	Decimal inches	Millimeters	Picas	Points	Fractional inch	Decimal inches	Millimeters	Picas	Points
$\frac{1}{16}$ .....	.0625	1.587	0p4.5	4.5	$\frac{7}{8}$ .....	.875	22.225	5p3	63
$\frac{1}{8}$ .....	.125	3.175	0p9	9	$\frac{15}{16}$ .....	.9375	23.812	5p7.5	67.5
$\frac{3}{16}$ .....	.1875	4.762	1p1.5	13.5	1.....	1	25.4	6	72
$\frac{1}{4}$ .....	.25	6.35	1p6	18	$1\frac{1}{4}$ .....	1.25	31.75	7p6	90
$\frac{5}{16}$ .....	.3125	7.937	1p10.5	22.5	$1\frac{1}{2}$ .....	1.5	38.1	9	108
$\frac{3}{8}$ .....	.375	9.525	2p3	27	$1\frac{3}{4}$ .....	1.75	44.5	10p6	126
$\frac{7}{16}$ .....	.4375	11.112	2p7.5	31.5	2.....	2	50.8	12	144
$\frac{1}{2}$ .....	.5	12.7	3	36	$2\frac{1}{2}$ .....	2.5	63.5	15	180
$\frac{9}{16}$ .....	.5625	14.287	3p4.5	40.5	3.....	3	76.2	18	216
$\frac{5}{8}$ .....	.625	15.875	3p9	45	$3\frac{1}{2}$ .....	3.5	88.9	21	252
$\frac{11}{16}$ .....	.6875	17.462	4p1.5	49.5	4.....	4	100.6	24	288
$\frac{3}{4}$ .....	.75	19.05	4p6	54	5.....	5	127	30	360
$\frac{13}{16}$ .....	.8125	20.637	4p10.5	58.5	6.....	6	152.4	36	432



## 18. Geologic Terms and Geographic Divisions

### Geologic terms

For capitalization, compounding, and use of quotations in geologic terms, copy is to be followed. Geologic terms quoted verbatim from published material should be left as the original author used them; however, it should be made clear that the usage is that of the original author.

Formal geologic terms are capitalized: Proterozoic Eon, Cambrian Period. Structural terms such as arch, anticline, or uplift are capitalized when preceded by a name: Cincinnati Arch, Cedar Creek Anticline, Ozark Uplift. See Chapter 4 geographic terms for more information.

### Divisions of Geologic Time

[Most recent to oldest]

Eon	Era	Period
Phanerozoic.....	Cenozoic.....	Quaternary. Tertiary (Neogene, Paleogene).
	Mesozoic.....	Cretaceous. Jurassic. Triassic.
	Paleozoic .....	Permian. Carboniferous (Pennsylvanian, Mississippian). Devonian. Silurian. Ordovician. Cambrian.
Proterozoic .....	Neoproterozoic .....	Ediacaran. Cryogenian. Tonian. Stenian. Ectasian. Calymmian.
	Mesoproterozoic.....	Statherian. Orosirian. Rhyacian. Siderian.
	Paleoproterozoic.....	
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.
Interior Plains.....	Adirondack.	Highland Rim.
	Interior Low Plateaus.....	Lexington Plain. Nashville Basin.
	Central Lowland.....	Eastern Lake. Western Lake. Wisconsin Driftless. Till Plains. Dissected Till Plains. Osage Plains.

Division	Province	Section
	Great Plains.....	Missouri Plateau, glaciated. Missouri Plateau, unglaciated. Black Hills. High Plains. Plains Border. Colorado Piedmont. Raton. Pecos Valley. Edwards Plateau. Central Texas.
Interior Highlands.....	Ozark Plateaus.....	Springfield-Salem Plateaus. Boston "Mountains."
	Ouachita.....	Arkansas Valley. Ouachita Mountains.
Rocky Mountain System .....	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. Great Basin. Sonoran Desert. Salton Trough. Mexican Highland. Sacramento.
Pacific Mountain System.....	Cascade-Sierra Mountains.....	Northern Cascade Mountains. Middle Cascade Mountains. Southern Cascade Mountains. Sierra Nevada.
	Pacific Border .....	Puget Trough. Olympic Mountains. Oregon Coast Range. Klamath Mountains. California Trough. California Coast Ranges. Los Angeles Ranges.
	Lower California.	

Source: Information courtesy of the U.S. Geological Survey.

## Geographic divisions

The Public Land Survey System has a hierarchy of lines. Principal meridians and base lines and their related townships, sections, and subdivisions of sections are incorporated in the description of land conveyed by the Federal Government and others.

### The Principal Meridians and Base Lines of the United States <sup>1</sup>

Black Hills Meridian and Base Line. (South Dakota)	New Mexico Principal Meridian and Base Line. (New Mexico-Colorado)
Boise Meridian and Base Line. (Idaho)	Point of Beginning and Geographer's Line. (Ohio)
Chickasaw Meridian and Base Line. (Mississippi-Tennessee)	Principal Meridian and Base Line. (Montana)
Choctaw Meridian and Base Line. (Mississippi)	Salt Lake Meridian and Base Line. (Utah)
Cimarron Meridian and Base Line. (Oklahoma)	San Bernardino Meridian and Base Line. (California-Nevada)
Copper River Meridian and Base Line. (Alaska)	Second Principal Meridian and Base Line. (Illinois-Indiana)
Fairbanks Meridian and Base Line. (Alaska)	Seward Principal Meridian and Base Line. (Alaska)
Fifth Principal Meridian and Base Line. (Arkansas-Iowa-Minnesota-Missouri-North Dakota-South Dakota)	Sixth Principal Meridian and Base Line. (Colorado-Kansas-Nebraska-South Dakota-Wyoming)
First Principal Meridian and Base Line. (Ohio-Indiana)	St. Helena Meridian and Base Line. (Louisiana)
Fourth Principal Meridian and Base Line. (Illinois)	St. Stephens Meridian and Base Line. (Alabama-Mississippi)
Fourth Principal Meridian and Base Line Wisconsin. (Minnesota-Wisconsin)	Tallahassee Meridian and Base Line. (Florida)
Gila and Salt River Meridian and Base Line. (Arizona)	Third Principal Meridian and Base Line. (Illinois)
Humboldt Meridian and Base Line. (California)	Uintah Special Meridian and Base Line. (Utah)
Huntsville Meridian and Base Line. (Alabama-Mississippi)	Umatilla Principal Meridian and Base Line. (Alaska)
Indian Meridian and Base Line. (Oklahoma)	Ute Principal Meridian and Base Line. (Colorado)
Kateel River Principal Meridian and Base Line. (Alaska)	Washington Meridian and Base Line. (Mississippi)
Louisiana Meridian and Base Line. (Louisiana-Texas)	Willamette Meridian and Base Line. (Oregon-Washington)
Michigan Meridian and Base Line. (Michigan-Ohio)	Wind River Meridian and Base Line. (Wyoming)
Mount Diablo Meridian and Base Line. (California-Nevada)	
Navajo Meridian and Base Line. (Arizona-New Mexico)	

<sup>1</sup> Information courtesy of the U.S. Department of the Interior, Bureau of Land Management.

**Public Land Surveys Having No Initial Point as an Origin  
for Both Township and Range Numbers<sup>1</sup>**

Between the Miamis, north of Symmes Purchase. (Ohio)	Scioto River Base. (Ohio)
Muskingum River Survey. (Ohio)	Twelve-Mile-Square Reserve. (Ohio)
Ohio River Base. (Indiana)	United States Military Survey. (Ohio)
Ohio River Survey. (Ohio)	West of the Great Miami. (Ohio)

<sup>1</sup> Information courtesy of the U.S. Department of the Interior, Bureau of Land Management.

Sources: Manual of Surveying Instructions: For the Survey of the Public Lands of the United States, Bureau of Land Management, 2009, 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 websites; 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 .....	1,249
St. Lawrence .....	1,900	Snake.....	1,040
Arkansas .....	1,469	Platte .....	990
Colorado .....	1,450	Pecos .....	926
Atchafalaya.....	1,420	Canadian.....	906

Source: Information courtesy of the U.S. Geological Survey; see <http://water.usgs.gov/edu/riversofworld.html>.

## **States, capitals, and counties**

The following includes parishes, boroughs, census divisions, districts, islands, municipalities, and “municipios” of the 50 States, U.S. possessions, and territories. County totals include city counties as defined by the National Association of Counties. See [www.naco.org](http://www.naco.org) for more information.

### **ALABAMA (AL) (67 counties)**

**Capital:** Montgomery

Autauga	Cleburne	Fayette	Lowndes	Russell
Baldwin	Coffee	Franklin	Macon	St. Clair
Barbour	Colbert	Geneva	Madison	Shelby
Bibb	Conecuh	Greene	Marengo	Sumter
Blount	Coosa	Hale	Marion	Talladega
Bullock	Covington	Henry	Marshall	Tallapoosa
Butler	Crenshaw	Houston	Mobile	Tuscaloosa
Calhoun	Cullman	Jackson	Monroe	Walker
Chambers	Dale	Jefferson	Montgomery	Washington
Cherokee	Dallas	Lamar	Morgan	Wilcox
Chilton	DeKalb	Lauderdale	Perry	Winston
Choctaw	Elmore	Lawrence	Pickens	
Clarke	Escambia	Lee	Pike	
Clay	Etowah	Limestone	Randolph	

### **ALASKA (AK) (29 entities: 19 boroughs,\* 10 census areas)**

**Capital:** Juneau

Aleutians East*	Haines*	Kusilvak	Petersburg*	Wrangell*
Aleutians West	Hoonah-	Lake and	Prince of	Yakutat*
Anchorage*	Angoon	Peninsula*	Wales-Hyder	Yukon-
Bethel	Juneau*	Matanuska-	Sitka*	Koyukuk
Bristol Bay*	Kenai	Susitna*	Skagway*	
Denali*	Peninsula*	Nome	Southeast	
Dillingham	Ketchikan	North Slope*	Fairbanks	
Fairbanks	Gateway*	Northwest	Valdez-	
North Star*	Kodiak Island*	Arctic*	Cordova	

### **AMERICAN SAMOA (AS) (5 entities: 2 islands,\* 3 districts)**

**Capital:** Pago Pago

Eastern	Manu'a	Rose*	Swains*	Western
---------	--------	-------	---------	---------

**ARIZONA (AZ) (15 counties)****Capital: Phoenix**

Apache	Gila	La Paz	Navajo	Santa Cruz
Cochise	Graham	Maricopa	Pima	Yavapai
Coconino	Greenlee	Mohave	Pinal	Yum

**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	Elbert	Lake	Ouray	Summit
Chaffee	El Paso	La Plata	Park	Teller
Cheyenne	Fremont	Larimer	Phillips	Washington
Clear Creek	Garfield	Las Animas	Pitkin	Weld
Conejos	Gilpin	Lincoln	Prowers	Yuma
Costilla	Grand	Logan	Pueblo	

**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
------	------------	--------

**DISTRICT OF COLUMBIA (DC) (single entity)****FEDERATED STATES OF MICRONESIA (FM) (4 States)****Capital:** Palikir

Chuuk	Kosrae	Pohnpei	Yap
-------	--------	---------	-----

**FLORIDA (FL) (67 counties)****Capital:** Tallahassee

Alachua	Charlotte	Duval	Gulf	Holmes
Baker	Citrus	Escambia	Hamilton	Indian River
Bay	Clay	Flagler	Hardee	Jackson
Bradford	Collier	Franklin	Hendry	Jefferson
Brevard	Columbia	Gadsden	Hernando	Lafayette
Broward	DeSoto	Gilchrist	Highlands	Lake
Calhoun	Dixie	Glades	Hillsborough	Lee

Leon	Miami-Dade	Palm Beach	Santa Rosa	Volusia
Levy	Monroe	Pasco	Sarasota	Wakulla
Liberty	Nassau	Pinellas	Seminole	Walton
Madison	Okaloosa	Polk	Sumter	Washington
Manatee	Okeechobee	Putnam	Suwannee	
Marion	Orange	St. Johns	Taylor	
Martin	Osceola	St. Lucie	Union	

**GEORGIA (GA) (159 counties)****Capital: Atlanta**

Appling	Cobb	Grady	Madison	Sumter
Atkinson	Coffee	Greene	Marion	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	DeKalb	Houston	Oconee	Treutlen
Brantley	Dodge	Irwin	Oglethorpe	Troup
Brooks	Dooly	Jackson	Paulding	Turner
Bryan	Dougherty	Jasper	Peach	Twiggs
Bulloch	Douglas	Jeff Davis	Pickens	Union
Burke	Early	Jefferson	Pierce	Upson
Butts	Echols	Jenkins	Pike	Walker
Calhoun	Effingham	Johnson	Polk	Walton
Camden	Elbert	Jones	Pulaski	Ware
Candler	Emanuel	Lamar	Putnam	Warren
Carroll	Evans	Lanier	Quitman	Washington
Catoosa	Fannin	Laurens	Rabun	Wayne
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	Glascock	McDuffie	Spalding	Wilkinson
Clayton	Glynn	McIntosh	Stephens	Worth
Clinch	Gordon	Macon	Stewart	

**GUAM (GU) (single entity)****Capital: Agana****HAWAII (HI) (4 counties)****Capital: Honolulu**

Hawaii

Honolulu

Kalawao

Kauai

Maui

**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	Massac	Schuylerville
Alexander	Edgar	Johnson	Menard	Scott
Bond	Edwards	Kane	Mercer	Shelby
Boone	Effingham	Kankakee	Monroe	Stark
Brown	Fayette	Kendall	Montgomery	Stephenson
Bureau	Ford	Knox	Morgan	Tazewell
Calhoun	Franklin	Lake	Moultrie	Union
Carroll	Fulton	LaSalle	Ogle	Vermilion
Cass	Gallatin	Lawrence	Peoria	Wabash
Champaign	Greene	Lee	Perry	Warren
Christian	Grundy	Livingston	Piatt	Washington
Clark	Hamilton	Logan	Pike	Wayne
Clay	Hancock	McDonough	Pope	White
Clinton	Hardin	McHenry	Pulaski	Whiteside
Coles	Henderson	McLean	Putnam	Will
Cook	Henry	Macon	Randolph	Williamson
Crawford	Iroquois	Macoupin	Richland	Winnebago
Cumberland	Jackson	Madison	Rock Island	Woodford
DeKalb	Jasper	Marion	St. Clair	
De Witt	Jefferson	Marshall	Saline	
Douglas	Jersey	Mason	Sangamon	

**INDIANA (IN) (92 counties)****Capital:** Indianapolis

Adams	Elkhart	Jefferson	Ohio	Sullivan
Allen	Fayette	Jennings	Orange	Switzerland
Bartholomew	Floyd	Johnson	Owen	Tippecanoe
Benton	Fountain	Knox	Parke	Tipton
Blackford	Franklin	Kosciusko	Perry	Union
Boone	Fulton	LaGrange	Pike	Vanderburgh
Brown	Gibson	Lake	Porter	Vermillion
Carroll	Grant	LaPorte	Posey	Vigo
Cass	Greene	Lawrence	Pulaski	Wabash
Clark	Hamilton	Madison	Putnam	Warren
Clay	Hancock	Marion	Randolph	Warrick
Clinton	Harrison	Marshall	Ripley	Washington
Crawford	Hendricks	Martin	Rush	Wayne
Daviess	Henry	Miami	St. Joseph	Wells
Dearborn	Howard	Monroe	Scott	White
Decatur	Huntington	Montgomery	Shelby	Whitley
DeKalb	Jackson	Morgan	Spencer	
Delaware	Jasper	Newton	Starke	
Dubois	Jay	Noble	Steuben	

**IOWA (IA) (99 counties)****Capital:** Des Moines

Adair	Clay	Hancock	Madison	Sac
Adams	Clayton	Hardin	Mahaska	Scott
Allamakee	Clinton	Harrison	Marion	Shelby
Appanoose	Crawford	Henry	Marshall	Sioux
Audubon	Dallas	Howard	Mills	Story
Benton	Davis	Humboldt	Mitchell	Tama
Black Hawk	Decatur	Ida	Monona	Taylor
Boone	Delaware	Iowa	Monroe	Union
Bremer	Des Moines	Jackson	Montgomery	Van Buren
Buchanan	Dickinson	Jasper	Muscatine	Wapello
Buena Vista	Dubuque	Jefferson	O'Brien	Warren
Butler	Emmet	Johnson	Osceola	Washington
Calhoun	Fayette	Jones	Page	Wayne
Carroll	Floyd	Keokuk	Palo Alto	Webster
Cass	Franklin	Kossuth	Plymouth	Winnebago
Cedar	Fremont	Lee	Pocahontas	Winneshiek
Cerro Gordo	Greene	Linn	Polk	Woodbury
Cherokee	Grundy	Louisa	Pottawattamie	Worth
Chickasaw	Guthrie	Lucas	Poweshiek	Wright
Clarke	Hamilton	Lyon	Ringgold	

**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	McPherson	Reno	Wabaunsee
Coffey	Greenwood	Marion	Republic	Wallace
Comanche	Hamilton	Marshall	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	Caldwell	Estill	Harrison	Lee
Allen	Calloway	Fayette	Hart	Leslie
Anderson	Campbell	Fleming	Henderson	Letcher
Ballard	Carlisle	Floyd	Henry	Lewis
Barren	Carroll	Franklin	Hickman	Lincoln
Bath	Carter	Fulton	Hopkins	Livingston
Bell	Casey	Gallatin	Jackson	Logan
Boone	Christian	Garrard	Jefferson	Lyon
Bourbon	Clark	Grant	Jessamine	McCracken
Boyd	Clay	Graves	Johnson	McCreary
Boyle	Clinton	Grayson	Kenton	McLean
Bracken	Crittenden	Green	Knott	Madison
Breathitt	Cumberland	Greenup	Knox	Magoffin
Breckinridge	Daviess	Hancock	Larue	Marion
Bullitt	Edmonson	Hardin	Laurel	Marshall
Butler	Elliott	Harlan	Lawrence	Martin

Mason	Muhlenberg	Perry	Scott	Union
Meade	Nelson	Pike	Shelby	Warren
Menifee	Nicholas	Powell	Simpson	Washington
Mercer	Ohio	Pulaski	Spencer	Wayne
Metcalfe	Oldham	Robertson	Taylor	Webster
Monroe	Owen	Rockcastle	Todd	Whitley
Montgomery	Owsley	Rowan	Trigg	Wolfe
Morgan	Pendleton	Russell	Trimble	Woodford

**LOUISIANA (LA) (64 parishes)****Capital: Baton Rouge**

Acadia	Concordia	Lafayette	Richland	Terrebonne
Allen	De Soto	Lafourche	Sabine	Union
Ascension	East Baton Rouge	La Salle	St. Bernard	Vermilion
Assumption	East Carroll	Lincoln	St. Charles	Vernon
Avoyelles	East Feliciana	Livingston	St. Helena	Washington
Beauregard	Franklin	Madison	St. James	Webster
Bienville	Evangeline	Morehouse	St. John the Baptist	West Baton Rouge
Bossier	Grant	Natchitoches	St. Landry	West Carroll
Caddo	Iberia	Orleans	St. Martin	West Feliciana
Calcasieu	Iberville	Ouachita	St. Mary	Winn
Caldwell	Jackson	Plaquemines	St. Tammany	
Cameron	Jefferson	Pointe Coupee	Rapides	Tangipahoa
Catahoula	Jefferson Davis	Red River	Tensas	

**MAINE (ME) (16 counties)****Capital: Augusta**

Androscoggin	Hancock	Oxford	Somerset
Aroostook	Kennebec	Penobscot	Waldo
Cumberland	Knox	Piscataquis	Washington
Franklin	Lincoln	Sagadahoc	York

**MARSHALL ISLANDS (MH) (33 municipalities)****Capital: Majuro**

Ailinginae	Bokak	Kili	Mejit	Ujae
Ailinglaplap	Ebon	Kwajalein	Mili	Ujelang
Ailuk	Enewetak	Lae	Namorik	Utirik
Arno	Erikub	Lib	Namu	Wotho
Aur	Jabat	Likiep	Rongelap	Wotje
Bikar	Jaluit	Majuro	Rongrik	
Bikini	Jemo	Maloelap	Toke	

**MARYLAND (MD) (24 counties)****Capital:** Annapolis

Allegany	Carroll	Garrett	Prince	Talbot
Anne Arundel	Cecil	Harford	George's	Washington
Baltimore	Charles	Howard	Queen Anne's	Wicomico
Calvert	Dorchester	Kent	St. Mary's	Worcester
Caroline	Frederick	Montgomery	Somerset	Baltimore city

**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	Clare	Iosco	Marquette	Otsego
Alger	Clinton	Iron	Mason	Ottawa
Allegan	Crawford	Isabella	Mecosta	Presque Isle
Alpena	Delta	Jackson	Menominee	Roscommon
Antrim	Dickinson	Kalamazoo	Midland	Saginaw
Arenac	Eaton	Kalkaska	Missaukee	St. Clair
Baraga	Emmet	Kent	Monroe	St. Joseph
Barry	Genesee	Keweenaw	Montcalm	Sanilac
Bay	Gladwin	Lake	Montmorency	Schoolcraft
Benzie	Gogebic	Lapeer	Muskegon	Shiawassee
Berrien	Grand Traverse	Leelanau	Newaygo	Tuscola
Branch	Gratiot	Lenawee	Oakland	Van Buren
Calhoun	Hillsdale	Livingston	Oceana	Washtenaw
Cass	Houghton	Luce	Ogemaw	Wayne
Charlevoix	Huron	Mackinac	Ontonagon	Wexford
Cheboygan	Ingham	Macomb	Osceola	
Chippewa	Ionia	Manistee	Oscoda	

**MINNESOTA (MN) (87 counties)****Capital:** St. Paul

Aitkin	Brown	Clearwater	Faribault	Hubbard
Anoka	Carlton	Cook	Fillmore	Isanti
Becker	Carver	Cottonwood	Freeborn	Itasca
Beltrami	Cass	Crow Wing	Goodhue	Jackson
Benton	Chippewa	Dakota	Grant	Kanabec
Big Stone	Chisago	Dodge	Hennepin	Kandiyohi
Blue Earth	Clay	Douglas	Houston	Kittson

Koochiching	Martin	Pennington	Roseau	Wabasha
Lac qui Parle	Meeker	Pine	St. Louis	Wadena
Lake	Mille Lacs	Pipestone	Scott	Waseca
Lake of the Woods	Morrison	Polk	Sherburne	Washington
Le Sueur	Mower	Pope	Sibley	Watsonwan
Lincoln	Murray	Ramsey	Stearns	Wilkin
Lyon	Nicollet	Red Lake	Steele	Winona
McLeod	Nobles	Redwood	Stevens	Wright
Mahnomen	Norman	Renville	Swift	Yellow
Marshall	Olmsted	Rice	Todd	Medicine
	Otter Tail	Rock	Traverse	

**MISSISSIPPI (MS) (82 counties)****Capital: Jackson**

Adams	Forrest	Kemper	Noxubee	Tate
Alcorn	Franklin	Lafayette	Oktibbeha	Tippah
Amite	George	Lamar	Panola	Tishomingo
Attala	Greene	Lauderdale	Pearl River	Tunica
Benton	Grenada	Lawrence	Perry	Union
Bolivar	Hancock	Leake	Pike	Walthall
Calhoun	Harrison	Lee	Pontotoc	Warren
Carroll	Hinds	Leflore	Prentiss	Washington
Chickasaw	Holmes	Lincoln	Quitman	Wayne
Choctaw	Humphreys	Lowndes	Rankin	Webster
Claiborne	Issaquena	Madison	Scott	Wilkinson
Clarke	Itawamba	Marion	Sharkey	Winston
Clay	Jackson	Marshall	Simpson	Yalobusha
Coahoma	Jasper	Monroe	Smith	Yazoo
Copiah	Jefferson	Montgomery	Stone	
Covington	Jefferson Davis	Neshoba	Sunflower	
DeSoto	Jones	Newton	Tallahatchie	

**MISSOURI (MO) (115 counties)****Capital: Jefferson City**

Adair	Boone	Cass	Crawford	Gasconade
Andrew	Buchanan	Cedar	Dade	Gentry
Atchison	Butler	Chariton	Dallas	Greene
Audrain	Caldwell	Christian	Daviess	Grundy
Barry	Callaway	Clark	DeKalb	Harrison
Barton	Camden	Clay	Dent	Henry
Bates	Cape Girardeau	Clinton	Douglas	Hickory
Benton	Carroll	Cole	Dunklin	Holt
Bollinger	Carter	Cooper	Franklin	Howard

Howell	McDonald	Nodaway	Randolph	Shelby
Iron	Macon	Oregon	Ray	Stoddard
Jackson	Madison	Osage	Reynolds	Stone
Jasper	Maries	Ozark	Ripley	Sullivan
Jefferson	Marion	Pemiscot	St. Charles	Taney
Johnson	Mercer	Perry	St. Clair	Texas
Knox	Miller	Pettis	Ste. Genevieve	Vernon
Laclede	Mississippi	Phelps	St. Francois	Warren
Lafayette	Moniteau	Pike	St. Louis	Washington
Lawrence	Monroe	Platte	Saline	Wayne
Lewis	Montgomery	Polk	Schuyler	Webster
Lincoln	Morgan	Pulaski	Scotland	Worth
Linn	New Madrid	Putnam	Scott	Wright
Livingston	Newton	Ralls	Shannon	St. Louis City

**MONTANA (MT) (56 counties)****Capital:** Helena

Beaverhead	Fallon	Lewis and Clark	Phillips	Stillwater
Big Horn	Fergus	Liberty	Pondera	Sweet Grass
Blaine	Flathead	Lincoln	Powder River	Teton
Broadwater	Gallatin	McCone	Powell	Toole
Carbon	Garfield	Madison	Prairie	Treasure
Carter	Glacier	Meagher	Ravalli	Valley
Cascade	Golden Valley	Mineral	Richland	Wheatland
Chouteau	Granite	Missoula	Roosevelt	Wibaux
Custer	Hill	Musselshell	Rosebud	Yellowstone
Daniels	Jefferson	Park	Sanders	Yellowstone
Dawson	Judith Basin	Petroleum	Sheridan	National Park
Deer Lodge	Lake		Silver Bow	

**NEBRASKA (NE) (93 counties)****Capital:** Lincoln

Adams	Butler	Dawes	Gage	Holt
Antelope	Cass	Dawson	Garden	Hooker
Arthur	Cedar	Deuel	Garfield	Howard
Banner	Chase	Dixon	Gosper	Jefferson
Blaine	Cherry	Dodge	Grant	Johnson
Boone	Cheyenne	Douglas	Greeley	Kearney
Box Butte	Clay	Dundy	Hall	Keith
Boyd	Colfax	Fillmore	Hamilton	Keya Paha
Brown	Cuming	Franklin	Harlan	Kimball
Buffalo	Custer	Frontier	Hayes	Knox
Burt	Dakota	Furnas	Hitchcock	Lancaster

Lincoln	Nemaha	Polk	Seward	Valley
Logan	Nuckolls	Red Willow	Sheridan	Washington
Loup	Otoe	Richardson	Sherman	Wayne
McPherson	Pawnee	Rock	Sioux	Webster
Madison	Perkins	Saline	Stanton	Wheeler
Merrick	Phelps	Sarpy	Thayer	York
Morrill	Pierce	Saunders	Thomas	
Nance	Platte	Scotts Bluff	Thurston	

**NEVADA (NV) (17 counties)****Capital: Carson City**

Churchill	Esmeralda	Lincoln	Pershing	Carson City
Clark	Eureka	Lyon	Storey	City
Douglas	Humboldt	Mineral	Washeoe	
Elko	Lander	Nye	White Pine	

**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	Mercer	Passaic	Warren
Bergen	Essex	Middlesex	Salem	
Burlington	Gloucester	Monmouth	Somerset	
Camden	Hudson	Morris	Sussex	
Cape May	Hunterdon	Ocean	Union	

**NEW MEXICO (NM) (33 counties)****Capital: Santa Fe**

Bernalillo	Dona Ana	Lincoln	Rio Arriba	Socorro
Catron	Eddy	Los Alamos	Roosevelt	Taos
Chaves	Grant	Luna	Sandoval	Torrance
Cibola	Guadalupe	McKinley	San Juan	Union
Colfax	Harding	Mora	San Miguel	Valencia
Curry	Hidalgo	Otero	Santa Fe	
De Baca	Lea	Quay	Sierra	

**NEW YORK (NY) (62 counties)****Capital: Albany**

Albany	Dutchess	Madison	Putnam	Sullivan
Allegany	Erie	Monroe	Queens	Tioga
Bronx	Essex	Montgomery	Rensselaer	Tompkins
Broome	Franklin	Nassau	Richmond	Ulster
Cattaraugus	Fulton	New York	Rockland	Warren
Cayuga	Genesee	Niagara	St. Lawrence	Washington
Chautauqua	Greene	Oneida	Saratoga	Wayne
Chemung	Hamilton	Onondaga	Schenectady	Westchester
Chenango	Herkimer	Ontario	Schoharie	Wyoming
Clinton	Jefferson	Orange	Schuyler	Yates
Columbia	Kings	Orleans	Seneca	
Cortland	Lewis	Oswego	Steuben	
Delaware	Livingston	Otsego	Suffolk	

**NORTH CAROLINA (NC) (100 counties)****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	McDowell	Randolph	Wayne
Caswell	Gates	Macon	Richmond	Wilkes
Catawba	Graham	Madison	Robeson	Wilson
Chatham	Granville	Martin	Rockingham	Yadkin
Cherokee	Greene	Mecklenburg	Rowan	Yancey

**NORTH DAKOTA (ND) (53 counties)****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	Traill
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
------------------	------	--------	--------

**OHIO (OH) (88 counties)****Capital:** Columbus

Adams	Darke	Hocking	Miami	Scioto
Allen	Defiance	Holmes	Monroe	Seneca
Ashland	Delaware	Huron	Montgomery	Shelby
Ashtabula	Erie	Jackson	Morgan	Stark
Athens	Fairfield	Jefferson	Morrow	Summit
Auglaize	Fayette	Knox	Muskingum	Trumbull
Belmont	Franklin	Lake	Noble	Tuscarawas
Brown	Fulton	Lawrence	Ottawa	Union
Butler	Gallia	Licking	Paulding	Van Wert
Carroll	Geauga	Logan	Perry	Vinton
Champaign	Greene	Lorain	Pickaway	Warren
Clark	Guernsey	Lucas	Pike	Washington
Clermont	Hamilton	Madison	Portage	Wayne
Clinton	Hancock	Mahoning	Preble	Williams
Columbiana	Hardin	Marion	Putnam	Wood
Coshocton	Harrison	Medina	Richland	Wyandot
Crawford	Henry	Meigs	Ross	
Cuyahoga	Highland	Mercer	Sandusky	

**OKLAHOMA (OK) (77 counties)****Capital: Oklahoma City**

Adair	Cotton	Jackson	Mayes	Roger Mills
Alfalfa	Craig	Jefferson	Murray	Rogers
Atoka	Creek	Johnston	Muskogee	Seminole
Beaver	Custer	Kay	Noble	Sequoyah
Beckham	Delaware	Kingfisher	Nowata	Stephens
Blaine	Dewey	Kiowa	Okfuskee	Texas
Bryan	Ellis	Latimer	Oklahoma	Tillman
Caddo	Garfield	Le Flore	Oklmulgee	Tulsa
Canadian	Garvin	Lincoln	Osage	Wagoner
Carter	Grady	Logan	Ottawa	Washington
Cherokee	Grant	Love	Pawnee	Washita
Choctaw	Greer	McClain	Payne	Woods
Cimarron	Harmon	McCurtain	Pittsburg	Woodward
Cleveland	Harper	McIntosh	Pontotoc	
Coal	Haskell	Major	Pottawatomie	
Comanche	Hughes	Marshall	Pushmataha	

**OREGON (OR) (36 counties)****Capital: Salem**

Baker	Deschutes	Josephine	Morrow	Wasco
Benton	Douglas	Klamath	Multnomah	Washington
Clackamas	Gilliam	Lake	Polk	Wheeler
Clatsop	Grant	Lane	Sherman	Yamhill
Columbia	Harney	Lincoln	Tillamook	
Coos	Hood River	Linn	Umatilla	
Crook	Jackson	Malheur	Union	
Curry	Jefferson	Marion	Wallowa	

**PALAU (PW) (16 States)****Capital: Melekeok**

Aimeliik	Kayangel	Ngarchelong	Ngeremlengui
Airai	Koror	Ngardmau	Ngiwal
Angaur	Melekeok	Ngatpang	Peleliu
Hatohobei	Ngaraard	Ngchesar	Sonsorol

**PENNSYLVANIA (PA) (67 counties)****Capital: Harrisburg**

Adams	Beaver	Blair	Butler	Carbon
Allegheny	Bedford	Bradford	Cambria	Centre
Armstrong	Berks	Bucks	Cameron	Chester

Clarion	Forest	Lebanon	Northumberland	Tioga
Clearfield	Franklin	Lehigh	Perry	Union
Clinton	Fulton	Luzerne	Philadelphia	Venango
Columbia	Greene	Lycoming	McKean	Warren
Crawford	Huntingdon	Mercer	Pike	Washington
Cumberland	Indiana	Mifflin	Potter	Wayne
Dauphin	Jefferson	Monroe	Schuylkill	Westmoreland
Delaware	Juniata	Montgomery	Snyder	Wyoming
Elk	Lackawanna	Montour	Somerset	York
Erie	Lancaster	Northampton	Sullivan	
Fayette	Lawrence		Susquehanna	

**PUERTO RICO (PR) (78 municipios)****Capital:** San Juan

Adjuntas	Cataño	Gurabo	Maunabo	San Juan
Aguada	Cayey	Hatillo	Mayagüez	San Lorenzo
Aguadilla	Ceiba	Hormigueros	Moca	San Sebastián
Aguas Buenas	Ciales	Humacao	Morovis	Santa Isabel
Aibonito	Cidra	Isabela	Naguabo	Toa Alta
Añasco	Coamo	Jayuya	Naranjito	Toa Baja
Arecibo	Comerío	Juana Díaz	Orocovis	Trujillo Alto
Arroyo	Corozal	Juncos	Patillas	Utuado
Barceloneta	Culebra	Lajas	Peñuelas	Vega Alta
Barranquitas	Dorado	Lares	Ponce	Vega Baja
Bayamón	Fajardo	Las Marías	Quebradillas	Vieques
Cabo Rojo	Florida	Las Piedras	Rincón	Villalba
Caguas	Guánica	Loíza	Río Grande	Yabucoa
Camuy	Guayama	Luquillo	Sabana Grande	Yauco
Canóvanas	Guayanilla	Manatí	Salinas	
Carolina	Guaynabo	Maricao	San Germán	

**RHODE ISLAND (RI) (5 counties)****Capital:** Providence

Bristol	Kent	Newport	Providence	Washington
---------	------	---------	------------	------------

**SOUTH CAROLINA (SC) (46 counties)****Capital:** Columbia

Abbeville	Beaufort	Chesterfield	Edgefield	Hampton
Aiken	Berkeley	Clarendon	Fairfield	Horry
Allendale	Calhoun	Colleton	Florence	Jasper
Anderson	Charleston	Darlington	Georgetown	Kershaw
Bamberg	Cherokee	Dillon	Greenville	Lancaster
Barnwell	Chester	Dorchester	Greenwood	Laurens

---

Lee	Marlboro	Pickens	Sumter
Lexington	Newberry	Richland	Union
McCormick	Oconee	Saluda	Williamsburg
Marion	Orangeburg	Spartanburg	York

**SOUTH DAKOTA (SD) (66 counties)****Capital: Pierre**

Aurora	Corson	Hand	McCook	Spink
Beadle	Custer	Hanson	McPherson	Stanley
Bennett	Davison	Harding	Marshall	Sully
Bon Homme	Day	Hughes	Meade	Todd
Brookings	Deuel	Hutchinson	Mellette	Tripp
Brown	Dewey	Hyde	Miner	Turner
Brule	Douglas	Jackson	Minnehaha	Union
Buffalo	Edmunds	Jerauld	Moody	Walworth
Butte	Fall River	Jones	Pennington	Yankton
Campbell	Faulk	Kingsbury	Perkins	Ziebach
Charles Mix	Grant	Lake	Potter	
Clark	Gregory	Lawrence	Roberts	
Clay	Haakon	Lincoln	Sanborn	
Codington	Hamlin	Lyman	Shannon	

**TENNESSEE (TN) (95 counties)****Capital: Nashville**

Anderson	Decatur	Henderson	Marion	Sequatchie
Bedford	DeKalb	Henry	Marshall	Sevier
Benton	Dickson	Hickman	Maury	Shelby
Bledsoe	Dyer	Houston	Meigs	Smith
Blount	Fayette	Humphreys	Monroe	Stewart
Bradley	Fentress	Jackson	Montgomery	Sullivan
Campbell	Franklin	Jefferson	Moore	Sumner
Cannon	Gibson	Johnson	Morgan	Tipton
Carroll	Giles	Knox	Obion	Trousdale
Carter	Grainger	Lake	Overton	Unicoi
Cheatham	Greene	Lauderdale	Perry	Union
Chester	Grundy	Lawrence	Pickett	Van Buren
Claiborne	Hamblen	Lewis	Polk	Warren
Clay	Hamilton	Lincoln	Putnam	Washington
Cocke	Hancock	Loudon	Rhea	Wayne
Coffee	Hardeman	McMinn	Roane	Weakley
Crockett	Hardin	McNairy	Robertson	White
Cumberland	Hawkins	Macon	Rutherford	Williamson
Davidson	Haywood	Madison	Scott	Wilson

**TEXAS (TX) (254 counties)****Capital:** Austin

Anderson	Coke	Freestone	Jasper	Matagorda
Andrews	Coleman	Frio	Jeff Davis	Maverick
Angelina	Collin	Gaines	Jefferson	Medina
Aransas	Collingsworth	Galveston	Jim Hogg	Menard
Archer	Colorado	Garza	Jim Wells	Midland
Armstrong	Comal	Gillespie	Johnson	Milam
Atascosa	Comanche	Glasscock	Jones	Mills
Austin	Concho	Goliad	Karnes	Mitchell
Bailey	Cooke	Gonzales	Kaufman	Montague
Bandera	Coryell	Gray	Kendall	Montgomery
Bastrop	Cottle	Grayson	Kenedy	Moore
Baylor	Crane	Gregg	Kent	Morris
Bee	Crockett	Grimes	Kerr	Motley
Bell	Crosby	Guadalupe	Kimble	Nacogdoches
Bexar	Culberson	Hale	King	Navarro
Blanco	Dallam	Hall	Kinney	Newton
Borden	Dallas	Hamilton	Kleberg	Nolan
Bosque	Dawson	Hansford	Knox	Nueces
Bowie	Deaf Smith	Hardeman	Lamar	Ochiltree
Brazoria	Delta	Hardin	Lamb	Oldham
Brazos	Denton	Harris	Lampasas	Orange
Brewster	DeWitt	Harrison	La Salle	Palo Pinto
Briscoe	Dickens	Hartley	Lavaca	Panola
Brooks	Dimmit	Haskell	Lee	Parker
Brown	Donley	Hays	Leon	Parmer
Burleson	Duval	Hemphill	Liberty	Pecos
Burnet	Eastland	Henderson	Limestone	Polk
Caldwell	Ector	Hidalgo	Lipscomb	Potter
Calhoun	Edwards	Hill	Live Oak	Presidio
Callahan	Ellis	Hockley	Llano	Rains
Cameron	El Paso	Hood	Loving	Randall
Camp	Erath	Hopkins	Lubbock	Reagan
Carson	Falls	Houston	Lynn	Real
Cass	Fannin	Howard	McCulloch	Red River
Castro	Fayette	Hudspeth	McLennan	Reeves
Chambers	Fisher	Hunt	McMullen	Refugio
Cherokee	Floyd	Hutchinson	Madison	Roberts
Childress	Foard	Irion	Marion	Robertson
Clay	Fort Bend	Jack	Martin	Rockwall
Cochran	Franklin	Jackson	Mason	Runnels

Rusk	Smith	Terry	Van Zandt	Willacy
Sabine	Somervell	Throckmorton	Victoria	Williamson
San Augustine	Starr	Titus	Walker	Wilson
San Jacinto	Stephens	Tom Green	Waller	Winkler
San Patricio	Sterling	Travis	Ward	Wise
San Saba	Stonewall	Trinity	Washington	Wood
Schleicher	Sutton	Tyler	Webb	Yoakum
Scurry	Swisher	Upshur	Wharton	Young
Shackelford	Tarrant	Upton	Wheeler	Zapata
Shelby	Taylor	Uvalde	Wichita	Zavala
Sherman	Terrell	Val Verde	Wilbarger	

**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
-----------	----------	------------

**VIRGINIA (VA) (95 counties)****Capital: Richmond**

Accomack	Bedford	Charles City	Essex	Goochland
Albemarle	Bland	Charlotte	Fairfax	Grayson
Alleghany	Botetourt	Chesterfield	Fauquier	Greene
Amelia	Brunswick	Clarke	Floyd	Greenville
Amherst	Buchanan	Craig	Fluvanna	Halifax
Appomattox	Buckingham	Culpeper	Franklin	Hanover
Arlington	Campbell	Cumberland	Frederick	Henrico
Augusta	Caroline	Dickenson	Giles	Henry
Bath	Carroll	Dinwiddie	Gloucester	Highland

Isle of Wight	Madison	Orange	Richmond	Stafford
James City	Mathews	Page	Roanoke	Surry
King and Queen	Mecklenburg	Patrick	Rockbridge	Sussex
King George	Middlesex	Pittsylvania	Rockingham	Tazewell
King William	Montgomery	Powhatan	Russell	Warren
Lancaster	Nelson	Prince Edward	Scott	Washington
Lee	New Kent	Prince George	Shenandoah	Westmoreland
Loudoun	Northampton	Prince William	Smyth	Wise
Louisa	Northumber- land	Pulaski	Southampton	Wythe
Lunenburg	Nottoway	Rappahannock	Spotsylvania	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	McDowell	Ohio	Taylor
Boone	Hampshire	Marion	Pendleton	Tucker
Braxton	Hancock	Marshall	Pleasants	Tyler
Brooke	Hardy	Mason	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	Douglas	Kewaunee	Ozaukee	Taylor
Ashland	Dunn	La Crosse	Pepin	Trempealeau
Barron	Eau Claire	Lafayette	Pierce	Vernon
Bayfield	Florence	Langlade	Polk	Vilas
Brown	Fond du Lac	Lincoln	Portage	Walworth
Buffalo	Forest	Manitowoc	Price	Washburn
Burnett	Grant	Marathon	Racine	Washington
Calumet	Green	Marinette	Richland	Waukesha
Chippewa	Green Lake	Marquette	Rock	Waupaca
Clark	Iowa	Menominee	Rusk	Waushara
Columbia	Iron	Milwaukee	St. Croix	Winnebago
Crawford	Jackson	Monroe	Sauk	Wood
Dane	Jefferson	Oconto	Sawyer	
Dodge	Juneau	Oneida	Shawano	
Door	Kenosha	Outagamie	Sheboygan	

**WYOMING (WY) (23 counties)****Capital: Cheyenne**

Albany	Crook	Laramie	Platte	Uinta
Big Horn	Fremont	Lincoln	Sheridan	Washakie
Campbell	Goshen	Natrona	Sublette	Weston
Carbon	Hot Springs	Niobrara	Sweetwater	
Converse	Johnson	Park	Teton	

**Common misspellings**

Geographers and cartographers omit the possessive apostrophe in placenames; however, apostrophes appearing in legally constituted names of counties should not be changed.

The names of the following counties are often misspelled and/or confused:

Allegany in Maryland and New York	Brooke in West Virginia
Alleghany in North Carolina and Virginia	Brooks in Georgia and Texas
Allegheny in Pennsylvania	Bulloch in Georgia
Andrew in Missouri	Bullock in Alabama
Andrews in Texas	Burnet in Texas
Aransas in Texas	Burnett in Wisconsin
Arkansas in Arkansas	Cheboygan in Michigan
Barber in Kansas	Sheboygan in Wisconsin
Barbour in Alabama and West Virginia	Clarke in Alabama, Georgia, Iowa, Mississippi, and Virginia
Brevard in Florida	Clark in all other States
Broward in Florida	

- Coffee in Alabama, Georgia, and Tennessee  
Coffey in Kansas  
Coal in Oklahoma  
Cole in Missouri  
Coles in Illinois  
Cook in Illinois and Minnesota  
Cooke in Texas  
Davidson in North Carolina and Tennessee  
Davie in North Carolina  
Daviess in Indiana, Kentucky, and Missouri  
Davis in Iowa and Utah  
Davison in South Dakota  
DeKalb all one word  
Dickenson in Virginia  
Dickinson in Iowa, Kansas, and Michigan  
Dickson in Tennessee  
Forrest in Mississippi  
Forest in all other States  
Glascok 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  
Muskegee 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 GPO using the captured keystrokes of the floor reporters. Element identifier codes are programmatically inserted, and galley output is accomplished without manual intervention. It is not cost-effective to prepare the accompanying manuscript as per the GPO STYLE MANUAL, and it is too time-consuming to update and change the data once it is already in type form. Therefore, the Record is to be FIC & punc. Because of its volume, it is not necessary to stamp the manuscript FIC & punc. However, Record style will be followed, as stated in the following rules:

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

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

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

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

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

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

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

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

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

Floor-approved statements in a foreign language, will be printed following their English translation.

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

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

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

Indented matter in leaderwork will be 1 em only.

Do not write queries on proofs.

## **Capitalization**

(See also Chapter 3 “Capitalization Rules”)

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

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

The name of a Senator or a Representative used in connection with a bill or other paper—that is, in an adjectival sense—is lowercased, as the Engel bill, the Fish amendment, etc.; but UDALL’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, album, 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 indentations be used. This does not apply to literally reproduced quotations from historical, legal, or official documents. If italic other than restricted herein is desired, the words should be underscored and “Fol. ital.” written on each folio. Do not construe this to apply to “Provided,” “Provided further,” “Ordered,” “Resolved,” “Be it enacted,” etc.

Names of vessels must be set in italic, except in headings, where they will be quoted.

The prayer delivered in either House must be set in 8-point roman. If prefaced or followed by a quotation from the Bible, such quotation must be set in 8-point italic. Extracts from the Bible or other literature contained in the body of the prayer will be set in 8-point roman and quoted.

When general or passing mention is made of a case in 8 point, the title is set in roman, as Smith Bros. case. When a specific citation is indicated and reference follows, use italic for title, as *Smith Bros.* case (172 App. Div. 149).

In 8-point manuscript, titles of cases are always set in italic if followed by references. In 7 point, manuscript is followed.

In 8-point matter, when only the title of a case is given, set in roman, as United States versus 12 Diamond Rings.

When *versus* is used in other than legal phrases and for the purposes of showing contrast, it is not abbreviated or set in italic, as “airplanes versus battleships.”

### **Miscellaneous**

Do not quote any communication carrying date and signature. However, a letter (or other communication) bearing both date and signature that appears within a letter shall be quoted.

Do not put quotation marks on centerheads in 7-point extracts unless centerheads belong to original matter.

In newspaper extracts, insert place and date at beginning of paragraph. Use caps and small caps for name of place and roman lowercase for spelled-out date. Connect date and extract by a period and an em dash. If date and place are credited in a bracket line above extract, they need not be used again at the beginning of the paragraph.

Each *Whereas* in a preamble must begin a new paragraph. The *Therefore be it* must be preceded by a colon and be run in with the last *Whereas*. *Be it* will run in with the word *Therefore, but* it must not be supplied when not in manuscript. Note the following:

Whereas it has been deemed advisable                                  *Resolved*, That the committee, etc.  
to, etc.: Therefore be it

In the titles of legal cases, manuscript is followed as to spelling, abbreviations, and use of figures.

Use single punctuation in citations of cases and statutes:

*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. THUNE. (Name all caps when a Member or visitor addresses Senate or House.)

On motion by [or of] Mr. FRANKEN, it was, etc.

The VICE PRESIDENT resumed the chair.

The PRESIDING OFFICER (Mr. BLUNT). Is there objection?

The SPEAKER called the House to order.

Mr. HUDSON's amendment was adopted.

Mr. FARR. 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. COATS, Mr. DONNELLY (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. CÁRDENAS.

[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 SÁNCHEZ of California . . .

Mr. DESANTIS and Mr. MARIO DIAZ-BALART of Florida rose to a point of order.

The CHAIRMAN appointed Mr. POE and Mr. ISRAEL as conferees.

[Extracts that consist of colloquies will use caps and small caps for names of persons speaking, as shown below:]

Mr. DEFAZIO. I think this bill is so well understood that no time will be required for its discussion.

Ms. NORTON. Does this bill come from the Committee on Armed Services?

The SPEAKER. It does.

#### SPECIAL ORDERS GRANTED

By unanimous consent, permission to address the House, following the legislative and any special orders heretofore entered, was granted to:

Mr. HOYER, for 1 hour, on Wednesday, February 2.

Mr. ENGEL (at the request of Mr. HOYER), for 1 hour, on February 2.

(The following Members (at the request of Mr. KING of New York) and to revise and extend their remarks and include therein extraneous matter:)

Mrs. COMSTOCK, for 5 minutes, today.

Mr. HOLDING, for 5 minutes, today.

Mr. COFFMAN, 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.)

#### 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.

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. Mr. Chairman, I move to strike the requisite number of words.

(Ms. EDWARDS asked and was given permission to revise and extend her remarks.)

**[Note use of interrogation mark in the following:]**

Mr. NELSON. 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. HUFFMAN. Madam Speaker, I now yield 5 minutes to the gentleman from Indiana (Mr. HIGGINS).

(Mr. BUTTERFIELD asked and was given permission to revise and extend his remarks in the Record.)

Ms. MOORE. 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. HICE. The Chair rather gets me on that question. [Laughter.] I did not rise. [Cries of "Vote! Vote!"]

Mrs. CAPPS [one of the tellers]. I do not desire to press the point that no quorum has voted.

The CHAIRMAN [after a pause]. If no gentleman claims the floor, the Clerk will proceed with the reading of the bill.

Mr. HURD 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. ELLISON. 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. HURT of Virginia. Patrick Henry said:

Ceasar had his Brutus, Charles I his Cromwell, and George III——  
[here he was interrupted by cries of "Treason, Treason"]

and George III may profit by their example. If this be treason, let us make the most of it!

(Mr. MILLER of Florida addressed the Committee [or House]. His remarks will appear hereafter in the Extensions of Remarks.)

[Names of Senators or Representatives appearing in remarks of other Members of Congress should be enclosed in brackets, except in listing of tellers or when some title other than "Mr." is used, as in the following examples:]

Mr. SCHUMER. 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 MORAN.

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 WARNER or MENENDEZ, 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. SCOTT 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. SHELBY's motion, there were—aye 18, noes 35.

The question being taken on concurring in the amendments of the Senate, there were—aye 101, noes 5.

The question was taken; and on a division [demanded by Mr. HOYER] there were—aye 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, fur-

ther 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. PAULSEN] 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. MEEHAN] as a substitute for the amendment offered by the gentlewoman from South Dakota [Mrs. NOEM].

The question was taken; and the Chairman announced that the noes appeared to have it.

#### RECORDED VOTE

Mr. MEEHAN. Mr. Chairman, I demand a recorded vote.

A recorded vote was ordered.

The vote was taken by electronic device, and there were—aye 228, noes 188, answered “present” 1, not voting 47, as follows

[Roll No. 509]

AYES—228

Abraham	Ellmers (NC)	Huelskamp
Babin	Farenthold	Sensenbrenner
Brooks (AL)	Fincher	Walker
Brooks (IN)	Garrett	Westerman
Chabot	Goodlatte	Yoho
Curbelo (FL)	Hartzler	Zeldin

NOES—188

Adams	Matsui	Takano
Bonamici	McCollum	Van Hollen
DeGette	O'Rourke	Vargas
Deutch	Ryan (OH)	Veasey
Hastings	Sarbanes	Wilson (FL)
Langevin	Schakowsky	Yarmuth

ANSWERED “PRESENT”—1

Fleming

#### NOT VOTING—17

Bishop (UT)	Lipinski	Price (NC)
Duckworth	McKinley	Reichert
Gohmert	Nugent	Ross
Graves (LA)	Palazzo	Valadao

□ 1311

Mr. RYAN of Wisconsin changed his vote from “aye” to “no.”

Ms. WASSERMAN SCHULTZ, Ms. ESHOO, 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]

Alexander	Murkowski	Tillis
Feinstein	Nelson	Udall
Grassley	Paul	Vitter
Hatch	Sullivan	Warner
Heinrich	Tester	Whitehouse
Kaine	Thune	Wicker

The PRESIDING OFFICER [Mr. SASSE]. 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. MARKEY), the Senator from Illinois (Mr. KIRK), the Senator from Arkansas (Mr. BOOZMAN), and the Senator from

Montana (Mr. TESTER) are necessarily absent.

Mr. CORNYN. The following Senators are necessarily absent: the Senator from Minnesota (Mr. FRANKLIN), the Senator from Nevada (Mr. HELLER), the Senator from South Carolina (Mr. GRAHAM), the Senator from New Hampshire (Mrs. SHAHEEN), 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 (Ms. KLOBUCHAR) would have voted “yea.”

The result was announced—yeas 52, nays 40, as follows:

[Rollcall Vote No. 163 Leg.]  
YEAS—76

Baldwin	Heitkamp	Pryor
Begich	Hirono	Reed
Bennet	Johnson (SD)	Reid
Blumenthal	Kaine	Rockefeller
Booker	Klobuchar	Sanders
Boxer	Landrieu	Schatz
Brown	Leahy	Schumer
Cantwell	Levin	Shaheen
Cardin	Manchin	Stabenow
Carper	Markey	Tester
Casey	McCaskill	Udall (CO)
Coons	Menendez	Udall (NM)
Durbin	Merkley	Walsh
Feinstein	Mikulski	Warner
Franken	Murphy	Warren
Gillibrand	Murray	Whitehouse
Hagan	Nelson	Wyden
Heinrich		

**NAYS—10**

Alexander	Flake	Murkowski
Ayotte	Graham	Paul
Boozman	Grassley	Portman
Burr	Heller	Risch
Coats	Hoeven	Rubio
Coburn	Inhofe	Scott
Cochran	Isakson	Sessions
Collins	Johanns	Shelby
Corker	Johnson (WI)	Thune
Cornyn	King	Toomey
Crapo	Kirk	Vitter
Cruz	Lee	Wicker
Enzi	McCain	
Fischer	McConnell	

**NOT VOTING—14**

Barrasso	Donnelly	Moran
Blunt	Harkin	Roberts
Chambliss	Hatch	

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. Abraham for, with Mr. Aderholt against.

Until further notice:

Mr. Barr with Mrs. Beatty.

Mrs. Capps with Mr. Calvert.

Ms. Maxine Waters of California with Mr. Sean Patrick Maloney of New York.

Mr. Ackerman with Mr. Young of Alaska.

Mr. HANNA of New York, Mrs. BUSTOS, 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. BARR. Mr. Speaker, I voted, but, being paired with the gentlelady from Minnesota, Mrs. BEATTY, I withdraw my vote.

Ms. MAXINE WATERS of California. Mr. Speaker, I have a pair with the gentleman from New York, Mr. SEAN PATRICK MALONEY of New York, 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. DAWES (when his name was called). I am paired on this question with the senior Senator from Massachusetts [Mr. MARKEY]. If he were here, I should vote “yea.”

**CALL OF THE HOUSE**

Mr. PALLONE. 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]

Abraham	Garamendi	Tiberi
Aguilar	Hurd (TX)	Tipton
Brady (PA)	Hurt (VA)	Tonko
Brady (TX)	Neugebauer	Torres
Davis, Rodney	Perlmutter	Yoho
DeFazio	Ros-Lehtinen	Young (AK)

[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,

GEORGE W. BUSH.

COLUMBIA, MO,

January 17, 2016.

Hon. CLAIRE McCASKILL,  
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, 2016.

Hon. JACOB J. LEW,  
*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.

Very sincerely yours,

JOHN P. SARBANES,   
Member of Congress.

ALEXANDRIA, MN,

November 10, 2016.

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 Representa-  
tives, 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, 2016.

To the Senate:

Being temporarily absent from the Senate, I appoint Hon. ROB PORTMAN, a Senator from the State of Montana, to perform the duties of the Chair during my absence.

ORRIN G. HATCH,    
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, 2016.

I hereby appoint the Honorable KEN BUCK to act as Speaker pro tempore on this day.

PAUL D. RYAN,

*Speaker of the House of Representatives.*

THE INTERNATIONAL UNION, UNITED   
 AUTOMOBILE, AEROSPACE AND AGRI-   
 CULTURAL IMPLEMENT WORKERS OF   
 AMERICA,

Detroit, MI, March 25, 2016.

To the Senate of the United States.

To the United States House of Representa-   
tives.

HONORABLE SIRS: April 7, 2016, being the 60th anniversary of the modification, etc.

[Two to eight independent signatures, with or without titles, are aligned on the left.]

To the Honorable Senate and House of   
Representatives of the United States of   
America Now Assembled at 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 lower-case, run in, indented 2 and 3 ems, as follows:]

Gene H. Rosenblum, Cochairman;  
Paul H. Ray, Cochairman;  
Cynthia Asplund, James Ped-

ersen, 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 or-  
dered otherwise by the Joint Committee on  
Printing. This does not refer to a casual quo-  
tation 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 fol-  
lowing 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

WARREN AMENDMENT NO. 1194

HEADS USED IN EXTENSIONS OF REMARKS

VA ACCOUNTABILITY FIRST AND APPEALS MODERNIZATION ACT OF 2016

SPEECH OF

**HON. CHRIS VAN HOLLEN**

OF MARYLAND  
IN THE HOUSE OF REPRESENTATIVES

*Tuesday, September 13, 2016*

The House in Committee of the Whole House on the state of the Union had under consideration the bill (H.R. 5620) to amend title 38, United States Code, to provide for the removal or demotion of employees of the Department of Veterans Affairs based on performance or misconduct, and for other purposes:

[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 12, 2016***(Legislative day of Monday, July 11, 2016)<sup>1</sup>*

The Senate met at 9:30 a.m., on the expiration of the recess, and was called to order by the Honorable LISA MERKOWSKI, a Senator from the State of Alaska.

[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 JAMES LANKFORD, a Senator from the State of Oklahoma.

[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 Presiding Officer led the Pledge of Allegiance, as follows:

---

<sup>1</sup>To be used only when the Senate had been in recess.

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

---

**APPOINTMENT OF ACTING PRESIDENT PRO TEMPORE**

The PRESIDING OFFICER. The clerk will please read a communication to the Senate from the President pro tempore (Mr. HATCH).

The legislative clerk read the following letter:

U.S. SENATE,  
PRESIDENT PRO TEMPORE,  
Washington, DC, September 26, 2016.

*To the Senate:*

Under the provisions of rule I, section 3, of the Standing Rules of the Senate, I hereby appoint the Honorable JONI ERNST, a Senator from the State of Iowa, to perform the duties of the Chair.

ORRIN G. HATCH,  
*President pro tempore.*

Mrs. ERNST thereupon assumed the chair as Acting President pro tempore.

---

**RECOGNITION OF THE MAJORITY LEADER**

The ACTING PRESIDENT pro tempore. The majority leader is recognized.

---

**SCHEDEULE**

Mr. McCONNELL. Mr. President, following my remarks and those of Senator REID, 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.

---

Ms. BALDWIN. 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.

#### LEGISLATIVE BRANCH APPROPRIATIONS ACT, 2017—MOTION TO PROCEED

The PRESIDING OFFICER. Under the previous order, the Senate will resume consideration of the motion to proceed to H.R. 5325, which the clerk will report.

The senior assistant legislative clerk read as follows:

Motion to proceed to Calendar No. 516, H.R. 5325, a bill making appropriations for the Legislative Branch for the fiscal year ending September 30, 2017, and for other purposes.

The PRESIDING OFFICER. The assistant Democratic leader.

##### ZIKA VIRUS FUNDING

Mr. DURBIN. Mr. President, I can still recall the first briefing I had as a Member of Congress on something called HIV/AIDS. . . .

---

#### LEGISLATIVE BRANCH APPROPRIATIONS ACT, 2017—MOTION TO PROCEED—Continued

[Note the use of bullets signifying that which was not spoken on the floor.]

##### ADDITIONAL STATEMENTS

---

##### TRIBUTE TO GEORGE TAKEI

• Ms. HIRONO. Mr. President, "Oh Myyy!" My friend George Takei is being honored with the National Asian Pacific American Bar Association's NAPABA, Inspire Award. In addition to his many contributions to the arts, George has been on the forefront for decades, fighting for those who don't have a voice. . . . •

---

##### MESSAGES FROM THE PRESIDENT

Messages from the President of the United States were communicated to the Senate by Mr. Pate, 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 OF THE VETO OF S. 2040, THE JUSTICE AGAINST SPON- SORS OF TERRORISM ACT, RECEIVED DURING ADJOURN- MENT OF THE SENATE ON SEPTEMBER 23, 2016—PM 56

The PRESIDING OFFICER laid before the Senate the following message from the President of the United States which was ordered to be printed in the RECORD, spread in full upon the Journal and held at the desk:

#### *To the Senate of the United States:*

I am returning herewith without my approval S. 2040, the "Justice Against Sponsors of Terrorism Act" (JASTA) . . . .

The JASTA, however, does not contribute to these goals, does not enhance the safety of Americans from terrorist attacks, and undermines core U.S. interests. For these reasons, I must veto the bill.

BARACK OBAMA.

THE WHITE HOUSE, September 23, 2016.

[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 12:21 p.m., a message from the House of Representatives, delivered by Mr. Novotny, one of its reading clerks, announced that the House has passed the following bill, with an amendment and an amendment to

the title, in which it requests the concurrence of the Senate:

S. 253. An act to amend the Communications Act of 1934 to consolidate the reporting obligations of the Federal Communications Commission in order to improve congressional oversight and reduce reporting burdens.

---

### ENROLLED BILLS SIGNED

At 10:05 a.m., a message from the House of Representatives, delivered by Mr. Novotny, one of its reading clerks, announced that the Speaker has signed the following enrolled bill:

H.R. 5325. An act making continuing appropriations for fiscal year 2017, and for other purposes. The enrolled bill was subsequently signed by the President pro tempore (Mr. HATCH).

The President pro tempore (Mr. HATCH) announced that on today, September 29, 2016, he signed the following enrolled bills, which were previously signed by the Speaker of the House:

S. 1878. An act to extend the pediatric priority review voucher program.

S. 2683. An act to include disabled veteran leave in the personnel management system of the Federal Aviation Administration.

---

At 12:56 p.m., a message from the House of Representatives, delivered by Mr. Novotny, 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. 5303. An act to provide for improvements to the rivers and harbors of the United States, to provide for the conservation and development of water and related resources, and for other purposes.

---

### MEASURES REFERRED

The following bills were read the first and the second times by unanimous consent, and referred as indicated:

H.R. 5065. An act to direct the Administrator of the Transportation Security Administration to notify air

carriers and security screening personnel of the Transportation Security Administration of such Administration's guidelines regarding permitting baby formula, breast milk, purified deionized water, and juice on airplanes, and for other purposes, to the Committee on Commerce, Science, and Transportation.

---

#### MEASURES PLACED ON THE CALENDAR

The following bill was read the second time, and placed on the calendar:

S. 3326. A bill to give States the authority to provide temporary access to affordable private health insurance options outside of Obamacare exchanges.

---

#### MEASURES READ THE FIRST TIME

The following bill was read the first time:

H.R. 954. An act to amend the Internal Revenue Code of 1986 to exempt from the individual mandate certain individuals who had coverage under a terminated qualified health plan funded through the Consumer Operated and Oriented Plan (CO-OP) program.

---

#### ENROLLED BILL PRESENTED

The Secretary of the Senate reported that on September 12, 2016, she had presented to the President of the United States the following enrolled bill:

S. 2040. An act to deter terrorism, provide justice for victims, and for other purposes.

---

#### 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-7000. A communication from the Secretary of the Commodity Futures Trading Commission, transmitting, pursuant to law, the report of a rule entitled "System Safeguards Testing

Requirements for Derivatives Clearing Organizations" (RIN3038-AE29) received in the Office of the President of the Senate on September 21, 2016; to the Committee on . . . .

---

#### 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 "Keaaupaha" and insert "Keaukahua".

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. INHOFE. 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. McCONNELL. 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. INHOFE. 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. UDALL 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:]

**REPORT ON THE STATE OF THE UNION DELIVERED TO A JOINT SESSION OF CONGRESS ON JANUARY 12, 2016—PM 36**

The PRESIDING OFFICER laid before the Senate the following message from the President of the United States which was ordered to lie on the table.

*To the Congress of the United States:*

Mr. Speaker, Mr. Vice President, Members of Congress, my fellow Americans:

Tonight marks the eighth year I've come here to report on the State of the Union. And for this final one, I'm going to try to make it shorter. I know some of you are antsy to get back to Iowa. I also understand that because it's an election season, expectations for what we'll achieve this year are low. Still, Mr. Speaker, I appreciate the constructive approach you and the other leaders took at the end of last year to pass a budget and make tax cuts permanent for working families. So I hope we can work together this year on bipartisan priorities like criminal justice reform, and helping people who are battling prescription drug abuse. We just might surprise the cynics agains.

But tonight, I want to go easy on the traditional list of proposals for the year ahead. Don't worry, I've got plenty, from helping students learn to write computer code to personalizing medical treatments for patients. And I'll keep pushing for progress on the work that still needs doing. Fixing a broken immigration system. Protecting our kids from gun violence. Equal pay for equal work, paid leave, raising the minimum wage. All these things still matter to hardworking families; they are still the right thing to do; and I will not let up until they get done. . . .

That's the America I know. That's the country we love. Clear-eyed. Bighearted. Optimistic that unarmed truth and unconditional love will have the final word. That's what makes me so hopeful about our future. Because of you. I believe in you. That's why I stand here confident that the State of our Union is strong.

Thank you, God bless you, and God bless the United States of America.

BARACK OBAMA. □  
THE WHITE HOUSE, January 12, 2016.

---

*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 encloses 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. McCONNELL. 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 5, 2016, 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:

NATIONAL FOUNDATION ON  
THE ARTS AND THE HUMANITIES

JANE MARIE DOGGETT, OF MONTANA, TO BE A MEMBER OF THE NATIONAL COUNCIL ON THE HUMANITIES FOR A TERM EXPIRING JANUARY 26, 2022, VICE CATHY M. DAVIDSON, TERM EXPIRED.

STATE JUSTICE INSTITUTE

WILFREDO MARTINEZ, OF FLORIDA, TO BE A MEMBER OF THE BOARD OF DIRECTORS OF THE STATE JUSTICE INSTITUTE FOR A TERM EXPIRING SEPTEMBER 17, 2019. (REAPPOINTMENT)

IN THE NAVY

THE FOLLOWING NAMED OFFICER FOR APPOINTMENT IN THE UNITED STATES NAVY TO THE GRADE

INDICATED WHILE ASSIGNED TO A POSITION OF IMPORTANCE AND RESPONSIBILITY UNDER TITLE 10, U.S.C., SECTION 601:

*To be vice admiral*

VICE ADMIN. DIXON R. SMITH

CONFIRMATIONS

Executive nominations confirmed by the Senate September 28, 2016:

IN THE AIR FORCE

THE FOLLOWING NAMED OFFICER FOR APPOINTMENT IN THE UNITED STATES AIR FORCE TO THE GRADE INDICATED UNDER TITLE 10, U.S.C., SECTION 624:

*To be brigadier general*

COL. KENNETH P. EKMAN

*To be brigadier general*

COL. ALFRED F. ABRAMSON III

COL. PETER B. ANDRYSIAK, JR.

COL. ROBERT W. BENNETT, JR.

## HOUSE OF REPRESENTATIVES

FRIDAY, SEPTEMBER 9, 2016

**[When the Speaker is in the Chair, follow this style.]**

The House met at noon.

The Chaplain, the Reverend Patrick J. Conroy, offered the following prayer:

Merciful God, we give You thanks for giving us another day.

In this year of post-9/11, we pray that the children of this generation and their children's children may never have to experience another day like the one that flooded our TV screens so many years ago.

Protect and guide this Nation to a new security, built upon human integrity and communal solidarity with all who love freedom and human dignity, while respecting the lives and beliefs of others.

Empower the Members of Congress and governments around the world to establish just laws and seek the common good that will lead to ways of equity and peace.

May all that is done this day be for Your greater honor and glory.

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. Bost).

### DESIGNATION OF SPEAKER PRO TEMPORE

The SPEAKER pro tempore laid before the House the following communication from the Speaker:

WASHINGTON, DC,

*June 17, 2016.*

I hereby appoint the Honorable MIKE BOST to act as Speaker pro tempore on this day.

PAUL D. RYAN,  
*Speaker of the House of Representatives.*

---

<sup>1</sup>Head is not used when the Speaker is in the chair. See preceding example.

### PRAYER<sup>1</sup>

The Chaplain, the Reverend Patrick J. Conroy, offered the following prayer:

We give You thanks, O God, for giving us another day. In the wake of a great American holiday, we ask Your special blessing on American workers, those fortunate to have jobs during these difficult economic times and those desiring work. May they know and be confident of the nobility and sacredness of their labor.

As the Members of the people's House return to the Capitol, call them, as well, with Your gentle voice of collegiality.

When a sense of alienation shadows all of our souls, we find our differences difficult to bear; we move away from each other. Insofar as this spirit of alienation has descended upon this House, help each Member to overcome unnecessary divisions that hamper productive work on behalf of our Nation.

Bring them to a deeper level of awareness of Your spirit, and make us one Nation. Give the Members listening hearts, ready and willing to respond to Your spirit living in each one.

And may all that is done be for Your greater honor and glory.

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. BLUM) come forward and lead the House in the Pledge of Allegiance.

Mr. BLUM 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 WARREN DAVIDSON, OF OHIO, AS A MEMBER OF THE HOUSE**

Ms. KAPTUR. Mr. Speaker, I ask unanimous consent that the gentleman from Ohio, the Honorable WARREN DAVIDSON, be permitted to take the oath of office today.

His certificate of election has not arrived, but there is no contest and no question has been raised with regard to his election.

The SPEAKER. Is there objection to the request of the gentlewoman from Ohio?

There was no objection.

The SPEAKER. Will Representative-elect DAVIDSON and the members of the Ohio delegation present themselves in the well.

All Members will rise and the Representative-elect will please raise his right hand.

Mr. DAVIDSON appeared at the bar of the House and took the oath of office, as follows:

Do you solemnly swear 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 any 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 114th Congress.

**WELCOMING THE HONORABLE WARREN DAVIDSON 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 gentleman from Ohio (Mr. DAVIDSON), 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:

WARREN DAVIDSON, 8th District of Ohio.

**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 a bill of the House of the following titles:

H.R. 3969. An act to designate the Department of Veterans Affairs community-based Outpatient clinic in Laughlin, Nevada, as the "Master Chief Petty Officer Jesse Dean VA Clinic".

**[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:]**

---

**PRESIDENTIAL ALLOWANCE MODERNIZATION ACT OF 2016—VETO MESSAGE FROM THE PRESIDENT OF THE UNITED STATES (H. DOC. NO. 114–155)**

The SPEAKER pro tempore laid before the House the following veto message from the President of the United States:

*To the House of Representatives:*

II am returning herewith without my approval H.R. 1777, the "Presidential Allowance Modernization Act of 2016," which would amend the Former Presidents Act of 1958.

I agree with H.R. 1777's goal of reforming the pensions and allowances

provided to former Presidents so as to reduce unnecessary costs to taxpayers. But if implemented as drafted, the bill would have unintended consequences. It would impose onerous and unreasonable burdens on the offices of former Presidents, including by requiring the General Services Administration to immediately terminate salaries and benefits of office employees and to remove furnishings and equipment from offices. It would withdraw the General Services Administration's ability to administer leases and negatively impact operations, with unanticipated implications for the protection and security of former Presidents.

My Administration will work with the authors of the bill and other leaders in the Congress, in consultation with the offices of former Presidents, to explore the best ways to achieve these goals going forward. If the Congress returns the bill having appropriately addressed these concerns, I will sign it. For now, I must veto the bill.

BARACK OBAMA.  
THE WHITE HOUSE, July 22, 2016.

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.

Without objection, further consideration of the veto message and the bill, H.R. 1777, is postponed until the legislative day of September 23, 2016.

There was no objection.

**[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. Sherman Williams, one of his secretaries, who also informed the House that on the following dates the

President approved and signed bills of the House and Senate of the following titles:

On July 1, 1996:

H.R. 3029. An act to designate the United States courthouse in Washington, District of Columbia, as the ‘E. Barrett Prettyman United States Courthouse.’

On July 2, 1996:

H.R. 2803. An act to amend the anti-car theft provisions of title 49, United States Code, to increase the utility of motor vehicle title information to the State and Federal law enforcement officials, and for other purposes.

On July 3, 1996:

H.R. 3525, An act amend title 18, United States Code, to clarify the Federal jurisdiction over offenses relating to damage to religious property. . . .

[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*.]

---

#### MOURNING THE LOSS OF SHIMON PERES

(Mr. CICILLINE asked and was given permission to address the House for 1 minute.)

Mr. CICILLINE. Mr. Speaker, I rise to express my deep sadness on the passing of former Israeli President and Prime Minister Shimon Peres. Shimon Peres was devoted to the cause of the Jewish state and worked tirelessly to achieve a lasting peace in the Middle East.

He was the founding father of the State of Israel and remained, throughout his life, one of its greatest champions. He was the central architect of the Oslo Accords and was respected around the world for his strong leadership as Prime Minister and President of Israel. His example should be an inspiration to us all, as he fought so long for peace.

My thoughts are with his family and friends as well as the people of Israel, who have lost a beloved leader.

#### MRS. VIRGINIA THRIFT

Mr. GOSAR. 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

Karen L. Haas, Clerk of the House, reported that on February 23, 2016, she presented to the President of the United States, for his approval, the following bill:

H.R. 644. To reauthorize trade facilitation and trade enforcement functions and activities, and for other purposes.

---

#### 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 Martinez Nadal United States Customhouse Building”.

**PRIVATE CALENDAR**

The SPEAKER pro tempore (Mrs. BLACK). This is the day for the call of the Private Calendar.

The Clerk will call the bill on the calendar.

---

**CORINA DE CHALUP TURCINOVIC**

The Clerk called called the bill (H.R. 306) for the relief of Corina de Chalup Turcinovic.

There being no objection, the Clerk read the bill as follows:

**H.R. 306**

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

**SECTION 1. PERMANENT RESIDENT STATUS FOR CORINA DE CHALUP TURCINOVIC.**

(a) IN GENERAL.—Notwithstanding subsections (a) and (b) of section 201 of the Immigration and Nationality Act, Corina de Chalup Turcinovic shall be eligible for issuance of an immigrant visa or for adjustment of status to that of an alien lawfully admitted for permanent residence upon filing an application for issuance of an immigrant visa under section 204 of such Act or for adjustment of status to lawful permanent resident . . . .

(e) DENIAL OF PREFERENTIAL IMMIGRATION TREATMENT FOR CERTAIN RELATIVES.—The natural parents, brothers, and sisters of Corina de Chalup Turcinovic shall not, by virtue of such relationship, be accorded any right, privilege, or status under the Immigration and Nationality Act.

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.

The SPEAKER pro tempore. This concludes the call of the Private Calendar.

---

**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. 1479. An act to amend the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 to modify provisions relating to grants, and for other purposes; to the Committee on Energy and Commerce; in addition, to the Committee on Transportation and Infrastructure for a period to be subsequently determined by the Speaker, in each case for consideration of such provisions as fall with the jurisdiction of the committee concerned.

S. 2829. An act to amend and enhance certain maritime programs of the Department of Transportation, and for other purposes; to the Committee on Armed Services; in addition, to the Committee on Transportation and Infrastructure; to the Committee on Natural Resources; to the Committee on Veterans' Affairs; to the Committee on the Judiciary; and to the Committee on Oversight and Government Reform 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.

[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.]

**COMMITTEE OF THE WHOLE HOUSE ON  
THE STATE OF THE UNION****WATER RESOURCES DEVELOPMENT ACT OF 2016**

The SPEAKER pro tempore. Pursuant to House Resolution 897 and rule XVIII, the Chair declares the House in the Committee of the Whole House on the state of the Union for the further consideration of the bill, H.R. 5303.

Will the gentleman from Illinois (Mr. HULTGREN) kindly take the chair.

1535

**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

further consideration of the bill (H.R. 5303) to provide for improvements to the rivers and harbors of the United States, to provide for the conservation and development of water and related resources, and for other purposes, with Mr. HULTGREN (Acting Chair) in the chair.

The Clerk read the title of the bill.

The Acting CHAIR. When the Committee of the Whole rose earlier today, amendment No. 10 printed in House Report 114-790 offered by the gentleman from Louisiana (Mr. GRAVES) had been disposed of.

Pursuant to House Resolution 897, no further amendment to the amendment in the nature of a substitute referred to in House Resolution 892 shall be in order except those printed in House Report 114-794.

Each such further amendment shall be considered only in the order printed in the report, may be offered only by a Member designated in the report, shall be considered as 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. BYRNE

The Acting CHAIR. It is now in order to consider amendment No. 1 printed in House Report 114-794.

Mr. BYRNE. Mr. Chairman, I have an amendment at the desk.

The Acting CHAIR. The Clerk will designate the amendment.

The text of the amendment is as follows:

At the end of title I, add the following:

SEC. 11. GULF COAST OYSTER BED RECOVERY ASSESSMENT. . . .

(Voting occurs)

The amendment was agreed to.

The Acting CHAIR. Under the rule, the Committee rises.

Accordingly, the Committee rose; and the Speaker pro tempore (Mr. YODER) having assumed the chair, Mr. EMMER of Minnesota, Acting Chair 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. 5303) to provide for improvements to the rivers and harbors of the United States, to provide for the conservation and development of water and related resources, and for other purposes, and, pursuant to House Resolution 897, he reported the bill back to the House with an amendment adopted in 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 to the amendment reported from the Committee of the Whole?

If not, the question is on the amendment in the nature of a substitute, as amended.

The amendment was 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.

So the bill was passed.

The result of the vote was announced as above recorded.

A motion to reconsider was laid on the table.

## CONFERENCE REPORT AND STATEMENT

Conference reports and statements to be set in 7 point.

Use 3-point space before and after conference report and statement.

In the House the names of Members are to be first.

Follow manuscript literally in the report. Observe the form *Amendments numbered 1, 2, 3, etc.*, and, when the amendment is to make an independent paragraph, the phrase *And the Senate [or House] agree to the same* will be a paragraph by itself; otherwise it will be run in after the amendment with a semicolon. Examples of each are given in the report following.

In the statement change *numbered* to *No.*, as *amendment No. 1*, but do not supply *No.* or *amendment* if omitted in manuscript; otherwise regular style will prevail.

### CONFERENCE REPORT (H. REPT. 114-669)

The committee of conference on the disagreeing votes of the two Houses on the amendments of the House do the bill (S. 524), to authorize the Attorney General to award grants to address the national epidemics of prescription opioid abuse and heroin use, 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 disagreement to the amendment of the House to the text of the bill and agree to the same with an amendment as follows:

In lieu of the matter proposed to be inserted by the House amendment, insert the following:

### **SECTION 1. SHORT TITLE; TABLE OF CONTENTS.**

(a) **SHORT TITLE.**—*This act may be cited as the "Comprehensive Addiction and Recovery Act of 2016".*

(b) **TABLE OF CONTENTS.**—*The table of contents for this Act is as follows:*

*Sec. 1. Short title; table of contents.*

*Title I—PREVENTION AND EDUCATION*

*Sec. 101. Task force on pain management.*

*Sec. 102. Awareness campaigns. . . .*

In lieu of the matter proposed to be inserted by the House amendment to the title of the bill, insert the following: “An Act to authorize the Attorney General and Secretary of Health and Human Services to award grants to address the prescription opioid abuse and heroin use crisis, and for other purposes.”.

And the House agree to the same.

For consideration of the Senate bill and the House amendments, and modifications committed to conference:

FRED UPTON,  
JOSEPH R. PITTS,  
LEONARD LANCE,  
BRETT GUTHRIE,  
ADAM KINZINGER,  
LARRY BUCSHON,  
SUSAN W. BROOKS,  
BOB GOODLATTE,  
F. JAMES  
SENSENBRENNER, JR.,  
LAMAR SMITH,  
TOM MARINO,  
DOUG COLLINS,  
DAVID A. TROTT,  
MIKE BISHOP,  
KEVIN MCCARTHY,

From the Committee on Education and the Workforce, for consideration of title VII of the House amendment, and modifications committed to conference:

LOU BARLETTA,  
EARL L. “BUDDY”  
CARTER,

From the Committee on Veterans’ Affairs, for consideration of title III of the House amendment, and modifications committed to conference:

GUS M. BILIRAKIS,  
JACKIE WALORSKI,

From the Committee on Ways and Means, for consideration of sec. 705 of the Senate bill, and sec. 804 of the House amendment, and modifications committed to conference:

PATRICK MEEHAN,  
ROBERT J. DOLD,

*Managers on the Part of the House.*

CHUCK GRASSLEY,  
LAMAR ALEXANDER,  
ORRIN G. HATCH,  
JEFF SESSIONS,

*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 House to the bill (S. 524), to authorize the Attorney General to award grants to address the national epidemics of prescription opioid abuse and heroin use, 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 House amendment to the text of the bill struck all of the Senate bill after the enacting clause and inserted a substitute text.

The Senate recedes from its disagreement to the amendment of the House with an amendment that is a substitute for the Senate bill and the House amendment. . . .

**CONSTITUTIONAL STATEMENT  
OF AUTHORITY**

Congress has the power to enact this legislation pursuant to the following: Article I, Section 8, Clause 3 of the United States Constitution.

For consideration of the Senate bill and the House amendments, and modifications committed to conference:

FRED UPTON,  
JOSEPH R. PITTS,  
LEONARD LANCE,  
BRETT GUTHRIE,  
ADAM KINZINGER,  
LARRY BUCSHON,  
SUSAN W. BROOKS,  
BOB GOODLATTE,  
F. JAMES  
SENSENBRENNER, JR.,  
LAMAR SMITH,  
TOM MARINO,  
DOUG COLLINS,  
DAVID A. TROTT,  
MIKE BISHOP,  
KEVIN MCCARTHY,

From the Committee on Education and the Workforce, for consideration of title VII of the House amendment, and modifications committed to conference:

LOU BARLETTA,  
EARL L. "BUDDY"  
CARTER,

From the Committee on Veterans' Affairs, for consideration of title III of

the House amendment, and modifications committed to conference:

GUS M. BILIRAKIS,  
JACKIE WALORSKI,

From the Committee on Ways and Means, for consideration of sec. 705 of the Senate bill, and sec. 804 of the House amendment, and modifications committed to conference:

PATRICK MEEHAN,  
ROBERT J. DOLD,

*Managers on the Part of the House.*

CHUCK GRASSLEY,  
LAMAR ALEXANDER,  
ORRIN G. HATCH,  
JEFF SESSIONS,

*Managers on the Part of the Senate.***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. HAHN) to revise and extend their remarks and include extraneous material:)

Ms. HAHN, for 5 minutes, today.

Mr. DEFazio, for 5 minutes, today.

Ms. KAPTUR, for 5 minutes, today.

Mr. SIMPSON, 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. McCaul, 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 15, 2016, 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. Bost) 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 2 of rule XIV, executive communications were taken from the Speaker's table and referred as follows:

6340. A letter from the Congressional Review Coordinator, Animal and Plant Health Inspection Service, Department of Agriculture, transmitting the Department's interim rule—Tuberculosis in Cattle and Bison; State and Zone

Designations; California [Docket No.: APHIS-2016-0052] received August 8, 2016, pursuant to 5 U.S.C. 801(a)(1)(A); Public Law 104-121, Sec. 251; (110 Stat. 868); to the Committee on Agriculture.

6341. A letter from the Director, Issuances Staff, Department of Agriculture, transmitting the Department's final rule—Eligibility of Namibia To Export Meat Products to the United States [Docket No.: FSIS-2012-0028] (RIN: 0583-AD51) received July 28, 2016, pursuant to 5 U.S.C. 801(a)(1)(A); Public Law 104-121, Sec. 251; (110 Stat. 868); 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, 2016, 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 XIV, executive communications were taken from the Speaker's table and referred as follows:

6340. A letter from the Congressional Review Coordinator, Animal and Plant Health Inspection Service, Department of Agriculture, transmitting the Department's interim rule—Tuberculosis in Cattle and Bison; State and Zone Designations; California [Docket No.: APHIS-2016-0052] received August 8, 2016, pursuant to 5 U.S.C. 801(a)(1)(A); Public Law 104-121, Sec. 251; (110 Stat. 868); to the Committee on Agriculture.

---

## REPORTS OF COMMITTEES ON PUBLIC BILLS AND RESOLUTIONS

Under clause 2 of rule XIII, reports of committees were delivered to the

Clerk for printing and reference to the proper calendar, as follows:

Mr. GOODLATTE: Committee on the Judiciary. H.R. 5578. A bill to establish certain rights for sexual assault survivors, and for other purposes (Rept. 114-707, Pt. 1). Referred to the Committee of the Whole House on the state of the Union.

Mr. MILLER of Florida: Committee on Veterans' Affairs. H.R. 3286. A bill to encourage effective, voluntary private sector investments to recruit, employ, and retain men and women who have served in the United States military with annual presidential awards to private sector employers recognizing such efforts, and for other purposes; with an amendment (Rept. 114-708). Referred to the Committee of the Whole House on the state of the Union.

**[Use above form also when only one report is submitted.]**

#### PUBLIC BILLS AND RESOLUTIONS

Under clause 2 of rule XII, public bills and resolutions of the following titles 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. ROYCE (for himself, Mr. ZELDIN, Ms. ROS-LEHTINEN, Mr. NUNES, Mr. MEADOWS, Mr. THORNBERERRY, Mr. SESSIONS, Mr. DONOVAN, Mr. MCCAUL, Mr. DENT, Mr. CHAFETZ, Mr. CONAWAY, Mr. ROHRABACHER, Mr. RIBBLE, Mr. TROTT, Mr. YOUNG of Iowa, Mr. DESJARLAIS, Mr. COOK, Mr. PITTINGER, Mr. DESANTIS, Mr. DUFFY, Mr. STIVERS, Mr. FITZPATRICK, Mr. YOHO, Mr. ROTHFUS, Mr. CHABOT, and Mr. WILLIAMS):

H.R. 5931. A bill to provide for the prohibition on cash payments to the Government of Iran, and for other purposes; to the Committee on Foreign Affairs.

By Ms. DUCKWORTH (for herself and Mr. ZELDIN):

H.R. 5932. A bill to amend title 38, United States Code, to eliminate copayments by

the Department of Veterans Affairs for medicines relating to preventive health services, and for other purposes; to the Committee on Veterans' Affairs.

**[Use the following form when only one bill or resolution is submitted:]**

Under clause 2 of rule XII:

Mr. FATTAH (for himself and Mr. WOLF): introduced a bill (H.R. 5158) to provide for the sealing or expungement of records relating to Federal nonviolent criminal offenses, and for other purposes; which was referred to the Committee on the Judiciary, and in addition to the Committees on Agriculture, and Ways and Means, 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.

#### 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:]**

296. The SPEAKER presented a memorial of the Senate of the State of California, relative to Senate Joint Resolution 26, calling upon the President of the United States to encourage the Secretary of the United States Department of Health and Human Services to adopt policies to repeal the current discriminatory donor suitability policies of the United States Food and Drug Administration (FDA) regarding blood donations by men who have had sex with another man and, instead, direct the FDA to develop science-based policies such as criteria based on risky behavior in lieu of sexual orientation; to the Committee on Energy and Commerce.

297. Also, a memorial of the Senate of the State of California, relative to Senate Joint Resolution 29, declaring unnecessary and unexplained increases in pharmaceutical pricing is a harm to our health care system that will no longer be tolerated because the system cannot sustain it; to the Committee on Energy and Commerce.

## 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 Plaquemines parishes; to the Committee on Financial Services.

---

## PRIVATE BILLS AND RESOLUTIONS

Under clause 3 of rule XII, private bills and resolutions of the following titles were introduced and severally referred, as follows:

By Mr. GROTHMAN:

H.R. 808. A bill to authorize the President to award the Medal of Honor to James Megellas, formerly of Fond du Lac, Wisconsin, and currently of Colleyville, Texas, for acts of valor on January 28, 1945, during the Battle of the Bulge in World War II; to the Committee on Armed Services.

By Mr. UPTON:

H.R. 809. A bill for the relief of Ibrahim Parlak; to the Committee on the Judiciary.

[Use the following form when only one bill or resolution is submitted:]

Under clause 3 of rule XII,

Mr. HUFFMAN introduced a bill (H.R. 6296) For the relief of Yeganeh Salehi Rezaian; 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. 27: Mr. RENACCI.

H.R. 169: Mr. REICHERT.

H.R. 213: Mrs. BEATTY and Mr. CONNOLLY.

H.R. 265: Ms. McCOLLUM.

H.R. 297: Ms. ROYBAL-ALLARD, Ms. KELLY of Illinois, Mr. FARR, Ms. EDDIE BERNICE JOHNSON of Texas, Mr. RYAN of Ohio, and Ms. WILSON of Florida.

[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 8, March 12, 2014, by Mr. BRADLEY S. SCHNEIDER on House Resolution 490, was signed by the following Members: Bradley S. Schneider, Steny H. Hoyer, James E. Clyburn, Sam Farr, Sanford D. Bishop, Jr., Joseph Crowley, Terri A. Sewell, Eddie Bernice Johnson, Adam B. Schiff, Sander M. Levin, Sheila Jackson Lee, Nydia M. Vela'zquez, Rubén Hinojosa, Zoe Lofgren, Janice D. Schakowsky, . . .

---

## DISCHARGE PETITIONS—ADDITIONS OR DELETIONS

The following Members added their names to the following discharge petitions:

Petition 1 by Ms. DELAUBRO on the bill (H.R. 377): Katherine M. Clark.

Petition 9 by Mr. GARCIA on the bill (H.R. 15): Rosa L. DeLauro, David Scott, William L. Enyart, Bennie G. Thompson, John Conyers Jr., Allyson Y. Schwartz, Eliot L. Engel, Brad Sherman, Suzan K. DelBene, Donald M. Payne Jr., Carolyn McCarthy, Theodore E. Deutch, John B. Larson, Henry A. Waxman, Emanuel Cleaver, G.K. Butterfield, Andre' Carson, William R. Keating, Terri A. Sewell, and Tim Ryan.

The following Member's name was deleted from the following discharge petition:

Petition 1 by Ms. DELAUBRO on H.R. 377: Edward J. Markey.

---

## PETITIONS, ETC.

Under clause 3 of rule XII, petitions and papers were laid on the Clerk's desk and referred as follows:

19. The SPEAKER presented a petition of the City Commission of the City of Lauderhill, FL, relative to Resolution No. 15R-07-161, condemning the Dominican Republic's impending mass deportation of Haitian immigrants; to the Committee on Foreign Affairs.

20. Also, a petition of the Oakland County Board of Commissioners, Oakland County, MI, relative to Miscellaneous Resolution No. 15154, objecting to the development of a nuclear waste repository in close proximity to the Great Lakes; to the Committee on Foreign Affairs.

[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. 5303

OFFERED BY: MR. KILDEE

AMENDMENT No.: Add at the end the following:

**TITLE V—DRINKING WATER  
SEC. 501. DRINKING WATER  
INFRASTRUCTURE.**

(a) DEFINITIONS.—In this section: . . . .

## CONGRESSIONAL RECORD INDEX

### General instructions

Set in 7 point on 8 point, Record measure (168 points, 14 picas).

Cap lines or italic lines are set flush left.

Entries are indented 1 em, with overs 2 ems.

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

Bullet following page number in index identifies unspoken material.

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

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

### Abbreviations and acronyms—

*(for use on notation of content line)*

#### Abbreviations

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

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

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

*States:* See rule 9.13.

Dept. of Agriculture .....	Sec. of Agriculture.
Dept. of Commerce .....	Sec. of Commerce.
Dept. of Defense .....	Sec. of Defense.
Dept. of Education .....	Sec. of Education.
Dept. of Energy .....	Sec. of Energy.
Dept. of Health and Human Services .....	Sec. of Health and . . .
Dept. of Homeland Security .....	Sec. of Homeland Security
Dept. of Housing and Urban Development .....	Sec. of Housing and . . .
Dept. of the Interior .....	Sec. of the Interior.
Dept. of Justice .....	Attorney General.
Dept. of Labor .....	Sec. of Labor.
Dept. of State .....	Sec. of State.
Dept. of Transportation .....	Sec. of Transportation.
Dept. of the Treasury .....	Sec. of the Treasury.
Dept. of Veterans Affairs .....	Sec. of Veterans Affairs.

### **Acronyms**

Agency for International Development.....	AID
Acquired immunodeficiency syndrome .....	AIDS
American Association of Retired Persons .....	AARP
American Bar Association .....	ABA
American Civil Liberties Union .....	ACLU
American Federation of Labor and Congress of Industrial Organizations.....	AFL-CIO
American Medical Association.....	AMA
British Broadcasting Corp .....	BBC
Bureau of Alcohol, Tobacco, Firearms and Explosives .....	ATF
Bureau of Indian Affairs.....	BIA
Bureau of Land Management.....	BLM
Bureau of Labor Statistics.....	BLS
Cable News Network.....	CNN
Cable Satellite Public Affairs Network .....	C-SPAN
Central Intelligence Agency .....	CIA
Civil Service Retirement System.....	CSRS
Civilian Health and Medical Program of the Uniformed Services.....	CHAMPUS
Commodity Credit Corp.....	CCC
Commodity Futures Trading Commission.....	CFTC
Comprehensive Environmental Response, Compensation and Liability Act....	CERCLA
Congressional Budget Office .....	CBO
Consolidated Omnibus Budget Reconciliation Act.....	COBRA
Consumer Product Safety Commission.....	CPSC
Daughters of the American Revolution.....	DAR
Deoxyribonucleic acid .....	DNA
Disabled American Veterans.....	DAV
Drug Enforcement Administration .....	DEA
Employee Retirement Income Security Act .....	ERISA
Environmental Protection Agency.....	EPA
Equal Employment Opportunity Commission.....	EEOC
Export-Import Bank of the United States.....	EXIM Bank
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 Contributions 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 Publishing 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
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 and Exchange Commission .....	SEC
Small Business Administration .....	SBA
Social Security Administration .....	SSA
Supplemental security income .....	SSI
Tennessee Valley Authority .....	TVA
Trans-Pacific Partnership .....	TPP
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	Brochures
Analyses	Conference reports
Appendices	Descriptions
Articles and editorials	Documents
Biographies	Essays
Book reviews	Essays: Voice of Democracy
Booklets	Eulogies

Explanations	Press releases
Factsheets	Proclamations
Forewords	Reports
Histories	Report filed
Homilies	Resolutions of ratification
Hymns	Résumés
Memorandums	Sermons
Messages	Songs
Oaths of office	Statements
Pamphlets	Studies
Papers	Summaries
Platforms	Surveys
Poems	Synopses
Prayers	Testimonies
Prayers by visitors	Transcripts
Prefaces	Treaties

Lowercase after these formats:

Advertisements	Communiques
Affidavits	Comparisons
Agenda	Cost estimates
Agreements	Court decisions
Amendments	Court documents
Announcements	Declarations
Appointments	Dedications
Awards	Definitions
Bills and resolutions	Descriptions
Bills and resolutions cosponsored	Designated acting Presidents pro tempore
Bills and resolutions introduced	Designated acting Speaker pro tempore
Bills and resolutions relative to	Digests
Briefs	Dispatches
Briefings	Examples
Broadcasts	Excerpts
Bulletins	Executive orders
Certificates of election	Financial statements
Chronologies	Granted
Citations	Granted in the House
Civilian	Granted in the Senate
Cloture motions	Guidelines
Colloquies	Hearings
Commentaries	Inscriptions
Comments	Interviews
Communications from	Introductions

Invocations	Recorded
Journals	Regulations
Letters	Remarks
Lists	Remarks in House
Meetings	Remarks in House relative to
Military	Remarks in Senate
Motions	Remarks in Senate relative to
Newsletters	Resignations
Notices	Resolutions by organizations
Obituaries	Results
Opinion polls	Reviews
Orders	Rollcalls
Outlines	Rosters
Petitions	Rules
Petitions and memorials	Rulings of the chair
Press conferences	Schedules
Privilege of the floor	Subpoena notices
Programs	Subpoenas
Projects	Tables
Proposals	Tests
Questionnaires	Texts of
Questions	Transmittals
Questions and answers	Tributes
Quotations	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:

COCHRAN, THAD (*a Senator from Mississippi*);  
CONYERS, JOHN, Jr. (*a Representative from Michigan*).

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:

LEAHY, PATRICK (*a Senator from Vermont*)  
YOUNG, DON (*a Representative from Alaska*)  
PRESIDENT OF THE UNITED STATES (Barack Obama)  
VICE PRESIDENT OF THE UNITED STATES (Joseph R. Biden, Jr.)  
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

No. XII

# Congressional Record Index

PROCEEDINGS AND DEBATES OF THE 114<sup>th</sup> CONGRESS, SECOND SESSION

**Vol. 162**

JULY 21 TO AUGUST 8, 2016

**Nos. 119 to 132**

NOTE.—For debate and action on bills and resolutions see "History of Bills and Resolutions" at end of Index, under numbers referred to in Index entry.

DATES, ISSUE NUMBERS, AND PAGES INCLUDED IN INDEX XII

July 21 .....	No. 119 .... S6947-S6980	H6731-H6734	E1507-E1511	D919-D922
July 22 .....	No. 120 .... S6981-S7088	H6735-H6826	E1513-E1527	D923-D930
July 23 .....	No. 121 .... S7089-S7201	H6827-H7059	E1529-E1547	D931-D940
July 24 .....	No. 122 .... S7203-S7434	H7061-H7166	E1549-E1554	D941-D948
July 25 .....	No. 123 .... S7435-S7485	.....	E1555-E1572	D950-D956
July 26 .....	No. 124 .... S7487-S7537	.....	.....	D958-D960
July 27 .....	No. 125 .... S7539	.....	.....	D961-D962
July 28 .....	No. 126 .... S7541-S7578	H7167-H7169	E1573-E1577	D963-D966
July 29 .....	No. 127 .... S7579-S7708	H7171-H7330	E1579-E1591	D968-D980
July 30 .....	No. 128 .... S7709-S7804	H7331-H7631	E1593-E1625	D981-D994
July 31 .....	No. 129 .... S7805-S7982	H7633-H7707	E1627-E1640	D996-D1008
July 31 (Pt. II)* .....	No. 129 .....	H7709-H7790	.....	D996-D1008
August 1 .....	No. 130 .... S7983-S8079	H7791-H7810	E1641-E1703	D1009-D1016
August 5 .....	No. 131 .... S8081	.....	.....	D1017-D1018
August 8 .....	No. 132 .... S8083	.....	.....	D1019-D1020

\*Continuation of proceedings

NOTE: Elements in brackets which follow page numbers in the Index refer to the dates of the Congressional Record in which those pages may be found. Unspoken material is indicated by a bullet (•).

**AARP (ORGANIZATION)**

*Letters*

Evaluate and extend the basic pilot program for employment eligibility confirmation and ensure protection of Social Security beneficiaries, H7592 [30JY]

*Press releases*

Medicare Trigger Ignores Real Problem—Skyrocketing Health Care Costs, H7125 [24JY]

**ABERCROMBIE, NEIL (a Representative from Hawaii)**

*Bills and resolutions cosponsored*

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]

—provide a comprehensive plan for greater energy independence (see H.R. 6709), H7785 [31JY]

U.S. Public Service Academy: establish (see H.R. 1671), H7789 [31JY]

Yunus, Muhammad: award Congressional Gold Medal (see H.R. 1801), H7629 [30JY]

*Remarks*

Pearl Harbor, HI: anniversary of the Pearl Harbor Naval Shipyard (H. Res. 1139), H6773, H6774 [22JY]

**ABORTION**

*Remarks in House*

China, People's Republic of: mandatory abortion and sterilization policies, H7344, H7345 [30JY]

Supreme Court: anniversary of Roe v. Wade decision, H7283 [29JY], H7611 [30JY], H7776 [31JY], E1545 [23JY], E1701 [1AU]

U.S. Leadership Against HIV/AIDS, Tuberculosis, and Malaria Act: prohibit use of funds for any organization or program which supports or participates in the management of coerced abortions or involuntary sterilization, H7116 [24JY]

*Remarks in Senate*

Dept. of HHS: proposed regulation to change the definition of abortion, S7141 [23JY]

**ACCESS, COMPARISON, CARE, AND ETHICS FOR SERIOUSLY ILL PATIENTS (ACCESS) ACT***Remarks in Senate*

Enact (S. 3046), S7620 [29JY], S8021 [1AU]

**ACCESS FOR ALL AMERICA ACT***Bills and resolutions*

Enact (see S. 3412, 3413), S7905 [31JY]

*Remarks in Senate*

Enact (S. 3413), S7971–S7973 [31JY]

**ACHIEVING OUR IDEA ACT***Remarks in House*

Enact (H.R. 1896), E1701 [1AU]

**ACKERMAN, GARY L. (a Representative from New York)***Bills and resolutions cosponsored*

Bangladesh: elections (see H. Res. 1402), H7788 [31JY]

China, People's Republic of: call for end to human rights abuses of citizens, cease repression of Tibetan 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. 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]

*Bills and resolutions introduced*

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]

**ADAMS, MICHAEL F.***Letters*

Higher Education Opportunity Act, S7854 [31JY]

**ADERHOLT, ROBERT B. (a Representative from Alabama)***Bills and resolutions cosponsored*

Crime: provide for the use of information in the

National Directory of New Hires in enforcing sex offender registration laws (see H.R. 6539), H7165 [24JY]

Dept. of the Interior: establish oil and gas leasing program for public lands within the Coastal Plain of Alaska (see H.R. 6758), H7787 [31JY]

House of Representatives: prohibit adjournment until approval of a bill to establish a comprehensive national energy plan addressing energy conservation and expansion of renewable and conventional energy sources (see H. Res. 1391), H7629 [30JY]

National Prostate Cancer Awareness Month: support goals and ideals (see H. Res. 672), H7790 [31JY]

Power resources: expedite exploration and development of oil and gas from Federal lands (see H.R. 6379), H7629 [30JY]

— promote alternative and renewable fuels, domestic energy production, conservation, and efficiency, and increase energy independence (see H.R. 6566), H6824 [22JY]

— provide a comprehensive plan for greater energy independence (see H.R. 6709), H7809 [1AU]

Schools: withhold Federal funds from schools that permit or require the recitation of the Pledge of Allegiance or the National Anthem in language other than English (see H.R. 6783), H7806 [1AU]

Social Security: extend funding for the State Children's Health Insurance Program (see H.R. 6788), H7806 [1AU]

*Bills and resolutions introduced*

Power resources: enhance energy independence through the usage of existing resources and technology (see H. Con. Res. 401), H7787 [31JY]

**ADMINISTRATIVE OFFICE, U.S. COURTS see COURTS****ADOPTION see FAMILIES AND DOMESTIC RELATIONS****ADRIAN, MI***Remarks in House*

Sand Creek Telephone Co.: anniversary, E1703 [1AU]

**ADVANCING AMERICA'S PRIORITIES ACT***Bills and resolutions*

Enact (see S. 3297), S7030 [22JY]

*Cloture motions*

Enact (S. 3297): motion to proceed, S7509 [26JY], S7551 [28JY]

*Letters*

Provisions: Lynne Zeithlin Hale, Nature Conservancy (organization), S7548 [28JY]

— Molly McCammon, National Federation of Regional Associations for Coastal and Ocean Observing, S7547 [28JY]

— Peter R. Orszag, CBO, S7510 [26JY], S7543 [28JY]

— several ocean and coastal research, education, and conservation organizations, S7547 [28JY]

*Motions*

Enact (S. 3297), S7509 [26JY]

*Remarks in Senate*

Appalachian Regional Development Act: reauthorize and improve, S7545 [28JY], S7888 [31JY]

Chesapeake Bay Initiative Act: provide for continuing authorization of the Chesapeake Bay Gateways.

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.R. 980, H.J. Res. 9, H. Con. Res. 16, and H. Res. 50.

## *History of Bills and Resolutions*

### DATES, ISSUE NUMBERS AND BILLS INTRODUCED IN INDEX VIII

May 12 .....	No. 77 .....	S. 3001-3009 H.R. 6021-6024	.....S. Con. Res. 82	S. Res. 558-560
May 13 .....	No. 78 .....	S. 3010-3014 H.R. 6025-6046	S.J. Res. 32 .....	S. Res. 561-563 H. Res. 1187-1193
May 19 .....	No. 82 .....	S. 3030-3034 H.R. 6083-6084	.....H. Con. Res. 348	S. Res. 569-570
May 21 .....	No. 84 .....	S. 3045-3047 H.R. 6104-6122	S.J. Res. 33 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. 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. Altmine, Mrs. Boyda of Kansas, Mr. Cohen, Ms. DeLauro, Mr. Ellsworth, Mr. Loebssack, 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 asterisks are used.
2. Contempt proceedings to be considered as excerpts.
3. The following are to be set in 10-point type, but not cut in:
  - (a) Letters that are readily identified as such by salutation and signature.
  - (b) Appendixes and/or exhibits that have a heading readily identifying them as such; and

- (c) Matter printed in compliance with the Ramseyer rule.<sup>1</sup>
4. All leaderwork and lists of more than six items to be set in 8-point type.
  5. All tabular work to be set in 7-point gothic type.
  6. An amendment in the nature of a substitute to be set in 8-point type, but quotations from such amendment later in the report to be treated as excerpts, but set full measure (see paragraph 10 below).
  7. Any committee print having a report head indicated on original copy to be set in report type and style.
  8. Committee prints not having a report head indicated on original copy to be set in committee print style; that is, excerpts to be set in 8 point, full measure.
  9. If a committee print set as indicated in paragraph 8 is later submitted as a report or included in a report, and the type is available for pickup, such type shall be picked up and used as is in the report.
  10. On matter that is cut in on the left only for purposes of breakdown, no space is used above and below, but on all matter that is cut in on both sides, 4 points are used above and below. Because of the indentations and the limited number of element identifiers, do not squeeze bills that are submitted as excerpts.
  11. In reports of immigration cases, set memorandums in full measure unless preceded or followed directly by committee language. Memorandums are indented on both sides if followed by such language. Preparers should indicate the proper indentation on copy.
  12. Order of printing (Senate reports only): (1) Report, (2) minority or additional views, (3) the Cordon rule,<sup>2</sup> (4) appendix (if any).

---

<sup>1</sup>If a House report contains the "Changes in Existing Law" section (in compliance with the Ramseyer rule), all main heads within that report should be set in caps and small caps, with secondary heads set in all small caps.

<sup>2</sup>If a Senate report contains the "Changes in Existing Law" section (in compliance with the Cordon rule) with potential changes in law indicated, all main heads within that report should be set in caps and small caps, with secondary heads set in all small caps. However, if the "Changes in Existing Law" section consists of only an explanatory paragraph, all main heads within that report should be set in all small caps.

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

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

---

[Sample of excerpt]

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

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

---

[Sample of an excerpt with an added excerpt]

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

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

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

---

[Sample of amendment]

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

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

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

[REDACTED]

[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”.

[REDACTED]

[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.”

[REDACTED]

[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 legislation to amend section 303 of the Career Compensation Act.

\* \* \* \* \*

Sincerely yours,

DOUGLAS A. BROOK,      
*Assistant Secretary of the Navy*     
*(Financial Management).*

---

[Sample of cut-in for purposes of breakdown; no spacing above or below]

Under uniform regulations prescribed by the Secretaries concerned, a member of the uniformed services who—

- (1) is retired for physical disability or placed upon the temporary disability retired list; or
- (2) is retired with pay for any other reason, or is discharged with severance pay, immediately following at least eight years of continuous active duty (no single break therein of more than ninety days);

may select his home for the purposes of the travel and transportation allowances payable under this subsection, etc.

---

[Sample of leaderwork]

Among the 73 vessels mentioned above, 42 are classified as major combatant ships (aircraft carriers through escort vessels), in the following types:

<i>Forrestal</i> -class aircraft carriers .....	4
Destroyers.....	10

\* \* \* \* \*

Guided-missile submarine .....	1
Total.....	<hr/> 42

[Sample of sectional analysis]

SECTIONAL ANALYSIS

*Section 1. Increase of 1 year in constructive service for promotion purposes*

The principal purpose of the various subsections of section 1 is to provide a 1-year increase for medical and dental officers in . . .

\* \* \* \* \*

*Subsection 101(a) is in effect a restatement of the existing law*

This subsection authorizes the President to make regular appointments in the grade of first lieutenant through . . .

\* \* \* \* \*

\_\_\_\_\_

[Sample of amendment under Ramseyer rule]

CHANGES IN EXISTING LAW

In compliance with clause 3 of rule XII of the Rules of the House of Representatives, changes in existing law made by the bill, as introduced, are shown as follows (existing law proposed to be omitted is enclosed in black brackets, new matter is printed in italic, existing law in which no change is proposed is shown in roman):

EXPORT CONTROL ACT OF 1949

\* \* \* \* \*

TERMINATION DATE

SEC. 12. The authority granted herein shall terminate on June 30, [1956] 1959, or upon any prior date which the Congress by concurrent resolution or the President may designate.

[The following examples are for sample purposes only]

## [Sample of "Report" Skeleton]

114TH CONGRESS } [REDACTED] } REPORT  
2d Session } HOUSE OF REPRESENTATIVES } 114-716

PROVIDING FOR STABILITY OF TITLE TO CERTAIN LANDS  
IN THE STATE OF LOUISIANA, AND FOR OTHER PUR-  
POSES<sup>1</sup>

SEPTEMBER 6, 2016.—Committed to the Committee of the Whole House on the State of the Union and ordered to be printed<sup>2</sup>

Mr. BISHOP of Utah, from the Committee on Natural Resources,  
submitted the following

R E P O R T

together with

DISSENTING VIEWS

[To accompany H.R. 3342]

[Including cost estimate of the Congressional Budget Office]

The Committee on Natural Resources, to whom was referred the bill (H.R. 3342) to provide for stability of title to certain lands in the State of Louisiana, and for other purposes, having considered the same, report favorably thereon without amendment and recommend that the bill do pass.<sup>3</sup>

## PURPOSE OF THE BILL<sup>4</sup>

The purpose of H.R. 3342 is to provide for the stability of title to certain lands in the State of Louisiana.

## BACKGROUND AND NEED FOR LEGISLATION

In 1842, the U.S. government completed a survey of lands in Louisiana that included the area surrounding Lake Bistineau. Using the results of this survey, Louisiana delineated its ownership of lands under the Equal Footing Doctrine and transferred 7,000 acres of land around Lake Bistineau to the Commissioners of the Bossier Levee District in 1901. Three years later, the Commissioners of the Bossier Levee District conveyed this land to private ownership.

59-006

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

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

<sup>3</sup> If the wording in this paragraph is prepared in the singular form, follow.

<sup>4</sup> For Senate Committee on Finance and House Committee on Ways and Means, heads are set in bold caps.

[Sample of "Report" Skeleton]

## Calendar No. 584<sup>1</sup>

114TH CONGRESS <i>2d Session</i>	SENATE	{ REPORT 114-312
-------------------------------------	--------	---------------------

---

### JOHN MUIR NATIONAL HISTORIC SITE EXPANSION ACT

AUGUST 30, 2016.—Ordered to be printed

Filed, under authority of the order of the Senate of July 14, 2016<sup>2</sup>

Ms. MURKOWSKI, from the Committee on Energy and Natural Resources, submitted the following

### R E P O R T

[To accompany H.R. 1289]

The Committee on Energy and Natural Resources, to which was referred the bill (H.R. 1289) to authorize the Secretary of the Interior to acquire approximately 44 acres of land in Martinez, California, and for other purposes, having considered the same, reports favorably thereon without amendment and recommends that the bill do pass.

#### PURPOSE

The purpose of H.R. 1289 is to acquire approximately 44 acres of land in Martinez, California.

#### BACKGROUND AND NEED

The John Muir National Historic Site was established by Congress in 1964 (Public Law 88-547) and is located in the San Francisco Bay Area, in Martinez, California. The historic site preserves the 14-room Italianate Victorian mansion where the naturalist and writer John Muir lived, as well as a nearby 325-acre tract of native oak woodlands and grasslands historically owned by the Muir family.

The legislation would authorize the Department of the Interior to acquire by donation approximately 44 acres for inclusion in the John Muir National Historic Site. The 44 acres includes adjacent lands from John Swett's historic estate, who was also a farmer, friend, and neighbor of John Muir in the Alhambra Valley hills. Securing this property would benefit the Muir site as it will help pro-

59-010

---

<sup>1</sup> Use this type and form only on Senate reports. There is only one calendar in the Senate.

<sup>2</sup> Style for filed line, if present.

## [Sample of "Report" Skeleton]

114TH CONGRESS }      HOUSE OF REPRESENTATIVES      {  
  *2d Session*        {      REPORT  
                        { 114-724

PROVIDING<sup>1</sup> FOR CONSIDERATION OF THE BILL (H.R. 5063) TO LIMIT DONATIONS MADE PURSUANT TO SETTLEMENT AGREEMENTS TO WHICH THE UNITED STATES IS A PARTY, AND FOR OTHER PURPOSES<sup>2</sup>

SEPTEMBER 6, 2016.—Referred to the House Calendar and ordered to be printed.

Mr. COLLINS of Georgia, from the Committee on Rules,  
submitted the following

## R E P O R T

[To accompany H. Res. 843]

The Committee on Rules, having had under consideration House Resolution 843, by a record vote of 9 to 2, 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. 5063, the Stop Settlement Slush Funds Act of 2016, under a structured rule. The resolution waives all points of order against consideration of the bill. The resolution provides one hour of general debate equally divided and controlled by the chair and ranking minority member of the Committee on the Judiciary. The resolution makes in order as original text for the purpose of amendment the amendment in the nature of a substitute recommended by the Committee on the Judiciary now printed in the bill and provides that it shall be considered as read. The resolution waives all points of order against that amendment in the nature of a substitute. The resolution makes in order only those further amendments printed in this report. Each such amendment 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 be subject to amendment, and shall not be subject to a demand for division of the question in the House or in the Committee of the Whole. The resolution waives all points of order against the amendments printed in this report. The resolution provides one motion to recommit with or without instructions.

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

<sup>2</sup> Sample of 8-point head.

114TH CONGRESS }  
1st Session } HOUSE OF REPRESENTATIVES }  
REPORT  
114-376

**TRADE FACILITATION AND TRADE ENFORCEMENT ACT  
OF 2015**

DECEMBER 9, 2015.—Ordered to be printed

Mr. BRADY of Texas, from the committee of conference,  
submitted the following

CONFERENCE REPORT

[To accompany H.R. 644]

The committee of conference on the disagreeing votes of the two Houses on the amendment of the House to the amendment of the Senate to the bill (H.R. 644), to reauthorize trade facilitation and trade enforcement functions and activities, 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 disagreement to the amendment of the House 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 House amendment, insert the following:

## **SECTION 1. SHORT TITLE; TABLE OF CONTENTS.**

(a) *SHORT TITLE.*—This Act may be cited as the “Trade Facilitation and Trade Enforcement Act of 2015”.

(b) TABLE OF CONTENTS.—The table of contents for this Act is follows:

*Sec. 1. Short title; table of contents.  
Sec. 2. Definitions.*

## **TITLE I—TRADE FACILITATION AND TRADE ENFORCEMENT**

### *Sec. 101. Improving partnership programs.*

**Sec. 102. Report on effectiveness of trade enforcement activities.**

**Sec. 103. Priorities and performance standards for customs modernization, facilitation, and trade enforcement functions and programs.**

*Sec. 104. Educational seminars to improve efforts to classify and appraise imported articles, to improve trade enforcement efforts, and to otherwise facilitate legitimate international trade.*

*Sec. 105. Joint strategic plan.*

**Sec. 106. Automated Commercial Environment.**

*Sec. 107. International Trade Data System.*

## 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 House to the amendment of the Senate to the bill (H.R. 644), to reauthorize trade facilitation and trade enforcement functions and activities, 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:

The Senate amendment struck all of the House bill after the enacting clause and inserted a substitute text.

The House amendment struck all of the Senate amendment after the enacting clause and inserted a substitute text.

The Senate recedes from its disagreement to the amendment of the House with an amendment that is a substitute for the House amendment and the Senate amendment. The differences between the Senate amendment, the House 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.

### **DIVISION A—TRADE FACILITATION AND TRADE ENFORCEMENT ACT OF 2015**

#### TITLE I—TRADE FACILITATION AND TRADE ENFORCEMENT

##### SECTION 101. IMPROVING PARTNERSHIP PROGRAMS

###### *Present Law*

The Customs-Trade Partnership Against Terrorism (C-TPAT), codified in the Security and Accountability for Every Port Act (SAFE Port Act) of 2006 (6 U.S.C. 961 et seq.), is a voluntary trade partnership program in which Customs and Border Protection (CBP) and members of the trade community work together to secure and facilitate the movement of legitimate trade. Companies that are members of C-TPAT are considered low-risk, which expedites cargo clearance based on the company's security profile and compliance history.

###### *House Amendment*

Section 101 requires the Commissioner of CBP to work with the private sector and other Federal agencies to ensure that all CBP partnership programs provide trade benefits to participants. This would apply to partnership programs established before enactment of this bill, and any programs established after enactment. It establishes elements for the development and operation of any such partnership programs, which require the Commissioner to: 1) con-

**EARMARK, LIMITED TAX BENEFITS, AND LIMITED TARIFF BENEFITS**

In compliance with clause 9(e), 9(f), and 9(g) of Rule XXI of the Rules of the House of Representatives, the conference report and joint explanatory statement contain no earmarks, limited tax benefits, or limited tariff benefits.

**CONSTITUTIONAL STATEMENT OF AUTHORITY**

Congress has the power to enact this legislation pursuant to the following: Article I, Section 8, Clause 3 of the United States Constitution.

For consideration of the Senate bill and the House amendments, and modifications committed to conference:

FRED UPTON,  
JOSEPH R. PITTS,  
LEONARD LANCE,  
BRETT GUTHRIE,  
ADAM KINZINGER,  
LARRY BUCSHON,  
SUSAN W. BROOKS,  
BOB GOODLATTE,  
F. JAMES SENSENBRENNER, Jr.,  
LAMAR SMITH,  
TOM MARINO,  
DOUG COLLINS,  
DAVID A. TROTT,  
MIKE BISHOP,  
KEVIN McCARTHY,

From the Committee on Education and the Workforce, for consideration of title VII of the House amendment, and modifications committed to conference:

LOU BARLETTA,  
EARL L. "BUDDY" CARTER,

From the Committee on Veterans' Affairs, for consideration of title III of the House amendment, and modifications committed to conference:

GUS M. BILIRAKIS,  
JACKIE WALORSKI,

From the Committee on Ways and Means, for consideration of sec. 705 of the Senate bill, and sec. 804 of the House amendment, and modifications committed to conference:

PATRICK MEEHAN,  
ROBERT J. DOLD,  
*Managers on the Part of the House.*

CHUCK GRASSLEY,  
LAMAR ALEXANDER,  
ORRIN G. HATCH,  
JEFF SESSIONS,  
*Managers on the Part of the Senate.*



---

# FINANCIAL SERVICES AND GENERAL GOVERNMENT APPROPRIATIONS FOR 2016

---

## HEARINGS BEFORE A SUBCOMMITTEE OF THE COMMITTEE ON APPROPRIATIONS HOUSE OF REPRESENTATIVES ONE HUNDRED FOURTEENTH CONGRESS FIRST SESSION

---

SUBCOMMITTEE ON FINANCIAL SERVICES AND GENERAL GOVERNMENT  
APPROPRIATIONS

**ANDER CRENSHAW, Florida, Chairman**

TOM GRAVES, Georgia	JOSÉ E. SERRANO, New York
KEVIN YODER, Kansas	MIKE QUIGLEY, Illinois
STEVE WOMACK, Arkansas	CHAKA FATTAH, Pennsylvania
JAIME HERRERA BEUTLER, Washington	SANFORD D. BISHOP, JR., Georgia
MARK E. AMODEI, Nevada	
E. SCOTT RIGELL, Virginia	

NOTE: Under Committee Rules, Mr. Rogers, as Chairman of the Full Committee, and Mrs. Lowey, as Ranking Minority Member of the Full Committee, are authorized to sit as Members of all Subcommittees.

WINNIE CHANG, KELLY HITCHCOCK,  
ARIANA SARAR, and AMY CUSHING,  
*Subcommittee Staff*

---

### PART 5

	Page
<b>Oversight Hearing: Internal Revenue Service .....</b>	<b>1</b>
<b>Internal Revenue Service, FY 2016 Budget Request .....</b>	<b>123</b>
<b>Department of the Treasury .....</b>	<b>205</b>



---

U.S. GOVERNMENT PUBLISHING OFFICE

## COMMITTEE ON APPROPRIATIONS

HAROLD ROGERS, Kentucky, *Chairman*

RODNEY P. FRELINGHUYSEN, New Jersey	NITA M. LOWEY, New York
ROBERT B. ADERHOLT, Alabama	MARCY KAPTUR, Ohio
KAY GRANGER, Texas	PETER J. VISCLOSKY, Indiana
MICHAEL K. SIMPSON, Idaho	JOSE E. SERRANO, New York
JOHN ABNEY CULBERSON, Texas	ROSA L. DELAUBO, Connecticut
ANDER CRENSHAW, Florida	DAVID E. PRICE, North Carolina
JOHN R. CARTER, Texas	LUCILLE ROYBAL-ALLARD, California
KEN CALVERT, California	SAM FARR, California
TOM COLE, Oklahoma	CHAKA FATTAH, Pennsylvania
MARIO DIAZ-BALART, Florida	SANFORD D. BISHOP, JR., Georgia
CHARLES W. DENT, Pennsylvania	BARBARA LEE, California
TOM GRAVES, Georgia	MICHAEL M. HONDA, California
KEVIN YODER, Kansas	BETTY MCCOLLUM, Minnesota
STEVE WOMACK, Arkansas	STEVE ISRAEL, New York
JEFF FORTENBERRY, Nebraska	TIM RYAN, Ohio
THOMAS J. ROONEY, Florida	C. A. DUTCH RUPPERSBERGER, Maryland
CHARLES J. FLEISCHMANN, Tennessee	DEBBIE WASSERMAN SCHULTZ, Florida
JAIME HERRERA BEUTLER, Washington	HENRY CUELLAR, Texas
DAVID P. JOYCE, Ohio	CHELLIE PINGREE, Maine
DAVID G. VALADAO, California	MIKE QUIGLEY, Illinois
ANDY HARRIS, Maryland	DEREK KILMER, Washington
MARTHA ROBY, Alabama	
MARK E. AMODEI, Nevada	
CHRIS STEWART, Utah	
E. SCOTT RIGELL, Virginia	
DAVID W. JOLLY, Florida	
DAVID YOUNG, Iowa	
EVAN H. JENKINS, West Virginia	
STEVEN M. PALAZZO, Mississippi	

WILLIAM E. SMITH, *Clerk and Staff Director*

(II)

[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 UNIVERSITY

JULIE L. MYERS, ASSISTANT SECRETARY, U.S. IMMIGRATION AND CUSTOMS ENFORCEMENT [ICE], DEPARTMENT OF HOMELAND SECURITY

Mr. PRICE. Subcommittee will come to order. Good morning, everyone. Today we will be discussing the wide variety of activities carried out by Immigration and Customs Enforcement, or ICE, and we will first focus on the Agency's Student and Exchange Visitor Program.

#### BALANCING SECURITY AND STUDENT NEEDS

Mr. PRICE. Thank you very much. We will put your entire statement in the record, which of course elaborates on the points you made and goes beyond them. Let me ask you first a rather broad question, and then I will zero in somewhat on the fee increases and the benefits that might accrue from an increased flow of fee revenue.

[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.

# Index

[Numbers in parentheses refer to rules; **bold** indicates chapter heading]

## A

### Abbreviations and Letter Symbols

(Chapter 9), 221–262

Addresses:

Correspondence (16.3, 16.9–16.16),  
313, 315–317

Ordinals (12.10), 278

Signatures, lists of names (9.37, 16.3),  
231, 313

Street (9.16–9.19, 13.6), 224–225, 285

Article, section (9.39), 232

Calendar divisions (9.44–9.46, 13.5), 233,  
285

Closed up, with periods (9.7), 222

College degrees (9.32, 9.35–9.36), 230,  
231

Comma before and after (8.39), 201

Company, etc. (9.25), 225–226

Not abbreviated (9.26), 226

Compass directionals (9.50), 235

Congressional terms (9.30, 9.41–9.43,  
13.11), 230, 232–233, 286

Dates (9.44–9.46, 13.5), 233, 285

Et al., etc. (3.53, 8.59), 41, 205

Figure, not abbreviated (9.40), 232

Foreign countries (9.11), 223

Geographic terms (9.9–9.15), 222–224

Grammatical (7.13), 112

Information technology (9.64), 256

Land descriptions (9.20–9.22, 13.9), 225,  
285

Latin (9.63, 11.3), 252–256, 269

Lists (9.61–9.64), 238–261

Measures, weights, etc. (9.5, 9.50–9.59),  
221, 235–238

Metric (9.56–9.57), 236–237

Military titles, U.S., 226–230

Money (9.60, 12.9k), 238, 277

    Foreign, 339–344

Numerals used with (9.5, 9.51, 13.4), 221,  
236, 285

Organized bodies (9.8), 222

Parts of publications (9.38–9.40, 13.10),  
231–232, 286

Period used (8.107–8.118), 212–214

    Not used (8.119–8.127), 215–216

Preparing copy (2.42), 15

Provinces, etc. (9.13, 9.15), 223, 224

Senator, Representative (9.30), 230

States (9.12–9.13), 223–224

Tabular work (13.4–13.13), 285–286

Technology (9.64), 256–261

Territories and possessions (9.12–9.14),  
223–224

Time zones (9.47), 234

Titles, civil and military, (9.25, 9.27, 9.29),  
225–230

U.S.:

    Before Government or Government  
        organization (9.9, 13.7), 222–223,  
        285

    As adjective (9.10, 13.7), 223, 285

Vessels (9.27, 11.6–11.7), 226, 269–270

-able, words ending in (5.11, 6.30), 91–93,  
105

About This Manual, v

Accents:

    Anglicized and foreign words (3.15,  
        5.3–5.4), 30, 87–88

    Geographic names (5.20–5.21), 95

    Symbols (10.18), 262

Acronyms, initialisms, and coined words  
(9.48, 9.61, 9.64), 234–235, 239–247,  
256–261

Congressional Record (Ch. 19), 414–416

Plurals (8.11, 8.13), 195, 196

Act, 45

Adjectives (*see also* Compounding):

    Capitalization (3.6–3.7), 28

    Modifier (7.7), 111

Nationalities (demonymns) (5.22, Ch. 17),  
95, 337–339

- Administration, 45
- Adverbs ending in -ly (6.20), 102
- Advice to Authors and Editors** (Chapter 1), 1–5
- Air Force, 46, 226–230
- Allmark (2.101–2.102, 2.110, 2.113), 22, 23
- American National Standards Institute (ANSI) (2.2, 9.61), 7–9, 239
- American Samoa (3.20, Ch. 4, 9.12–9.13, 9.47, Ch. 17), 33, 77, 223–224, 234, 334, 337, 339, 343, 354
- Ampersand (&):**
- Comma omitted before (8.60), 204
  - Firm names (9.25), 225–226
  - Index entries (15.27), 310
- Anglicized foreign words (3.15, 5.3–5.4), 30, 87–88
- ANSI (American National Standards Institute) (2.2, 9.61), 7–9, 239
- Apostrophes and possessives (8.3–8.18), 193–197
- Abbreviations (8.11–8.12), 195–196
  - Authentic form in names to be followed (8.6), 194
  - Coinced plurals (8.11), 195–196
  - Contractions (8.11), 195–196
  - Possessive (8.3–8.10), 193–195
  - Pronouns (8.8–8.9), 194–195
  - Spelled-out words (8.13), 196
- Appendix:**
- Abbreviation (9.38), 231
  - Footnote numbering (15.2), 303
  - Part of book (2.3n), 10
  - Plural form (5.10), 90–91
- Area:**
- Abbreviations (9.56–9.58), 236–237
  - Metric equivalents, 345–347
- Army, 47–48, 227–230
- Article:**
- Abbreviation (9.38–9.39), 231–232
  - Capitalization (3.12–3.13, 3.53), 29–30, 41
  - Caps and small caps (9.39), 232
- Assembly:**
- Legislative, 66
- United Nations (3.18), 31–32, 78
- Association** (9.25), 225–226
- Asterisk(s):**
- Ellipses (8.80–8.82), 208–209
  - Footnote reference (13.67–13.68, 15.13–15.14, 15.17), 294, 308, 309
- Astronomical:**
- Bodies, capitalization (3.31), 36
  - Time (12.9b), 275
- Astrophysical abbreviations** (9.59), 238
- Atomic numbers** (10.16), 264
- B**
- Backstrips, run down (2.19), 12
- Base lines and meridians, 352–353
- Basin, 49, 62
- B.C. (9.7, 9.61, 12.9c), 222, 238, 275
- Bible, etc. (3.35), 37
- Bibliography:**
- Footnote numbering (15.2), 307
  - Part of book (2.3m), 10
  - References (2.128, 8.33, 8.62, 8.75), 25–26, 201, 205–206
- Bill style (2.40), 15
- Blank pages, avoid more than two (1.15), 2
- Board on Geographic Names (5.20–5.21), 95
- Boldface:**
- Page numbers, contents (15.30), 311
  - Punctuation (8.150), 220
- Braces, equations (10.14), 264
- Brackets (8.19–8.22, 10.14), 197–198, 264
- Dates abbreviated in (9.45), 233
  - Emphasis added, etc. (8.19, 11.4), 197, 265
  - Equations (8.21, 10.14), 198, 264
  - Headnotes (13.87–13.88), 296
  - More than one paragraph (8.22), 198
  - Type (8.153), 220
- Bylines in parentheses (8.101), 211
- C**
- Calendar divisions:**
- Abbreviations (9.44–9.46, 13.5), 233, 285
  - Capitalization (3.24), 34, 50

- Called, so-called (8.132), 216
- Capacity:
- Abbreviations (9.56, 9.58), 236, 237
  - Metric equivalents, 345–346
- Capitalization Rules** (Chapter 3), 27–43
- Addresses, salutations, and signatures (3.59, 16.2), 42, 313
  - Articles, definite (3.12–3.13), 29, 30
  - Calendar divisions (3.24), 34
  - Common nouns and adjectives (3.6–3.11), 28–29
  - Continued (13.37), 290
  - Countries, domains (3.20–3.21), 32–33
  - Firm names (Ch. 4), 60–61
  - First words (3.44–3.49), 40–41
  - Heads, center and side (3.50–3.58), 41–42
  - Historic and documentary work (3.40), 39
  - Historic events (3.33), 36
  - Holidays, etc. (3.25), 34
  - Interjections (3.60), 43
  - Organized bodies (3.18–3.19), 31–32
  - Particles (3.14–3.17), 30
  - Proper names (3.3), 27
    - Derivatives (3.4–3.5), 27
  - Religious terms (3.35), 37
  - Scientific names (3.27–3.32), 35–36
  - Soil orders (3.30), 35
  - Time zones (Ch. 4), 77
- Titles:
- Persons (3.36–3.39), 37–38
  - Publications, etc. (3.40–3.43), 39
- Trade names and trademarks (3.26, Ch. 4), 35, 77
- Capitalization Examples** (Chapter 4), 45–80
- Capitals, foreign (Ch. 17), 327–336
- Capitals, U.S. (Ch. 17), 326, 354–374
- Capitol (Ch. 4), 51
- Caps and small caps:
- Abbreviation (1.22), 4–5, 239
  - Article, section (9.39), 232
- Capitalization, in heads (3.50–3.58), 41–42
- Congressional Record, (Ch. 19), 382–383
- Datelines, addresses, and signatures (9.37, 16.3), 231, 313
- Figure (2.71, 8.116), 18, 214
- Heads spaced with regular justification spaces (2.50), 16
- Names, surnames (3.51–3.52), 41
- Note (13.74), 294
- Quotation marks in (11.10), 271
- Use of in hearings (8.19), 197–198
- Vessel names (11.6–11.7), 269–270
- cede, -ceed, -sede (5.13), 93
- Celsius (9.53, 9.62), 236, 248
- Centerheads (*see Heads, center and side*).
- Chair (3.34), 36, 51
- Chairman (3.37), 38, 51
- Chapter:
- Abbreviation (9.38), 231
  - Alignment, in contents (15.28), 310
  - Capitalization (3.10), 29
- Chemical:
- Elements:
- Atomic numbers (10.16), 264–265
  - Compounding (6.43), 108
  - Numerals (6.43, 10.16), 108, 264–265
  - Symbols (10.16), 264–265
- Formulas (6.44, 11.12, 12.15), 108, 271, 279
- Symbols:
- Preparing copy (2.34–2.35), 14
  - Set in roman (10.16), 264–265
- Church (3.35), 37
- And state (Ch. 4), 50
- Ciphers:
- Leaderwork (14.7–14.8), 304
  - Numerals (12.9d), 275
  - Tabular work (13.29–13.36), 289–290
- Citations:
- Abbreviations (9.42–9.43, 9.45), 232–233
  - Biblical, etc. (8.32), 200
  - Italic (11.3, 11.8), 269, 270
  - Punctuation (8.100–8.101), 211
- Civil and military titles:

- Abbreviations (9.29–9.37), 226–231  
Capitalization (3.34–3.37), 36–38  
Plurals (5.8), 89–90  
Coast (3.22), 33  
Coast Guard (Chs. 4, 9), 45, 52, 226–230  
Code (3.38), 39  
Colon (3.44–3.45, 3.48, 8.23–8.37), 40, 198–201  
Affecting use of numerals (12.8), 274  
After salutations (8.30, 16.14), 200, 316  
Biblical citations (8.32), 200  
Bibliographic citations (8.33), 201  
Bulleted or enumerated list (8.28), 199–200  
Capitalization following (3.44–3.49, 8.24), 40, 198  
Ratio (8.36–8.37), 201  
Subentries (8.29, 14.15), 200, 305  
Combining forms (6.29–6.35), 104–106  
Comma (8.38–8.63), 201–205  
Chemical formulas (6.44), 108  
Compound sentences (8.47), 203  
Omitted (8.54–8.63), 204–205  
Semicolon, used with (8.148), 219  
Commandant (9.30), 230  
Commander in Chief (3.37), 37–38  
Compounding (6.40), 107  
Plural (5.8), 89  
Commission (3.18), 31–32  
Committee (Ch. 4), 53  
Company:  
Abbreviation (9.25–9.26), 225–226  
Ampersand with (9.25), 225–226  
List (Ch. 4), 54, 60  
Compass directionals:  
Abbreviations (9.50), 235  
Capitalization (3.23), 34  
Compound words (6.14), 100  
Land tract description (9.20–9.21), 225  
Punctuation (6.14, 8.61, 9.17, 9.20–9.21, 9.50–9.51), 100, 204, 224–225, 235  
**Compounding Examples** (Chapter 7), 111–192  
**Compounding Rules** (Chapter 6), 97–109  
Chemical terms (6.42–6.44), 108  
Civil and military titles (6.40–6.41), 105  
Fractions (6.38–6.39, 12.26–12.28), 107, 283  
General rules (6.4–6.7), 97–98  
Improvised compounds (6.46–6.52), 108–109  
Numerical compounds (6.36–6.39, 12.9o), 106–107, 278  
Prefixes, suffixes, and combining forms (6.29–6.35), 104–106  
Short prefixes (6.7), 98  
Scientific and technical terms (6.42–6.45), 108  
Solid compounds (6.8–6.14), 98–100  
Unit modifiers (6.15–6.28), 100–104  
Units of measurement (6.45), 108  
Congressional:  
Abbreviations (9.41–9.43, 13.11), 232–233, 286  
Capitalization (3.18), 31–32  
Ordinals (12.10–12.11), 278–279  
**Congressional Record** (Chapter 19), 377–423  
Addresses and signatures, 389–390  
Call of the House, 388  
Capitalization, 379–380  
Caps and small caps, 382–383  
Committee of the Whole House on the state of the Union, 404–405  
Conference report and statement, 406–407  
Credits, 390  
Extensions of Remarks, 392  
Extracts, 391–392  
Figures, 380  
Forms of titles, 388–389  
General rules, 377–378  
In gross or en gros, 382  
Italic, 380–381  
Miscellaneous, 381–382  
Parentheses and brackets, 384–385  
Poetry, 390–391  
Proceedings:

- House, 400–404  
Senate, 393–399
- Punctuation, 383
- Samples, 382–412
- Speech heads, 392
- Tabular matter and leaderwork, 380
- Text headings, 392
- Title 44, U.S.C., iv, 377
- Voting:  
House and Committee of the Whole, 385–387  
Pairs, 388  
Yea and nays, 387–388
- Congressional Record Index, 413–423
- Abbreviations and acronyms, 413–416
- Capitalization, 416–418
- Flush cap lines, 419
- General instructions, 413
- Punctuation, 418
- Roman and italic, 419
- Samples, 420–423
- Spacing, 416
- Congressional work:  
Back title, 436, 438  
Cover and title pages, 431–434, 437, 439–440  
Joint explanatory statement, 435  
Reports and hearings (2.39, Ch. 20), 15, 425–440
- Consonants:  
A, an, before (5.16–5.19), 94  
Doubled (5.14–5.15), 94  
Hyphen, to avoid tripling (6.7), 98
- Contents (15.20–15.30), 309–311  
Part of book (2.3i, 2.12), 10, 11  
Type (15.28–15.30), 310–311
- Contractions, apostrophe to indicate (8.11–8.12), 195–196
- Copy (*see also* Preparing copy):  
Blank pages, avoid more than two (1.15), 2  
Corrections marked (1.19–1.20), 2  
Covers to be indicated (1.13), 2  
Fold-ins, avoid use of (1.14), 2
- Folioing looseleaf or perforated work (1.12), 2
- Footnote references (1.7), 1
- Illustrations:  
Instructions (1.8), 1  
Position (1.8), 1  
Separate sheets (1.8), 1
- Legible (1.2), 1
- Numbering (1.3), 1
- Paper stock (1.16), 2–3
- Paragraph, begin with (1.4), 1
- Proofreader's marks (1.22), 4–5
- Proper names, signatures, etc., plainly marked (1.5), 1
- Reprint, in duplicate (1.3), 1
- Style sheets furnished (1.11), 2
- Trim size (1.11, 1.17), 2
- Typewritten, one side only (1.3), 1
- Cordon rule (Ch. 20), 426 fn.
- Corrections:  
Author's (1.19–1.20), 2  
Proofreading (2.79–2.80), 19
- Counties and geographic divisions, 354–374  
Common misspellings, 374–375
- Cover:  
Kind to be indicated (1.13, 2.5), 2, 11  
Report sample, 9
- Crown (3.37, Ch. 4), 37–38, 56
- Currency (*see also* Money), 339–344
- D**
- Dagger (13.67–13.68, 15.14), 294, 308
- Dash (8.64–8.79), 205–208  
Em dash (8.64–8.75), 205–206  
En dash (8.76–8.79), 207  
Figures, letters (8.76–8.77, 12.7), 207, 274  
Not to be used for *and* (8.79), 208  
Not to be used for *to* (8.78, 13.110), 208, 299  
Proportion (8.36), 201
- Date columns (*see* Tabular work).

- Datelines, Addresses, and Signatures**  
(Chapter 16), 313–324
- Dates:**
- Abbreviations (9.44–9.46, 13.5), 233, 285
  - A.D., B.C. (8.56, 12.9c), 204, 275
  - Commas with (8.53, 8.56, 12.9c), 203, 204, 275
  - En dash (8.77–8.79, 12.9c), 207–208, 275
  - Ordinals in (12.11), 278
  - Roman numerals (12.29), 284
  - Tabular work (13.5), 285
- Days:**
- Abbreviations (9.46), 233
  - Holidays, etc. (3.25), 34
- Decimal inches, converted to** (Chapter 17), 347
- Decimals:**
- Alignment (2.28, 13.31), 13, 289
  - Ciphers with (13.29–13.33), 289
  - Comma omitted (8.58), 204
  - Used with numerals (12.9d), 275
- Decorations, medals, etc.** (Chapter 4), 56
- Decree:**
- Executive (Chapter 4), 60
  - Royal (3.40), 39, 57
- Degree mark:**
- Repeated (10.6), 263
  - Spacing (12.9f), 276
  - With figures (9.50–9.51, 9.53, 10.6, 12.9f), 235–236, 263, 270
- Degrees (scholastic, etc.):**
- Abbreviations (9.32, 9.33, 9.35–9.36), 230, 231
  - Capitalization (9.36), 231
  - Closed up (9.7), 222
  - Sequence of (9.35), 231
- Deity, words denoting** (3.35, Ch. 4), 37, 55
- Demonyms (nationalities, American)**  
(5.22–5.24, Ch. 17), 96–97, 337–339
- Derivatives:**
- Compounds (6.6), 98
  - Proper names (3.4–3.5, Ch. 4), 27, 57
  - Scientific names (3.27–3.29), 35
- Devil, etc.** (3.35), 37
- Diacritical and writing marks** (5.3–5.4, 5.25), 87–88, 96
- Dimensions** (12.9j), 276–277
- Diseases and related terms** (3.32, Ch. 4), 36, 58
- Do. (ditto):**
- Leaderwork (14.4, 14.6), 303–304
  - Tabular work (13.41–13.50), 290–291
- Dollar:**
- Abbreviation (9.60, 10.6), 238, 263
  - Leaderwork (14.7–14.8), 304
  - Tabular work (13.51–13.56), 292
- Dr. (9.29, 9.33), 226, 230**
- Not used with other titles (9.33), 230
- E**
- Earth** (3.31), 36
- Editorial marks (illustration)** (1.22), 4–5
- Editors and authors, suggestions** (1.1–1.21), 1–3
- E.g. (9.7, 9.63), 222, 253**
- Ellipses** (8.80–8.86), 208–209
- Email, email** (Ch. 4, 11.16), 59, 272
- Emphasis, italic not used** (11.2), 269
- Emphasis added, etc.** (11.4), 269
- Equations** (10.8–10.15), 264
- Esq., abbreviation** (8.43, 9.32–9.33, 9.37, 16.3, 16.12, 16.19), 200, 230, 231, 313, 316, 317
- Et al. (9.63), 253**
- Et cetera, etc.** (2.29, 9.63), 13, 253
- Et seq. (9.63, 11.3), 252, 269**
- Even space after sentences** (2.49), 16
- Ex-** (6.34), 105
- Exclamation point** (8.87–8.89), 209–210
- Extracts:**
- Footnotes (15.8), 307–308
  - Quotation marks omitted (2.23), 12
- F**
- Fahrenheit** (9.53, Ch. 17), 235–236, 345
- False title** (2.3a), 10
- Federated States of Micronesia** (9.12, 9.13, Ch. 17, Ch. 18), 223–224, 332, 338, 342, 356

- FIC & punc. (2.29, 2.39, 2.41), 13, 15  
Figure (2.70, 3.10), 18, 29  
    Not abbreviated (9.40), 232  
    Period not used at end (8.116), 214  
Figures (*see* Numerals).  
Firm names (*see also* Company) (Ch. 4), 60  
First words capitalized (3.44–3.49), 40–41  
Flush heads (*see* Heads, center and side).  
Fol. lit. (2.39, 12.1), 15, 273  
Fold-ins, oversize, avoided (1.14), 2  
**Footnotes, Indexes, Contents, and Outlines** (Chapter 15), 307–312  
    Footnotes and reference marks (15.1–15.19), 307–309  
        Comma not used (8.54, 15.19), 204, 309  
        Follows punctuation (15.18), 309  
        Footnote added (2.95), 21  
        Footnote eliminated (2.94g), 21  
        Run across (1.7, 13.71), 1, 294  
        Sequence (15.14), 308  
        Superior figures (13.67, 15.12), 294, 308  
        Thin space (15.12), 308  
    Indexes and tables of contents (15.20–15.30), 309–311  
    Leaderwork (14.11–14.13), 305  
    Outlines (15.31), 311–312  
    Tabular work (13.65–13.84), 293–295  
    Text (15.1–15.19), 307–309  
Foreign:  
    Countries:  
        Abbreviations (9.11), 223  
        Capital cities (Ch. 17), 327–336  
        Currency (Ch. 17), 339–344  
        Heads of state (Ch. 17), 327–336  
        Money, abbreviations (9.60), 238  
        Nationalities (demonyms) (Ch. 17), 337–339  
    Rivers (Ch. 18), 353  
Words:  
    Accents (5.3–5.4), 87–88  
    Compounding (6.24), 103  
    Italic (11.2), 269  
Foreword (2.3f), 10  
Fort (Ch. 4), 62  
    Not abbreviated (9.19), 225  
    State name with (9.12), 223  
Fractions (12.26–12.28), 283  
    Comma omitted (8.58, 12.9e, 12.27), 204, 276, 283  
    Hyphen in (6.38–6.39, 12.27), 107, 283  
    Land descriptions (9.20–9.22), 225  
    Spelled out (6.38, 12.26), 107, 283  
    Tabular work (13.85–13.86), 295–296  
        Alignment (13.63), 293  
Franking privilege (2.127), 25  
Frontispiece (2.3b), 10  
-ful, words ending in (5.9, 6.30), 90, 105  
**G**  
**General Instructions** (Chapter 2), 7–26  
**Geologic Terms and Geographic Divisions** (Chapter 18), 349–375  
    Geographic divisions, 352  
    Geographic terms (Ch. 4), 62  
    Geologic terms, 349  
Gospel, etc. (3.35, Ch. 4), 37, 63  
Government(s) (3.9, 3.21, Ch. 4), 28, 32–33, 60  
    Departments, capitalization (3.18), 31–32  
    Foreign (Ch. 17), 327–336  
Governor (3.36), 37  
GPO's Digital Information Initiatives, ix  
Gravity terms (9.53), 235–236  
Guam (3.20, 4, 9.13–9.14, Ch. 17), 33, 77, 223–224, 337, 341, 358  
**H**  
Halftitle:  
    Imprint (2.115), 23  
    Part of book (2.3j), 10  
H-bomb, H-hour (Ch. 4, 6.51), 64, 109  
Heads, center and side:  
    Capitalization (2.31, 3.50–3.58), 14, 41–42  
    Tabular work (13.25–13.27), 288  
Heads of state, foreign (Ch. 17), 327–336  
Hearings (*see* Reports and Hearings).

- Holidays, etc. (3.25), 34  
 Holy Scriptures, etc. (3.35, Ch. 4), 37, 62  
 Honorable, etc. (9.31), 230  
 House (Ch. 4), 64–65  
 Hyphen (*see also* Compounding Rules):  
     Chemical formulas (6.43–6.44), 108  
     Civil and military titles (5.8, 6.40), 89–90, 107  
     Compass directionals (6.14), 100  
     Division at end of line (8.91), 210  
     Fractions (6.38–6.39, 12.26–12.28), 105, 283  
     Numerical compounds (6.36–6.39, 12.90), 106–107, 278  
     Prefixes, suffixes, and combining forms (6.7, 6.29–6.35, 7.9–7.10), 98, 104–106, 112  
     Scientific terms (6.42–6.44), 108  
     State abbreviations (8.76, 9.12), 207, 223  
     Unit modifiers (6.15–6.28), 100–104  
         Not used when meaning is clear (6.16), 101
- I**
- Ibid, id. (9.63, 11.3), 253, 269  
 -ible, words ending in (5.11, 6.30), 91–93, 105  
 i.e. (9.7, 9.63), 222, 253  
 Illustrations:  
     Makeup (2.3i, 2.12, 2.18), 10, 11, 12  
     Separate sheets (1.8), 1  
 Imprints (2.111–2.122), 23–24  
     Signature marks (2.99–2.110), 22–23  
 Improvised compounds (6.46–6.52), 108–109  
 Inches, picas converted to (Ch. 17), 347  
 Indents (*see also* Overruns) (2.59–2.65), 17–18  
     Datelines, addresses, and signatures (16.5–16.28), 313–324  
     Do. (13.41–13.50), 290–291  
     Extracts (2.23), 12  
     Footnote tables (13.83), 295  
     Hanging (2.62–2.63), 17  
     Heads (2.64–2.65), 18
- Paragraphs (2.59–2.60), 17  
 Index (15.20–15.30), 309–311  
 Entries (15.27), 310  
 Part of book (2.3o), 10  
 Plural form (5.10), 90–91  
 Roman numerals (15.22), 309  
 See, *see also* (11.11, 15.20), 271, 309  
 Inferior figures and letters:  
     Chemical elements (6.43), 108  
     Chemical formulas (10.16, 11.12, 12.15), 264, 271, 279  
     Equations (10.8), 264  
     Italic (10.8, 11.12), 264, 271  
     Precede superiors (10.15), 264  
     Preparing (2.34), 14  
 Information technology acronyms (9.64), 256–261  
 Infra:  
     Italic (11.3), 269  
     Not abbreviated (9.49), 235  
 Integral sign (10.14), 264  
 Interjections:  
     Capitalization (3.60), 43  
     Exclamation point (8.87–8.89), 209–210  
 Internet, internet (Ch. 4), 65  
 Introduction (2.3f), 10  
     -ise, -ize, -yze (5.12), 93  
**Italic** (Chapter 11), 269–272  
     Aircraft (11.6), 269–270  
     Ante, post (11.3), 269  
     Continued from (11.11), 271  
     Credit line (8.66), 205  
     Datelines, addresses, and signatures (16.5–16.26), 313–323  
     Emphasis (11.2), 269  
     Equations (10.7–10.8, 11.12–11.13), 264, 271–272  
     Fol. lit., etc. (2.39), 15  
     Foreign words, etc. (11.2–11.3), 269  
     Inferior letters (10.8, 11.12), 264, 271  
     Infra, supra (11.3), 269  
     Italic supplied, etc. (11.4), 269  
     Legal cases (11.8), 270  
     Legends (2.72, 11.14), 18, 272

- n*th degree (11.12), 267  
Not used for (11.2), 269  
Paragraphs and sections, indicating (11.15), 272  
Provided, Resolved, etc. (3.49, 11.11), 40–41, 271  
To be followed (11.5), 269  
Publications, titles of (11.2), 269  
Salutations (8.30, 16.14), 200, 316  
Scientific names (11.9–11.10), 271  
See, see also (11.11, 15.20), 271, 305  
Symbols (2.73, 11.12–11.14), 18, 271–272  
Tabular work (13.94–13.95), 297  
Units of quantity (13.122, 14.14), 302, 305  
v. (11.8), 270  
Vessels (11.6–11.7, 13.94), 269–270, 297  
*x* dollars (11.12), 271  
-ize, -ise, -yze (5.12), 93
- J**
- Journals (2.2), 8  
Jr., Sr.:  
Abbreviation (9.32, 9.34), 230  
Index entries (15.27), 310  
Punctuation (8.43, 9.34), 202, 230  
Type (9.37, 16.3), 231, 313
- K**
- King (3.36), 37  
Known as (8.132), 216
- L**
- Land area abbreviations (9.56), 236–237  
Land descriptions (9.20–9.22, 12.9f), 225, 276  
Latin abbreviations (9.63, 11.3), 252–256, 269  
Latitude, longitude:  
Abbreviated (9.51, 13.9), 235, 285  
Division at end of line (9.52), 235  
Spaces omitted (9.51, 12.9f), 235, 276  
Law (3.40), 39  
Leaders:
- Abbreviation before (8.127, 13.13), 216, 286  
Leaderwork (14.1), 303  
Tabular work (13.96–13.100), 297–298  
**Leaderwork** (Chapter 14) (*see also* Tabular Work), 303–306  
Bearoff (14.2), 303  
Clears (14.9), 304  
Columns (14.3–14.4), 303–304  
Continued heads (14.5), 304  
Definition (14.1), 303  
Do. (14.6), 304  
Dollar mark and ciphers (14.7–14.8), 304  
Double up (14.19), 306  
Examples (14.15–14.20), 305–306  
Flush items and subheads (14.9–14.10), 304  
Footnotes (14.11–14.13), 305  
Units of quantity (14.14–14.20), 305–306  
Leading and spacing (2.47–2.58), 16–17  
Leading:  
Datelines, addresses, and signatures (16.4), 313  
Extracts (2.53–2.56), 16–17  
Footnotes (2.57), 17  
Legends (2.57), 17  
Line of stars (8.83), 209  
Page, section, etc., over figure columns (15.21), 305  
Tabular work, boxheads (13.18–13.21), 286  
Tabular work, centerheads (13.25, 13.28), 288  
Tabular work, footnotes (13.65–13.84), 293–295  
Spacing:  
Abbreviations with points (9.6), 221  
Ampersand (9.7), 222  
Article, section (9.39), 232  
Citations (8.32), 200  
Clock time (8.31, 12.9b), 200, 275  
Colon (8.23–8.37), 198–201  
Datelines, addresses, and signatures (16.4), 313

- Degrees, academic (9.7, 9.32–9.33, 9.35–9.37), 222, 230, 231
- Ellipses (8.80–8.86), 208–209
- Footnote references (8.54, 15.12, 15.19), 204, 308–309
- Footnote symbols (13.68, 15.12–15.13), 294, 304
- Heads, center, side (2.50), 16
- Initials, personal name (9.7), 222
- Letters or figures in parentheses (2.39, 8.98), 15, 211
- Mathematical signs (10.3), 263
- Names, space after in small cap heads (3.14–3.17, 3.51–3.52), 30–31, 41
- Particles (3.52), 41
- Question mark (8.128–8.130), 216
- Quotation marks (8.131–8.147), 216–219
- Section mark (10.6), 263
- Stars (8.83), 209
- Symbols with figures (10.6), 263
- Legal cases:
- Capitalization (3.12), 29
  - Italic (11.8), 270
- Legends (2.66–2.72), 18
- Italic symbols (2.72, 11.14), 18, 272
  - Leading (2.57), 17
  - Makeup (2.67, 2.71, 2.94f), 18, 21
  - Punctuation (2.69, 8.116), 18, 214
  - Type (2.68), 18
- Legislative bodies, foreign (Ch. 17), 327–336
- Letter of transmittal (2.3e), 10
- Looseleaf work, “blue” folios marked (1.12), 2
- ly, words ending in (6.20), 102
- M**
- M., Mlle., etc. (9.29), 226
- Magnification symbol (10.3), 263
- Magnitudes (9.59), 238
- Makeup (2.3–2.19), 10–12
- Backstrips, run down (2.19), 12
  - Facing pages (2.7), 11
  - Fold-ins to be avoided (1.14), 2
- Footnotes:
- Leaderwork (14.11–14.13), 305
  - Tabular references repeated (2.13, 13.69), 11, 294
  - Tabular sample (14.15), 301
  - Tabular work (2.96), 21
  - Text (15.9–15.11), 308
- Illustrations (2.66–2.72), 18
- Parts of book (2.3), 10
- Roman numerals (2.4), 11
- Running heads and folios (2.9–2.10), 11
- Signature marks, imprints, etc. (2.99–2.126), 22–25
- Signatures, jobs over 4 pages (1.15), 2
- Sink (2.8), 11
- Title pages (2.5), 11
- Widow lines (2.6), 11
- Marine Corps (3.18, Ch. 4, Ch. 9), 31, 67, 226–230
- Market grades (3.26), 35
- Marshall Islands (9.12, 9.13, Ch. 17), 223–224, 332, 338, 342, 361
- Mathematical equations (10.8–10.15), 264
- Signs (10.2, 10.3, 10.18), 263, 266
- Measurement:
- Abbreviations (9.56–9.58), 236–238
  - Conversion table (Ch. 17), 347
  - Metric equivalents (Ch. 17), 345–347
  - Numerals (12.9j), 276–277
  - Symbols (9.62), 248–252
- Medals (*see* Decorations).
- Meridians and base lines (Ch. 18), 352–353
- Messrs. (9.29), 226
- Meteorology signs/symbols (10.18), 266–268
- Metric:
- Abbreviations (9.56–9.57), 236–237
  - Equivalents (Ch. 17), 345–346
- Military:
- Dates (8.56, 12.9c), 204, 275
  - Installations, State name with (9.12), 223
  - Time (12.9b, 12.14), 275, 279
- Titles:
- Abbreviations (Ch. 9), 226–230

- Capitalization (3.36), 37  
Enlisted rank, 228–230  
Officer rank, 226–228  
Units, ordinals used (12.10), 278  
Millimeters, converted to (Ch. 17), 341  
Million, etc.:  
    Roman numerals (12.29), 284  
    Use of figures with (12.24), 282–283  
Minute:  
    Abbreviation (9.58), 238  
    Latitude, longitude (9.51–9.52, 12.9f), 235, 276  
    Time (12.9b, 12.9n), 275, 277  
        Astronomical (9.59, 12.9b), 238, 275  
Money:  
    Abbreviations and symbols (9.60, 12.9k, Ch. 17), 238, 277, 339–344  
    Decimals (12.9k), 277  
    Fractions (12.26–12.28), 283  
Months:  
    Abbreviations (9.44–9.45, 13.5), 233, 285  
        mo (9.58), 238  
    Punctuation (8.53, 8.77–8.79, 12.9c), 203, 207, 275  
Moon (3.31), 36  
    Signs (10.18), 266–268  
Mount, not abbreviated (9.19), 225  
Mr., Mrs.:  
    Abbreviation, when used (9.29), 226  
    Type (9.37, 16.3), 231, 313  
    With other abbreviations (9.33), 230  
Mr. Chairman, etc. (3.37), 38
- N**
- Names (*see Personal names, Natives*).  
Nation, etc. (3.20–3.21), 32–33  
Nationalities (*see Demonyms*).  
Natives:  
    Foreign countries (Ch. 17), 337–339  
    States, U.S. (5.23–5.24), 95–96  
Nature (3.34), 36  
Navy, Naval, etc. (3.18, Ch. 4, Ch. 9), 31, 68–69, 226–230  
Near East (3.22), 33
- Newspapers:  
    Capitalization (3.40), 39  
    Datelines (16.8), 315  
    Italic not used (11.2), 269  
No., Nos. (9.38), 231  
    Not abbreviated (13.22), 287  
Northern Mariana Islands (9.12–9.13, Ch. 17), 223–224, 342, 367  
Note (1.22, 8.111, 13.53, 13.74), 5, 213, 292, 294  
Nouns:  
    Capitalization (3.6–3.11, 3.50), 28–29, 41  
    Compounding (6.8–6.11), 98–99  
    Nationalities, foreign (Ch. 17), 337–339  
    Plural forms (5.5–5.10), 88–91  
    States, natives of (5.23), 95  
nth degree (11.12), 271  
Number:  
    Abbreviation (*see No.*)  
    Chemical elements (10.16), 264–265  
    Mark (#) (10.6, 10.18, 15.15), 263, 266–268, 308  
**Numerals** (Chapter 12), 273–284  
    Age (12.9a), 274  
    Beginning a sentence (12.16), 280  
        Related numerals (12.25), 283  
    Chemical elements (6.43, 10.16), 108, 264–265  
    Chemical formulas (6.44, 12.15), 108, 279  
    Clock time (9.54, 12.9b), 236, 275  
    Colon affecting use (12.8), 274  
    Compound (6.36–6.39), 106–107  
    Dates (*see Dates*).  
        Decimals (12.9d), 275  
        Degrees (12.9f), 276  
        Equations (10.8–10.15), 264  
        Expressed in figures (12.4–12.13), 273–279  
        Formal writing (12.19), 281  
        Fractions (*see Fractions*).  
        Game scores (12.9g), 276  
        Hearings, etc. (12.17), 280  
        Indefinite expressions (12.22), 281–282  
        Land descriptions (9.21), 225

Large numbers (12.20, 12.24), 281–283  
 Market quotations (12.9h), 276  
 Mathematical expressions (12.9i), 276  
 Measurement and time (12.9a–12.9o), 274–278  
     In relation to other figures (12.6), 274  
 Money (9.60, 12.9k), 238, 277  
 Ordinals (*see* Ordinals).  
 Percentage (12.9l), 277  
 Proportion or ratio (12.9m), 277  
 Punctuation (8.52, 8.113–8.114, 12.14), 203, 214, 279  
 Roman (*see* Roman numerals).  
 Serial (12.7), 274  
 Single:  
     10 or more (12.4), 273  
     Under 10 (12.23), 282  
     Unit of measurement, etc. (12.6), 274  
 Spelled out (12.16–12.25), 276, 280–283  
 Tabular work (13.101), 298  
 Time (12.9n), 277  
 Unit modifiers (6.23, 6.36–6.37, 6.39, 12.9o), 103, 106, 107, 278  
 Vitamins (12.9p), 278  
 With abbreviations (9.5, 13.4), 221, 285

**O**

O, Oh:  
     Capitalization (3.60), 43  
     Exclamation point (8.88–8.89), 209–210  
 -o, words ending in (5.5), 88  
 Occident, etc. (3.22–3.23), 33–34  
 O’clock (9.55, 12.9b), 236, 275  
 Office (3.18), 31–32, 69  
 Op. cit. (11.3), 222, 245, 254, 269  
 Order (3.40), 39  
 Ordered (3.49, 11.11), 41, 271  
 Ordinals (12.10–12.13, 13.101), 278–279, 298  
     Beginning with 10th (12.13), 279  
     In relation to other ordinals or numerals (12.11), 278–279  
     Leaderwork (12.13), 279  
     Military units (12.10), 278  
     Street address (12.13, 13.6), 279, 285

Tabular work (12.13, 13.102), 279, 298  
 Outlines:  
     Indents (15.31), 311–312  
     Numbering sequence (15.31), 311–312  
 Overruns (*see also* Indents):  
     Center, side heads (2.64–2.65), 18  
     Datelines, addresses, and signatures (16.5, 16.26), 313–314, 320–324  
     Hanging indents (2.61–2.62), 17  
     Indexes (15.23–15.25), 309–310  
     Leaderwork (14.4), 303–304  
     Paragraphs (2.59–2.65), 17–18  
     Tabular work (13.89–13.93), 296–297  
         Total, mean, and average lines (13.91–13.93), 296–297

**P**

Pact (3.40), 39  
 Page (3.10), 29  
     Abbreviation (9.38), 231  
     Numbers (2.4, 15.22, 15.30), 11, 309, 311  
 Palau (9.12–9.13, Ch. 17, Ch. 18), 223–224, 333, 338, 342, 368  
 Paper stock (1.16), 2–3  
 Paragraph (3.8), 29  
     Abbreviation (9.38), 231  
     Mark (¶) (10.6), 263  
 Paragraphs:  
     Brackets, more than one paragraph (8.22), 198  
     Indents (2.60–2.61), 17–18  
         Overruns (2.61–2.62), 17  
         Italic letters indicating (11.15), 272  
         Numbering sequence (8.112), 213–214  
 Parentheses (8.95–8.106), 210–212  
     Abbreviations in (9.2), 221  
         Citations or references (9.45), 233  
         Congressional (9.41–9.43), 232–233  
         Latitude, longitude (9.51), 235  
         Parts of publications (9.38), 231  
         Steamships, railroads (9.27), 226  
     Alignment in tables (13.59, 13.63), 293  
     Byline (8.105), 212  
     Chemical formulas (6.44), 108

- Clauses (8.96), 210  
Closed up (2.41, 8.98, 8.102), 15, 211  
Column numbers or letters (13.23), 287  
Enclose letters or figures (8.98), 211  
Equations (10.14), 264  
Explanatory word (8.97), 211  
More than one paragraph (8.106), 212  
Not part of main statement (8.95), 210  
Paragraph sequence (8.112), 213–214  
Type (8.153), 220  
Verifying numbers (8.99, 12.18), 211, 280  
With punctuation (8.100–8.102), 211–212
- Part (3.9), 29  
Abbreviation (9.38), 231
- Particles (3.14–3.17), 30–31
- Parts of books:  
Abbreviations (9.38–9.40), 231–232  
Capitalization (3.9, 3.40–341), 29, 39  
Makeup (2.3), 10  
Quotation marks (8.133), 217
- Percent (5.2), 83  
Mark (10.18, 15.15), 267, 304  
Use of figures (12.9l), 277
- Period (8.107–8.127), 212–216  
Abbreviations (8.115, 9.6–9.7), 214, 221–222  
After article, section, etc. (8.117), 214  
Boxheads (8.119), 215  
Decimals (8.113, 12.9d, 13.29–13.32), 214, 275, 285  
Declarative sentence (8.107), 212  
Ellipses (8.80–8.86), 208–209  
Explanatory matter within parentheses (8.126), 215  
Indirect question (8.108), 212  
In lieu of parentheses (8.109), 213  
Inside-outside quotation marks (8.138–8.139), 218  
Legends (2.70, 8.116), 18, 214  
Letters used as names (8.121), 215  
Metric abbreviations (9.56–9.57), 236–237  
Middle initial not abbreviation (8.122), 214
- Multiplication (8.118), 214  
Omitted (8.119–8.127, 9.3, 13.13, 15.23), 215–216, 221, 286, 309–310  
Overruns, in indexes (15.23), 309–310  
Roman numerals (8.124), 215  
Run-in sideheads (8.111), 213  
Short name not abbreviation (8.123, 9.23), 215, 225  
Symbols (8.119), 215  
To indicate thousands (8.114), 214  
Words and incomplete statements (8.125), 215
- Periodicals, titles of:  
Capitalization (3.40–3.41, 3.43), 39  
Italic not used (11.2), 269  
Makeup (2.2–2.3), 7–10
- Personal names:  
Abbreviations followed (8.123, 9.23–9.24), 215, 225  
Initials set without space (8.43, 9.7, 9.34), 202, 222, 230  
Particles (3.14–3.17), 30–31  
Variations (8.123, 9.23–9.24), 215, 225
- Personification (3.34), 36
- Physics, signs and symbols (10.18), 266–268
- Physiographic regions (Ch. 18), 350–351
- Pica conversion table (Ch. 17), 347
- Pickup matter (2.32), 14  
Correcting (2.44), 16
- Place:  
Abbreviation (9.16, 13.6), 224, 285  
Ordinals (12.13, 13.6), 279, 285
- Planets (3.31), 36
- Plate (3.10), 29  
Abbreviation (9.38), 231  
Numbers aligned (15.28), 310
- Plurals:  
Apostrophe (8.7, 8.11), 194, 195–196  
Coined (8.11), 195–196  
Common noun as part of proper name (3.9), 29  
Compound words (5.6–5.8), 87–88  
Irregular (5.10), 90–91  
Latin names (3.29), 35

- Letters and figures (8.11), 195–196  
 Nouns ending in -ful (5.9), 90  
 Nouns ending in -o (5.5), 88  
 Word plurals (8.13), 196
- Poetry:  
 Capitalization of titles (3.40), 39  
 Congressional Record (Ch. 19), 390–391  
 Credit line (8.70), 206  
 Quotation marks (3.40, 8.133), 39, 217
- Point, not abbreviated (9.19), 225  
 Points, converted to (Ch. 17), 347  
 Political parties (3.18, Ch. 4), 31–32, 68  
 Adherents (3.19, Ch. 4), 32, 68
- Port, not abbreviated (9.19), 225  
 Possessions, U.S. (9.12–9.14, Ch. 18),  
     223–224, 354–374
- Possessives and apostrophes (*see*  
     Apostrophes and possessives).  
 Post (11.3), 269  
 Post Office (Ch. 4), 71  
     Box, as part of address (Ch. 4), 71  
     Directory of Post Offices (5.20), 95  
     ZIP Code numbers (8.55, 16.1), 204, 313
- Pound mark (*see* Money, Number).  
 Preface (2.3g, 2.12), 10, 11  
 Prefixes (6.7, 6.29–6.35), 98, 104–106  
     Metric (9.56), 236–237
- Preliminary pages (2.3–2.4), 10–11  
     Roman numerals for (2.4), 11
- Preparing copy:  
     Abbreviations spelled out (2.42), 15  
     Bills (2.40), 15  
     Capitalization (2.26, 2.36), 13, 14  
     Copy kept clean (2.45), 16  
     Cut-in notes (2.33), 14  
     Datelines, addresses, and signatures  
         (2.27), 13  
         Addresses (16.9–16.16), 315–317  
         Datelines (16.5–16.8), 313–315  
         Signatures (16.17–16.28), 317–324  
     Decimals (2.28), 13  
     Et cetera, etc. (2.29), 13  
     Extracts (2.23), 12
- FIC & punc., Fol. lit. (2.39–2.41), 15  
 Figures (2.25, 2.39), 13, 15  
 Folioing and stamping (2.30), 14  
 Footnotes and reference marks:  
     Tabular work (13.65–13.84), 293–295  
     Text (15.1–15.19), 307–309
- Heads (2.31, 3.50–3.58), 14, 41–42  
 Instructions to be followed (2.41, 11.5),  
     15, 269
- Italic (2.27, 2.39, Ch. 11), 13, 15, 269–272  
 Pickup (2.32), 14  
 Plurals (2.37, 8.13), 15, 196  
 Punctuation followed (2.39–2.41), 15  
 Sidenotes (2.33), 14  
 Signs, symbols, etc. (2.34–2.35), 14  
 Type to indicate shape (2.36–2.38), 14–15
- Prepositions (3.53), 41–42  
     In compound nouns (6.47), 107  
 Presidents and Vice Presidents, U.S.,  
     325–326
- Pronouns:  
     Compounding (6.12–6.13), 100  
     Possessive (8.8–8.9), 194–195
- Proofreader's marks (1.22), 4–5  
 Proofreading (2.73–2.85), 18–19  
 Proofs:  
     Clean (2.45, 2.94a), 16, 20  
     Marking (1.18–1.20), 2
- Proportion (8.36, 12.9m), 201, 277  
 Provided, etc.:  
     Capitalization following (3.49), 40–41  
     Italic (3.49, 11.11), 40–41, 271
- Province (3.20), 32–33  
     Not abbreviated (9.15), 224
- Public Law, etc. (3.40), 39  
     Not abbreviated (9.41, 9.43), 232, 233
- Publications (*see* Periodicals):  
     GPO (1.21), 3  
 Puerto Rico (9.12–9.13), 223–224, 369
- Punctuation** (Chapter 8), 193–220  
     Abbreviations:  
         Omitted (8.127, 9.3, 13.13), 216, 221,  
         286

- When used (8.43, 9.6), 202, 221
- Apostrophe (8.3–8.18), 193–197
- Brackets (8.19–8.22), 197–198
- Colon (8.23–8.37), 198–201
- Comma (8.38–8.63), 201–205
- Before and after abbreviations (8.43), 202
  - Omitted (8.54–8.63), 204–205
  - Used (8.38–8.53), 201–203
- Dash (3-em) (8.75), 206
- Dash (em) (8.64–8.74), 205–206
- Not used (8.73–8.74), 206
  - Used (8.64–8.72), 205–206
- Dash (en) (8.76–8.79), 207–208
- Not used (8.78–8.79), 208
  - Used (8.76–8.77), 207
- Ellipses (8.80–8.86), 208–209
- Exclamation point (8.87–8.89), 209–210
- Function (8.1, 8.2), 193
- Hyphen (8.90–8.94), 210
- Compounding (Ch. 6), 97–109
- Legends (2.69, 8.116), 18, 214
- Numerals (12.14), 279
- Parentheses (8.95–8.106), 210–212
- Period (8.107–8.127), 212–216
- Omitted (8.119–8.127), 215–216
  - Used (8.107–8.118), 212–214
- Question mark (8.128–8.130), 216
- Quotation marks (8.131–8.147), 216–219
- Not used (8.142–8.147), 218–219
  - Used (8.131–8.141), 216–218
- Semicolon (8.148–8.151), 219–220
- Sentence (2.49), 16
- Single (8.128, 8.152), 216, 220
- Q**
- Quantity (*see* Units of quantity).
- Quart (9.58), 237–238
- Metric equivalent (Ch. 17), 345, 347
- Quasi-, ex-, self- (6.34), 105
- Queen (3.36–3.37), 37–38
- Queries:
- Department must answer (1.20), 2
- Not to be set (2.46), 16
- Proofreading (2.74–2.76), 19
- Question mark (8.128–8.130), 216
- Closed up (8.130), 216
  - Direct query (8.45, 8.128), 202, 216
  - Doubt (8.129–8.130), 216
  - With quotation marks (8.138, 8.141), 218
- Quotation marks (8.131–8.147), 216–219
- Addresses, books, etc. (8.133), 217
  - Called, so-called, etc. (8.132), 216–217
  - Direct quotations (8.131), 216
  - Display initial with (8.147), 219
  - Double, single, double (8.141), 218
  - Entitled, marked, etc. (8.132), 216–217
  - Extracts, omitted (2.23, 8.145), 12, 219
  - Indirect quotations (8.146), 219
  - Letters within a letter (8.135), 217
    - Complete letter (8.144), 219
  - Misnomers, slang, etc. (8.136), 217–218
  - More than one paragraph (8.134), 217
  - Precede footnote references (8.140), 218
  - Punctuation with (8.51, 8.138–8.139), 203, 218
  - Scientific names (11.10), 267
  - Spacing (8.137, 8.141), 218
  - Tabular work (13.123), 298
  - Thin space (8.137), 218
  - Vessels (11.7, 11.8), 270
- Quotations:
- Capitalization (3.44, 3.46), 40
  - Comma before (8.39), 201
  - Ellipses (8.80–8.86), 208–209
- R**
- Railroads, abbreviated (9.27, 13.8), 226, 285
- Ramseyer rule (Ch. 20), 426 fn.
- Reference marks (*see* Footnotes and references).
- Reference materials, GPO (1.21), 3
- Region (3.10), 29
- Ordinals (12.10), 278
- Regular, etc. (3.18, Ch. 4), 31, 48, 59, 69–79
- Related numbers:

- Group (12.5, 12.25), 273–274, 283  
 Ordinals (12.10–12.13), 278–279  
 Religious terms (3.35, Ch. 4), 37, 72  
 Report (3.40–3.41, Ch. 4), 39, 72  
   With quotation marks (3.41, 8.133), 39, 217  
**Reports and Hearings** (Chapter 20), 425–440  
   Samples, 427–440  
 Representative (3.18), 32  
   Not abbreviated (9.30), 230  
 Reprint:  
   “All roman (no italic)” exceptions (11.5), 269  
   Dates (2.123–2.124), 25  
   Pickup (2.32), 14  
   Signature marks (2.124), 25  
 Republic (3.20), 32–33  
 Reservation (3.5), 27–28  
   State name with (9.12), 223  
 Resolution (3.40), 39  
   Abbreviation (9.42, 13.11), 232, 286  
 Resolved, etc. (3.49), 40  
   Italic (3.49, 11.11), 40–41, 271  
 Reverend, etc. (9.31), 230  
 Revising (2.86–2.98), 20–22  
   Galley (2.86–2.89), 20  
   Page (2.90–2.96), 20–21  
   Press (2.97–2.98), 21–22  
 Rivers (Ch. 18), 353  
 Road:  
   Abbreviation (9.16, 13.6), 224, 285  
   Ordinals (12.13, 13.6), 279, 285  
 Roman numerals:  
   Army corps (12.10), 274  
 Figure columns:  
   Indexes and contents (15.22), 309  
   Tabular work (13.62), 293  
 List (12.29), 284  
 Not preferred (12.3), 273  
 Period:  
   Aligned in contents (15.28), 310  
   Not used after (8.124), 215  
   Preliminary pages (2.4), 11  
   Royal titles (3.36–3.37, 3.39), 37–38  
   Rules in tables (13.3), 285  
   Running heads:  
    Copy for, supplied (1.19), 2  
    Makeup (2.10–2.11), 11  
    Period omitted (8.119), 215  
**S**  
 Sales notices (2.125–2.126), 25  
 Salutation:  
   Capitalization (3.59, 16.15), 42, 316  
   Colon after (8.30, 16.15), 200, 316  
   Italic (8.30, 16.14), 200, 316  
 Scientific terms:  
   Abbreviations, punctuation omitted (9.3), 221  
   Capitalization (3.27–3.32), 35–36  
   Compounding (6.42–6.45), 108  
   Italic (11.9–11.10, 13.95), 271, 297  
   Quotation marks with (11.10), 271  
   Set in roman (11.9), 271  
   Scriptures, etc. (3.33), 36  
   Seaboard (3.22), 33–34  
   Seal (16.27–16.28), 323–324  
   Seasons (3.23), 34  
 2d, 3d, etc.:  
   Comma omitted before (8.43, 8.63, 9.32), 202, 205, 230  
   Ordinals (12.10–12.11), 278–279  
   Type (9.32, 16.3), 230, 313  
 Secretary, etc. (3.35), 37–38, 74  
   General, 74  
   No hyphen (6.40), 107  
   Plural form (5.8), 89–90  
 Section (3.10), 29, 74  
   Abbreviation (9.38, 13.10), 231, 286  
   Not abbreviated (9.39), 232  
   Caps and small caps (9.39), 232  
   Italic to indicate (11.15), 272  
   Roman, over figure column (15.21), 309  
 Section mark (\$):  
   Footnote reference (15.14), 308

- Space after (10.6), 263  
-sede, -cede, -ceed (5.13), 93  
See, see also:  
    *Italic* (11.11, 15.20), 271, 309  
    *Roman* (13.95), 297  
See footnote, etc. (15.4), 307  
Self-, ex-, quasi- (6.34), 105  
Semicolon (8.148–8.151), 219–220  
    Avoid, where comma will suffice (8.151), 220  
Before summarizing matter (8.150), 219  
    Clauses containing commas (8.148), 219  
Senate, 74  
Senator, 74  
    Not abbreviated (9.30), 230  
Serial:  
    Letter, italic (11.15), 272  
    Parentheses (8.98), 211  
Numbers:  
    Comma omitted (8.58, 12.14), 204, 279  
    Figures used (12.7), 274  
    Parentheses (8.98), 211  
Session:  
    Abbreviation (9.41, 13.11), 232, 286  
    Ordinals (9.41, 13.11), 232, 286  
Shape, letters used (2.36–2.38), 14–15  
Shilling mark, in fractions (12.27), 283  
    Sign (10.18), 266–268  
Signature marks (2.99–2.110), 22–23  
Signatures:  
    Abbreviations (9.24, 16.19), 225, 317  
    Capitalization (3.59, 16.2), 42, 313  
    Caps and small caps (9.37), 231  
    Examples (16.17–16.27), 317–323  
    Preceded by dash (8.70, 16.17), 206, 317  
    Preparation (2.27), 13  
    Punctuation (16.23), 318  
    Quoted matter (16.25), 320  
Signed (8.132), 216  
    In signatures (16.24), 318–321  
**Signs and Symbols** (Chapter 10), 263–268  
Chemical:  
    Elements (6.43, 10.16), 108, 264–265
- Formulas (6.44, 10.15, 12.15), 108, 264, 279  
Coined words and symbols (8.11, 8.76, 8.136, 9.48), 195–196, 207, 217, 234–235  
Degree mark (9.50–9.51, 9.53, 9.56, 10.4, 12.9f), 235–237, 263, 276  
Equations (10.8–10.15), 264  
Footnote references (15.12–15.19), 308–309  
    Sequence (15.14), 308  
Foreign money (9.60, Ch. 17), 238, 339–344  
Italic letters (2.72, 10.7–10.8, 11.12–11.15), 18, 264, 271–272  
Legends (2.73), 18  
List (10.18), 266–268  
Mathematical signs (10.2–10.3), 263  
Preparing copy (2.34–2.35), 14  
Standardized (10.17), 266  
Symbol columns (13.114–13.115), 299  
×, crossed with, magnification (10.3), 263  
Single punctuation (8.128, 8.152), 216, 220  
Sink (2.8), 11  
Small caps:  
    Etc., et al. (3.57), 42  
    Heads spaced with regular justification spaces (2.50), 16  
    Italic inferior letters (10.8), 264  
    Proper names (3.51–3.52), 41  
    Roman numerals (2.4, 15.22), 10, 309  
    Seal (16.27–16.28), 323  
    v, lowercase in legal cases (11.8), 270  
Soil orders (3.30), 35  
Spacing (*see* Leading and spacing).  
**Spelling** (Chapter 5), 81–96  
    Anglicized and foreign words (5.3–5.4), 87–88  
    Apostrophes and possessives (8.3–8.18), 193–197  
    -cede, -ceed, -sede (5.13), 93  
    Doubled consonants (5.14–5.15), 94  
    Geographic names (5.20–5.21), 95  
    Idiomatic phrases (6.52), 109  
    Indefinite articles, use of (5.16–5.19), 94

- List (5.2), 81–87  
 Nationalities (5.22–5.24), 95–96  
 Native American words (5.25), 96  
 Plural forms (5.5–5.10), 88–91  
 Transliteration (5.26), 96  
 Square (Ch. 4, Ch. 7), 75, 175  
   Abbreviation (9.16, 13.6), 224, 285  
   Ordinals (12.13, 13.6), 278, 285  
 Stars (*see* Ellipses).  
 State, etc. (3.20, Ch. 4), 32, 75  
 Staten Island (9.14), 224  
 States (3.6, 3.20, 3.22, Ch. 7), 28, 32, 33, 75–76, 175  
   Abbreviations (8.76, 9.12–9.13), 207, 223–224  
   Capitals (Ch. 17, Ch. 18), 326, 354–374  
   Counties (Ch. 17), 354–374  
   Natives of (5.23), 95  
 Station (3.7, 3.10, Ch. 7), 28–29, 76, 175  
   State abbreviation with (9.12), 223  
 Statutes, etc. (3.40), 39  
   Abbreviations (9.43, 13.11), 233, 286  
 Street, 76  
   Abbreviation (9.16, 13.6), 224, 285  
   Ordinals (12.13, 13.6), 279, 285  
 Subentries (8.29, 13.89–13.90, 13.112, 14.15), 200, 296, 299, 305  
 Subheads:  
   Indexes and contents (15.29), 310  
   Leaderwork (14.10), 304  
 Suffixes (6.30–6.31), 105  
 Summation sign (10.14), 264  
 Sun (3.31), 36, 76  
   Sign (10.18), 266–268  
 Superior figures and letters:  
   Astrophysical matter (9.59), 238  
   Chemical elements (6.43), 108  
   Comma omitted (8.54), 204  
   Equations (10.8), 264  
     Follow inferiors (10.15), 264  
   Footnote references (13.66, 15.12, 15.17), 293, 308–309  
   Italic letters (8.54, 10.8, 11.12), 204, 264, 271  
     Preparing (2.33), 14  
     Type (8.153), 220  
     With punctuation (8.137), 218  
 Supra:  
   Italic (11.3), 269  
   Not abbreviated (9.49), 235  
 Survey (3.18), 31–32  
 Symbols (*see* Signs and Symbols)
- T**
- Table (*see also* Useful Tables) (3.9, Ch. 4, Ch. 17), 29, 77, 325  
 Table of contents (*see* Contents).  
**Tabular Work** (Chapter 13) (*see also* Leaderwork), 285–302  
   Abbreviations (13.4–13.13), 285–286  
   Bearoff (13.14–13.17), 286  
   Leaderwork (14.2–14.4), 303–304  
   Tables without rules (13.116, 13.119), 300, 301  
   Boxheads (13.18–13.23), 286–287  
     Horizontal (13.19–13.21), 286  
   Centerheads, flush entries, and subentries (13.25–13.28), 288  
   Ciphers (13.29–13.36), 289–290  
   Column numbers or letters (13.23), 287  
   Continued heads (13.37–13.38), 290  
   Dash instead of colon (13.26), 288  
   Dashes or rules (13.39–13.40), 290  
     To separate nonmoney groups (13.53), 292  
   Date column (13.28), 288  
   Decimals, alignment (13.29–13.36, 13.64), 289–290, 293  
   Ditto (Do.) (13.41–13.50), 290–291  
     Closing quotes (13.41), 290  
   Divide tables (13.103–13.108), 296  
   Dollar mark (13.51–13.56), 292  
   Figure columns (13.57–13.64), 293  
     Decimals (13.29–13.32, 13.63–13.64), 289, 293  
   Footnotes and references (13.66–13.84), 293–295  
   Fractions (13.85–13.86), 295–296

- Hairline rules (13.3), 285  
Headnotes (13.87–13.88, 13.103), 296, 298  
Indents and overruns (13.89–13.93), 296  
    Subentries (13.89–13.90), 296  
    Total, mean, and average lines (13.91–13.93), 296  
Italic (13.94–13.95), 297  
Leaders (13.96–13.100), 297–298  
Leading:  
    Boxheads, solid in leaded tables (13.20), 286  
    Notes (13.84), 295  
Makeup (*see* Makeup)  
No. (13.22), 287  
None (13.33, 13.35, 13.45), 289–291  
Numerals (13.101), 298  
Parallel tables (13.102–13.108), 298  
Quoted tables (13.123), 302  
Reading columns (13.109–13.113), 299  
See, *see also* (13.95), 297  
Subentries (13.89–13.90, 13.112), 296, 299  
Symbol columns (13.114–13.115), 299  
Tables without rules (*see also* Leaderwork) (13.116–13.119), 300–302  
Total, mean, and average lines (13.91–13.93), 296–297  
Tracing figures (13.106, 13.108), 298  
Type (2.23, 13.3), 12, 285  
Units of quantity (13.120–13.122), 302  
    Spacing (13.28), 288  
    Years, spacing (13.28), 288  
Technical terms (*see* Scientific terms).  
Telephone numbers (8.58, 8.76, 12.7), 204, 207, 274  
Temperature, abbreviations (9.53), 235–236  
Temperature conversion (Ch. 17), 345  
Terrace:  
    Abbreviation (9.16, 13.6), 224, 285  
    Ordinals (12.13, 13.6), 279, 285  
Territory, etc. (3.20, Ch. 4), 32, 77  
Territories, U.S. (9.12–9.18), 223–224, 354–374  
Text footnotes (*see* Footnotes and references).
- The:  
    Part of speech (3.53), 41–42  
    Title, part of (3.12–3.13, 9.31), 29–30, 230  
Thin space:  
    Footnotes (13.68, 15.12), 294, 308  
    Names (3.51–3.52), 41  
    Number mark, not used with (10.6), 263  
    Paragraph mark (10.6), 263  
    Quotation marks (8.137), 218  
    Section mark (10.6), 263  
Time:  
    Abbreviations (9.54–9.55, 9.58, 9.59), 236–238  
    Astronomical (12.9b, 12.14), 275, 279  
    Capitalization, 77  
    Clock (12.9n), 277  
    Geologic, 349  
    Military (12.9b, 12.14), 275, 279  
    Use of figures (9.59, 12.9b, 12.9n), 238, 275, 277  
    Zones (Ch. 4, 9.47), 77, 234  
Title (3.10), 29, 77  
Title page:  
    Back of (2.3d), 10  
Congressional back title samples:  
    Appropriations hearing, 438  
    Conference report, 434  
Imprints, etc. (2.103, 2.111–2.122), 22–24  
Makeup (2.3–2.19), 10–12  
Part of book (2.3c), 10  
Period omitted at ends of lines (8.119), 215  
U.S., not abbreviated (9.9), 222–223  
Titles:  
    Acts (3.42), 39  
    Books, plays, songs, publications, papers, etc. (3.40–3.43, 8.133, 11.2), 39, 217, 265  
Civil and military:  
    Abbreviations (9.25, 9.29–9.37), 225–226, 226–231  
    Compound (6.40–6.41), 107  
    Plurals (5.8), 89–90  
Common nouns (3.37), 37–38  
Foreign books (3.43), 39

- Heads of state, 327–336  
 Legal cases (3.40, 11.8), 39, 270  
 Persons (3.36–3.39), 37–38  
 Second person (3.39), 38  
 To, en dash for (8.78, 12.9c, 12.9m, 13.110),  
     208, 275, 277, 299  
 To Whom It May Concern (8.30, 16.14),  
     200, 316  
 Tracing figures (*see* Tabular work).  
 Trade names (3.26), 35, 77  
 Treasury, etc. (3.18), 31–32, 77  
 Treaty (3.10, 3.40), 29, 39, 77  
 Tribunal (3.18), 31–32, 78  
 Tunnel, 78  
 Type:  
     Boldface, punctuation in (8.153), 220  
     Brackets (8.153), 220  
         Illustrating shape and form (2.36–  
             2.38), 14–15  
     Composition:  
         Correcting pickup (2.44), 16  
         Proofs, clean (2.45), 16  
     Dash (8.153), 220  
     Datelines, addresses, and signatures  
         (16.2–16.3), 313  
     Extracts (2.23, 8.145), 12, 219  
     Footnotes (15.5), 307  
     Headnotes (2.14, 13.87–13.88), 11, 296  
     Headings (2.30, 3.50–3.58), 13, 41–42  
     Indexes and contents (15.20, 15.29–  
         15.30), 309, 310–311  
     Italic (Ch. 11), 269–272  
         Vessels (11.6–11.7), 269–270  
     Jr., Sr. (9.37, 16.3), 231, 313  
     Leaderwork (14.1), 303  
     Legends (2.68), 18  
     Mr., Mrs., etc. (9.37, 16.3), 231, 313  
     Note (8.111, 13.53), 213, 292  
     Parentheses (8.153), 220  
     Picas converted to inches (Ch. 17), 347  
     Seal (16.27–16.28), 323–324  
     Signature marks (2.101), 22  
     Special typefaces (1.11), 2  
     Tabular work (2.23, 13.3), 12, 285  
     Text (2.23), 12
- U**
- Under Secretary (*see also* Secretary) (Ch.  
     4), 78  
 Union (3.20), 32, 78  
     & in name (9.25), 225–226  
     Comma omitted between name and  
         number (8.53), 203  
 Unit modifiers (*see* Compounding).  
 United Nations (3.18, Ch. 7), 31, 78  
 Units of quantity:  
     Leaderwork (14.14), 305  
     Numerals (12.6, 12.9), 274–278  
     Tabular work (13.120–13.122), 302  
 U.S. (*see* Possessions, Territories):  
     Abbreviation (9.9–9.10, 13.7), 222–223,  
         285  
     Closed up (9.7), 222  
     Spelled out (9.9–9.10), 222–223  
     Presidents and Vice Presidents (Ch. 17),  
         325–326  
     USD (9.60, Ch. 17), 238, 343  
**Useful Tables** (Chapter 17), 325–347  
     Chemical elements (10.61), 264–265  
     Currency (Ch. 17), 340–344  
     Demonyms (nationalities) (Ch. 17),  
         337–339  
     Foreign countries, capitals, chiefs of  
         state, etc. (Ch. 17), 327–336  
     Geologic time (Ch. 18), 349  
     Measures, metric, etc. (Ch. 17), 345–347  
     Meridians and base lines (Ch. 18), 352  
     Military titles (Ch. 9), 226–230  
     Physiographic regions, U.S. (Ch. 18),  
         350–351  
     Postal abbreviations (9.13), 224  
     Public land surveys (Ch. 18), 353  
     Rivers (Ch. 18), 353  
     Roman numerals (12.29), 284  
     Signs and symbols (10.18), 266–268  
     State populations and their capitals (Ch.  
         18), 326  
     Temperature conversion, 339

U.S. Presidents and Vice Presidents (Ch. 17), 325–326

## V

v.:

    Italic (11.8, 13.94), 270, 297

    Roman (11.8), 270

Van, von (3.14–3.17), 30–31

Verbs:

    Adverb compounds (6.9), 98

    Capitalization (3.53), 41–42

        Infinitive (3.53, 3.56), 41–42

    Improvised (6.48), 109

Vessels:

    Abbreviations (9.27), 226

    Italic (11.6–11.7, 13.94), 269–270, 297

    Quotation marks (11.7–11.8), 270

Virgin Islands (9.12–9.13, Ch. 17), 223–224, 344, 372

Volume (3.10, Ch. 4), 29, 79

    Abbreviation (9.38), 231

        Metric (9.56), 236–237

Vowels:

    A, an, before (5.16–5.19), 94

    Hyphen, to avoid doubling (6.7), 98

## W

War (3.31, Ch. 4), 36, 79

Ward (3.10, Ch. 4), 29, 79

Web (Ch. 4), 79

Website (Ch. 4, Ch. 7, 11.16), 79, 188, 272

Webster's Dictionary (5.1, 7.5), 81, 111

Weights:

    Abbreviations (9.56, 9.58), 236–238

    Metric (9.56–9.57), 236–237

    Metric equivalents (Ch. 17), 345–347

    Numerals (12.9j), 276–277

Widow lines (2.6), 11

Word division (8.91), 210

    Land descriptions (9.20–9.22), 225

    Latitude and longitude (9.50–9.52), 235

Words (see Spelling).

WWW (9.64), 261

## X Y Z

x, dimension measurements (12.9j), 276–277

×

    crossed with, magnification (10.3), 259

Yard (9.58), 237

    Metric equivalent (Ch. 17), 346–347

-yze, -ise, -ize (5.12), 93

Your Honor, etc. (3.39, Ch. 4), 38, 80

ZIP Code numbers (Ch. 4, 8.55, 9.61, 16.1), 53, 80, 247, 313