

U.S. Government Printing Office

Style Manual

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

2008



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

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Use of ISBN Prefix



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EXTRACT FROM THE PUBLIC PRINTING LAW

(TITLE 44, U.S.C.)

§ 1105. Form and style of work for departments

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

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

HISTORICAL AND REVISION NOTES

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

About This Manual

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

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

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

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

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

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

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

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

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

email address: gpostyle@gpo.gov

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

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GPO's Online Initiatives

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

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

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

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

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

GPO Access

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

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

GPO Access services

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

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

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

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

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

Authentication of digital documents

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

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

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

GPO's Federal Digital System (FDsys)

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

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

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

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

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

Information

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

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1. Advice to Authors and Editors

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

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

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

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

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

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

Government Paper Specifications

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

GPO Paper Samples

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

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

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

| | |
|---|---|
| ○ Insert period | rom. Roman type |
| ↑ Insert comma | caps. Caps—used in margin |
| : | ≡ Caps—used in text |
| ； Insert semicolon | c+sc Caps & small caps—used in margin |
| ？ Insert question mark | ≡ Caps & small caps—used in text |
| ！ Insert exclamation mark | l.c. Lowercase—used in margin |
| =/ Insert hyphen | / Used in text to show deletion or substitution |
| ‘ Insert apostrophe | 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 |
| ld 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 ¹ —used in margin | stet. Let it stand—used in margin |
| ~ Transpose ² —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 ³ |
| ~~~ 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 | |

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

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

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

TYPOGRAPHICAL ERRORS

reset 8pt. C & SC

(50) It does not appear that the earliest printers had ~~any~~[#] method of ^v correcting errors ^v before ^v the form was on the press. The learned ^{The learned} correctors of the first two centuries of printing were ~~not~~[#] proofreaders in our sense; they were rather what we should term office editors. Their labors ^{were} not 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 ^(out, see copy) 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 ^{le/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.** The use of computers has dramatically altered every phase of the printing industry beginning with the basic planning of each new job. New publications are evaluated by application specialists who review their requirements and design the necessary formats. Each format is made to conform exactly to the copy's specifications for page dimensions, line length, indentions, typefaces, etc. Upon completion, sample pages are produced and submitted to the customer. At this time, customer agencies are requested to indicate precise details of any style changes because this set of pages serves as a guide for the copy preparer, the beginning of actual production.
- 2.2.** In recent years, changes in the needs of the library community have led to a move toward uniform treatment of the component parts of publications. In developing standards to guide publishers of Government documents, consideration has been given to the changing needs of those who seek to produce, reference, index, abstract, store, search, and retrieve data. Certain identifying elements shall be printed on all publications in accordance with this MANUAL and with standards developed by the (ANSI) American National Standards Institute.

Publications such as books and pamphlets should contain:

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

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

Reports of a scientific or technical nature should contain:

- (a) Title and other title information;
- (b) Report number;

| | | |
|---|--|----------------------------|
| | Federal Aviation Administration | Sponsoring organization |
| Report number | DOT/FAA/AM-08/6 | |
| Availability statement | Office of Aerospace Medicine Washington, DC 20591 | |
| Title | Use of Weather Information by General Aviation Pilots, Part I, Quantitative: Reported Use and Value of Providers and Products | |
| 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, 25 West 43d St., New York, NY 10036. Users of ANSI standards are cautioned that all standards are reviewed periodically and subject to revision.

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

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

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

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

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

Makeup

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

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

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

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

- 2.18.** In making up a page of two or more columns, text preceding a page-width illustration will be divided equally into the appropriate number of columns above the illustration.
- 2.19.** Two or more short footnotes may be combined into one line, with 2 ems of space between.

¹ Preliminary. ² Including imported cases. ³ Imported.

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

Copy preparation

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

Capitalization

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

Datelines, addresses, and signatures

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

Decimals and common fractions

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

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

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

Folioing and stamping copy

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

Headings

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

Pickup

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

Sidenotes and cut-in notes

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

SEC. 920. Abuse
of the rule. An alleged violation of the rule relating to admission to the floor presents a question of privilege (III, 2624, 2625; VI, 579), but not a higher question of privilege than an election case (III, 2626). In one case where an ex-Member was abusing the privilege * * *.

Signs, symbols, etc.

- 2.33.** All signs, symbols, dashes, superiors, etc., must be plainly marked. Names of Greek letters must be indicated, as they are frequently mistaken for italic or symbols.
- 2.34.** Some typesetting systems produce characters that look the same as figures. A lowercase l resembles a figure 1 and a capital O looks like a figure 0. Questionable characters will be printed as figures unless otherwise marked.

Letters illustrating shape and form

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

Fol. lit. and FIC & punc.

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

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

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

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

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

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

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

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

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

Abbreviations

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

Type composition

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

Leading and spacing

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

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

Indentations

- 2.60.** In measures less than 30 picas, the paragraph indentation is 1 em. Paragraph indentions in cut-in matter are 3 ems, overs are 2 ems. Datelines and signatures are indented in multiples of 2 ems. Addresses are set flush left.
- 2.61.** In matter set 30 picas or wider, the paragraph indentation is 2 ems. Paragraph indentions in cut-in matter are 6 ems, overs are 4 ems. Datelines and signatures are indented in multiples of 2 ems. Addresses are set flush left.
- 2.62.** In measures less than 30 picas, overruns in hanging indentions are 1 em more than the first line, except that to avoid conflict with a following indentation (for example, of a subentry or paragraph), the overrun indentation is made 1 em more than the following line.
- 2.63.** In matter set 30 picas or wider, overruns in hanging indentions are 2 ems more than the first line, except that to avoid conflict with a following indentation (for example, of a subentry or paragraph), the overrun indentation is made 2 ems more than the following line.

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

Legends for illustrations

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

FIGURE 5, *not* FIG. 5

FIGURE A, *not* FIG. A

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

Proofreading

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

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

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

Revising galley proofs

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

Revising page proofs

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

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

- 2.96.** The following rules must be carefully observed:
- (a) See that the proof is clean and clear; request another if necessary.
 - (b) Verify that the galley proofs are in order and that the data on the galleys runs in properly to facilitate continuous makeup.
 - (c) Make sure that different sets of proofs of the same job are correctly marked in series ("R," "2R," "3R," etc.); where a sheet is stamped "Another proof," carry the same designating "R" on the corresponding clean proof. Advance the "R," "2R," "3R," etc., on each set of page proofs returned from the originating office.
 - (d) Run the page folios, make sure they are consecutive and that the running heads, if used, are correct. Check connection pages. Verify correct sequence for footnote references and placement. It is imperative that footnotes appear or begin on the same page as their reference, unless style dictates that all footnotes are to appear together in one location.
 - (e) Watch for dropouts, doublets, and transpositions.
 - (f) Legend lines of full-page illustrations that appear broad should be printed to read up—the even-page legend on the binding or inside margin and the odd-page legend on the outside margin.
 - (g) If a footnote is eliminated, do not renumber the footnotes; change footnote to read "Footnote eliminated."
- 2.97.** If a footnote is added in proof, use the preceding number with a superior letter added, as ^{15a}.
- 2.98.** Where a table with footnotes falls at the bottom of a page containing footnotes to text, print the table footnotes above the text footnotes, separated by a rule 50 points long, flush left, with spacing on each side of the rule. (See also rule 13.77.)

Press revising

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

Signature marks, etc.

- 2.101.** Unless otherwise indicated, signature marks are set in 6-point lowercase and indented 3 ems.
- 2.102.** Figures indicating the year should follow the jacket number in signature marks:
- 125-327-08—4 116-529-08—vol. 1—3
 116-529-08—pt. 5—3
- 2.103.** When the allmark (○) and signature or the imprint and signature appear on same page, the signature line is placed below the allmark or imprint. (See rule 2.117.)
- 2.104.** The allmark is placed below the page, bulletin, or circular number but above the signature line, if both appear on the same page.
- 2.105.** Imprints and signature lines appearing on short pages of text are placed at the bottom of the page.
- 2.106.** On a congressional job reprinted because of change, the House and Senate have approved the following styles:

House of Representatives:

★17-234-08—2

Senate:

17-235-08—2 ★(Star Print)

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

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

S. Doc. 57, 08-1—2
S. Doc. 57, 08-2, vol. 1—2
S. Rept. 100, 08-2—9

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

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

12-344—08 (Face p. 10)

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

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

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

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

Reprints

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

First edition July 1990
Reprinted July 1995
First printed June 1990
Revised June 1995

Original edition May 1990
Reprinted May 1995
Revised July 1997

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

Imprints

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

Sales notices

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

Imprint variations

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

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

- Internet: bookstore.gpo.gov • Phone: Toll Free 866–512–1800
- DC area 202–512–1800 • Fax: 202–512–2104
- Mail: Stop SSOP, Washington, DC 20402–0001
- www.gpoaccess.gov

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

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

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

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

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

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

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

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

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

U.S. GOVERNMENT PRINTING OFFICE: 2008—123–456–*cc*

Franking

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

Bibliographies or references

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

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

Therefore the example would read:

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

Another Government periodical citation would read as follows:

Reese, Herbert Harshman, "How To Select a Sound Horse," *Farmers' Bulletin*, No. 779, pp. 1-26 (1926), U.S. Dept. of Agriculture.

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

Other examples are:

Preston W. Slosson, *The Great Crusade And After: 1914-1928* (New York: Macmillan, 1940)

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

or:

Preston W. Slosson, The Great Crusade and After: 1914-1928 (New York: Macmillan, 1940)

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

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

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

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

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

The Chicago Manual of Style, University of Chicago Press, Chicago, 2003.

Words Into Type, Prentice-Hall, New York, 1974.

3. Capitalization Rules

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

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

Proper names

- 3.2.** Proper names are capitalized.

| | | |
|----------|----------------|-------------|
| Rome | John Macadam | Italy |
| Brussels | Macadam family | Anglo-Saxon |

Derivatives of proper names

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

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

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

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

Common nouns and adjectives in proper names

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

| |
|-----------------------------------|
| Massachusetts Avenue; the avenue |
| Washington Monument; the monument |
| Statue of Liberty; the statue |
| Hoover Dam; the dam |

Boston Light; the light
Modoc National Forest; the national forest
Panama Canal; the canal
Soldiers' Home in Holyoke; the soldiers' home
Johnson House (hotel); Johnson house (residence)
Crow Reservation; the reservation
Cape of Good Hope; the cape
Jersey City
Washington City
but city of Washington; the city
Cook County; the county
Great Lakes; the lakes
Lake of the Woods; the lake
North Platte River; the river
Lower California
but lower Mississippi
Charles the First; Charles I
Seventeenth Census; the 1960 census

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

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

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

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

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

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

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

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

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

- 3.10.** 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

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

British Consul v. The Mermaid (title of legal case)

The Dalles (OR); The Weirs (NH); *but* the Dalles region; the Weirs streets

The Hague; *but* the Hague Court; the Second Hague Conference

El Salvador; Las Cruces; L'Esterel

The National Mall; The Mall (Washington, DC only)

The Gambia

but the Congo, the Sudan, the Netherlands

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

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

Particles in names of persons

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

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

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

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

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

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

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

Names of organized bodies

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

National governmental units:

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

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

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

Environmental Protection Agency: the Agency

Geological Survey: the Survey

Government Printing Office: the Printing Office, the Office

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

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

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

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

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

U.S. Air Force: the Air Force

U.S. Coast Guard: the Coast Guard

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

International organizations:

United Nations: the Council; the Assembly; the Secretariat

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

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

Common-noun substitutes:

Virginia General Assembly: the assembly

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

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

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

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

Republican Party: the party

Southern Railroad Co.: the Southern Railroad; Southern Co.; Southern Road;
 the railroad company; the company
 Riggs National Bank: the Riggs Bank; the bank
 Metropolitan Club: the club
 Yale School of Law: Yale University School of Law; School of Law, Yale Uni-
 versity; school of law

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

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

Names of countries, domains, and administrative divisions

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

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

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

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

Swiss Confederation: the Confederation; the Federal Council; the Federal Government; *but* confederation, federal (in general sense)

French Government: the Government; French and Italian Governments: the Governments; *but* government (in general sense); the Churchill government; European governments

Cherokee Nation: the nation; *but* Greek nation; American nations

National Government (of any specific nation); *but* national customs

Allied Powers, Allies (in World Wars I and II); *but* our allies, weaker allies; Central Powers (in World War I); *but* the powers; European powers

Republic of South Africa: the Republic; *but* republic (in general sense)

Names of regions, localities, and geographic features

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

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

3.22. A descriptive term used to denote mere direction or position is not a proper name and is therefore not capitalized.

north; south; east; west
 northerly; northern; northward
 eastern; oriental; occidental

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

Names of calendar divisions

- 3.23.** The names of calendar divisions are capitalized.

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

Names of holidays, etc.

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

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

Trade names and trademarks

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

Choice lamb (market grade)

Xerox (the company)

Red Radiance rose (variety)

but photocopy (the process)

Scientific names

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

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

Agnostus canadensis; Aconitum wilsoni; Epigaea repens (genus and species)

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

aviculoid

menodontine

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

Rhynchonellas

Spirifers

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

Alfisols

Andisols

Aridisols

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

Sun

Earth

Venus

Moon

Mercury

Mars

Jupiter

Uranus

but the moons of Jupiter

Saturn

Neptune

Historical or political events

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

| | | |
|--|------------------|-----------------|
| Battle of Bunker Hill | Middle Ages | Revolution, the |
| Christian Era | New Deal | American, 1775 |
| D-day | New Federalism | English, 1688 |
| Dust Bowl | New Frontier | French, 1789 |
| Fall of Rome | Prohibition | Russian, 1917 |
| Great Depression | Restoration, the | V-E Day |
| Great Society | Reformation | War of 1812 |
| Holocaust, the | Renaissance | War on Poverty |
| <i>but Korean war; cold war; Vietnam war; gulf war</i> | | |

Personification

- 3.32.** A vivid personification is capitalized.

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

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

Religious terms

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

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

Mass; red Mass; Communion

Divine Father; *but divine providence*; divine guidance; divine service
 Son of Man; Jesus' sonship; the Messiah; *but a messiah*; messiahship; messianic; messianize; christology; christological

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

New Testament; Ten Commandments

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

Apostles' Creed; Augsburg Confession; Thirty-nine Articles

Episcopal Church; an Episcopalian; Catholicism; a Protestant Christian; *also* Christendom; Christianity; Christianize

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

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

Titles of persons

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

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

but baseball player Ripken; maintenance man Flow; foreman Collins

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

Title of a head or assistant head of state:

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

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

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

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

Titles of the military:

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

Titles of members of diplomatic corps:

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

Title of a ruler or prince:

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

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

Titles not capitalized:

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

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

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

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

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

- 3.37.** A title in the second person is capitalized.

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

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

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

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

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

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

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

Monograph 55; Research Paper 123; Bulletin 420; Circular A; Article 15; Uniform Code of Military Justice; Senate Document 70; House Resolution 45; Presidential Proclamation No. 24; Executive Order No. 24; Royal Decree No. 24; Public Law 89-1; Private and Union Calendars; Calendar No. 80; Calendar Wednesday; Committee Print No. 32, committee print; *but* Senate bill 416; House bill 61; Congressional Record

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

Declaration of Independence; the Declaration

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

Kellogg Pact; North Atlantic Pact; Atlantic Pact; Treaty of Versailles; Jay Treaty; *but* treaty of peace, the treaty (descriptive designations); treaty of 1919

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

American Gothic, Nighthawks (paintings)

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

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

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

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

First words

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

The question is, Shall the bill pass?

He asked, "And where are you going?"

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

Lives of great men all remind us

We can make our lives sublime.

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

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

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

Revolutions are not made: they come.

Intelligence is not replaced by mechanism: even the televox must be guided by its master's voice.

But two months dead! nay, not so much; not two.

What is this? Your knees to me? to your corrected son?

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

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

Center and side heads

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

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

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

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

Buildings In and Near the Minneapolis Mall

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

All Returns Are In

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

Controls To Be Applied
but Aid Sent to Disaster Area

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

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

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

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Addresses, salutations, and signatures

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

Interjections

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

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

Historic or documentary accuracy

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

4. Capitalization Examples

A

| | |
|---|--|
| A-bomb | 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> Bush 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 |
| Appropriations | north |
| Classification | South |
| Clear Skies | South-West (Territory of) |
| Economy | West Coast |
| Flood Control | African-American (<i>see</i> Black; Negro) |
| 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 | Chippewa (Indian); the agency |
| Revenue | agent orange |
| Sarbanes-Oxley | Age(s): |
| Stockpiling | Age of Discovery |
| Tariff | Dark Ages |
| Trademark | Elizabethan Age |
| Walsh-Healey Act; <i>but</i> Walsh-Healey | Golden Age (of Pericles only) |
| law (or bill) | Middle Ages |
| act, labor-management relations | <i>but</i> atomic age; Cambrian age; copper |
| Acting, if part of capitalized title | age; ice age; missile age; rocket age; |
| Active Duty | space age; stone age; etc. |
| Adjutant General, the (<i>see</i> The) | Agreement, with name; the agreement: |
| | General Agreement on Tariffs and |
| | Trade (GATT); the general agreement |

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

Ancient Free and Accepted Masons; a Mason; a Freemason

Annex, if part of name of building; the annex

Antarctic Ocean (*see Arctic; Ocean*)

appendix I, A, II, etc.; the appendix; *but*

- Appendix II, when part of title:
- Appendix II:¹ Education Directory

appropriation bill (*see also bill*):

- deficiency
- Department of Agriculture
- for any governmental unit
- independent offices
- aquaculture; aquiculture
- Arab States
- Arabic numerals
- Arboretum, National; the Arboretum
- Archipelago, Philippine, etc.; the archipelago
- Architect of the Capitol; the Architect
- Archivist of the United States; the Archivist
- Arctic:

 - Circle
 - Current (*see Current*)
 - Ocean
 - zone
 - but* subarctic

- arctic (descriptive adjective):

 - clothing
 - conditions
 - fox
 - grass
 - night
 - seas

Area, if part of name; the area:

- Cape Hatteras Recreational
- White Pass Recreation; etc.
- but* area 2; free trade area; Metropolitan Washington area; bay area;
- nonsmoking area

Arlington:

- Memorial Amphitheater; the Memorial

¹ The colon is preferred; a dash is permissible; *but* a comma is too weak.

Amphitheater; the amphitheater

Memorial Bridge (*see Bridge*)

National Cemetery (*see Cemetery*)

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

Armed Forces (synonym for overall Military Establishment):

- British
- Retirement Home (AFRT)
- of the United States
- armed services
- armistice
- Armory, Springfield, etc.; the armory
- Army, American or foreign, if part of name; capitalized standing alone only if referring to U.S. Army:

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

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

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| Baltic States (<i>see</i> States) | battlefield, Bull Run, etc. |
| Band, if part of name; the band: | battleground, Manassas, etc. |
| Army, Marine, Navy | |
| Eastern, etc. (<i>of Cherokee Indians</i>) | |
| 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, Kies; 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; bzone |
| and Development; the Bank | Black (<i>see</i> African-American; Negro) |
| <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: | B'nai B'rith |
| Carlisle | Board, if part of name; capitalized standing |
| Disciplinary (Leavenworth) | alone only if referring to Federal or |
| Marine (District of Columbia) | international board: |
| <i>but</i> A barracks; barracks A; etc. | Employees' Compensation Appeals |
| Base, Andrews Air Force; Air Force base; | Federal Reserve (<i>see</i> Federal) |
| the base (<i>see also</i> Naval); <i>but</i> Sandia | Military Production and Supply |
| Base | (NATO) |
| Basin (<i>see</i> geographic terms) | National Labor Relations |
| Battery, the (New York City) | of Directors (Federal unit); <i>but</i> board of |
| Battle, if part of name; the battle: | directors (nongovernmental) |
| <i>of</i> Gettysburg; <i>but</i> battle at Gettysburg; | of Health of Montgomery County; |
| etc. | Montgomery County Board of Health; |
| <i>of</i> the Bulge; <i>of</i> the Marne; <i>of</i> the | the board of health; the board |
| Wilderness; <i>of</i> Waterloo; etc. | of Regents (Smithsonian) |
| | of Visitors (Military and Naval |
| | Academies) |
| | on Geographic Names |
| | Railroad Retirement |

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

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

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

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| Penal; Criminal; etc. | of Fine Arts |
| Pennsylvania State | Public Buildings |
| Radio | Commissioner, if referring to Federal or international commission; the Commissioner: |
| Television | Land Bank; <i>but</i> land bank commissioner loans |
| Uniform Code of Military Justice | of Customs and Border Protection |
| United States | U.S. (International Boundary Commission, etc.) |
| ZIP Code (copyrighted) | <i>but</i> a U.S. commissioner |
| <i>but</i> civil code; flag code; Morse code | 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): |
| codel (congressional delegation) | American Medical Association |
| collection, Brady, etc.; the collection | Committee on Education; the committee on education; the committee |
| collector of customs | Appropriations, etc.; the committee; Subcommittee on Appropriations; the subcommittee; subcommittee of the Appropriations Committee |
| College, if part of name; the college: | Democratic National; the national committee; the committee; Democratic national committeeman |
| Armed Forces Staff | Democratic policy committee; the committee |
| Command and General Staff | Joint Committee on Printing; the Joint Committee; the committee; <i>but</i> a joint committee |
| Gettysburg | of Defense Ministers (NATO); the Committee (<i>see also</i> Organization, North Atlantic Treaty) |
| National War | of One Hundred, etc.; the committee on Finance; the committee |
| of Bishops | President's Advisory Committee on Management; the Committee |
| <i>but</i> electoral college | Republican National; the national committee; the committee; |
| 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) | |
| Commandos, the; Commando raid; a commando | |
| Commission (if part of name; capitalized standing alone if referring to Federal or international commission): | |
| International Boundary, United States and Canada | |

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

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

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

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| Defense Establishment (<i>see Establishment</i>) | diesel engine, dieselize | nelson, half nelson, etc. |
| Deity, words denoting, capitalized | dixie cup | neon light |
| Delegate (U.S. Congress) | dotted swiss | newton |
| Delegates, Virginia House of | epsom salt | nissen hut |
| delegate (to a conference); the delegate; the delegation | fedora hat | norfolk jacket |
| Delta, Mississippi River; the delta | frankfurter | oriental rug |
| Democratic Party; a Democrat | french chalk | oxford shoe |
| Department, if part of name; capitalized standing alone if referring to a Federal or international unit: | french dressing | panama hat |
| of Agriculture | french-fried potatoes | parianware |
| of the Treasury | fuller's earth | paris green |
| of Veterans Affairs | gargantuan | parkerhouse roll |
| Yale University Department of Economics; the department of economics; the department | gauss | pasteurized milk |
| Department of New York, American Legion | georgette crepe | persian lamb |
| department: | german silver | petri dish |
| executive | gilbert | pharisaic |
| judicial | glauber salt | philistine |
| legislative | gothic type | photostat |
| Depot, if part of name; the depot (<i>see also Station</i>) | graham cracker | pitman arm |
| Depression, Great | herculean task | pitot tube |
| Deputy, if part of capitalized title; <i>but the deputy</i> | hessian fly | plaster of paris |
| derivatives of proper names: | holland cloth | prussian blue |
| alaska seal (fur) | hoolomite detector | quisling |
| angora wool | hudson seal (fur) | quixotic idea |
| angstrom unit | india ink | quonset hut |
| argyle wool | india rubber | rembert wheel |
| artesian well | italic type | roentgen |
| astrakhan fabric | jamaica ginger | roman candle |
| babbitt metal | japan varnish | roman cement |
| benday process | jersey fabric | roman type |
| bologna | johnin test | russia leather |
| bordeaux | joule | russian bath |
| bourbon whiskey | knickerbocker | rutherford |
| bowie knife | kraft paper | sanforize |
| braille | lambert | saratoga chips |
| brazil nut | leghorn hat | scotch plaid, <i>but</i> |
| brazilwood | levant leather | Scotch tape (trademark) |
| brewer's yeast | levantine silk | shanghai |
| bristolboard | lilliputian | siamese twins |
| brussel sprouts | logan tent | spanish omelet |
| brussels carpet | london purple | stillson wrench |
| bunsen burner | lyonnaise potatoes | sur silk |
| | macadamized road | swiss cheese |
| | mach (no period) | timothy grass |
| | number | turkey red |
| | madras cloth | turkish towel |
| | maginot line | utopia, utopian |
| | (nonliteral) | vandyke collar |
| | manila paper | vaseline |
| | maraschino cherry | venetian blind |
| | mason jar | venturi tube |
| | maxwell | victoria (carriage) |
| | melba toast | vienna bread |
| | mercierized fabric | virginia reel |
| | merino sheep | wedgwoodware |
| | molotov cocktail | wheatstone bridge |
| | morocco leather | wilton rug |
| | morris chair | zeppelin |
| | murphy bed | |
| | navy blue | |
| | dial-up | |
| | Diet, Japanese (legislative body) | |
| | diplomatic corps (<i>see also Corps; service</i>) | |

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

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

F

Fair Deal
 Fair, World's, etc.; the fair; Texas State Fair
 fall (season)
 Falls, Niagara; the falls
 Far East, Far Eastern; Far West (U.S.); *but*
 far western
 Farm, if part of name; the farm:
 Johnson Farm; *but* Johnson's farm
 San Diego Farm
 Wild Tiger Farm
 Fascist; fascism
 Father of his Country (Washington)
 Fed, the (no period)
 Federal (synonym for United States or other
 sovereign power):
 Depository Library Program *but* Federal
 depository library, libraries
 District (Mexico)
 Establishment
 Government (of any national
 government)
 grand jury; the grand jury
 land bank (*see* Bank)
 Register (publication); the Register
 Reserve Board, the Board; *also* Federal
 Reserve System, the System; Federal
 Reserve Board Regulation W, *but*
 regulation W
 but a federal form of government
 federally
 fellow, fellowship (academic)
 Field, Byrd, Stewart, etc.; the field
 figure 2, A, II, etc. (illustration); *but* Figure
 2, when part of legend: Figure 2.—
 Market scenes
 firewall
 firm names:
 ACDelco
 America Online (AOL)
 Bausch & Lomb Inc.
 BP
 Bristol-Myers Squibb
 Carson, Pirie, Scott & Co.

Coldwell Banker
 Colgate-Palmolive Co.
 Comcast
 Dow Jones & Co., Inc.
 Dun & Bradstreet
 eBay
 E.I. du Pont de Nemours & Co.
 FedEx
 GlaxoSmithKline
 Great Atlantic & Pacific Tea Co. (A&P)
 Hamilton Beach/Proctor Silex, Inc.
 Hartmarx Corp.
 Hewlett-Packard
 Houghton Mifflin Co.
 Ingersoll-Rand Co.
 Intel Corp.
 J.C. Penney Co., Inc.
 Johns-Manville Corp.
 Kennecott Exploration Co.
 Kmart
 Libbey-Owens-Ford Co.
 Macmillan Co.
 Merck & Co., Inc.
 Merrill Lynch
 Microsoft
 Pfizer Inc.
 Phelps Dodge Corp.
 PricewaterhouseCoopers
 Procter & Gamble Co.
 Rand McNally & Co.
 Rolls-Royce
 Sun Microsystems
 3M
 Underwriters Laboratories, Inc.
 US Airways
 Wal-Mart
 Weyerhaeuser Co.
 Xerox Corp.
 First Family (Presidential)
 First Lady (wife of President)
 First World War (*see* War)
 flag code
 flag, U.S.:
 Old Flag, Old Glory

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

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|---|--|--|
| highway trust fund; mutual security fund; national service life insurance fund; revolving fund | Geyser Glacier Glen Gorge Gulch Gulf Gut Harbor Head Hill Hogback Hollow Hook Horn Hot Spring Icefield Ice Shelf Inlet Island Isle Islet Keys (Florida only) Knob Lagoon Lake Landing Ledge Lowland Marsh Massif Mesa Monument Moraine Mound Mount Mountain Narrows Neck Needle Notch Oasis Ocean Oxbow Palisades | Park Pass Passage Peak Peninsula Plain Plateau Point Pond Pool Port (water body) Prairie Range (mountain) Rapids Ravine Reef Reservoir Ridge River Roads (anchorage) Rock Sea Seaway Shoal Sink Slough Sound Spit Spring Spur Strait Stream Summit Swamp Terrace Thoroughfare Trench Trough Valley Volcano Wash Waterway Woods |
| G | | |
| Gadsden Purchase | | |
| Gallery of Art, National (<i>see</i> National) | | |
| Gallup Poll; the poll | | |
| GAO (Government Accountability Office) | | |
| Geiger counter | | |
| General Order No. 14; General Orders No. 14; a general order | | |
| General Schedule | | |
| gentile | | |
| Geographer, the (State Department) | | |
| graphic terms (terms, such as those listed below, ² are capitalized if part of name; are lowercased in general sense (rivers of Virginia and Maryland)): | | |
| Archipelago | Cave | |
| Area | Cavern | |
| Arroyo | Channel; <i>but</i> | |
| Atoll | Mississippi River channel(s) | |
| Bank | | |
| Bar | Cirque | |
| Basin, Upper (Lower) | Coulee | |
| Colorado River, | Cove | |
| etc. (legal entity); | Crag | |
| <i>but</i> Hansen | Crater | |
| flood-control basin; | Creek | |
| Missouri River | Crossroads | |
| basin (drainage); | Current (ocean feature) | |
| upper Colorado | Cut | |
| River storage project | Cutoff | |
| Bay | Dam | |
| Bayou | Delta | |
| Beach | Desert | |
| Bench | Divide | |
| Bend | Dome (not geologic) | |
| Bight | Draw (stream) | |
| Bluff | Dune | |
| Bog | Escarpment | |
| Borough (boro) | Estuary | |
| Bottom | Falls | |
| Branch (stream) | Fault | |
| Brook | Flat(s) | |
| Butte | Floodway | |
| Canal; the canal (Panama) | Ford | |
| Canyon | Forest | |
| Cape | Fork (stream) | |
| Cascade | Gap | |
| | | 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 |

² List compiled with cooperation of the U.S. Board on Geographic Names.

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| department, officials, -owned, publications, etc. (U.S. Government) | Society |
| National and State Governments | War (<i>see War</i>) |
| Printing Office (<i>see Office</i>) | White Way (New York City) |
| U.S.; National; Federal | great circle (navigation) |
| Government information product government: | Greater Los Angeles, Greater New York |
| Churchill | gross national product (GNP) |
| Communist | Group: |
| District (of Columbia) | G8 (Group of 8) (representatives of the eight leading industrial nations) |
| European governments | Helsinki Monitoring; the group |
| Federal, State, and municipal governments | Military Advisory Group; the group |
| insular; island | Standing (<i>see Organization</i>) |
| military | World Bank |
| seat of | group 2, II, A, etc.; <i>but</i> Group 2, when part of title: Group II: List of Counties by States |
| State | Guard, National (<i>see National</i>) |
| State and Provincial governments | guardsman (<i>see Coast Guard</i> ; National Guard) |
| Territorial | Gulf: |
| governmental | Coast States; <i>but</i> gulf coast |
| Governor: | of Mexico; the gulf |
| of Louisiana, etc.; the Governor; a Governor; State Governor(s); Governors' conference | States |
| of Puerto Rico; the Governor | Stream; the stream |
| of the Federal Reserve Board; the Governor | H |
| Governor General of Canada; the Governor General | Hall (U.S. Senate or House) |
| GPO Access | Halls of Congress |
| grand jury (<i>see Federal</i>) | H-bomb; H-hour |
| Grange, the (National) | Headquarters: |
| grant, Pell | Alaskan Command; the command headquarters |
| graph 2, A, II, etc.; <i>but</i> Graph 2, when part of title: Graph 2.—Production levels | 4th Regiment Headquarters; regimental headquarters |
| Great: | 32d Division Headquarters; the division headquarters |
| Basin | hearing examiner |
| Depression | Heaven (religious); heaven (place) |
| Divide | Heimlich maneuver |
| Lakes; the lakes; lake(s) traffic | hell (place) |
| Plains; <i>but</i> southern Great Plains | Hells (no apostrophe) Canyon |
| Seal (any nation) | Hemisphere, Eastern; Western; etc.; the hemisphere |

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| Hezbollah | Hudson's Bay Co. |
| High Church | Hurricane Andrew, Katrina, Rita, etc. |
| High Commissioner | |
| High Court (<i>see</i> Supreme Court) | |
| high definition | |
| High School, if part of name: Western; the high school | |
| Highway No. 40; Route 40; State Route 9; the highway | |
| Hill (the Capitol) | |
| Hispanic | |
| Holocaust, the (World War II); a holocaust | |
| Holy Scriptures; Holy Writ (Bible) | |
| home page | |
| Hospice, if part of name | |
| Hospital, if part of name; the hospital: | |
| Howard University | |
| St. Elizabeths (no apostrophe) | |
| <i>but</i> naval (marine or Army) hospital | |
| hospital corpsman (<i>see</i> corpsman) | |
| House, if part of name: | |
| Blair | |
| Johnson house (private residence) | |
| of Representatives; the House (U.S.) | |
| Office Building (<i>see</i> Building) | |
| Ohio (State); the house | |
| <i>but</i> both Houses; lower (or upper) | |
| House (Congress) | |
| House of Representatives (U.S.), titles of | |
| officers standing alone capitalized: | |
| Chairman (Committee of the Whole) | |
| Chaplain | |
| Clerk; <i>but</i> legislative clerk, etc. | |
| Doorkeeper | |
| Official Reporter(s) of Debates | |
| Parliamentarian | |
| Postmaster | |
| post office | |
| Sergeant at Arms | |
| Speaker pro tempore | |
| Speaker; speakership | |
| HUD (Department of Housing and Urban Development) | |
| | I |
| | ice age (<i>see</i> Ages) |
| | imam |
| | Independent Party; an Independent |
| | Indians: |
| | Absentee Shawnee |
| | Alaska (<i>see</i> Native) |
| | Eastern (or Lower) Band of Cherokee; the band |
| | Five Civilized Tribes; the tribes |
| | Native Americans |
| | Shawnee Tribe; the tribe |
| | Six Nations (Iroquois Confederacy) |
| | Initiative, Caribbean Basin; <i>but</i> strategic defense initiative |
| | Inquisition, Spanish; the Inquisition |
| | inspector general |
| | Institute, if part of name; capitalized |
| | standing alone if referring to Federal or international organization: |
| | National Cancer; the Cancer Institute; the Institute |
| | National Institutes of Health; the Institutes |
| | of International Law; the Institute |
| | Woman's; the institute |
| | Institution, if part of name; capitalized |
| | standing alone if referring to Federal unit: |
| | Brookings; the institution |
| | Carnegie; the institution |
| | Smithsonian; the Institution |
| | insular government; island government |
| | intercoastal waterway (<i>see</i> waterway) |
| | interdepartmental |
| | interface |
| | International Court of Justice; the Court |
| | international: |
| | banks (<i>see</i> Bank) |
| | boundary |

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| dateline | Latter-day Saints |
| law | law, copyright law; Ohm's, etc. |
| Morse code (<i>see</i> Code) | League, Urban; the league |
| Internet, Intranet | Legion: |
| Interstate 95; I-95; the interstate | American; the Legion; a Legionnaire; |
| Intracoastal Waterway; the waterway (<i>see</i> <i>also</i> waterway) | French Foreign; the legion |
| intrastate | Legislative Assembly, if part of name: |
| Irish potato | of New York; of Puerto Rico, etc.; the legislative assembly; the assembly |
| Iron Curtain; the curtain | legislative branch, clerk, session, etc. |
| Islam; Islamic | Legislature: |
| Isthmian Canal (<i>see</i> Canal) | National Legislature (U.S. Congress); the Legislature |
| Isthmus of Panama; the isthmus | Ohio Legislature; Legislature of Ohio; the State legislature; the legislature |
| J | Letters Patent No. 378,964; <i>but</i> patent No. 378,964; letters patent |
| Japan Current (<i>see</i> Current) | Liberal Party; a Liberal |
| Java (computer language) | Libertarian Party; a Libertarian |
| Jersey cattle | Liberty Bell; Liberty ship |
| Job Corps | Librarian of Congress; the Librarian |
| Joint Chiefs of Staff; Chiefs of Staff | Library: |
| Joint Committee on Printing (<i>see</i> Committee) | Army; the library |
| Journal clerk; the clerk | Harry S. Truman; the library |
| Journal (House or Senate) | of Congress; the Library |
| Judge Advocate General, the | Hillsborough Public; the library |
| judge; chief judge; circuit judge; district judge; <i>but</i> Judge Judy | Lieutenant Governor of Idaho, etc.; the Lieutenant Governor |
| judiciary, the | Light, if part of name; the light: |
| Justice; Justice Stevens, etc. | Boston |
| K | Buffalo South Pier Light 2; <i>but</i> light No. 2; light 2 |
| kaffiyeh (Arabic headdress) | <i>but</i> Massachusetts Bay lights |
| King of England, etc.; the King | Lighthouse (<i>see</i> Light Station) |
| Koran, the; Koranic | Lightship, if part of name; the lightship: |
| Krugerrand | Grays Reef |
| L | North Manitou Shoal |
| Laboratory, if part of name; capitalized standing alone if referring to Federal unit: Forest Products; the Laboratory; <i>but</i> laboratory (non-Federal) | Light Station, if part of name; the light station; the station: |
| Lake: Erie, of the Woods, Great Salt; the lake | Minots Ledge |
| Lane, if part of name: Maiden; the lane | Watch Hill |
| | Line(s), if part of name; the line(s): |
| | Greyhound (bus) |

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| Holland-America (steamship) | mariculture |
| Maginot (fortification) | Marine Corps; the corps: |
| line: | Marines (the corps); <i>but</i> marines (individuals) |
| Mason-Dixon line or Mason and Dixon's line | Reserve; the Reserve |
| State | <i>also</i> a marine; a woman marine; the |
| listserv | women marines (individuals); soldiers, sailors, coastguardsmen, and marines |
| Local: | Maritime Provinces (Canada) (<i>see</i> Province) |
| Columbia Typographical Union, Local 101 | Marshal (<i>see</i> Supreme Court) |
| International Brotherhood of Electrical Workers Local 180; <i>but</i> local No. 180 | marshal (U.S.) |
| local time, local standard time (<i>see</i> time) | medals (<i>see</i> decorations) |
| locator service | Medicaid |
| Loop, the (<i>see</i> cities) | MediCal |
| Louisiana Purchase | Medicare Act; Medicare plan |
| Low Church | Medicare Plus |
| Lower, if part of name: | Medicare Program |
| California (Mexico) | Medigap |
| Colorado River Basin | Member, if referring to Senator, |
| Egypt | Representative, Delegate, or Resident Commissioner of U.S. Congress; <i>also</i> |
| Peninsula (of Michigan) | Member at Large; Member of Parliament, etc.; <i>but</i> membership; member of U.S. congressional committee |
| lower: | Memorial: |
| 48 (States) | Jefferson |
| House of Congress | Lincoln |
| Mississippi | Vietnam |
| M | WWII |
| Madam: | Korean |
| Chair | Franklin D. Roosevelt etc.; the memorial |
| Chairman | Merchant Marine Reserve; the Reserve; |
| Chairwoman | <i>but</i> U.S. merchant marine; the merchant marine |
| Magna Carta | Metroliner |
| Majesty, His, Her, Your; Their Majesties | Metropolitan Washington, etc.; <i>but</i> |
| Majority Leader Reid; Majority Leader | Washington metropolitan area |
| Hoyer; <i>but</i> the majority leader (U.S. Congress) | midcontinent region |
| Mall, The National; The Mall (District of Columbia) | Middle Ages (<i>see</i> Ages) |
| Mansion, Executive (<i>see</i> Executive) | Middle Atlantic States |
| map 3, A, II, etc.; <i>but</i> Map 2, when part of | Middle East; Mideast; Mideastern; Middle Eastern (Asia) |
| title: Map 2.—Railroads of Middle Atlantic States | |

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| Midwest (section of United States); Midwestern States; <i>but</i> midwestern farmers, etc. | National Museum of the American Indian |
| Military Academy (<i>see</i> Academy) | N |
| Military Establishment (<i>see</i> Establishment) | Nation (synonym for United States); <i>but a</i> nation; nationwide; <i>also</i> French nation, Balkan nations |
| milkshed, Ohio, etc. (region) | Nation, Creek; Osage; etc.; the nation |
| millennium | nation, in general, standing alone |
| Minister Plenipotentiary; the Minister; Minister Without Portfolio (<i>see also</i> foreign cabinets) | National, in conjunction with capitalized name: |
| Ministry (<i>see</i> foreign cabinets) | Academy of Sciences (<i>see</i> Academy) and State institutions, etc. |
| Minority Leader McConnell; Minority Leader Boehner; <i>but</i> the minority leader (U.S. Congress) | Archives and Records Administration |
| Mint, Philadelphia, etc.; the mint | Capital (Washington); the Capital; <i>but</i> national capital area |
| minutemen (colonial) | Endowment for the Arts; the Endowment |
| 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. | Gallery of Art; the National Gallery; the gallery |
| Mission, if part of name; the mission: Gospel <i>but</i> diplomatic mission; military mission; Jones mission | Grange; the Grange |
| Monument: Bunker Hill; the monument | Guard, Ohio, etc.; Air National; the National Guard; the Guard; a guardsman; Reserve; <i>but a</i> National Guard man; National Guardsman |
| Grounds; the grounds (Washington Monument) | Institute (<i>see</i> Institute) |
| National (<i>see</i> National) | Legislature (<i>see</i> Legislature) |
| Washington; the monument (District of Columbia) | Muir Woods National Monument etc.; the national monument; the monument |
| Mountain States | Museum (<i>see</i> Museum) |
| mountain time, mountain standard time (<i>see</i> time) | Naval Medical Center (Bethesda, MD) |
| Moving Pictures Experts Group (MPEG) | Park, Yellowstone, etc.; Yellowstone Park; the national park; the park |
| Mr. Chairman; Mr. Secretary; etc. | Treasury; the Treasury |
| Mujahedeen | War College |
| mullah | Woman's Party |
| Museum, capitalize with name; the museum: | Zoological Park (<i>see</i> Zoological) |
| Field | national: agency check (NAC) |
| National | anthem, customs, spirit, etc. |
| National Air and Space; the Air Museum | British, Mexican, etc. defense agencies |

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

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| Lick; the observatory (nongovernmental) | Operation Iraqi Freedom, Desert Storm |
| Naval; the Observatory | Order of Business No. 56 (congressional calendar) |
| Occident, the; occidental | Ordnance: |
| Ocean, if part of name; the ocean: Antarctic | Corps (<i>see Corps</i>) |
| Arctic | Department; the Department |
| Atlantic | Organization, if part of name; capitalized standing alone if referring to international unit: |
| North Atlantic, etc. | International Labour (ILO) |
| Pacific | North Atlantic Treaty (NATO): |
| South Pacific, etc. | Chiefs of Staff |
| Southwest Pacific, etc. | Committee of Defense Ministers |
| Oceanographer (the Hydrographer), Navy | Council |
| Office, if referring to unit of Federal Government; the Office: Executive | Council of Foreign Ministers |
| Foreign and Commonwealth (U.K.) | Defense Committee |
| Government Printing; the Printing Office; the Office | Military Committee |
| Naval Oceanographic | of American States (OAS) |
| of Chief of Naval Operations | Pact |
| of General Counsel | Regional Planning Group; the Group |
| of Management and Budget | Standing Group; the Group |
| of Personnel Management | United Nations Educational, Scientific, and Cultural Organization UNESCO) |
| of the Secretary (Defense); Secretary's Office | Orient, the; oriental (<i>see Asian</i>) |
| Patent and Trademark | Osama bin Laden |
| <i>but</i> New York regional office (including branch, division, or section therein); the regional office; the office | Outer Continental Shelf (<i>see Continental</i>) |
| officer: Army | P |
| Marine; <i>but</i> naval and marine officers | Pacific (<i>see also Atlantic</i>): |
| Navy; Navy and Marine officers | Basin |
| Regular Army; Regular; a Regular Reserve | coast |
| Old Dominion (Virginia) | Coast (or slope) States |
| Old South | Northwest |
| Old World | rim |
| Olympic Games; Olympiad; XXIX Olympic Games | seaboard |
| ombudsman, Maryland (State) | slope |
| online | South |
| | States |
| | time, Pacific standard time (<i>see time</i>) |
| | <i>but</i> cispacific; transpacific |
| | pan-American games; <i>but</i> Pan American Day |
| | Pan American Union (renamed; <i>see</i> Organization of American States) |

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

Presidential assistant, authority, order, proclamation, candidate, election, timber, year, etc.

Prime Minister (*see* foreign cabinets)

Prison, New Jersey State; the prison

Privy Council, Her Majesty's (*see* Council)

Prize, Nobel, Pulitzer, etc.; the prize

Proclamation, Emancipation; Presidential Proclamation No. 24; Proclamation No. 24; the proclamation; *but* Presidential proclamation

Program, if part of name:

- European Recovery
- Food for Peace
- Fulbright
- Head Start
- Mutual Defense Assistance
- Social Security
- but* universal military training; government bailout

Progressive Party; a Progressive Project:

- Gutenberg
- Manhattan
- Vote Smart

Proposition 13

Prosecutor; Special Prosecutor (Federal)

Province, Provincial, if referring to an administrative subdivision: Ontario Province; Province of Ontario; Maritime Provinces (Canada); the Province

Proving Ground, Aberdeen, etc.; the proving ground

Public Law; Public Law 110–161, etc.

Public Printer; the Government Printer; the Printer

public utility district (*see* District)

Pueblo, Santa Clara; the pueblo

Purchase, Gadsden, Louisiana, etc.

Puritan; puritanical

Pyrrhic victory

Q

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

query

queue

R

Radio Free Europe/Radio Liberty

Railroad, Alaska; the Railroad

Ranch, King, etc.; the ranch

Range, Cascade, etc. (mountains); the range

Rebellion, if part of name; the rebellion:

- Boxer
- Whisky

Reconstruction period (post-Civil War)

Red army

Red Cross, American (*see* American)

Reds, the; a Red (political)

Reformatory, Michigan; the reformatory

Refuge, Blackwater National Wildlife, etc.;

- Blackwater Refuge; the refuge

region, north-central, etc.; first region, 10th region; region 7; midcontinent

Regular Army, Navy; a Regular (*see also* officer)

regulation:

- greenhouse gas
- W (*see also* Federal Reserve Board)
- but* Veterans Entitlements Regulations

religious terms:

- Baha'i
- Baptist
- Brahman
- Buddhist
- Catholic; Catholicism; *but* catholic (universal)
- Christian
- Christian Science
- Evangelical United Brethren
- Hindu; Hinduism
- Islam; Islamic
- Jewish
- Latter-day Saints

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

but Book II: Modern Types (complete heading); Part XI: Early Thought (complete heading)

Route 66, State Route 9 (highways)
rule 21; rule XXI; *but* Rule 21, when part of title: Rule 21: Renewal of Motion

Rules:
of the House of Representatives; *but* rules of the House; House rule X
Standing Rules of the Senate
(publication); *but* rules of the Senate
also Commission rules

S

Sabbath; Sabbath Day
savings bond (*see* bond)
schedule 2, A, II, etc.; *but* Schedule 2, when part of title; Schedule 2: Open and Prepay Stations

School, if part of name; the school:
any school of U.S. Armed Forces
Hayes
Pawnee Indian
Public School 13; P.S. 13

school district (*see* District)
Scriptures; Holy Scriptures (the Bible)
Seabees (*see* Navy)

seaboard, Atlantic, eastern, etc.
seasons:

autumn (fall)
spring
summer
winter

seaway (*see* geographic terms; Authority; Corporation)

Second World War (*see* War)

Secretariat (*see* United Nations)

Secretaries of the Army and the Navy; *but* Secretaries of the military departments; secretaryship

Secretary, head of national governmental unit:
of Defense; of State; etc.; the Secretary

of State for Foreign Affairs (British); for the Commonwealth, etc.; the Secretary

of the Smithsonian Institution; the Secretary
also the Assistant Secretary; the Executive Secretary

Secretary General; the Secretary General: Organization of American States
United Nations
section 2, A, II, etc.; *but* Section 2, when part of title: Section 2: Test Construction Theory

Selective Service (*see* Service; System)

Senate (U.S.), titles of officers standing alone capitalized:

Chaplain
Chief Clerk
Doorkeeper
Official Reporter(s)
Parliamentarian
Postmaster
President of the
President pro tempore
Presiding Officer
Secretary
Sergeant at Arms

Senate, Ohio (State); the senate

Senator (U.S. Congress); *but* lowercased if referring to a State senator, unless preceding a name

senatorial

Sergeant at Arms (U.S. Senate or House)

Sermon on the Mount

server

Service, if referring to Federal unit; the Service:

Extension
Federal Mediation and Conciliation
Fish and Wildlife
Foreign (*see* Foreign Service)
Forest
Internal Revenue

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| Marshals | Gelisols | Oxisols |
| National Park | Histosols | Spodosols |
| Natural Resources Conservation | Inceptisols | Ultisols |
| Postal | Mollisols | Vertisols |
| Secret (Homeland Security) | Soldiers' Home; the soldiers' home; (<i>see</i> | |
| Selective (<i>see also</i> System); <i>but</i> selective | Armed Forces Retirement Home) | |
| service, in general sense; selective | Solicitor for the Department of Labor, etc.; | |
| service classification 1-A, 4-F, etc. | the Solicitor | |
| Senior Executive | Solicitor General (Department of Justice) | |
| service: | Son of Man (Christ) | |
| airmail | Sons of the American Revolution | |
| Army | (organization); a Son; a Real Son | |
| city delivery | South: | |
| consular | American Republics (<i>see</i> Republic) | |
| customs | American States | |
| diplomatic | Atlantic | |
| employment (State) | Atlantic States | |
| extension (State) | Deep South (U.S.) | |
| general delivery | Korea | |
| naval | Midsouth (U.S.) | |
| Navy | Pacific | |
| parcel post | Pole | |
| postal field | the South (section of United States); | |
| rural free delivery; rural delivery; free | Southland | |
| delivery | Southeast Asia | |
| special delivery | southern California, southeastern | |
| star route | California, etc. | |
| Shelf, Continental (<i>see</i> Continental) | Southern States | |
| ship of state (unless personified) | Southern United States | |
| Sister(s) (adherent of religious order) | southerner | |
| Six Nations (<i>see</i> Indians) | Southwest, the (section of United States) | |
| Smithsonian Institution (<i>see</i> Institution) | space shuttle; the shuttle | |
| Social Security Administration (U.S.), | space station | |
| application, check, number, pension, | Spanish-American War (<i>see</i> War) | |
| trust fund, system, etc. | Speaker of the House of Representatives; | |
| Socialist Party; a Socialist | the Speaker | |
| Society, if part of name; the society: | special agent | |
| American Cancer Society, Inc. | specialist | |
| of the Cincinnati | Special Order No. 12; Special Orders, No. | |
| soil bank | 12; a special order | |
| soil orders: | Spirit of '76 (painting); <i>but</i> spirit of '76 (in | |
| Alfisols | general sense) | |
| Andisols | Sputnik | |
| | Square, Lafayette, etc.; the square | |
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| Staff, Foreign Service (<i>see Foreign Service</i>); Air (U.K.) | Middle Atlantic |
| standard time (<i>see time</i>) | Middle Western |
| Star of Bethlehem | Midwestern |
| Star-Spangled Banner (<i>see flag</i>) | Mountain |
| State: | New England |
| Champion | North Atlantic |
| government | Northwestern, etc. |
| legislature (<i>see Legislature</i>) | Organization of American |
| line, Iowa; Ohio-Indiana, etc. | Pacific |
| New York | Pacific Coast |
| of Israel | rights |
| of Maryland | South American |
| of the Union Message/Address | South Atlantic |
| of Veracruz | Southern |
| out-of-State (adjective); <i>but</i> out-of-stater | the six States of Australia; a foreign state |
| prison | Thirteen Original; original 13 States |
| Vatican City | Western; <i>but</i> western Gulf; western farming States |
| state: | Station, if part of name; the station; not capitalized if referring to surveying or similar work: |
| church and | Air Force base |
| of the art: state-of-the-art technology | Grand Central |
| welfare | Naval Air Engineering |
| <i>also</i> downstate, instate, multistate, | television station WSYR-TV |
| statehood, statehouse, stateside, | Union; Union Depot; the depot |
| statewide, substate, tristate, upstate | WAMU station; station WMAL; radio station WSM; broadcasting station WJSV |
| State's attorney | station 9; substation A |
| state's evidence | Statue of Liberty; the statue |
| states' rights | Statutes at Large (U.S.) (<i>see also</i> Revised Statutes) |
| States: | Stealth: bomber, fighter |
| Arab | Stockpile, Strategic National |
| Balkan | stone age (<i>see Ages</i>) |
| Baltic | storage facility |
| East North Central | Stream, Gulf (<i>see Gulf; geographic terms</i>) |
| East South Central | Street, if part of name; the street: I Street (not Eye Street) 110th Street U Street (not You Street) |
| Eastern; <i>but</i> eastern industrial States | subcommittee (<i>see Committee</i>) |
| Eastern Gulf | |
| Eastern North Central, etc. | |
| Far Western | |
| Gulf; Gulf Coast | |
| Lake | |
| Latin American | |
| lower 48 | |
| Middle | |

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| subtropical, subtropic(s) (<i>see</i> tropical) | <i>also</i> Federal land bank system |
| summit meeting; Earth summit | |
| Sun; a sun | |
| Super Bowl | |
| Superfund; the fund | |
| Superintendent, if referring to head of | |
| Federal unit; the Superintendent: | |
| of Documents (Government Printing | |
| Office) | |
| of the Naval (or Military) Academy | |
| Supplement to the Revised Statutes (<i>see</i> | |
| Revised Statutes) | |
| Supreme Bench; the Bench; <i>also</i> High | |
| Bench; High Tribunal | |
| Supreme Court (U.S.); the Court; <i>also</i> High | |
| Court; titles of officers standing alone | |
| capitalized: | |
| Associate Justice | |
| Chief Justice | |
| Clerk | |
| Marshal | |
| Reporter | |
| <i>but</i> Ohio Supreme Court; the supreme | |
| court | |
| Surgeon General, the (Air Force, Army, | |
| Navy, and Public Health Service) | |
| Survey, if part of name of Federal unit; the | |
| Survey: Geodetic; Geological | |
| System, if referring to Federal unit; the | |
| System: | |
| Federal Home Loan Bank; the System | |
| Federal Reserve; the System | |
| National Forest; the System | |
| National Highway; Interstate Highway; | |
| the System | |
| National Park; the System | |
| National Trails; the System | |
| National Wild and Scenic Rivers; the | |
| System | |
| Regional Metro System; Metro system | |
| Selective Service (<i>see also</i> Service) | |
| State and National forests | |
| <i>but</i> Amtrak railway system; Amtrak | |
| system; the system | |
| | T |
| | table 2, II, A, etc.; <i>but</i> Table 2, when part of |
| | title: Table 2: Degrees of Land |
| | Deterioration |
| | task force (<i>see</i> Force) |
| | Team, USAREUR Technical Assistance, |
| | etc.; the team |
| | television station (<i>see</i> 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) |
| | <i>but</i> territory of: American Samoa, Guam, |
| | Virgin Islands |
| | The, part of name, capitalized: |
| | The Dalles; The Gambia; The Hague; |
| | The Weirs; <i>but</i> the Dalles Dam; the |
| | Dalles region; the Federal Bulletin |
| | Board; the Hague Conference; the |
| | Weirs streets |
| | <i>but</i> the Adjutant General; the National |
| | Archives; the Archives; the Times; the |
| | Mermaid; the Federal Express |
| | Third World |
| | Thirteen American Colonies, etc. (<i>see</i> |
| | Colonies) |
| | Thirteen Original States |
| | Thruway, New York State; the thruway |
| | time: |
| | Alaska, Alaska standard |
| | Atlantic, Atlantic standard |
| | central, central standard |
| | eastern, eastern daylight, eastern daylight |
| | saving (no s), eastern standard |
| | Greenwich mean time (GMT) |

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| Hawaii-Aleutian standard | tropical; neotropic, neotropical, subtropic(s), subtropical |
| local, local standard | |
| mountain, mountain standard | |
| Pacific, Pacific standard | |
| universal | |
| title 2, II, A, etc.; <i>but</i> 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 (<i>see also</i> Unknown Soldier) | |
| Tower, Eiffel, etc.; the tower | |
| Township, Union; township of Union | |
| trade names and trademarks: | |
| Blu-Ray | TiVo |
| Coca-Cola | U-Haul |
| Dr Pepper | UNIX |
| Hersheypark | VISA |
| iPod | WebTV |
| iTunes | Yahoo! |
| MasterCard | ZIP Code (Postal) |
| Trade Representative (U.S.) | |
| transatlantic; transpacific; trans-Siberian, etc.; <i>but</i> Transjordan; Trans-Alaska | |
| Treasurer, Assistant, of the United States; the Assistant Treasurer; <i>but</i> assistant treasurer at New York, etc. | |
| Treasurer of the United States; the Treasurer | |
| Treasury notes; Treasurys | |
| Treasury, of the United States; General; National; Public | |
| Treaty, if part of name; the treaty: | |
| Jay Treaty | |
| North Atlantic; North Atlantic Defense of Versailles | |
| <i>but</i> treaty of 1919 | |
| triad | |
| tribe (<i>see</i> Indians) | |
| Tribunal, standing alone capitalized only in minutes and official reports of a specific arbitration; <i>also</i> High Tribunal; the Tribunal (Supreme Court) | |
| Tropic of Cancer, of Capricorn; the Tropics | |
| | Trust, Power, etc. |
| | trust territory (<i>see</i> Territory) |
| | Tunnel, Lincoln, etc.; the tunnel; <i>but</i> irrigation, railroad, etc., tunnel |
| | Turnpike, Pennsylvania, etc.; the turnpike |
| | Twin Cities (Minneapolis and St. Paul) |
| | U |
| | U-boat |
| | Under Secretary, if referring to officer of Federal Government; the Under Secretary: |
| | of Agriculture |
| | of State |
| | of the Treasury |
| | Uniform Code of Military Justice (<i>see</i> Code) |
| | Union (if part of proper name; capitalized standing alone if synonym for United States or if referring to international unit): |
| | Columbia Typographical |
| | European |
| | Pan American (former name; <i>see</i> Organization of American States) |
| | Station; <i>but</i> union passenger station; union freight station |
| | Teamsters Union; the Teamsters; the union; <i>also</i> the Auto Workers, etc. |
| | Universal Postal; the Postal Union |
| | Western (<i>see</i> alliances) |
| | Woman's Christian Temperance <i>but</i> a painters union; printers union |
| | United Nations: |
| | Charter; the charter |
| | Educational, Scientific, and Cultural Organization (UNESCO) (<i>see</i> Organization) |
| | Food and Agriculture Organization (FAO) |
| | General Assembly; the Assembly |

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| <p>International Children's Emergency Fund (UNICEF)</p> <p>International Court of Justice; the Court Permanent Court of Arbitration (<i>see</i> Court)</p> <p>Secretariat, the</p> <p>Secretary General</p> <p>Security Council; the Council</p> <p>World Employment Conference</p> <p>World Health Organization (WHO); the Organization</p> <p>universal:</p> <ul style="list-style-type: none"> — military training (<i>see</i> Program) — time (<i>see</i> time) <p>University, if part of name: Stanford; the university</p> <p>Unknown Soldier; Unknown of World War II; World War II Unknown;</p> <p>Unknown of Korea; Korea</p> <p>Unknown; the Unknowns (<i>see also</i> Tomb)</p> <p>Upper, if part of name:</p> <ul style="list-style-type: none"> — Colorado River Basin — Egypt — Peninsula (of Michigan) — <i>but</i> upper House of Congress <p>U.S.S.R. (former Union of Soviet Socialist Republics)</p> | <p>W</p> <p>War, if part of formal name:</p> <ul style="list-style-type: none"> — 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 — <i>also</i> post-World War II <p>war, descriptive or undeclared:</p> <ul style="list-style-type: none"> — cold, hot — European — French and Indian wars — Indian — Korean — Persian Gulf; gulf — third world; world war III — Vietnam — with Mexico <p>War College, National (<i>see</i> College)</p> <p>War Mothers (<i>see</i> American)</p> <p>ward 1, 2, etc.; first, 11th, etc.</p> <p>Washington's Farewell Address</p> <p>water district (<i>see</i> District)</p> <p>waterway, inland, intercoastal, etc.; <i>but</i> Intracoastal Waterway</p> <p>Web:</p> <ul style="list-style-type: none"> — page — site |
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|--|---|
| Week, Fire Prevention; etc. | wilderness; <i>but</i> the Wilderness |
| welfare state | (Virginia battlefield) |
| West: | Wood, if part of name: |
| Bank (Jordan) | Belleau |
| Coast (Africa); <i>but</i> west coast (U.S.) | County |
| End, etc. (section of city) | Fort Leonard |
| Europe (political entity) | World: New, Old, Third; <i>but</i> free world |
| Far West; Far Western States | World Bank; the Bank |
| Florida (1763–1819) | World Series |
| Middle (United States); Midwest | World War (<i>see</i> War) |
| South Central States, etc. | World War II veteran |
| the West (section of United States; <i>also</i> world political entity) | World Wide Web (WWW), the Web |
| west, western Pennsylvania | |
| Western: | X |
| bloc | x ray (note: no hyphen) |
| civilization | |
| countries | Y |
| Europe(an) (political entity) | year, calendar, fiscal |
| Hemisphere; the hemisphere | Your Excellency; Your Honor; Your |
| ideas | Majesty; etc. |
| Powers | Youth Corps; the Corps |
| States | |
| United States | Z |
| World | ZIP Code number; ZIP+4 |
| <i>but</i> far western; western farming States | Z39.50 |
| (U.S.) | Zone, if part of name; the zone: |
| westerner | British (in Germany) |
| Whip, Majority; Minority | Canal (Panama) |
| Whisky Rebellion (<i>see</i> Rebellion) | Eastern, Western (Germany) |
| White (<i>see</i> Caucasian) | Frigid |
| White House: | Hot (infectious area) |
| Blue Room | of Interior (<i>see</i> Command) |
| East Room | Temperate, Torrid; the zone |
| Oval Office | U.S. Foreign Trade; Foreign |
| Police (<i>see</i> Police) | Trade Zone; <i>but</i> the foreign trade |
| Red Room | zone, free trade zone |
| Rose Garden | zone: |
| State Dining Room | Arctic |
| white paper, British, etc. | eastern standard time |
| Wilderness, capitalized with name; San | no-fly |
| Joaquin Wilderness, CA; the | polar |
| | tropical |
| | Zoological Park (National); the zoo; |
| | the park |

5. Spelling

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

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

Preferred and difficult spellings

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

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

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

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

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

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

| | | | |
|-----------------------------|----------------------------|-------------------------|---------------------------|
| principal (chief) | reinforce | sewage (waste) | stifling |
| principle (proposition) | relater | sewerage (drain system) | stratagem |
| privilege | relator (law) | sextet | stubbornness |
| proffer | remodeler | Shakespearean | stultify |
| programmatic | renaissance | shellacking | stupefy |
| programmed, -mer, -ming | reparable | shoveled, -ing | subpoena, -ed |
| prologue | repellant (n.) | shriveled, -ing | subtlety |
| promissory | repellent (adj.) | sideward | succor |
| pronunciation | requester | signaled, -ing | sulfur (also derivatives) |
| propel, -led, -ling | requestor (law) | siphon | sulfanilamide |
| propellant (n.) | rescission | site (place) | sulfureted, -ing |
| propellent (adj.) | responder (electronics) | cite (quote) | supererogation |
| prophecy (n.) | responser (electronics) | sizable | surfeit |
| prophesy (v.) | reveled, -er, -ing | skeptic | surreptitious |
| ptomaine | rhyme, rhythmic | skillful | surveillance |
| pubic (anatomy) | RIFing, RIFed, RIFs | skulduggery | swiveled, -ing |
| pulmотор | rivaled, -ing | sleight (deft) | sylvan |
| pusillanimous | roweled, -ing | slight (meager) | synonymous |
| Q | | | |
| quarreled, -ing | ruble | smolder | syrup |
| quartet | | | |
| quaternary | | | |
| questionnaire | | | |
| queue | | | |
| R | | | |
| raccoon | | | |
| racket (all meanings) | | | |
| rapprochement | | | |
| rarefy | | | |
| rarity | | | |
| ratable | | | |
| rational (adj.) | | | |
| rationale (n.) | | | |
| rattan | | | |
| raveled, -ing | | | |
| reconnaissance | | | |
| reconnoiter | | | |
| recyclable | | | |
| referable | | | |
| refuse | | | |
| registrar | | | |
| S | | | |
| saccharin (n.) | | | |
| saccharine (adj.) | | | |
| sacrilegious | | | |
| salable | | | |
| sandaled, -ing | | | |
| savable | | | |
| savanna | | | |
| savior | | | |
| Saviour (Christ) | | | |
| scalloped, -ing | | | |
| schizophrenia | | | |
| scion (horticulture) | | | |
| scurrilous | | | |
| seismology | | | |
| selvage (edging) | | | |
| salvage (save) | | | |
| sentined, -ing | | | |
| separate (v., adj.) | | | |
| sepulcher | | | |
| seriatim | | | |
| settler | | | |
| settlor (law) | | | |
| T | | | |
| taboo | | | |
| tactician | | | |
| tasseled, -ing | | | |
| tattoo | | | |
| taxied, -ing | | | |
| technique | | | |
| teetotaler | | | |
| tercentenary | | | |
| theater | | | |
| therefor (for it) | | | |
| therefore (for that reason) | | | |
| thiamine | | | |
| thrallodom | | | |
| thrash (beat) | | | |
| thresh (grain) | | | |
| threshold | | | |
| tie, tied, tying | | | |
| timber (wood) | | | |
| timbre (tone) | | | |
| tinselled, -ing | | | |
| titer | | | |
| tonsillitis | | | |

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

Anglicized and foreign words

5.3. Diacritical marks are not used with anglicized words.

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

| | | | |
|---------------|---------------------|----------------------|--------------|
| I | moire | portiere | seance |
| ingeneue | | pousse cafe | senor |
| J | naive | premiere | smorgasbord |
| jardiniere | naivete | protege(masc., fem.) | soiree |
| L | nee | puree | souffle |
| laissez faire | | | suede |
| litterateur | | | |
| M | | R | |
| materiel | opera bouffe | rale | table d'hote |
| matinee | opera comique | recherche | tete-a-tete |
| melange | | regime | tragedienne |
| melee | papier mache | risque | |
| menage | piece de resistance | role | |
| mesalliance | pleiade | rotisserie | |
| metier | porte cochere | roue | |
| | porte lumiere | S | |
| | | saute | vicuna |

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 | sexdecim |
| armadillos | gauchos | mestizos | sextos |
| avocados | ghettos | octavos | siroccos |
| banjos | halos | octodecim | 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: | No word significant in itself: |
| 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 |
| axis, axes | datum (singular), data (plural, but singular in collective sense) |
| bandeo, bandeaux | desideratum, desiderata |
| basis, bases | dilettante, dilettanti |
| bateau, bateaux | dogma, dogmas |
| beau, beaus | ellipsis, ellipses |
| cactus, cactuses | equilibrium, equilibriums (equilibria, scientific) |
| calix, calices | erratum, errata |
| cargo, cargoes | executrix, executrices |
| chassis (singular and plural) | flambeau, flambeaus |

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

Endings “ible” and “able”

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

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

| | | | |
|------------------------------|-----------------|-------------------|------------------|
| compossible | distractable | impersuasible | inexpressible |
| comprehensible | divertible | implausible | infallible |
| compressible | divestible | impossible | infeasible |
| conducible | divisible | imprescriptible | inflexible |
| conductible | docile | imputrescible | infractible |
| confluxible | edible | inaccessible | infrangible |
| congestible | educible | inadmissible | infusible |
| contemptible | effectible | inapprehensible | innascible |
| controvertible | effervescent | inaudible | inscriptible |
| conversable (oral) | eligible | incircumscribable | insensible |
| conversible (convertible) | eludible | incoercible | instructible |
| convertible | erodible | incognoscible | insubmergible |
| convincible | evasible | incombustible | insuppressible |
| corrigible | eversible | incommiscible | insusceptible |
| corrodible | evincible | incompatible | intactible |
| corrosible | exemptible | incomprehensible | intangible |
| corruptible | exhaustible | incompressible | intelligible |
| credible | exigible | inconcussible | interconvertible |
| crucible | expansible | incontrovertible | interruptible |
| cullible | explosible | inconvertible | intervisible |
| decoctible | expressible | inconvincible | invendible |
| deducible | extensible | incorrigible | invertible |
| deductible | fallible | incorrodible | invincible |
| defeasible | feasible | incorruptible | invisible |
| defectible | fencible | incredible | irascible |
| defensible | flexible | indefeasible | irreducible |
| delible | fluxible | indefectible | irrefrangible |
| deprehensible | forcible | indefensible | irremissible |
| depressible | frangible | indelible | irreprehensible |
| descendible | fungible | indeprehensible | irrepressible |
| destructible | fusible | indestructible | irresistible |
| diffrangible | gullible | indigestible | irresponsible |
| diffusible | horrible | indiscernible | irreversible |
| digestible | ignitable | indivertible | legible |
| dimensible | illegible | indivisible | mandible |
| discernible | immersible | indocible | marcescible |
| discerpible | immiscible | inducible | misicible |
| discerpible | impartible | ineffervescent | negligible |
| discerpible | 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 | disfranchise | incise | supervise |
| chastise | disguise | merchandise | surmise |
| circumcise | emprise | misadvise | surprise |
| comprise | enfranchise | mortise | televisé |
| | enterprise | premise | |

Endings “cede,” “ceed,” and “sede”

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

Doubled consonants

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

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

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

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

Indefinite articles

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

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

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

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

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

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

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

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

Geographic names

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

Nationalities, etc.

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

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

- 5.24.** Observe the following forms:

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

Native American words

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

Transliteration

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

6. Compounding Rules

(See also Chapter 7 “Compounding Examples”)

- 6.1.** A compound word is a union of two or more words, either with or without a hyphen. It conveys a unit idea that is not as clearly or quickly conveyed by the component words in unconnected succession. The hyphen is a mark of punctuation that not only unites but 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 | praiseworthyness | |
| 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-flagship | meat packinghouse owner |

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

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

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

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

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

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

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

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

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

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

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

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

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.

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

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

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

- 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.

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

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

| | | |
|--------------------|-------------------------|--------------------------|
| <i>re-redirect</i> | <i>sub-subcommittee</i> | <i>super-superlative</i> |
|--------------------|-------------------------|--------------------------|

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

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

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

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

Numerical compounds

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

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

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

| | |
|------------------|-----------------------------|
| 1 month's layoff | 3 weeks' vacation |
| 1 week's pay | 1 minute's delay |
| 2 hours' work | <i>but</i> a 1-minute delay |

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

| | |
|---------------------|---------------------------|
| one-thousandth | twenty-three 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 figures use a hyphen, except with superior figures.

| | | |
|--------------|------------------|--------------------------------|
| Freon-12 | uranium-235 | Sr ⁹⁰ |
| polonium-210 | U ²³⁵ | ₉₂ U ²³⁴ |

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

9-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 water is crystal clear"; "fire-tested material," *but* "the material is fire tested."

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

| | | | |
|-------------------------|------------------------|----------------------|-----------------------|
| gabfest | line (auto) | genito (c.f.) | glass |
| gad | #line (queue) | <i>all one word</i> | blower |
| about (n., u.m.) | lock | gentle | #ceiling |
| fly | #main | folk | cutter |
| gaftopsail | #mask | -looking (u.m.) | -eater |
| gag | meter | man | -eyed (u.m.) |
| -check (v.) | works | -mannered (u.m.) | -hard (u.m.) |
| #order | gastro (c.f.) | mouthed | house |
| root | -omental | -spoken (u.m.) | works |
| #rule | <i>rest one word</i> | woman | |
| gauepin | gate | geo (c.f.) | glauco (c.f.) |
| gain | house | <i>all one word</i> | <i>all one word</i> |
| say | keeper | germ-free (u.m.) | glidepath |
| -sharing (u.m.) | leg (u.m.) | gerrymander | globetrotter |
| galact(o) (c.f.) | pin | get | glosso (c.f.) |
| <i>all one word</i> | post | -at-able | <i>all one word</i> |
| gallbladder | tender | away (n., u.m.) | glow |
| galley#proof | works | off (n., u.m.) | lamp |
| (printing) | gay | -together (n., | meter |
| galvano (c.f.) | #blade | u.m.) | gluc(o) (c.f.) |
| <i>all one word</i> | cat | up (n., u.m.) | <i>all one word</i> |
| game | -colored (u.m.) | ghost | glue |
| bag | #dog | -haunted (u.m.) | pot |
| cock | -looking (u.m.) | write (v.) | stock |
| gang | gear | giddy | glycero (c.f.) |
| boss | box | brain | <i>all one word</i> |
| plank | case | head | glyco (c.f.) |
| saw | -driven (u.m.) | -paced (u.m.) | <i>all one word</i> |
| gapeseed | fitter | gilt-edge (u.m.) | go |
| garnet-brown | -operated (u.m.) | gin-run (u.m.) | -ahead (n., u.m.) |
| (u.m.) | set | ginger | -around (n., u.m.) |
| gas | shift | #ale | -as-you-please |
| bag | wheel | bread | (u.m.) |
| bomb | | -colored (u.m.) | -back (n., u.m.) |
| -driven (u.m.) | gelatin | snap | -between (n.) |
| field | -coated (u.m.) | spice | by (n.) |
| -fired (u.m.) | -making (u.m.) | give | cart |
| firing | gelatino (c.f.) | -and-take (n., | -devil (n.) |
| fitter | bromide | u.m.) | -getter |
| -heated (u.m.) | chloride | away (n., u.m.) | -getting (n., u.m.) |
| -laden (u.m.) | gem | | -off (n., u.m.) |
| lamp | cutter | glacio (c.f.) | goal |
| lighted | -set (u.m.) | <i>all one word</i> | post |
| | #stone | | #setter |

| | | | |
|-----------------------|-------------------|---------------------|----------------------|
| goat | -filled (u.m.) | Government | grapho (c.f.) |
| -bearded (u.m.) | foil | (U.S. or | <i>all one word</i> |
| -drunk (u.m.) | -inlaid (u.m.) | foreign) | |
| -eyed (u.m.) | leaf | -in-exile | grass |
| herd | plate (v.) | -owned (u.m.) | -clad (u.m.) |
| goat's | -plated (u.m.) | wide | -covered (u.m.) |
| -hair | -plating (u.m.) | governmentwide | cutter |
| -horn | smithing | (State, city, etc.) | flat |
| God | -wrought (u.m.) | | -green (u.m.) |
| -conscious (u.m.) | golden | | hop |
| -fearing (u.m.) | -fingered (u.m.) | | nut |
| -forsaken (u.m.) | -headed (u.m.) | | plot |
| -given (u.m.) | good | | roots (nonliteral) |
| head | -bye | | #roots (literal) |
| -man | -for-nothing (n., | grade | widow |
| -ordained (u.m.) | u.m.) | finder | grave |
| -sent (u.m.) | -looker | mark | clothes |
| -sped (u.m.) | -looking (u.m.) | grain | digger |
| speed | -natured (u.m.) | -cut (u.m.) | side |
| -taught (u.m.) | #will (kindness) | field | stead |
| god | will (salable | -laden (u.m.) | gravel |
| child | asset) | mark | -blind (u.m.) |
| daughter | goose | sick | stone |
| father | bone | gram | gray |
| head | bumps | -fast (u.m.) | back (n., u.m.) |
| hood | -cackle | -meter | beard (n.) |
| less | #egg | -molecular | -clad (u.m.) |
| mother | -eyed (u.m.) | -negative (u.m.) | coat (n.) |
| parent | flesh | -positive (u.m.) | -eyed (u.m.) |
| send | -footed (u.m.) | grand | -haired (u.m.) |
| ship | herd | aunt | head |
| son | mouth | child, etc. | -headed (u.m.) |
| sonship | neck | stand | out (n., u.m.) |
| goggle-eyed (u.m.) | pimples | grant-in-aid | grease |
| goings-on | rump | fruit | #gun |
| gold | step | #juice | #pit |
| beater | wing | -leaved (u.m.) | proof |
| brick (shirker) | gospel | seed | great |
| #brick (of real gold) | like | stalk | -aunt |
| -bright (u.m.) | -true (u.m.) | vine | coat |
| -brown (u.m.) | gourdhead | graph | -eared (u.m.) |
| digger | | alloy | -grandchild, etc. |
| #dust | | #paper | -headed (u.m.) |
| | | | heart |

| | | | |
|---------------------|--------------------|-------------------------|-------------------------|
| mouthing | wave | rack | brush |
| green | work | -rivet (v.) | -check (n.) |
| back (n., u.m.) | group-connect (v.) | runner | cloth |
| belt (community) | grownup (n., u.m.) | shop | cut (n.) |
| -clad (u.m.) | grubstake | shot | do |
| -eyed (u.m.) | guard | -shy (u.m.) | dresser |
| gage (plum) | house | sight | -fibered (u.m.) |
| gill | plate | stock | lock |
| grocer | rail | wale | pin |
| horn | guest | gut | #ribbon |
| keeper | chamber | less | space (printing) |
| -leaved (u.m.) | house | string | splitting |
| sand (geology) | room | gutter | spring |
| sick | guided-missile | blood | streak |
| stuff | (u.m.) | -bred (u.m.) | stroke (printing) |
| sward | guidepost | snipe | #trigger |
| town (community) | guider-in | spout | half |
| #wood (literal) | gum | gymno (c.f.) | -and-half (n., u.m.) |
| wood (forest) | boil | <i>all one word</i> | -afraid |
| greyhound | chewer | gyneco (c.f.) | -alive |
| grid | digger | <i>all one word</i> | -angry |
| iron | drop | gyro | back (football) |
| lock | -gum | #horizon | -backed (u.m.) |
| griddlecake | lac | #mechanism | -baked (u.m.) |
| grillroom | -saline (n.) | #pelorus | -bound (u.m.) |
| grip | shoe | plane, compass, etc. | caste |
| sack | gun | H | -clear |
| wheel | #barrel | H | cock (v.) |
| gross | bearer | -bar | cocked |
| -minded (u.m.) | blast | -beam | (nonliteral) |
| #weight | builder | -bomb | -dark |
| ground | cotton | -hour | #day |
| breaking | crew | hack | deck |
| hog | deck | barrow | -decked (u.m.) |
| mass | fight | hammer | -decker |
| nut | fire | log | -feed (v.) |
| path | flint | saw | hearted |
| plot | lock | hailstorm | -hourly (u.m.) |
| -sluicer | paper | hair | -life |
| speed | pit | band | #load |
| #water | play | breadth | -loaded (u.m.) |
| | point | | -mast |
| | powder | | |

| | | | |
|------------------|-----------------|------------------|------------------|
| -miler | -bound (u.m.) | off (n., u.m.) | up (n.) |
| -monthly (u.m.) | bow | out (n., u.m.) | hanger |
| -on (n., u.m.) | brake | pick (v.) | -back |
| pace | breadth | post | -on |
| penny | brush | press | -up |
| -ripe | -built (u.m.) | print | happy-go-lucky |
| -shy | car | rail | hara-kiri |
| -sole (v.) | -carry (v.) | reading | harbor |
| staff | cart | saw | master |
| stitch | -carve (v.) | scrape (v.) | side |
| -strength (u.m.) | clap | set | hard |
| title | clasp | shake | -and-fast (u.m.) |
| tone (printing) | -clean (v.) | spade | back (beetle) |
| track | crank | spike | -baked (u.m.) |
| -true | cuff | splice | -bitten (u.m.) |
| -truth | -cut (v.) | split | -boiled (u.m.) |
| -weekly (u.m.) | -embroidered | spring | case |
| wit | (u.m.) | spun | copy (n.) |
| -witted (u.m.) | -fed (v.) | -stamp (v.) | core |
| -yearly (u.m.) | fold | stand | #disk |
| hallmark | grasp | stitch | #drive |
| ham | grenade | stroke | fist (n.) |
| shackle | grip | stuff | handed |
| string | guard | -tailored (u.m.) | hat (n.) |
| hammer | gun | tap | head |
| cloth | -held (u.m.) | tool | -hit (u.m.) |
| dress (v.) | -high (u.m.) | -tooled (u.m.) | -looking (u.m.) |
| -hard (u.m.) | hold | -tooling (u.m.) | mouthed |
| -harden (v.) | hole | truck | nose |
| -hardened (u.m.) | -in-hand (u.m.) | weave | pan |
| head | kerchief | wheel | -pressed (u.m.) |
| lock | -knit (v.) | worked | -set (u.m.) |
| #thrower | -knitter | woven | #shell (n.) |
| toe | laid | write (v.) | ship |
| -weld (v.) | -letter (v.) | written | spun |
| -wrought (u.m.) | lift (truck) | wrought | stand |
| hand | liner | hands#free | tack |
| bag | made | handlebar | top (auto) |
| ball | -me-down (n., | hang | ware |
| bank (v.) | u.m.) | dog | -won (u.m.) |
| barrow | mix (v.) | nail | #work |
| bill | mold (v.) | net | -working (u.m.) |
| book | mower | out (n., u.m.) | wrought |

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

| | | | |
|----------------------------|------------------------------------|---------------------|-----------------------------|
| -red (u.m.) | -oblong (u.m.) | seed | -looking (u.m.) |
| stick | | shell | -reddish (u.m.) |
| orchard#house | ovato (c.f.) | -white (u.m.) | paleo (c.f.) |
| orderly#room | -oblong | | -Christian, etc. |
| organo (c.f.) | -orbicular | | <i>rest one word</i> |
| <i>all one word</i> | <i>rest one word</i> | | pallbearer |
| ornitho (c.f.) | oven | | palm |
| <i>all one word</i> | baked | maker | -green (u.m.) |
| orrisroot | dried | #setter | #leaf |
| ortho (c.f.) | peel | -setting (u.m.) | #oil |
| <i>all one word</i> | ware | pachy (c.f.) | -shaded (u.m.) |
| osteo (c.f.) | over | <i>all one word</i> | palmi (c.f.) |
| <i>all one word</i> | age (surplus) | pack | <i>all one word</i> |
| other | age (older) (n., u.m.) | builder | pan |
| wise | all (n., u.m.) | cloth | -American, etc. |
| #world | -the-counter (u.m.) | horse | -broil (v.) |
| worldly | <i>as combining form, one word</i> | -laden (u.m.) | #ice |
| oto (c.f.) | owl-eyed (u.m.) | sack | <i>rest one word</i> |
| <i>all one word</i> | ox | saddle | Pan |
| out | biter | staff | #American Union |
| -and-out (u.m.) | blood (color) | thread | hellenic |
| -and-outer (n.) | bow | up (n., u.m.) | panel-lined (u.m.) |
| -loud (u.m.) | brake | packing#box | panic-stricken (u.m.) |
| -Machiavelli, etc. | cart | padlock | |
| migration | cheek | paddlefoot | |
| -of-date (u.m.) | eye | page | panto (c.f.) |
| -of-door(s) (u.m.) | -eyed (u.m.) | -for-page (u.m.) | <i>all one word</i> |
| -of-State (u.m.) | gall | #proof (printing) | panty hose |
| -of-the-way (u.m.) | harrow | painkiller | paper |
| placement | hide | painstaking | back (n.) |
| -to-out (u.m.) | horn | paint | #box |
| <i>as prefix, one word</i> | shoe | box | #carrier |
| outer | tail | brush | cutter |
| -city (u.m.) | #team | mixer | hanger |
| #man | oxy (c.f.) | pot | shell (n., u.m.) |
| most | <i>all one word</i> | spray | -shelled (u.m.) |
| wear | oyster | stained (u.m.) | -thin (u.m.) |
| outward | bed | pale | weight |
| -bound (u.m.) | #crab | -blue (u.m.) | -white (u.m.) |
| -bounder | house | buck | papier#mache |
| ovate | root | -cheeked (u.m.) | para (c.f. or pref.) |
| -acuminate (u.m.) | | face (n.) | -analgesia |
| | | -faced (u.m.) | -anesthesia |
| | | | legal |

| | | | |
|-----------------------|---------------------|--------------------|----------------------|
| medic | -feeding (u.m.) | jacket | head |
| <i>rest one word</i> | -filled (u.m.) | nut | knife |
| parcel | #play | pod | manship |
| #carrier | paste | shooter | #name |
| -plate (v.) | down (n., u.m.) | -sized (u.m.) | point |
| #post | pot | stick | pusher |
| parchment | up (n., u.m.) | peace | rack |
| -covered (u.m.) | pastureland | -blessed (u.m.) | script |
| #maker | patent-in-fee | breaker | -shaped (u.m.) |
| -making (u.m.) | path | -loving (u.m.) | stock |
| parieto (c.f.) | breaker | maker | trough |
| -occipital | finder | #pipe | pencil |
| <i>rest one word</i> | way | time | #box |
| parimutuel | patho (c.f.) | peach | holder |
| park | <i>all one word</i> | bloom | -mark (v.) |
| #forest | patri (c.f.) | blow (color) | penny |
| land | <i>all one word</i> | -colored (u.m.) | -a-liner |
| way | patrol | pear-shaped (u.m.) | pincher |
| part | man | pearl | weight |
| -finished (u.m.) | #wagon | -eyed (u.m.) | winkle |
| #owner | pattycake | fishing | worth |
| -time (u.m.) | pawn | -pure (u.m.) | pent-up (u.m.) |
| -timer (n.) | broker | -set (u.m.) | penta (c.f.) |
| #way | shop | -studded (u.m.) | -acetate |
| parti (c.f.) | pay | -white (u.m.) | <i>rest one word</i> |
| <i>all one word</i> | back (n., u.m.) | peat | pepper |
| party#line | check | -roofed (u.m.) | corn |
| parvi (c.f.) | #cut | moss | #jelly |
| <i>all one word</i> | day | stack | mint |
| pass | dirt | pebble | pot |
| back (n.) | load | -paved (u.m.) | -red (u.m.) |
| book | off (n., u.m.) | -strewn (u.m.) | peptalk |
| key | out (n., u.m.) | peeloff (n., u.m.) | per |
| out (n., u.m.) | #raise | peep | #annum |
| port | roll | eye | cent |
| through (n., | sheet | hole | #centum |
| u.m.) | -TV | show | compound |
| way | pea | sight | (chemical) |
| word | #coal | peer-to-peer | current |
| passenger-mile | coat | pegleg | (botanical) |
| passer(s)-by | cod | pellmell | #diem |
| passion | -green (u.m.) | pen | salt (chemical) |
| -driven (u.m.) | hen | -cancel (v.) | #se |

| | | | |
|------------------------|-----------------------|----------------------|-----------------|
| sulfide | -oxidation | marker | pile |
| peri (pref.) | -oxidative | pan | driver |
| -insular | <i>rest one word</i> | plant | -driving (u.m.) |
| <i>rest one word</i> | phrasemark (music) | #plate | hammer |
| permafrost | phreno (c.f.) | -stuffed (u.m.) | up (n., u.m.) |
| pest | <i>all one word</i> | #tin | #weave |
| hole | phylla (c.f.) | piece | woven |
| -ridden (u.m.) | <i>all one word</i> | -dye (v.) | pill |
| petcock | phylo (c.f.) | #goods | pusher |
| petit | <i>all one word</i> | meal | rolling |
| grain | physico (c.f.) | mold | taker |
| #jury | <i>all one word</i> | piezo (c.f.) | pillow |
| #larceny | physio (c.f.) | -oscillator | case |
| #point | <i>all one word</i> | <i>rest one word</i> | made |
| petro (c.f.) | phyto (c.f.) | pig | slip |
| -occipital | <i>all one word</i> | -back (v.) | top |
| <i>rest one word</i> | piano | -backed (u.m.) | pilot |
| pharmaco (c.f.) | forte | -bellied (u.m.) | #boat |
| -oryctology | graph | belly | house |
| <i>rest one word</i> | #player | -eyed (u.m.) | #light |
| pharyngo (c.f.) | pick | face | pin |
| -esophageal | aback | -faced (u.m.) | ball |
| -oral | ax | foot | block |
| <i>rest one word</i> | lock | -footed (u.m.) | bone |
| phase | -me-up (n., u.m.) | headed | case |
| -in (n., u.m.) | off (n., u.m.) | herd | cushion |
| meter | over (n., u.m.) | #iron | -eyed (u.m.) |
| out (n., u.m.) | #over (v.) | out | fall |
| -wound (u.m.) | pocket | pen | feather |
| pheno (c.f.) | pole | root | fire |
| <i>all one word</i> | shaft | stick | fold |
| philo (c.f.) | up (n., u.m.) | sty | head |
| -French, etc. | picker-up | tailed | hold |
| <i>rest one word</i> | picket#line | wash | hole |
| phlebo (c.f.) | pickle-cured (u.m.) | pigeon | hook |
| <i>all one word</i> | picture | gram | lock |
| phonebook | #book | hole | paper |
| phono (c.f.) | #writing | -toed (u.m.) | point |
| <i>all one word</i> | pie | wing | prick |
| phospho (c.f.) | bald | piggyback | rail |
| <i>all one word</i> | crust | pike | setter |
| photo (c.f.) | -eater | -eyed (u.m.) | spot |
| -offset | -eyed | staff | stripe |

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

| | | | |
|---------------------------|------------------------|-----------------------|----------------------|
| pluto (c.f.) | -vault (v.) | card | -raising (u.m.) |
| <i>all one word</i> | #vaulter | -Christian, etc. | #yard |
| pneumato (c.f.) | politico (c.f.) | -cold-war (u.m.) | pound |
| -hydato-genetic (u.m.) | -orthodox | #diem | cake |
| <i>rest one word</i> | <i>rest one word</i> | -free (u.m.) | -foolish (u.m.) |
| pneumo (c.f.) | poll | haste | -foot |
| <i>all one word</i> | book | #hospital | worth |
| pock | #parrot | (military) | powder |
| mark | #tax | #meridiem | -blue (u.m.) |
| -marked (u.m.) | poly (c.f.) | #mortem (literal) | box |
| -pit (v.) | <i>all one word</i> | mortem | #house |
| pocket | poor | (nonliteral) | #keg |
| book (purse) | -blooded (u.m.) | #partum | #mill |
| #book (book) | farm | #school (military) | #room |
| -eyed (u.m.) | -spirited (u.m.) | audit, graduate, | -scorched (u.m.) |
| knife | pop | etc. | power |
| -sized (u.m.) | corn | <i>as prefix, one</i> | boat |
| -veto (v.) | eye | <i>word</i> | #mower |
| poet | gun | postal#card | -operated (u.m.) |
| -artist | up (n., u.m.) | pot | pack |
| #laureate | poppy | ash | plant |
| -painter | -bordered (u.m.) | bellied | praise |
| pointblank | cock | boil | -deserving (u.m.) |
| Point-to-Point | -red (u.m.) | eye | -spoiled (u.m.) |
| poison-dipped | seed | hanger | worthiness |
| (u.m.) | pork | head | pre (pref.) |
| pole | barrel (n., u.m.) | herb | -Incan, etc. |
| arm | #chop | hole | audit, existing, |
| -armed (u.m.) | fish | hook | etc. |
| ax | #pie | hunter | <i>rest one word</i> |
| burn | port | latch | president |
| cat | cullis | lid | -elect |
| -dried (u.m.) | fire | luck | #pro#tempore |
| horse | folio | pie | press |
| -pile (v.) | hole | pourri | #agent |
| setter | hook | rack | -agentry |
| -shaped (u.m.) | manteau | #roast | board |
| sitter | -mouthed (u.m.) | shot | feeder |
| -stack (v.) | side | potato#field | -forge (v.) |
| star | #wine | poultry | -made (u.m.) |
| timber | post | #keeper | mark |
| trap | #bellum | -keeping (u.m.) | pack (v.) |
| | #boat | #raiser | plate |

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

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

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

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

| | | | |
|----------------------|------------------------|------------------------|------------------|
| rule#of#thumb | tooth | sage | sample |
| rum | -toothed (u.m.) | brush | #book |
| -crazed (u.m.) | sable-cloaked (u.m.) | leaf | #box |
| runner | Sabrejet | -leaved (u.m.) | maker |
| seller | saccharo (c.f.) | sail | -making (u.m.) |
| rumpus#room | <i>all one word</i> | cloth | |
| run | sack | -dotted (u.m.) | bag |
| about (n., u.m.) | bearer | flying | bank |
| around (n., u.m.) | cloth | saintlike | bar |
| away (n., u.m.) | #coat | sales | bath |
| back (n., u.m.) | -coated (u.m.) | book | bin |
| by (n.) | -making (u.m.) | clerk | blast |
| down (n., u.m.) | -shaped (u.m.) | manship | blown |
| -in (n., u.m.) | sacro (c.f.) | people | box |
| off (n., u.m.) | <i>all one word</i> | person | -built (u.m.) |
| -on (n., u.m.) | sad | salmon | -buried (u.m.) |
| out (n., u.m.) | -eyed (u.m.) | -colored (u.m.) | -cast (u.m., v.) |
| over (n., u.m.) | iron | -red (u.m.) | culture |
| through (n., u.m.) | #sack | salpingo (c.f.) | #dune |
| up (n., u.m.) | -voiced (u.m.) | -oophorectomy | fill |
| runner-up | saddle | -oophoritis | flea |
| Russo (c.f.) | back | -ovariotomy | glass |
| -Chinese, etc. | -backed (u.m.) | -ovaritis | heat |
| <i>rest one word</i> | bag | <i>rest one word</i> | hill |
| rust | bow | salt | -hiller |
| -brown (u.m.) | cloth | box | hog |
| -eaten (u.m.) | -graft (v.) | cellar | hole |
| proofing | #horse | -cured (u.m.) | lapper |
| -resistant (u.m.) | -making (u.m.) | #lick | lot |
| -stained (u.m.) | nose | mouth | paper |
| rye#field | -nosed (u.m.) | pack | pile |
| S | sore | pan | pipe |
| S | -stitched (u.m.) | peter | pit |
| -bend | tree | pit | -pump (u.m., v.) |
| -brake | -wire (u.m.) | pond | shoe |
| -iron | safe | shaker | spit |
| -ray | blower | spoon | storm |
| -shaped | cracker | sprinkler | table |
| -trap | -deposit (u.m.) | water | weld (v.) |
| -wrench | guard | works | -welded (u.m.) |
| saber | hold | salver | -welding (u.m.) |
| -legged (u.m.) | #house | form | sandy-bottomed |
| | #site | -shaped (u.m.) | (u.m.) |

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

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

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

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

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

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

| | | | |
|----------------------|-----------------------|------------------------|-------------------------|
| footed (u.m.) | west | trap | -legged (u.m.) |
| head (n., u.m.) | soybean | up (n., u.m.) | legs |
| sorry-looking (u.m.) | sow | spell | shanks |
| soul | back | binding | spine |
| -deep (u.m.) | belly | check | bone |
| mate | space | down (n., u.m.) | -broken (u.m.) |
| -searching (u.m.) | bar | -free (u.m.) | -pointed (u.m.) |
| sick | craft | spend | spino (c.f.) |
| sound | -cramped (u.m.) | -all (n.) | -olivary |
| -absorbing (u.m.) | #key | thrift | <i>rest one word</i> |
| #field | mark | spermato (c.f.) | spirit |
| film | ship | <i>all one word</i> | -born (u.m.) |
| -minded (u.m.) | #time | spermo (c.f.) | -broken (u.m.) |
| off (n., u.m.) | spade | <i>all one word</i> | #writing |
| track | -dug (u.m.) | spheno (c.f.) | spit |
| #wave | foot | -occipital | ball |
| soup | -footed (u.m.) | <i>rest one word</i> | fire |
| bone | -shaped (u.m.) | sphygmo (c.f.) | stick |
| #bowl | Spanish | <i>all one word</i> | splanchno (c.f.) |
| #kitchen | -American | spice | <i>all one word</i> |
| #plate | -born (u.m.) | -burnt (u.m.) | splay |
| spoon | -speaking (u.m.) | cake | footed |
| sour | spare | -laden (u.m.) | mouthed |
| belly | -bodied (u.m.) | spider | spleen |
| bread | rib | #crab | -born (u.m.) |
| dough (n.) | #room | -legged | sick |
| faced | spark | -spun (u.m.) | -swollen (u.m.) |
| -natured (u.m.) | #plug (literal) | #web (n.) | spleno (c.f.) |
| -sweet | plug (nonliteral) | web (u.m., v.) | <i>all one word</i> |
| source | speakeasy (n.) | spike | split |
| book | spear | horn | finger |
| #file | cast | -kill (v.) | (crustacean) |
| south | head | -pitch (v.) | fruit |
| -born (u.m.) | -high (u.m.) | spill | mouth |
| bound | -shaped (u.m.) | over (n., u.m.) | saw |
| -central (u.m.) | spectro (c.f.) | way | #second |
| east | <i>all one word</i> | spin | -tongued (u.m.) |
| going | speech | back | up (n., u.m.) |
| lander | -bereft (u.m.) | #doctor (slang) | spoilsport |
| paw | -read (v.) | off | spondylo (c.f.) |
| #side | speed | spindle | <i>all one word</i> |
| -sider | boating | -formed (u.m.) | sponge |
| -southeast | letter | head | #bath |

| | | | |
|-----------------------|--------------------|-------------------|------------------------|
| cake | -clean (v.) | -hour | bred |
| diver | #fever | time | #gauge |
| -diving (u.m.) | finger | stag | #time |
| -shaped (u.m.) | -grown (u.m.) | -handled (u.m.) | staphylo (c.f.) |
| spongio (c.f.) | halt | head | <i>all one word</i> |
| <i>all one word</i> | head | -headed (u.m.) | star |
| spoolwinder | -plow (v.) | horn | blind |
| spoon | -plowed (u.m.) | -horned (u.m.) | bright |
| -beaked (u.m.) | tide (season) | hound | dust |
| -billed (u.m.) | time | hunter | gazer |
| bread | trap | stage | -led (u.m.) |
| -fed (u.m.) | spritsail | coach | light |
| -shaped (u.m.) | spur | hand | lit |
| ways | -clad (u.m.) | #set | lite (gem) |
| sporeformer | -driven (u.m.) | -struck (u.m.) | nose (mole) |
| sporo (c.f.) | gall | stair | shake |
| <i>all one word</i> | -galled (u.m.) | case | shine |
| sports | -heeled (u.m.) | head | shoot |
| #editor | spy | step | -spangled (u.m.) |
| person | glass | #well | stroke |
| wear | hole | stake | -studded (u.m.) |
| writer | tower | head | #time |
| spot | square | out (n.) | starchworks |
| #check | -bottomed (u.m.) | stale-worn (u.m.) | stark |
| -checked (u.m.) | -built (u.m.) | stall | -blind (u.m.) |
| -face (v.) | -faced (u.m.) | -fed (u.m.) | -mad (u.m.) |
| light | flipper | -feed (v.) | -naked (u.m.) |
| weld (v.) | head | stand | -raving (u.m.) |
| welded (u.m.) | -headed | by (n., u.m.) | starter-off |
| -welding (u.m.) | #mile | down (n., u.m.) | start-stop |
| spray-washed (u.m.) | -rigged (u.m.) | fast (n., u.m.) | startup (n., u.m.) |
| spread | #root | -in (n., u.m.) | stat (pref.) |
| -eagle (u.m., v.) | -set (u.m.) | off (n., u.m.) | <i>all one word</i> |
| head | shooter | offish | State |
| out (n., u.m.) | squeeze | out (n., u.m.) | -aided (u.m.) |
| over (n., u.m.) | -in (n., u.m.) | pat | #line |
| -set (v.) | out (n., u.m.) | pipe | -owned (u.m.) |
| spring | up (n., u.m.) | point | state |
| back | squirrel-headed | post | hood |
| (bookbinding) | (u.m.) | still (n., u.m.) | -of-the-art (u.m.) |
| bok | stackup (n., u.m.) | up (n., u.m.) | quake |
| -born (u.m.) | staff | standard | room |
| buck | -herd (v.) | #bearer | side |

| | | | |
|---------------------|------------------------|----------------------|-----------------------|
| station#house | plate | post | stir |
| stato (c.f.) | works | #wheel | about (n., u.m.) |
| <i>all one word</i> | | -wheeler | fry |
| statute | steep | sterno (c.f.) | -up (n., u.m.) |
| -barred (u.m.) | -rising (u.m.) | <i>all one word</i> | stitch |
| #book | -to (u.m.) | stetho (c.f.) | down (n., u.m.) |
| stay | -up (u.m.) | <i>all one word</i> | up (n., u.m.) |
| -at-home (n., u.m.) | -walled (u.m.) | stew | stock |
| bar | steeple | pan | breeder |
| bolt | chase | pot | broker |
| boom | -high (u.m.) | stick | #car |
| lace | jack | -at-it (n., u.m.) | feeder |
| log | top | fast (n.) | holding |
| pin | stem | -in-the-mud (n., | jobber |
| plow | head | u.m.) | judging |
| sail | post | out (n., u.m.) | list |
| wire | sickness | pin | pile |
| steam | winder | -to-it-iveness (n.) | pot |
| boating | stencil-cutting (u.m.) | up (n., u.m.) | rack |
| car | steno (c.f.) | sticker | raiser |
| -cooked (u.m.) | <i>all one word</i> | -in | -still (u.m.) |
| -driven (u.m.) | step | -on | taker |
| fitter | aunt | -up | truck |
| pipe | child, etc. | stiff | wright |
| plant | dance | -backed (u.m.) | stoke |
| -pocket (v.) | down (n., u.m.) | neck | hold |
| power (n.) | -in (n., u.m.) | -necked (u.m.) | hole |
| #powerplant | ladder | still | stomach |
| -propelled (u.m.) | off (n., u.m.) | -admired (u.m.) | #ache |
| roll (v.) | -on (n., u.m.) | birth | -filling (u.m.) |
| roller (u.m., v.) | over (n., u.m.) | born | #pump |
| ship | -up (n., u.m.) | -burn (v.) | -shaped (u.m.) |
| table | stepping | -fish (v.) | -sick (u.m.) |
| tightness | -off (u.m.) | -hunt (v.) | -weary (u.m.) |
| steamer#line | -out (u.m.) | #life | stomato (c.f.) |
| steel | stone | -recurring (u.m.) | <i>all one word</i> |
| -blue (u.m.) | stereo (c.f.) | stand | stone |
| -bright (u.m.) | <i>all one word</i> | stink | biter |
| -cased (u.m.) | stern | ball | blind |
| clad | castle | bomb | brash |
| -framed (u.m.) | -faced (u.m.) | bug | breaker |
| -hard (u.m.) | -heavy (u.m.) | damp | broke |
| head | -looking (u.m.) | pot | brood |
| | most | | |

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

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

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

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

| | | | |
|---|--|------------------------|--|
| thanksgiving | with | bred | latch |
| thatch-roofed (u.m.) | thermo (c.f.) <i>all one word</i> | -dried (u.m.) | strap |
| text | thick | fare | thrombo (c.f.) <i>all one word</i> |
| -based | -blooded (u.m.) | going | through |
| #file | head | -made (u.m.) | out |
| #mode | -looking (u.m.) | paced | put |
| theater | pated | pin | #road |
| goer | set (n., u.m.) | thought | way |
| going | skinned | -free (u.m.) | throw |
| thenceforth | skull (n.) | -out (u.m.) | away (n., u.m.) |
| theo (c.f.) <i>all one word</i> | skulled | -provoking (u.m.) | back (n., u.m.) |
| theologico (c.f.) <i>all one word</i> | -tongued (u.m.) | thousand | -in (n., u.m.) |
| there | wit | fold | #line |
| about(s) | -witted (u.m.) | -headed (u.m.) | off (n., u.m.) |
| above | -wooded (u.m.) | -legged (u.m.) | -on (n., u.m.) |
| across | -woven (u.m.) | legs (worm) | out (n., u.m.) |
| after | thin | thrall | over (n., u.m.) |
| against | -clad (u.m.) | born | -weight |
| among | down (n., u.m.) | dom | thrust-pound |
| around | set (u.m.) | -less | thumb |
| at | -voiced (u.m.) | thread | #hole |
| away | thio (c.f.) <i>all one word</i> | bare | -made (u.m.) |
| before | third | -leaved (u.m.) | mark |
| between | -class (u.m.) | worn | -marked (u.m.) |
| by | -degree (u.m.) | three | nail |
| for | hand (adv., u.m.) | -bagger | print |
| fore | #house | -cornered (u.m.) | screw |
| from | -rate (u.m.) | -dimensional (u.m.) | stall |
| in | -rater | fold | string |
| inafter | thistledown | -in-hand | sucker |
| inbefore | thoraco (c.f.) <i>all one word</i> | -master | tack |
| into | thorn | penny (nail) | worn |
| on | back | -piece (u.m.) | thunder |
| over | bill | -ply (u.m.) | bearer |
| through | -covered (u.m.) | score | blast |
| tofore | -set (u.m.) | some | bolt |
| under | -strewn (u.m.) | -spot | clap |
| until | tail | -square | cloud |
| unto | thorough | -striper | head |
| upon | -bind (v.) | throat | peal |
| | | band | shower |
| | | cutter | storm |

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

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

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

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

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

| | | | |
|------------------------|-----------------------|---------------------|--------------------|
| ventro (c.f.) | vinegar | vow | flower |
| <i>all one word</i> | -flavored (u.m.) | -bound (u.m.) | -like |
| vertebro (c.f.) | -hearted (u.m.) | breaker | -painting (u.m.) |
| <i>all one word</i> | -making (u.m.) | -pledged (u.m.) | paper |
| vesico (c.f.) | -tart (u.m.) | vulvo (c.f.) | plate |
| <i>all one word</i> | | <i>all one word</i> | -sided (u.m.) |
| vibro (c.f.) | violet | w | walled |
| <i>all one word</i> | -blue (u.m.)` | | -in (u.m.) |
| vice | -colored (u.m.) | W | -up (u.m.) |
| #admiral | -eared (u.m.) | | war |
| -admiralty | #ray | -engine | #dance |
| #consul | -rayed (u.m.) | -shaped | -disabled (u.m.) |
| -consulate | #water | -surface | -famed (u.m.) |
| #governor | violin-shaped (u.m.) | -type | fare |
| -governorship | vis-a-vis | wage | head |
| #minister | viscero (c.f.) | #earner | horse (nonliteral) |
| -ministry | <i>all one word</i> | -earning (u.m.) | like |
| -presidency | vitreo (c.f.) | #scale | monger |
| #president | <i>all one word</i> | worker | -made (u.m.) |
| -president-elect | vitro (c.f.) | waist | path |
| -presidential | -clarain | band | plane |
| #rector | -di-trina | belt | ship |
| -rectorship | <i>rest one word</i> | cloth | -swept (u.m.) |
| regal | vivi (c.f.) | coat | #time (clock) |
| -regency | <i>all one word</i> | -deep (u.m.) | time (duration) |
| #regent | voice | -high (u.m.) | ward |
| royal | -capable | line | heeler |
| #squad | #mail | waiting | robe |
| #versa | over (n.) | #list | ship |
| #warden | volleyball | #man | warm |
| videotape | volt | #room | blooded |
| Vietcong | ammeter | #woman | -clad (u.m.) |
| view | -ampere | walk | up (n., u.m.) |
| finder | -coulomb | around (n., u.m.) | warmed-over (u.m.) |
| point | meter | away (n., u.m.) | warpsetter |
| vile-natured (u.m.) | ohmmeter | -on (n., u.m.) | wash |
| vine | -second | out (n., u.m.) | basin |
| -clad (u.m.) | volta (c.f.) | over (n., u.m.) | basket |
| -covered (u.m.) | <i>all one word</i> | up (n., u.m.) | board |
| dresser | vote | way | bowl |
| growing | -casting (u.m.) | walkie-talkie | cloth |
| stalk | getter | wall | -colored (u.m.) |
| | -getting (u.m.) | board | day |
| | | eyed | |

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

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

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

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

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

| | | | |
|------------------|-----------------|------------------------|--------------------------|
| -old (u.m.) | -no | youthtide | zip |
| -round (u.m.) | yester | yuletide | #gun |
| yellow | day | z | line |
| back | year | Z | -lipped (u.m.) |
| -backed (u.m.) | yoke | -bar | lock |
| -bellied (u.m.) | fellow | zero | zoo (c.f.) |
| belly | mating | axial | <i>all one word</i> |
| -billed (u.m.) | -toed (u.m.) | -dimensional (u.m.) | zoologico (c.f.) |
| brush | young | gravity | <i>all one word</i> |
| #fever | eyed (u.m.) | #hour | zygo (c.f.) |
| -headed (u.m.) | -headed (u.m.) | zigzag | <i>all one word</i> |
| -tailed (u.m.) | -ladylike | zinc | zygomatico (c.f.) |
| -throated (u.m.) | -looking (u.m.) | -coated (u.m.) | -orbital |
| top | -manlike | -white (u.m.) | <i>rest one word</i> |
| yes | -old | | zymo (c.f.) |
| -man | -womanhood | | <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 | Clinton's or Bush's administration |
| men's, women's, and children's clothing | Mrs. Smith's and Mrs. Allen's children |
| St. Michael's Men's Club | the Army's and the Navy's work |
| | master's and doctor's degrees |

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

| | |
|--|------------------------------|
| Masters, Mates & Pilots' Association | Johns Hopkins University |
| Dentists' Supply Co. of New York | Hinds' Precedents |
| International Ladies' Garment Workers' Union | Harpers Ferry |
| Court of St. James's | Hells Canyon |
| St. Peter's Church | Reader's Digest |
| St. Elizabeths Hospital | Actor's Equity Association |
| | <i>but</i> Martha's Vineyard |

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

| | |
|----------------------------------|--------------------------------------|
| United States control | teachers college |
| United Nations meeting | merchants exchange |
| Southern States industries | children's hospital |
| Massachusetts laws | Young Men's Christian Association |
| Bureau of Ships report | |
| House of Representatives session | <i>but</i> |
| Teamsters Union | Veterans' Administration |
| editors handbook | (now Department of Veterans Affairs) |
| syrup producers manual | |
| 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 twenties |
| IOUs | |
| 10s (thread) | <i>but</i> |
| 4½s (bonds) | he never crosses his t's |
| 3s (golf) | she fails to dot her i's |
| 2 by 4s | a's, &'s, 7's |
| IQs | watch your p's and q's |
| don't (do not) | are they l's or 1's |
| I've (I have) | the Oakland A's |
| it's (it is/it has) | a number of s's |
| ne'er (never) | his résumé had too many I's |

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

| | |
|---------|--------|
| (MPDs) | (IPOs) |
| (MP3s) | (SUVs) |
| (JPEGs) | |

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Brackets

Brackets, in pairs, are used—

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

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

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

Our conference [lasted] 2 hours.

The general [Washington] ordered him to leave.

The paper was as follows [reads]:

I do not know. [Continues reading:]

[Chorus of "Mr. Chairman."]

They fooled only themselves. [Laughter.]

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

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

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

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

The statue [sic] was on the statute books.

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

[Deleted.]

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

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

Q. [Continuing.]

A. [Reads:]

A. [Interrupting.]

[Discussion off the record.]

[Pause.]

The WITNESS [interrupting]. It is known——

Mr. JONES [continuing]. Now let us take the next item.

Mr. SMITH [presiding]. Do you mean that literally?

Mr. JONES [interposing]. Absolutely.

[The matter referred to is as follows:]

The CHAIRMAN [to Mr. Smith].

The CHAIRMAN [reading]:

Mr. KELLEY [to the chairman]. From 15 to 25 percent.

[Objected to.]

[Mr. Smith nods.]

[Mr. Smith aside.]

[Mr. Smith makes further statement off the record.]

Mr. JONES [for Mr. Smith].

A VOICE FROM AUDIENCE. Speak up.

SEVERAL VOICES. Quiet!

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

Colon

The colon is used—

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

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

Railroading is not a variety of outdoor sport: it is service.

- 8.24.** To introduce formally any matter that forms a complete sentence, question, or quotation.

The following question came up for discussion: What policy should be adopted?
She said: “I believe the time is now or never.” [When a direct quotation follows
that has more than a few words.]

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

8.25. After a salutation.

MY DEAR SIR:

Ladies and Gentlemen:

To Whom It May Concern:

8.26. In expressing clock time.

2:40 p.m.

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

Seward Peninsula:

Council district:

Northern Light Mining Co.

Wild Goose Trading Co.

Fairhaven district: Alaska Dredging Association (single subitem runs in).

Seward Peninsula: Council district (single subitem runs in):

Northern Light Mining Co.

Wild Goose Trading Co.

8.28. In Biblical and other citations.

Luke 4:3.

I Corinthians 13:13.

Journal of Education 3:342–358.

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

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

8.30. To separate book titles and subtitles.

Financial Aid for College Students: Graduate

Germany Revisited: Education in the Federal Republic

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

U.S. Government Printing Office
Washington : 2008

8.32. In proportions.

Concrete mixed 5:3:1

but 5–2–1 or 5-2-1 (when so in copy)

8.33. In double colon as ratio sign.

1:2::3:6

Comma

The comma is used—

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

Instead of hundreds, thousands came.

Instead of 20, 50 came.

December 7, 1941.

In 2003, 400 men were dismissed.

To John, Smith was very kind.

What the difficulty is, is not known.

but He suggested that that committee be appointed.**8.35.** Before a direct quotation of only a few words following an introductory phrase.

He said, "Now or never."

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

Then we had much; now, nothing.

8.37. After each of a series of coordinate qualifying words.short, swift streams; *but* short tributary streams**8.38.** Between an introductory modifying phrase and the subject modified.

Beset by the enemy, they retreated.

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

Henry Smith, Jr., chairman

but

Peter Johns, F.R.S., London

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

Washington, DC, schools

Mr. Smith, Junior, also spoke

Motorola, Inc., factory

(where only last name is used)

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

Alexandria, VA's waterfront

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

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

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

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

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

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

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

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

He therefore gave up the search.

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

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

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

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

James Roosevelt, Democrat, of California.

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

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

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

red, white, and blue

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

by the bolt, by the yard, or in remnants

a, b, and c

neither snow, rain, nor heat

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

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

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

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

8.44. After a noun or phrase in direct address.

Senator, will the measure be defeated?

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

but Yes, sir; he did see it.

No, ma'am; I do not recall.

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

You are sure, are you not?

You will go, will you not?

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

Chief, Division of Finance

colonel, 12th Cavalry Regiment

chairman, Committee on

president, University of Virginia

Appropriations

8.47. Inside closing quotation mark.

He said "four," not "five."

"Freedom is an inherent right," he insisted.

Items marked "A," "B," and "C," inclusive, were listed.

8.48. To separate thousands and millions in numerical figures.

4,230

but 1,000,000,000 is more clearly

50,491

illustrated as 1 billion

1,250,000

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

The dates of September 11, 1993, to June 12, 1994, were erroneous.

This was reflected in the June 13, 2007, report.

but Production for June 2008 was normal.

The 10 February 2008 deadline passed.

The comma is omitted—

8.50. Between superior figures or letters in footnote references.

Numerous instances may be cited.¹²

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

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

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

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

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

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

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

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

$\frac{1}{2}500$
1.0947
page 2632
202–275–2303 (telephone number)
1721–1727 St. Clair Avenue
Executive Order 11242
motor No. 189463
1450 kilocycles; 1100 meters

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

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

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

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

- 8.57.** Before abbreviations of compass directions.

6430 Princeton Dr. SW.

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

American Library Association Bulletin 34:238, April 1940.

8.59. Wherever possible without danger of ambiguity.

\$2 gold

Executive Order No. 21

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

Public Law 85–1

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

My age is 30 years 6 months 12 days.

John Lewis 2d (*or II*)

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

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

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

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

Dash

A 1-em dash is used—

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

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

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

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

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

"Such an idea can scarcely be—"

"The word 'donation'—"

"The word 'dona'—"

He said: "Give me lib—"

The bill reads "repeal," not "am—"

Q. Did you see—

A. No, sir.

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

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

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

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

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

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

I recommend—

That we submit them for review and corrections;
That we then accept them as corrected; and
That we also publish them.

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

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

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

Lay the proud usurpers low!
Tyrants fall in every foe!
Liberty's in every blow!
Let us do or die!

—*Robert Burns.*

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

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

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

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

Q. Did he go?—A. No.

A 1-em dash is not used—

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

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

A 3-em dash is used—

- 8.71.** In bibliographies to indicate repetition.

Powell, James W., Jr., Hunting in Virginia's lowlands. 1972. 200 pp.

——— Fishing off Delmarva. 1972. 28 pp.

An en dash is used—

- 8.72.** In a combination of (1) figures, (2) capital letters, or (3) figures and capital letters. An en dash, not a hyphen, is used, even when such terms are adjectival modifiers.

figures:

- 5–20 (bonds)
- 85–1—85–20 (Public laws. Note em dash between two elements with en dashes)
- 1–703–765–6593 (telephone number)
- 230–20–8030 (Social Security number)
- \$15–\$25 (range)

capital letters:

- WTOP–AM–FM–TV (radio and television stations)
- CBS–TV
- AFL–CIO (union merger)
- C–SPAN (satellite television)

figures and capitals:

- 6–A (exhibit identification)
- DC–14 (airplane)
- I–95 (interstate roadway)
- 4–H (Club)
- LK–66–A(2)–74 (serial number)

but Rule 13e–4

- section 12(a)–(b) (en dash used for the word “to”)
- ACF–Brill Motors Co. (hyphen with capital letters and a word)
- loran–C (hyphen with lowercase word and capital letter)
- MiG–25 (hyphen with mixed letters with figure)
- ALL-AMERICAN ESSAY CONTEST (hyphen in capitalized heading)
- Four Corners Monument, AZ–NM–UT–CO (hyphen with two-letter state abbreviations)

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

2005–2008

January–June

Monday–Friday

An en dash is not used—

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

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

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

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

Ellipses

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

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

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

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

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

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

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

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

- 8.78.** When periods are not specifically requested for ellipses in copy that has both periods and asterisks, asterisks will be used.

- 8.79.** A line of asterisks indicates an omission of one or more entire paragraphs. In 26½-pica or wider measure, a line of “stars” means seven asterisks indented 2 ems at each end of the line, with the remaining space divided evenly between the asterisks. In measures less than 26½ picas, five asterisks are used. Quotation marks are not used on a line of asterisks in quoted matter. Where an ellipsis line ends a complete quotation, no closing quote is used.



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

Exclamation point

- 8.83. The exclamation point is used to mark surprise, incredulity, admiration, appeal, or other strong emotion which may be expressed even in a declarative or interrogative sentence.
- Who shouted, “All aboard!” [Note omission of question mark.]
“Great!” he shouted. [Note omission of comma.]
He acknowledged the fatal error!
How breathtakingly beautiful!
Timber!
Mayday! Mayday!
- 8.84. In direct address, either to a person or a personified object, *O* is used without an exclamation point, or other punctuation; but if strong feeling is expressed, an exclamation point is placed at the end of the statement.
- O my friend, let us consider this subject impartially.
O Lord, save Thy people!

- 8.85. In exclamations without direct address or appeal, *oh* is used instead of *O*, and the exclamation point is omitted.
- Oh, but the gentleman is mistaken.
Oh dear; the time is so short.

Hyphen

The hyphen (a punctuation mark, not an element in the spelling of words) is used—

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

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

8.88. Between the letters of a spelled word.

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

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

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

8.89. To separate elements of chemical formulas.

The hyphen, as an element, may be used—

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

Oakland's - - bonic plague

Richard Emory H - - - -

Parentheses

Parentheses are used—

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

15a. Classes, grades, and sizes.

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

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

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

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

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

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

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

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

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

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

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

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

(By Harvey Hagman, archeological correspondent)

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

Period

The period is used—

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

Stars are suns.

He was employed by Sampson & Co.

Do not be late.

On with the dance.

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

Tell me how he did it.

May we hear from you.

May we ask prompt payment.

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

a. Bread well baked

1. Punctuate freely

b. Meat cooked rare

2. Compound sparingly

c. Cubed apples stewed

3. Index thoroughly

- 8.106.** Sometimes to indicate ellipsis.

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

Conditional subjunctive.—The conditional subjunctive is required for all unreal and doubtful conditions.

2. Peacetime preparation.—*a.* The Chairman of the National Security Resources Board, etc.

2. Peacetime preparation—Industrial mobilization plans.—The Chairman of the National Security Resources Board, etc.

2. Peacetime preparation—Industrial mobilization.—The Chairman of the National Security Resources Board, etc.

62. *Determination of types.*—*a. Statement of characteristics.*—Before types of equipment, etc.

Steps in planning for procurement.—(1) *Determination of needs.*—To plan for the procurement of such arms, etc.

62. *Determination of types.*—*(a) Statement of characteristics.*—Before, etc.

DETERMINATION OF TYPES.—Statement of characteristics.—Before types of, etc.

NOTE.—The source material was furnished.

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

8.108. Paragraphs and subparagraphs may be arranged according to the following scheme. The sequence is not fixed, and variations, in addition to the use of center and side heads or indented paragraphs, may be adopted, depending on the number of parts.

I. Outlines can begin with a capital Roman numeral.

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

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

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

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

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

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

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

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

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

13.75 percent

1.25 meters

\$3.50

0.08 mile

8.110. In continental European languages, to indicate thousands.

1.317

72.190.175

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

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

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

FIGURE 1.—Schematic drawing.

FIGURE 1.—Continued.

but FIGURE 1 (without legend, no period)

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

A center period is sometimes used—

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

$a \bullet b$

$a \times b$

The period is omitted—

- 8.115.** After—

Lines in title pages

Center, side, and running heads; *but* is not omitted after run-in
sideheads

Continued lines

Boxheads of tables

Scientific, chemical, or other symbols

This rule does not apply to abbreviation periods.

- 8.116.** After a quotation mark that is preceded by a period.

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

- 8.117.** After letters used as names without specific designation.

Officer B, Subject A, Brand X, etc.

A said to B that all is well.

Mr. A told Mr. B that the case was closed.

Mr. X (for unknown or censored name).

but Mr. A. [for Mr. Andrews]. I do not want to go.

Mr. K. [for Mr. King]. The meeting is adjourned.

- 8.118.** After a middle initial which is merely a letter and not an abbreviation of a name.

Daniel D Tompkins

Ross T McIntire

but Harry S. Truman (President Truman's preference)

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

Alex

Mac

Ed

Sam

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

King George V

Super Bowl XLII

Apollo XII insigne

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

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

.....

(Name)

.....

(Address)

.....

(Position)

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

Question mark

The question mark is used—

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

Did he do it?

He did what?

Can the money be raised? is the question.

Who asked, "Why?" [Note single question mark.]

"Did you hurt yourself, my son?" she asked.

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

Can he do it? or you? or anyone?

8.126. To express doubt.

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

The statue(?) was on the statute books.

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

Quotation marks

Quotation marks are used—

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

The answer is “No.”

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

“John,” asked Henry, “why do you go?”

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

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

After the word “treaty,” insert a comma.

Of what does the item “Miscellaneous debts” consist?

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

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

The check was endorsed “John Adamson.”

It was signed “John.”

but Beryllium is known as glucinium in some European countries.

It was called profit and loss.

The so-called investigating body.

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

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

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

He received the “Man of the Year” award.

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

Under the caption “Long-Term Treasurys Rise”

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

It will be found in "Part XI: Early Thought."
The editorial "Haphazard Budgeting"
"Compensation," by Emerson (essay)
"United States To Appoint Representative to U.N." (heading for headline)
In "Search for Paradise" (motion picture); "South Pacific" (play)
A paper on "Constant-Pressure Combustion" was read.
"O Captain! My Captain!" (short poem)
The report "Atomic Energy: What It Means to the Nation"; *but* annual report
of the Public Printer

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

Under the subhead "Sixty Days of Turmoil" will be found * * *.

The subject (or theme) of the conference is "Peaceful Uses of Atomic Energy."

also Account 5, "Management fees."

Under the heading "Management and Operation."

Under the appropriation "Building of ships, Navy."

- 8.130.** At the beginning of each paragraph of a quotation, but at the end of the last paragraph only.
- 8.131.** To enclose a letter or communication that bears both date and signature.
- 8.132.** To enclose misnomers, slang expressions, sobriquets, coined words, or ordinary words used in an arbitrary way.

His report was "bunk."

It was a "gentlemen's agreement."

The "invisible government" is responsible.

George Herman "Babe" Ruth.

but He voted for the lameduck amendment.

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

Quotation marks are not used—

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

Why seek to scale Mount Everest,

Queen of the air?

Why strive to crown that cruel crest

And deathward dare?

Said Mallory of dauntless quest:
“Because it’s there.”

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

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

Semicolon

The semicolon is used—

- 8.145.** To separate clauses containing commas.

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

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

Yes, sir; he did see it.

No, sir; I do not recall.

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

Yes; that is right.

No; we received one-third.

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

War is destructive; peace, constructive.

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

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

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

The semicolon is not used—

- 8.148.** Where a comma will suffice.

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

Single punctuation

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

124 U.S. 321 (no comma)

Sir: (no dash)

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

Type

- 8.150.** All punctuation marks, including parentheses, brackets, and superior reference figures, are set to match the type of the words which they adjoin. A lightface dash is used after a run-in boldface side-head followed by lightface matter. Lightface brackets, parentheses, or quotation marks shall be used when both boldface and lightface matter are enclosed.

Charts: C&GS 5101 (N.O. **18320**), page **282 (see above)**; N.O. **93491 (Plan)**; page **271**.

9. Abbreviations and Letter Symbols

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

Capitals, hyphens, periods (points), and spacing

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

c.o.d.

St.

but ft•lb

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

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

- 9.8.** Except as otherwise designated, points and spaces are omitted after initials used as shortened names of governmental agencies and of other organized bodies. "Other organized bodies" shall be interpreted to mean organized bodies that have become popularly identified with a symbol, such as MIT (Massachusetts Institute of Technology), GM (General Motors), GMAC (General Motors Acceptance Corp.), etc. (See "List of Abbreviations.") Symbols, when they appear in copy, may be used for acts of Congress. Example: ARA (Area Redevelopment Act).

| | | |
|------|---------|------|
| VFW | TVA | ARC |
| NLRB | AFL-CIO | ASTM |

Geographic terms

- 9.9.** *United States* must be spelled out when appearing in a sentence containing the name of another country. The abbreviation *U.S.* will be used when preceding the word *Government* or the name of a Government organization, except in formal writing (treaties, Executive orders, proclamations, etc.); congressional bills; legal citations and courtwork; and covers and title pages.

| |
|---|
| U.S. Government |
| U.S. Congress |
| U.S. Department of Health and Human Services |
| U.S. district court |
| U.S. Supreme Court (<i>but</i> Supreme Court of the United States) |
| U.S. Army (<i>but</i> Army of the United States) |

U.S. monitor *Nantucket*

U.S.-NATO assistance

U.S. Government efforts to control inflation must be successful if the United States is to have a stable economy.

but British, French, and United States Governments; United States-British talks

- 9.10.** With the exceptions in the preceding rule, the abbreviation U.S. is used in the adjective position, but is spelled out when used as a noun.

| | |
|-------------------------------------|--|
| U.S. foreign policy | United States Steel Corp. |
| U.S. farm-support program | (legal title) |
| U.S. attorney | Foreign policy of the |
| U.S. citizen | United States |
| United States Code (official title) | <i>not</i> Temperatures vary in the U.S. |

- 9.11.** The names of foreign countries are not abbreviated, with the exception of the former U.S.S.R., which is abbreviated due to its length.

- 9.12.** In other than formal usage as defined in rule 9.9, all States of the United States, Puerto Rico, and the Virgin Islands are abbreviated immediately following any capitalized geographic term, including armory, arsenal, airbase, airport, barracks, depot, fort, Indian agency, military camp, national cemetery (also forest, historic site, memorial, seashore, monument, park), naval shipyard, proving ground, reservation (forest, Indian, or military), and reserve or station (military or naval).

| | |
|--|--|
| Prince George's County, MD | Arlington National Cemetery, VA |
| Mount Rainier National Forest, WA | Aberdeen Proving Ground, MD |
| Stone Mountain, GA | Baltimore-Washington International Airport, MD |
| National Naval Medical Center, Bethesda, MD | Redstone Arsenal, AL |
| Mark Twain National Wildlife Refuge, IL-IA-MO (note use of hyphens here) | <i>but</i> Leavenworth freight yards, Kansas |
| Richmond, VA | Altoona sidetrack, Wisconsin |

- 9.13.** The Postal Service style of two-letter State, Province, and freely associated State abbreviations is to be used.

United States

[Including freely associated States]

| | | | | | |
|-------------------------------------|----|-------------------------------|----|---------------------|----|
| Alabama..... | AL | Kentucky..... | KY | Ohio..... | OH |
| Alaska..... | AK | Louisiana | LA | Oklahoma..... | OK |
| American Samoa | AS | Maine..... | ME | Oregon | OR |
| Arizona..... | AZ | Marshall Islands | MH | Palau | PW |
| Arkansas..... | AR | Maryland..... | MD | Pennsylvania..... | PA |
| California..... | CA | Massachusetts | MA | Puerto Rico | PR |
| Colorado | CO | Michigan..... | MI | Rhode Island..... | RI |
| Connecticut | CT | Minnesota | MN | South Carolina..... | SC |
| Delaware..... | DE | Mississippi..... | MS | South Dakota..... | SD |
| District of Columbia | DC | Missouri..... | MO | Tennessee..... | TN |
| Federated States of Micronesia..... | FM | Montana..... | MT | Texas | TX |
| Florida | FL | Nebraska..... | NE | Utah | UT |
| Georgia..... | GA | Nevada | NV | Vermont | VT |
| Guam..... | GU | New Hampshire | NH | Virgin Islands..... | VI |
| Hawaii..... | HI | New Jersey | NJ | Virginia..... | VA |
| Idaho..... | ID | New Mexico | NM | Washington | WA |
| Illinois..... | IL | New York | NY | West Virginia..... | WV |
| Indiana..... | IN | North Carolina..... | NC | Wisconsin | WI |
| Iowa..... | IA | North Dakota | ND | Wyoming | WY |
| Kansas..... | KS | Northern Mariana Islands..... | MP | | |

Canada

| | | | | | |
|------------------------------|----|-----------------------------|----|----------------------------|----|
| Alberta | AB | Northwest Territories | NT | Prince Edward Island | PE |
| British Columbia | BC | Nova Scotia | NS | Quebec | QC |
| Manitoba | MB | Nunavut | NU | Saskatchewan | SK |
| New Brunswick..... | NB | Ontario..... | ON | Yukon | YT |
| Newfoundland and Labrador .. | NL | | | | |

- 9.14.** The names of other insular possessions, trust territories, and *Long Island*, *Staten Island*, etc., are not abbreviated.
- 9.15.** The names of Canadian Provinces and other foreign political subdivisions are not abbreviated except as noted in rule 9.13.

Addresses

- 9.16.** Words such as *Street*, *Avenue*, *Place*, *Road*, *Square*, *Boulevard*, *Terrace*, *Drive*, *Court*, and *Building*, following a name or number, are abbreviated in footnotes, sidenotes, tables, leaderwork, and lists.
- 9.17.** In addresses, a single period is used with the abbreviations *NW*, *SW*, *NE*, *SE*. (indicating sectional divisions of cities) following name or number. *North*, *South*, *East*, and *West* are spelled out at all times.

- 9.18.** The word *Street* or *Avenue* as part of a name is not abbreviated even in parentheses, footnotes, sidenotes, tables, lists, or leaderwork.

14th Street Bridge

Ninth Avenue Bldg.

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

Descriptions of tracts of land

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

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

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

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

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

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

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

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

T. 3 S., R. 1 E., sec. 34, W $\frac{1}{2}$ E $\frac{1}{2}$, W $\frac{1}{2}$, and W $\frac{1}{2}$ SE $\frac{1}{4}$ SE $\frac{1}{4}$
sec. 32 (with or without a township number)

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

Names and titles

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

Al
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 & 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.

Gilbert and Sullivan

Currier and Ives

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

United States military titles and abbreviations

Officer rank

Officer ranks in the United States military consist of commissioned officers and warrant officers. The commissioned ranks are the highest in the military. These officers hold presidential commissions and are confirmed at their ranks by the Senate. Army, Air Force, and Marine Corps officers are called company grade officers in the pay grades of O-1 to O-3, field grade

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

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

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

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

Source: <http://www.defenselink.mil/specials/insignias/officers.html>.

Enlisted rank

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

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

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

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

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

| | Army | | Navy Coast Guard | | Marines | | Air Force | | | | |
|----|----------------------------------|------------------------------|---|--|---|----------------------------------|--|----------------|-------------------------------------|--|--|
| E9 | Sergeant Major of the Army (SMA) | | Master Chief Petty Officer of the Navy (MCPON) and Coast Guard (MCPOCG) | | Sergeant Major of the Marine Corps (SgtMajMC) | | Chief Master Sergeant of the Air Force (CMSAF) | | | | |
| E9 | Sergeant Major (SGM) | Command Sergeant Major (CSM) | Master Chief Petty Officer (MCPO) | Fleet/Command Master Chief Petty Officer | Sergeant Major (SgtMaj) | Master Gunnery Sergeant (MGySgt) | Chief Master Sergeant (CMSgt) | First Sergeant | Command Chief Master Sergeant (CCM) | | |
| E8 | Master Sergeant (MSG) | First Sergeant (1SG) | Senior Chief Petty Officer (SCPO) | | Master Sergeant (MSgt) | First Sergeant | Senior Master Sergeant (SMSgt) | First Sergeant | | | |
| E7 | Sergeant First Class (SFC) | | Chief Petty Officer (CPO) | | Gunnery Sergeant (GySgt) | | Master Sergeant (MSgt) | First Sergeant | | | |
| E6 | Staff Sergeant (SSG) | | Petty Officer First Class (PO1) | | Staff Sergeant (SSgt) | | Technical Sergeant (TSgt) | | | | |
| E5 | Sergeant (SGT) | | Petty Officer Second Class (PO2) | | Sergeant (Sgt) | | Staff Sergeant (SSgt) | | | | |
| E4 | Corporal (CPL) | Specialist (SPC) | Petty Officer Third Class (PO3) | | Corporal (Cpl) | | Senior Airman (SrA) | | | | |

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

Source: <http://www.defenselink.mil/specials/insignias/enlisted.html>.

- 9.30.** Spell out *Senator*, *Representative*, and *commandant*.
- 9.31.** Unless preceded by *the*, abbreviate *Honorable*, *Reverend*, and *Monsignor* when followed by the first name, initials, or title.

Hon. Elihu Root; the Honorable Elihu Root; the Honorable Mr. Root
 the Honorable John Roberts, John Paul Stevens, and Ruth Bader Ginsberg
 Rev. Martin Luther King, Jr.; the Reverend Dr. King; Rev. Dr. King; Reverend
 King (*not* Rev. King, *nor* the Reverend King)
 Rt. Rev. James E. Freeman; the Right Reverend James E. Freeman; Very Rev. Henry
 Boyd; the Very Reverend Henry Boyd
 Rt. Rev. Msgr. John Bird; the Right Reverend Monsignor John Bird

- 9.32.** The following and similar forms are used after a name:

Esq., Jr., Sr.
 2d, 3d (*or* II, III) (not preceded by comma)
 Degrees: LL.D., M.A., Ph.D., etc.
 Fellowships, orders, etc.: FSA Scot, F.R.S., K.C.B., C.P.A., etc.

- 9.33.** The abbreviation *Esq.* and other titles such as *Mr.*, *Mrs.*, and *Dr.*, should not appear with any other title or with abbreviations indicating scholastic degrees.

John L. Smith, Esq., *not* Mr. John L. Smith, Esq., *nor* John L. Smith, Esq., A.M.;
but James A. Jones, Jr., Esq.
 Ford Maddox, A.B., Ph.D., *not* Mr. Ford Maddox, A.B., Ph.D.
 George Gray, M.D., *not* Mr. George Gray, M.D., *nor* Dr. George Gray, M.D.
 Dwight A. Bellinger, D.V.M.

- 9.34.** *Sr.* and *Jr.* should not be used without first or given name or initials, but may be used in combination with any title.

A.K. Jones, Jr., or Mr. Jones, Junior, *not* Jones, Jr., *nor* Jones, Junior
 President J. B. Nelson, Jr.

- 9.35.** When name is followed by abbreviations designating religious and fraternal orders and scholastic and honorary degrees, their sequence is as follows: Orders, religious first; theological degrees; academic degrees earned in course; and honorary degrees in order of bestowal.

Henry L. Brown, D.D., A.M., D.Lit.

T.E. Holt, C.S.C., S.T.Lr., LL.D., Ph.D.

Samuel J. Deckelbaum, P.M.

- 9.36.** Academic degrees standing alone may be abbreviated.

John was graduated with a B.A. degree; *but* bachelor of arts degree (lowercase when spelled out).

She earned her Ph.D. by hard work.

- 9.37.** In addresses, signatures, lists of names, and leaderwork but not in tables nor in centerheads, *Mr.*, *Mrs.*, and other titles preceding a name, and *Esq.*, *Jr.*, *Sr.*, *2d*, and *3d* following a name, are set in roman caps and lowercase if the name is in caps and small caps. If the name is in caps, they are set in caps and small caps, if small caps are available—otherwise in caps and lowercase.

Parts of publications

- 9.38.** The following abbreviations are used for parts of publications mentioned in parentheses, brackets, footnotes, sidenotes, list of references, tables, and leaderwork, when followed by figures, letters, or Roman numerals.

| | |
|--|--|
| app., apps. (appendix, appendixes) | pl., pls. (plate, plates) |
| art., arts. (article, articles) | pt., pts. (part, parts) |
| bull., bulls. (bulletin, bulletins) | sec., secs. (section, sections) |
| ch., chs. (chapter, chapters) | subch., subchs. (subchapter, subchapters) |
| col., cols. (column, columns) | subpar., subpars. (subparagraph, subparagraphs) |
| ed., eds. (edition, editions) | subpt., subpts. (subpart, subparts) |
| fig., figs. (figure, figures) | subsec., subsecs. (subsection, subsections) |
| No., Nos. (number, numbers) | supp., supps. (supplement, supplements) |
| p., pp. (page, pages) | vol., vols. (volume, volumes) |
| par., pars. (paragraph, paragraphs) | |

- 9.39.** The word *article* and the word *section* are abbreviated when appearing at the beginning of a paragraph and set in caps and small caps followed by a period and an en space, except that the first of a series is spelled out.

ART. 2; SEC. 2; etc.; *but* ARTICLE 1; SECTION 1

ART. II; SEC. II; etc.; *but* ARTICLE I; SECTION I

- 9.40.** At the beginning of a legend, the word *figure* preceding the legend number is not abbreviated.

FIGURE 4.—Landscape.

Terms relating to Congress

- 9.41.** The words *Congress* and *session*, when accompanied by a numerical reference, are abbreviated in parentheses, brackets, and text footnotes. In sidenotes, lists of references, tables, leaderwork, and footnotes to tables and leaderwork, the following abbreviations are used:

106th Cong., 1st sess.

Public Law 84, 102d Cong.

1st sess., 106th Cong.

Private Law 68, 102d Cong.

- 9.42.** In references to bills, resolutions, documents and reports in parentheses, brackets, footnotes, sidenotes, tables, and leaderwork, the following abbreviations are used:

H.R. 416 (House bill)

H. Conf. Rept. 10 (House
conference report)

S. 116 (Senate bill)

H. Doc. 35 (House document)

The examples above may be
abbreviated or spelled
out in text.

S. Doc. 62 (Senate document)

H. Res. 5 (House resolution)

H. Rept. 214 (House report)

H. Con. Res. 10 (House concurrent
resolution)

S. Rept. 410 (Senate report)

H.J. Res. 21 (House joint resolution)

Ex. Doc. B (Executive document)

S. Res. 50 (Senate resolution)

Ex. F (92d Cong., 2d sess.)

S. Con. Res. 17 (Senate concurrent
resolution)

Ex. Rept. 9 (92d Cong., 1st sess.)

S.J. Res. 45 (Senate joint resolution)

Misc. Doc. 16 (miscellaneous
document)

Public Res. 47

- 9.43.** References to statutes in parentheses, footnotes, sidenotes, tables, leaderwork, and congressional work are abbreviated.

Rev. Stat. (Revised Statutes); 43 Rev. Stat. 801; 18 U.S.C. 38

Supp. Rev. Stat. (Supplement to the Revised Statutes)

Stat. L. (Statutes at Large)

but Public Law 85–1; Private Law 68

Calendar divisions

- 9.44.** Names of months followed by the day, or day and year, are abbreviated in footnotes, tables, leaderwork, sidenotes, and in bibliographies. (See examples, rule 9.45.) *May*, *June*, and *July* are always spelled out. In narrow columns in tables, however, the names of months may be abbreviated even if standing alone. Preferred forms follow:

Jan.

Apr.

Oct.

Feb.

Aug.

Nov.

Mar.

Sept.

Dec.

- 9.45.** In text only, dates as part of a citation or reference within parentheses or brackets are also abbreviated.

(Op. Atty. Gen., Dec. 4, 2005)

(Congressional Record, Sept. 25, 2007)

[From the New York Times, Mar. 4, 2008]

[From the Mar. 4 issue]

On Jan. 25 (we had commenced on Dec. 26, 2005) the work was finished. (In footnotes, tables, leaderwork, and sidenotes)

On January 25, a decision was reached (Op. Atty. Gen., Dec. 4, 2006). (Text, but with citation in parentheses)

but On January 25 (we had commenced on December 26, 2008) the work was finished. (Not a citation or reference in text)

- 9.46.** Weekdays are not abbreviated, but the following forms are used, if necessary, in lists or in narrow columns in tables:

Sun.

Wed.

Fri.

Mon.

Thurs.

Sat.

Tues.

Time zones

- 9.47. The following forms are to be used when abbreviating names of time zones:

| | |
|---|---|
| AKDT—Alaska daylight time | GMAT—Greenwich mean astronomical time |
| AKST—Alaska standard time | GMT—Greenwich mean time |
| AKT—Alaska time (implies standard or daylight time) | HDT—Hawaii-Aleutian daylight time (not observed in HI) |
| AST—Atlantic standard time | HST—Hawaii-Aleutian standard time |
| AT—Atlantic time | LST—local standard time |
| CDT—central daylight time | MDT—mountain daylight time |
| CST—central standard time | MST—mountain standard time |
| CT—central time | MT—mountain time |
| DST—daylight saving (no “s”) time | PDT—Pacific daylight time |
| EDT—eastern daylight time | PST—Pacific standard time |
| EST—eastern standard time | PT—Pacific time |
| ET—eastern time | UTC—coordinated universal time |
| GCT—Greenwich civil time | |

Acronyms and coined words

- 9.48. To obtain uniform treatment in the formation of acronyms and coined words, apply the formulas that follow:

Use all capital letters when only the first letter of each word or selected words is used to make up the symbol:

APPR (Army package power reactor)
EPCOT (Experimental Prototype Community of Tomorrow)
MAG (Military Advisory Group)
MIRV (multiple independently targetable reentry vehicle)
SALT (strategic arms limitation talks); (*avoid SALT talks*)
STEP (supplemental training and employment program)

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

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

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

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

Use caps and lowercase when proper names are used in shortened form, any word

of which uses more than the first letter of each word:

Conrail (Consolidated Rail Corporation)

Pepco (Potomac Electric Power Co.)

Inco (International Nickel Co.)

Aramco (Arabian-American Oil Co.)

Unprofor (United Nations Protection Force)

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

loran (*long-range navigation*)

sonar (*sound navigation ranging*)

secant (*separation control of aircraft by nonsynchronous techniques*)

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

Terms of measure

- 9.50.** Compass directions are abbreviated as follows:

N.

S.

ESE.

NE.

NNW.

10° N. 25° W.

E.

W.

NW. by N. ¼ W.

SW.

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

lat. 52°33'05" N.

long. 13°21'10" E.

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

- 9.53.** Temperature and gravity are expressed in figures. When the degree mark is used, it must appear closed up to the capital letter, not against the figures. Note the following related abbreviations and letter symbols and their usages:

abs, absolute

API, American Petroleum

Bé, Baumé

Institute

°C,¹ degree Celsius²

Twad, Twaddell

°F, degree Fahrenheit

100 °C

°R, degree Rankine

212 °F¹

K, kelvin

671.67 °R

273.15 K

18 °API

°API

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

²Preferred form (superseding Centigrade).

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

10 a.m. (*not* 10:00 a.m.)

2:30 p.m.

12 p.m. (12 noon)

12 a.m. (12 midnight)

- 9.55.** The word *o'clock* is not used with abbreviations of time.

not 10 o'clock p.m.

- 9.56.** Metric unit letter symbols are set lowercase roman unless the unit name has been derived from a proper name, in which case the first letter of the symbol is capitalized (for example Pa for pascal and W for watt). The exception is the letter L for liter. The same form is used for singular and plural. The preferred symbol for *cubic centimeter* is cm^3 ; use *cc* only when requested.

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

3 m

45 mm

25 °C

but 33°15'21"

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

| | <i>Length</i> | | <i>Area</i> | | <i>Volume</i> |
|-----|---------------|---------|-------------------|---------|------------------|
| km | kilometer | km^2 | square kilometer | km^3 | cubic kilometer |
| hm | hectometer | hm^2 | square hectometer | hm^3 | cubic hectometer |
| dam | decameter | dam^2 | square decameter | dam^3 | cubic dekameter |
| m | meter | m^2 | square meter | m^3 | cubic meter |
| dm | decimeter | dm^2 | square decimeter | dm^3 | cubic decimeter |
| cm | centimeter | cm^2 | square centimeter | cm^3 | cubic centimeter |
| mm | millimeter | mm^2 | square millimeter | mm^3 | cubic millimeter |

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

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

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

5^h3^m9^s4.5^h

Money

- 9.60.** The following are some of the abbreviations and symbols used for indicating money:

(For the abbreviations of other terms indicating currency, see the table “Currency” in Chapter 17 “Useful Tables.”)

| | |
|------------------------|-------------|
| \$, dol (dollar) | Mex \$2,650 |
| c, ct, ¢ (cent, cents) | P (peso) |
| TRL175 (Turkish) | £ (pound) |
| USD15,000 | d (pence) |
| € (euro) | |

Use “USD” if omission would result in confusion.

Standard word abbreviations

- 9.61.** If abbreviations are required, use these forms:

| | |
|--|---|
| 2,4D (insecticide) | AFL-CIO—American Federation of Labor and Congress of Industrial Organizations |
| 3d—third | AID—Agency for International Development |
| 4°—quarto | AIDS—acquired immuno- deficiency syndrome |
| 8°—octavo | a.k.a.—also known as |
| A1 (rating) | A.L.R.—American Law Reports |
| A.A.—Alcoholics Anonymous | AM—amplitude modulation (no periods) |
| AARP—American Association of Retired Persons | A.M.—(anno mundi) in the year of the world |
| abbr.—abbreviation | A.M. or M.A.—master of arts |
| abs.—abstract | a.m.—(ante meridiem) before noon |
| acct.—account | Am. Repts.—American Reports |
| ACDA—Arms Control and Disarmament Agency | Amtrak—National Railroad Passenger Corporation |
| ACTH—adrenocorticotropic hormone | AMVETS—American Veterans of World War II; Amvet(s) (individual) |
| A.D.—(anno Domini) in the year of our Lord (A.D. 937) | antilog—antilogarithm (no period) |
| ADDH—attention deficit disorder with hyperactivity | AOA—Administration on Aging |
| ADHD—attention deficit hyper- activity disorder | API—American Petroleum Institute |
| AEF—American Expeditionary Forces | |
| AF—audiofrequency | |
| AFB—Air Force Base | |

| | |
|--|---|
| APO—Army post office (no periods) | BLM—Bureau of Land Management |
| App. D.C.—District of Columbia Appeal Cases | BLS—Bureau of Labor Statistics |
| App. Div.—Appellate Division | Bvd.—boulevard |
| APPR—Army package power reactor | b.o.—buyer's option |
| approx.—approximately | B.S. or B.Sc.—bachelor of science |
| ARC—American Red Cross | c. and s.c.—caps and small caps |
| ARS—Agricultural Research Service | ca.—(circa) about |
| ASCS—Agricultural Stabilization and Conservation Service | ca—centiare |
| ASME—American Society of Mechanical Engineers | CACM—Central American Common Market |
| A.S.N.—Army service number | CAD—computer-aided design |
| ASTM—American Society for Testing and Materials | CAP—Civil Air Patrol |
| ATM—automatic teller machine | CARE—Cooperative for American Remittances to Everywhere, Inc. |
| Atl.—Atlantic Reporter; A.2d, Atlantic Reporter, second series | CAT scan—computerized axial tomography |
| AUS—Army of the United States | C.C.A.—Circuit Court of Appeals |
| Ave.—avenue | CCC—Commodity Credit Corporation |
| AWACS—airborne warning and control system | CCITT—Consultative Committee for International Telegraphy and Telephony |
| AWOL—absent without leave | C.Cls.—Court of Claims |
| B.A. or A.B.—bachelor of arts | C.Cls.R.—Court of Claims Reports |
| BBB—Better Business Bureau | C.C.P.A.—Court of Customs and Patents Appeals |
| B.C.—before Christ (1200 B.C.) | CCR—Commission on Civil Rights |
| B.C.E.—Before Common Era | CDC—Centers for Disease Control and Prevention |
| BCG—(bacillus Calmette-Guerin) antituberculosis vaccine | C.E.—Common Era |
| bf.—boldface | CEA—Council of Economic Advisers |
| BGN—Board on (<i>not of</i>) Geographic Names | cf.—(confer) compare or see |
| BIA—Bureau of Indian Affairs | CFR—Code of Federal Regulations |
| BIS—Bank for International Settlements | CFR Supp.—Code of Federal Regulations Supplement |
| Blatch. Pr. Cas.—Blatchford's Prize Cases | CHAMPUS—Civilian Health and Medical Program of the Uniformed Services |
| Bldg.—building | CIA—Central Intelligence Agency |
| B. Lit(t). or Lit(t).B.—bachelor of literature | CIC—Counterintelligence Corps |
| | C.J.—(corpus juris) body of law; Chief Justice |

| | |
|---|---|
| CNN—Cable News Network | DHS—Department of Homeland Security |
| CO—commanding officer | Dist. Ct.—District Court |
| Co.—company (commercial) | D.Lit(t). or Lit(t).D.—doctor of literature |
| c.o.d.—cash on delivery | DNC—Domestic Names Committee (BGN) |
| COLA—cost-of-living adjustment | do.—(ditto) the same |
| Comp. Dec.—Comptroller's Decisions (Treasury) | DOC—Department of Commerce |
| Comp. Gen.—Comptroller General Decisions | DOD—Department of Defense |
| con.—continued | DOE—Department of Energy |
| conelrad—control of electromagnetic radiation (civil defense) | DOJ—Department of Justice |
| Conus—continental United States | DOL—Department of Labor |
| Corp.—corporation (commercial) | DOS—Department of State |
| cos—cosine (no period) | DOT—Department of Transportation |
| cosh—hyperbolic cosine (no period) | DP—displaced person (no period) |
| cot—cotangent (no period) | D.P.H.—doctor of public health |
| coth—hyperbolic cotangent (no period) | D.P.Hy.—doctor of public hygiene |
| c.p.—chemically pure | DPT—diphtheria, pertussis, tetanus inoculation |
| C.P.A.—certified public accountant | dr.—debit; debtor |
| CPI—Consumer Price Index | Dr.—doctor; drive |
| CPR—cardiopulmonary resuscitation | d.s.t.—daylight saving (no "s") time |
| cr.—credit; creditor | D.V.M.—doctor of veterinary medicine |
| C-SPAN—Cable Satellite Public Affairs Network | E.—east |
| csc—cosecant (no period) | EDGAR—Electronic Data Gathering, Analysis and Retrieval (SEC) |
| csch—hyperbolic cosecant (no period) | EEOC—Equal Employment Opportunity Commission |
| Ct.—court | EFTA—European Free Trade Association |
| Dall.—Dallas (U.S. Supreme Court Reports) | EFTS—electronic funds transfer system |
| DAR—Daughters of the American Revolution | e.g.—(exempli gratia) for example |
| d.b.a.—doing business as | EHF—extremely high frequency |
| d.b.h.—diameter at breast height | emcee—master of ceremony |
| D.D.—doctor of divinity | e.o.m.—end of month |
| D.D.S.—doctor of dental surgery | EOP—Executive Office of the President |
| DDT—dichlorodiphenyl trichloroethane | EPA—Environmental Protection Agency |

| | |
|---|---|
| et al.—(et alii) and others | FHA—Federal Housing Administration |
| et seq.—(et sequentia) and the following | FmHA—Farmers Home Administration |
| etc.—(et cetera) and so forth | FHLBB—Federal Home Loan Bank Board |
| EU—European Union | FHWA—Federal Highway Administration |
| Euratom—European Atomic Energy Community | FICA—Federal Insurance Contributions Act |
| Euro—currency (common) | FLSA—Fair Labor Standards Act |
| Eurodollars—U.S. dollars used to finance foreign trade | FM—frequency modulation |
| Ex. Doc. (with letter)—executive document | FMC—Federal Maritime Commission |
| Ex-Im Bank—Export-Import Bank of the United States | FMCS—Federal Mediation and Conciliation Service |
| f., ff.—and following page (pages) | FNMA—Federal National Mortgage Association (Fannie Mae) |
| FAA—Federal Aviation Administration | FNS—Food and Nutrition Service |
| FACS—Faculty of the American College of Surgeons | f°—folio |
| FAO—Food and Agriculture Organization | f.o.b.—free on board |
| f.a.s.—free alongside ship | FPC—Federal Power Commission |
| FAS—Foreign Agricultural Service | FPO—fleet post office (no periods) |
| FBI—Federal Bureau of Investigation | FR—Federal Register (publication) |
| FCA—Farm Credit Administration | FRG—Federal Republic of Germany |
| FCC—Federal Communications Commission | FRS—Federal Reserve System |
| FCIC—Federal Crop Insurance Corporation | FS—Forest Service |
| FCSC—Foreign Claims Settlement Commission | FSLIC—Federal Savings and Loan Insurance Corporation |
| FDA—Food and Drug Administration | FSS—Federal Supply Service |
| FDIC—Federal Deposit Insurance Corporation | F.Supp.—Federal Supplement |
| FDLP—Federal Depository Library Program | FTC—Federal Trade Commission |
| Fed.—Federal Reporter; F.3d, Federal Reporter, third series | FWS—Fish and Wildlife Service |
| FEEOF—Foreign Exchange Operations Fund | GAO—Government Accountability Office |
| | GATT—General Agreement on Tariffs and Trade |
| | GDR—German Democratic Republic |
| | GI—general issue; Government issue |

| | |
|--|---|
| GIS—Geographic Information System | IADB—Inter-American Defense Board |
| G.M.&S.—general, medical, and surgical | IAEA—International Atomic Energy Agency |
| GNMA—Government National Mortgage Association (Ginnie Mae) | ibid.—(ibidem) in the same place |
| GNP—gross national product | ICBM—intercontinental ballistic missile |
| Gov.—Governor | id.—(idem) the same |
| GPO—Government Printing Office | IDA—International Development Association |
| GPS—Global Positioning System | IDE—integrated drive electronics |
| gr. wt.—gross weight | i.e.—(id est) that is |
| GSA—General Services Administration | IEEE—Institute of Electrical and Electronic Engineers |
| GSE—Government-Sponsored Enterprise | IF—intermediate frequency (no periods) |
| H.C.—House of Commons | IFC—International Finance Corporation |
| H. Con. Res. (with number)—House concurrent resolution | IMCO—Intergovernmental Maritime Consultative Organization |
| H. Doc. (with number)—House document | IMF—International Monetary Fund |
| hazmat—hazardous material | Insp. Gen. (also IG)—inspector general |
| HDTV—high definition television | Interpol—International Criminal Police Organization |
| HE—high explosive (no periods) | IOU—I owe you |
| HF—high frequency (no periods) | IQ—intelligence quotient |
| HHS—Health and Human Services (Department of) | IRA—individual retirement account |
| HIV—human immunodeficiency virus | IRBM—intermediate range ballistic missile |
| H.J. Res. (with number)—House joint resolution | IRE—Institute of Radio Engineers |
| HMO—health-maintenance organization | IRO—International Refugee Organization |
| HOV—high-occupancy vehicle | IRS—Internal Revenue Service |
| How.—Howard (U.S. Supreme Court Reports) | ISO—International Standards Organization |
| H.R. (with number)—House bill | ITO—International Trade Organization |
| H. Rept. (with number)—House report | ITU—International Telecommunications Union |
| H. Res. (with number)—House resolution | JAG—Judge Advocate General |
| HUD—Housing and Urban Development (Department of) | |

| | |
|---|---|
| jato—jet-assisted takeoff | M.D.—doctor of medicine |
| J.D.—(jurum or juris doctor) doctor of laws | MDAP—Mutual Defense Assistance Program |
| JOBS—Job Opportunities in the Business Sector | MediCal—Medicaid California |
| JIT—just in time | memo—memorandum |
| Jpn.—Japan or Japanese where necessary to abbreviate | MF—medium frequency; microfiche |
| Jr.—junior | MFN—most favored nation |
| Judge Adv. Gen.—Judge Advocate General | MIA—missing in action (plural MIA's) |
| LAFTA—Latin American Free Trade Association | MIRV—multiple independently targetable reentry vehicle |
| lat.—latitude | Misc. Doc. (with number)— miscellaneous document |
| LC—Library of Congress | Mlle.—mademoiselle |
| LCD—liquid crystal display | Mme.—madam |
| lc.—lowercase | Mmes.—mesdames |
| L.Ed.—Lawyer's edition (U.S. Supreme Court Reports) | mo.—month |
| liq.—liquid | MOS—military occupational specialty |
| lf.—lightface | M.P.—Member of Parliament |
| LF—low frequency | MP—military police |
| LL.B.—bachelor of laws | Mr.—mister (plural Messrs.) |
| LL.D.—doctor of laws | MRI—magnetic resonance imaging |
| loc. cit.—(loco citato) in the place cited | Mrs.—mistress |
| log (no period)—logarithm | Ms.—feminine title (plural Mses.) |
| long.—longitude | M.S.—master of science |
| loran (no periods)—long-range navigation | MS.—MSS., manuscript, manuscripts |
| lox (no periods)—liquid oxygen | MSC—Military Sealift Command |
| LPG—liquefied petroleum gas | Msgr.—monsignor |
| Ltd.—limited | m.s.l.—mean sea level |
| Lt. Gov.—lieutenant governor | MSNBC—Microsoft National Broadcasting Co. |
| M—money supply: M1, M2, etc. | MTN—multilateral trade negotiations |
| M.—monsieur; MM., messieurs | N.—north |
| m.—(meridies) noon | NA—not available; not applicable |
| M—more | NACo.—National Association of Counties |
| MAC—Military Airlift Command | NAFTA—North American Free Trade Agreement |
| MAG—Military Advisory Group | |
| MarAd—Maritime Administration | |
| MC—Member of Congress (emcee, master of ceremonies) | |

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| NAS—National Academy of Sciences | n.s.p.f.—not specifically provided for |
| NASA—National Aeronautics and Space Administration | NW.—northwest |
| NATO—North Atlantic Treaty Organization | OAPEC—Organization of Arab Petroleum Exporting Countries |
| NCUA—National Credit Union Administration | OAS—Organization of American States |
| NE.—northeast | OASDHI—Old-Age, Survivors, Disability, and Health Insurance Program |
| n.e.c.—not elsewhere classified | OASI—Old-Age and Survivors Insurance |
| n.e.s.—not elsewhere specified | OCD—Office of Civil Defense |
| net wt.—net weight | OD—officer of the day |
| N.F.—National Formulary | OD—overdose; Odd, overdosed |
| NFAH—National Foundation on the Arts and the Humanities | O.D.—doctor of optometry |
| NIH—National Institutes of Health | OECD—Organization for Economic Cooperation and Development |
| NIST—National Institute of Standards and Technology | OK—Oked, Oking, Oks |
| n.l.—natural log or logarithm | OMB—Office of Management and Budget |
| NLRB—National Labor Relations Board | Op. Atty. Gen.—Opinions of the Attorney General |
| NNTP—Network News Transfer Protocol | op. cit.—(opere citato) in the work cited |
| No.—Nos., number, numbers | OPEC—Organization of Petroleum Exporting Countries |
| NOAA—National Oceanic and Atmospheric Administration | OSD—Office of the Secretary of Defense |
| n.o.i.b.n.—not otherwise indexed by name | OTC—Organization for Trade Cooperation |
| n.o.p.—not otherwise provided (for) | PA—public address system |
| n.o.s.—not otherwise specified | Pac.—Pacific Reporter; P.2d, Pacific Reporter, second series |
| NOVS—National Office of Vital Statistics | PAC—political action committee (plural PAC's) |
| NPS—National Park Service | Passed Asst. Surg.—passed assistant surgeon |
| NRC—Nuclear Regulatory Commission | PBS—Public Building Service |
| NS—nuclear ship | PCV—Peace Corps Volunteer |
| NSA—National Security Agency | |
| NSC—National Security Council | |
| NSF—National Science Foundation | |
| n.s.k.—not specified by kind | |

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|---|---|
| Pet.—Peters (U.S. Supreme Court Reports) | Rev.—reverend |
| Ph—phenyl | Rev. Stat.—Revised Statutes |
| Phar.D.—doctor of pharmacy | RF—radiofrequency |
| Ph.B. or B.Ph.—bachelor of philosophy | R.F.D.—rural free delivery |
| Ph.D. or D.Ph.—doctor of philosophy | Rh—Rhesus (blood factor) |
| Ph.G.—graduate in pharmacy | RIF—reduction(s) in force; RIFed, RIFing, RIFs |
| PHS—Public Health Service | R.N.—registered nurse |
| PIN—personal identification number | ROTC—Reserve Officers' Training Corps |
| Pl.—place | RR—railroad |
| p.m.—(post meridiem) after noon | RRB—Railroad Retirement Board |
| P.O. Box (with number)— <i>but</i> post office box (in general sense) | Rt. Rev.—right reverend |
| POP—Point of Presence; Post Office Protocol | Ry.—railway |
| POW—prisoner of war (plural POWs) | S.—south; Senate bill (with number) |
| PTSD—post-traumatic-stress disorder | SAC—Strategic Air Command |
| Private Res. (with number)—private resolution | SAE—Society of Automotive Engineers |
| Prof.—professor | S&L(s)—savings and loan(s) |
| pro tem—(pro tempore) temporarily | SALT—strategic arms limitation talks |
| P.S.—(post scriptum) postscript; public school (with number) | SAR—Sons of the American Revolution |
| PTA—parent-teachers' association | SBA—Small Business Administration |
| Public Res. (with number)—public resolution | sc.—(scilicet) namely (see also ss) |
| PX—post exchange | s.c.—small caps |
| QT—on the quiet | S. Con. Res. (with number)—Senate concurrent resolution |
| racon—radar beacon | s.d.—(sine die) without date |
| radar—radio detection and ranging | SDI—Strategic Defense Initiative |
| R&D—research and development | S. Doc. (with number)—Senate document |
| rato—rocket-assisted takeoff | SE—southeast |
| Rd.—road | SEATO—Southeast Asia Treaty Organization |
| RDT&E—research, development, testing, and evaluation | SEC—Securities and Exchange Commission |
| REA—Rural Electrification Administration | sec—secant |
| | sech—hyperbolic secant |
| | 2d—second |
| | SHF—superhigh frequency |
| | shoran—short range (radio) |

| | |
|---|--|
| SI—Système International d'Unités | SWAT—special weapons and tactics (team) |
| sic—thus | T.—Tps., township, townships |
| sin—sine | tan—tangent |
| sinh—hyperbolic sine | tann—hyperbolic tangent |
| S.J. Res. (with number)—Senate joint resolution | TB—tuberculosis |
| sonar—sound, navigation, and ranging (no period) | T.D.—Treasury Decisions |
| SOP—standard operating procedure | TDY—temporary duty |
| SOS—wireless distress signal | Ter.—terrace |
| SP—shore patrol | t.m.—true mean |
| SPAR—Coast Guard Women's Reserve (<i>semper paratus—always ready</i>) | TNT—trinitrotoluol |
| sp. gr.—specific gravity | TV—television |
| Sq.—square (street) | TVA—Tennessee Valley Authority |
| Sr.—senior | uc.—uppercase |
| S. Rept. (with number)—Senate report | UHF—ultrahigh frequency |
| S. Res. (with number)—Senate resolution | UMTA—Urban Mass Transportation Administration |
| SS—steamship | U.N.—United Nations |
| ss—(scilicet) namely (in law) (see also sc.) | UNESCO—United Nations Educational, Scientific, and Cultural Organization |
| SSA—Social Security Administration | UNICEF—United Nations Children's Fund |
| SSS—Selective Service System | U.S.—U.S. Supreme Court Reports |
| St.—Ste., SS., Saint, Sainte, Saints | U.S.A.—United States of America |
| St.—street | USA—U.S. Army |
| Stat.—Statutes at Large | USAF—U.S. Air Force |
| STP—standard temperature and pressure | U.S.C.—United States Code |
| Sup. Ct.—Supreme Court Reporter | U.S.C.A.—United States Code Annotated |
| Supp. Rev. Stat.—Supplement to the Revised Statutes | U.S.C. Supp.—United States Code Supplement |
| Supt.—superintendent | USCG—U.S. Coast Guard |
| Surg.—surgeon | USDA—U.S. Department of Agriculture |
| Surg. Gen.—Surgeon General | USES—U.S. Employment Service |
| SW.—southwest | U.S. 40—U.S. No. 40, U.S. Highway No. 40 |
| S.W.2d—Southwestern Reporter, second series | USGS—U.S. Geological Survey |
| | USIA—U.S. Information Agency |
| | USMC—U.S. Marine Corps |
| | USN—U.S. Navy |

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|-----------------------------------|--|
| USNR—U.S. Naval Reserve | w.a.e.—when actually employed |
| U.S.P.—United States Pharmacopeia | Wall.—Wallace (U.S. Supreme Court Reports) |
| USPS—U.S. Postal Service | wf—wrong font |
| U.S.S.—U.S. Senate | Wheat.—Wheaton (U.S. Supreme Court Reports) |
| v. or vs.—(versus) against | WHO—World Health Organization |
| VA—Department of Veterans Affairs | WIPO—World Intellectual Property Organization |
| VAT—value added tax | WMAL—WRC, etc., radio stations |
| VCR—video cassette recorder | w.o.p.—without pay |
| VHF—very high frequency | Yale L.J.—Yale Law Journal |
| VIP—very important person | ZIP Code—Zone Improvement Plan Code (Postal Service) |
| viz—(videlicet) namely | ZIP+4—9-digit ZIP Code |
| VLF—very low frequency | |
| VTR—video tape recording | |
| W.—west | |

Standard letter symbols for units of measure

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

| | |
|--|---|
| A—ampere | Bd—baud |
| Å—angstrom | bd. ft.—board foot (obsolete); use fbm |
| a—are | Bé—Baumé |
| a—atto (prefix, one-quintillionth) | Bev (obsolete); see GeV |
| aA—attoampere | Bhn—Brinell hardness number |
| abs—absolute (temperature and gravity) | bhp—brake horsepower |
| ac—alternating current | bm—board measure |
| AF—audiofrequency | bp—boiling point |
| Ah—ampere-hour | Btu—British thermal unit |
| A/m—ampere per meter | bu—bushel |
| AM—amplitude modulation | c—¢, ct; cent(s) |
| asb—apostilb | c—centi (prefix, one-hundredth) |
| At—ampere-turn | C—coulomb |
| at—atmosphere, technical | °C—degree Celsius |
| atm—atmosphere | cal—calorie (also: cal _{IP}) International Table; cal _{th} —thermochemical |
| at wt—atomic weight | cd/in ² —candela per square inch |
| au—astronomical units | cd/m ² —candela per square meter |
| avdp—avoirdupois | cg—centigram |
| b—barn | cd•h—candela-hour |
| B—bel | Ci—curie |
| b—bit | cL—centiliter |
| bbl—barrel | cm—centimeter |
| bbl/d—barrel per day | c/m—cycles per minute |

| | |
|-------------------------------------|--|
| cm ² —square centimeter | FM—frequency modulation |
| cm ³ —cubic centimeter | ft—foot |
| cmil—circular mil | ft ² —square foot |
| cp—candlepower | ft ³ —cubic foot |
| cP—centipoise | ft•H ₂ O—conventional foot of water |
| cSt—centistokes | ft•lb—foot-pound |
| cwt—hundredweight | ft•lbf—foot-pound force |
| D—darcy | ft/min—foot per minute |
| d—day | ft ² /min—square foot per minute |
| d—deci (prefix, one-tenth) | ft ³ /min—cubic foot per minute |
| d—pence | ft•pdl—foot poundal |
| da—deka (prefix, 10) | ft/s—foot per second |
| dag—dekagram | ft ² /s—square foot per second |
| daL—dekaliter | ft ³ /s—cubic foot per second |
| dam—dekameter | ft/s ² —foot per second squared |
| dam ² —square dekameter | ft/s ³ —foot per second cubed |
| dam ³ —cubic dekameter | G—gauss |
| dB—decibel | G—giga (prefix, 1 billion) |
| dBu—decibel unit | g—gram; acceleration of gravity |
| dc—direct current | Gal—gal cm/s ² |
| dg—decigram | gal—gallon |
| dL—deciliter | gal/min—gallons per minute |
| dm—decimeter | gal/s—gallons per second |
| dm ² —square decimeter | GB—gigabyte |
| dm ³ —cubic decimeter | Gb—gilbert |
| dol—dollar | g/cm ³ —gram per cubic centimeter |
| doz—dozen | GeV—gigaelectronvolt |
| dr—dram | GHz—gigahertz (gigacycle per second) |
| dwt—deadweight tons | gr—grain; gross |
| dwt—pennyweight | h—hecto (prefix, 100) |
| dyn—dyne | H—henry |
| EHF—extremely high frequency | h—hour |
| emf—electromotive force | ha—hectare |
| emu—electromagnetic unit | HF—high frequency |
| erg—erg | hg—hectogram |
| esu—electrostatic unit | hL—hectoliter |
| eV—electronvolt | hm—hectometer |
| °F—degree Fahrenheit | hm ² —square hectometer |
| F—farad | hm ³ —cubic hectometer |
| f—femto (prefix, one-quadrillionth) | hp—horsepower |
| fbm—board foot; board foot measure | hph—horsepower-hour |
| fc—footcandle | Hz—hertz (cycles per second) |
| fL—footlambert | id—inside diameter |
| fm—fentometer | ihp—indicated horsepower |

| | |
|--|--|
| in—inch | lbf/ft ³ —pound-force per cubic foot |
| in ² —square inch | lbf/in ² —pound-force per square inch (see psi) |
| in ³ —cubic inch | lb/ft—pound per foot |
| in/h—inch per hour | lb/ft ² —pound per square foot |
| inH ₂ O—conventional inch of water | lb/ft ³ —pound per cubic foot |
| inHg—conventional inch of mercury | lct—long calcined ton |
| in-lb—inch-pound | ldt—long dry ton |
| in/s—inch per second | LF—low frequency |
| J—joule | lin ft—linear foot |
| J/K—joule per kelvin | l/m—lines per minute |
| K—kayser | lm—lumen |
| K—kelvin (use without degree symbol) | lm/ft ² —lumen per square foot |
| k—kilo (prefix, 1,000) | lm/m ² —lumen per square meter |
| k—thousand (7k=7,000) | lm•s—lumen second |
| kc—kilocycle; see also kHz (kilohertz), kilocycles per second | lm/W—lumen per watt |
| kcal—kilocalorie | l/s—lines per second |
| keV—kiloelectronvolt | L/s—liter per second |
| kG—kilogauss | lx—lux |
| kg—kilogram | M—mega (prefix, 1 million) |
| kgf—kilogram-force | M—million (3 M=3 million) |
| kHz—kilohertz (kilocycles per second) | m—meter |
| kL—kiloliter | m—milli (prefix, one-thousandth) |
| klbf—kilopound-force | M1—monetary aggregate |
| km—kilometer | m ² —square meter |
| km ² —square kilometer | m ³ —cubic meter |
| km ³ —cubic kilometer | μ—micro (prefix, one-millionth) |
| km/h—kilometer per hour | μm—micrometer |
| kn—knot (speed) | mA—milliamper |
| kΩ—kilohm | μA—microampere |
| kt—kiloton; carat | MB—megabyte |
| kV—kilovolt | mbar—millibar |
| kVA—kilovoltampere | μbar—microbar |
| kvar—kilovar | Mc—megacycle; see also MHz (megahertz), megacycles per second |
| kW—kilowatt | mc—millicycle; see also mHz (millihertz), millicycles per second |
| kWh—kilowatthour | mD—millidarcy |
| L—lambert | meq—milliquivalent |
| L—liter | MeV—megaelectronvolts |
| lb—pound | mF—millifarad |
| lb ap—apothecary pound | μF—microfarad |
| lb—avdp, avoirdupois pound | |
| lbf—pound-force | |
| lbf/ft—pound-force foot | |
| lbf/ft ² —pound-force per square foot | |

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|---|--|
| mG—milligauss | n—nano (prefix, one-billionth) |
| mg—milligram | N—newton |
| μg —microgram | nA—nanoampere |
| Mgal/d—million gallons per day | nF—nanofarad |
| mH—millihenry | N•m—newton meter |
| μH —microhenry | N/m ² —newton per square meter |
| MHz—megahertz | nmi—nautical mile |
| mHz—millihertz | Np—neper |
| mi—mile (statute) | ns—nanosecond |
| mi ² —square mile | N•s/m ² —newton second per square |
| mi/gal—mile(s) per gallon | meter |
| mi/h—mile(s) per hour | nt—nit |
| mil—mil | od—outside diameter |
| min—minute (time) | Oe—oersted (use of A/m, amperes per |
| μin —microinch | meter, preferred) |
| mL—milliliter | oz—ounce (avoirdupois) |
| mm—millimeter | p—pico (prefix, one-trillionth) |
| mm ² —square millimeter | P—poise |
| mm ³ —cubic millimeter | Pa—pascal |
| μm^2 —square micrometer | pA—picoampere |
| μm^3 —cubic micrometer | pct—percent |
| $\mu\mu$ —micromicron (use of compound | pdl—poundal |
| prefixes obsolete; use pm, | pF—picofarad (micromicrofarad, |
| picometer) | obsolete) |
| $\mu\mu\text{f}$ —micromicrofarad (use of | pF—water-holding energy |
| compound prefixes obsolete; use | pH—hydrogen-ion concentration |
| pF) | ph—phot; phase |
| mmHg—conventional millimeter of | pk—peck, |
| mercury | p/m—parts per million |
| $\text{m}\Omega$ —megohm | ps—picosecond |
| mo—month | psi—pounds per square inch |
| mol—mole (unit of substance) | pt—pint |
| mol wt—molecular weight | pW—picowatt |
| mp—melting point | qt—quart |
| ms—millisecond | quad—quadrillion (10^{15}) |
| μs —microsecond | $^{\circ}\text{R}$ —rankine |
| Mt—megaton | $^{\circ}\text{R}$ —roentgen |
| mV—millivolt | R—degree rankine |
| μV —microvolt | R—degree reaumur |
| MW—megawatt | rad—radian |
| mW—milliwatt | rd—rad |
| μW —microwatt | rem—roentgen equivalent man |
| MWd/t—megawatt-days per ton | r/min—revolutions per minute |
| Mx—maxwell | rms—root mean square |

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|--|---|
| r/s—revolutions per second | tsp—teaspoonful |
| s—second (time) | Twad—twaddell |
| s—shilling | u—(unified) atomic mass unit |
| S—siemens | UHF—ultrahigh frequency |
| sb—stilb | V—volt |
| scp—spherical candlepower | VA—voltampere |
| s•ft—second-foot | var—var |
| shp—shaft horsepower | VHF—very high frequency |
| slug—slug | V/m—volt per meter |
| sr—steradian | W—watt |
| sSf—standard saybolt fural | Wb—weber |
| sSu—standard saybolt universal | Wh—watthour |
| stdft ³ —standard cubic foot (feet) | W/(m•K)—watt per meter kelvin |
| Sus—saybolt universal second(s) | W/sr—watt per steradian |
| T—tera (prefix, 1 trillion) | W/(sr•m ²)—watt per steradian square meter |
| Tft ³ —trillion cubic feet | x—unknown quantity (italic) |
| T—tesla | yd—yard |
| t—tonne (metric ton) | yd ² —square yard |
| tbsp—tablespoonful | yd ³ —cubic yard |
| thm—therm | yr—year |
| ton—ton | |

Standard Latin abbreviations

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

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

- A.U.C.—anno urbis conditae, ab
urbe conoluta, in [the year from]
the building of the City [Rome],
753 B.C.
- B.A.—baccalaureus artium, bachelor
of arts
- B. Sc.—baccalaureus scientiae,
bachelor of science
- C.—centum, a hundred; condemno, I
condemn, find guilty
- c.—circa, about
- cent.—centum, a hundred
- cf.—confer, compare
- C.M.—chirurgiae magister, master of
surgery
- coch.—cochlear, a spoon, spoonful
- coch. amp.—cochlear amplum, a
tablespoonful
- coch. mag.—cochlear magnum, a large
spoonful
- coch. med.—cochlear medium, a
dessert spoonful
- coch. parv.—cochlear parvum, a
teaspoonful
- con.—contra, against; conjunx, wife
- C.P.S.—custos privati sigilli, keeper of
the privy seal
- C.S.—custos sigilli, keeper of the seal
- cwt.—c. for centum, wt. for weight,
hundredweight
- D.—Deus, God; Dominus, Lord; d.,
decreturn, a decree; denarius, a
penny; da, give
- D.D.—divinitatis doctor, doctor of
divinity
- D.G.—Dei gratia, by the grace of God;
Deo gratias, thanks to God
- D.N.—Dominus noster, our Lord
- D. Sc.—doctor scientiae, doctor of
science
- d.s.p.—decessit sine prole, died
without issue
- D.V.—Deo volente, God willing
- dwt.—d. for denarius, wt. for weight
pennyweight
- e.g.—exempli gratia, for example
- et al.—et alibi, and elsewhere; et alii, or
aliae, and others
- etc.—et cetera, and others, and so forth
- et seq.—et sequentes, and those that
follow
- et ux.—et uxor, and wife
- F.—filius, son
- f.—fiat, let it be made; forte, strong
- fac.—factum similis, facsimile, an
exact copy
- fasc.—fasciculus, a bundle
- fl.—flores, flowers; floruit, flourished;
fluidus, fluid
- f.r.—folio recto, right-hand page
- F.R.S.—Fraternitatis Regiae Socius,
Fellow of the Royal Society
- f.v.—folio verso, on the back of the leaf
- guttat.—guttatim, by drops
- H.—hora, hour
- h.a.—hoc anno, in this year; hujus
anni, this year's
- hab. corp.—habeas corpus, have the
body—a writ
- h.e.—hic est, this is; hoc est, that is
- h.m.—hoc mense, in this month; huius
mensis, this month's
- h.q.—hoc quaere, look for this
- H.R.I.P.—hic requiescat in pace, here
rests in peace
- H.S.—hic sepultus, here is buried; hic
situs, here lies; h.s., hoc sensu, in
this sense
- H.S.S.—Historiae Societatis Socius,
Fellow of the Historical Society
- h.t.—hoc tempore, at this time; hoc
titulo, in or under this title
- I—Idus, the Ides; i., id, that;
immortalis, immortal
- ib. or ibid.—ibidem, in the same place
- id.—idem, the same
- i.e.—id est, that is

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|--|---|
| imp.—imprimatur, sanction, let it be printed | loq.—loquitur, he, or she, speaks |
| I.N.D.—in nomine Dei, in the name of God | L.S.—locus sigilli, the place of the seal |
| in f.—in fine, at the end | I.s.c.—loco supra citato, in the place above cited |
| inf.—infra, below | F. s. d.—librae, solidi, denarii, pounds, shillings, pence |
| init.—initio, in the beginning | M.—magister, master; manipulus, handful; medicinae, of medicine; m., meridies, noon |
| in lim.—in limine, on the threshold, at the outset | M.A.—magister artium, master of arts |
| in loc.—in loco, in its place | M.B.—medicinae baccalaureus, bachelor of medicine |
| in loc. cit.—in loco citato, in the place cited | M. Ch.—magister chirurgiae, master of surgery |
| in pr.—in principio, in the beginning | M.D.—medicinae doctor, doctor of medicine |
| in trans.—in transitu, on the way | m.m.—mutatis mutandis, with the necessary changes |
| i.q.—idem quod, the same as | m.n.—mutato nomine, the name being changed |
| i.q.e.d.—id quod erat demonstrandum, what was to be proved | MS.—manuscriptum, manuscript; MSS., manuscripta, manuscripts |
| J.—judex, judge | Mus. B.—musicae baccalaureus, bachelor of music |
| J.C.D.—juris civilis doctor, doctor of civil law | Mus. D.—musicae doctor, doctor of music |
| J.D.—jurum or juris doctor, doctor of laws | Mus. M.—musicae magister, master of music |
| J.U.D.—juris utriusque doctor, doctor of both civil and canon law | N.—Nepos, grandson; nomen, name; nomina, names; noster, our; n., natus, born; nocte, at night |
| L.—liber, a book; locus, a place | N.B.—nota bene, mark well |
| £—libra, pound; placed before figures thus £10; if l., to be placed after, as 401. | ni. pri.—nisi prius, unless before |
| L.A.M.—liberalium artium magister, master of the liberal arts | nob.—nobis, for (or on) our part |
| L.B.—baccalaureus literarum, bachelor of letters | nol. pros.—nolle prosequi, will not prosecute |
| lb.—libra, pound (singular and plural) | non cul.—non culpabilis, not guilty |
| L.H.D.—literarum humaniorum doctor, doctor of the more humane letters | n.l.—non licet, it is not permitted; non liquet, it is not clear; non longe, not far |
| Litt. D.—literarum doctor, doctor of letters | non obs.—non obstante, notwithstanding |
| LL.B.—legum baccalaureus, bachelor of laws | non pros.—non prosequitur, he does not prosecute |
| LL.D.—legum doctor, doctor of laws | |
| LL.M.—legum magister, master of laws | |
| loc. cit.—loco citato, in the place cited | |

| | |
|--|---|
| non seq.—non sequitur, it does not follow logically | q. pl.—quantum placet, as much as seems good |
| O.—octarius, a pint | q.s.—quantum sufficit, sufficient quantity |
| ob.—obiit, he, or she, died; obiter, incidentally | 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) |
| ob. s.p.—obiit sine prole, died without issue | R.—regina, queen; recto, right-hand page; respublica, commonwealth |
| o.c.—opere citato, in the work cited | R.—recipe, take |
| op.—opus, work; opera, works | R.I.P.—requiescat, or requiescant, in pace, may he, she, or they, rest in peace |
| op. cit.—opere citato, in the work cited | R.P.D.—rerum politicarum doctor, doctor of political science |
| 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 | R.S.S.—Regiae Societatis Sodalis, Fellow of the Royal Society |
| p.a.—or per ann., per annum, yearly; pro anno, for the year | S.—sepultus, buried; situs, lies; societas, society; socius or sodalis, fellow; s., semi, half; solidus, shilling |
| p. ae.—partes aequales, equal parts | s.a.—sine anno, without date; secundum artem, according to art |
| pass.—passim, everywhere | S.A.S.—Societatis Antiquariorum Socius, Fellow of the Society of Antiquaries |
| percent.—per centum, by the hundred | sc.—scilicet, namely; sculpsit, he, or she, carved or engraved it |
| pil.—pilula, pill | Sc. B.—scientiae baccalaureus, bachelor of science |
| Ph. B.—philosophiae baccalaureus, bachelor of philosophy | Sc. D.—scientiae doctor, doctor of science |
| P.M.—post mortem, after death | S.D.—salutem dicit, sends greetings |
| p.m.—post meridiem, afternoon | s.d.—sine die, indefinitely |
| pro tem.—pro tempore, for the time being | sec.—secundum, according to |
| prox.—proximo, in or of the next [month] | sec. leg.—secundum legem, according to law |
| P.S.—postscriptum, postscript; P.SS., postscripta, postscripts | sec. nat.—secundum naturam, according to nature, or naturally |
| q.d.—quasi dicat, as if one should say; quasi dictum, as if said; quasi dixisset, as if he had said | sec. reg.—secundum regulam, according to rule |
| q.e.—quod est, which is | |
| Q.E.D.—quod erat demonstrandum, which was to be demonstrated | |
| Q.E.F.—quod erat faciendum, which was to be done | |
| Q.E.I.—quod erat inveniendum, which was to be found out | |
| q.l.—quantum libet, as much as you please | |

| | |
|--|---|
| seq.—sequens, sequentes, sequentia, the following | S.T.D.—sacrae theologiae doctor, doctor of sacred theology |
| S.H.S.—Societatis Historiae Socius, Fellow of the Historical Society | S.T.P.—sacrae theologiae professor, professor of sacred theology |
| s.h.v.—sub hac voce or sub hoc verbo, under this word | sub.—subaudi, understand, supply |
| s.l.a.n.—sine loco, anno, vel nomine, without place, date, or name | sup.—supra, above |
| s.l.p.—sine legitima prole, without lawful issue | t. or temp.—tempore, in the time of |
| s.m.p.—sine mascula prole, without male issue | tal. qual.—talis qualis, just as they come; average quality |
| s.n.—sine nomine, without name | U.J.D.—utriusque juris doctor, doctor of both civil and canon law |
| s.p.—sine prole, without issue | ult.—ultimo, last month (may be abbreviated in writing but should be spelled out in printing) |
| S.P.A.S.—Societatis Philosophiae Americanae Socius, Fellow of the American Philosophical Society | ung.—unguentum, ointment |
| s.p.s.—sine prole superstite, without surviving issue | u.s.—ubi supra, in the place above mentioned |
| S.R.S.—Societatis Regiae Socius or Sodalis, Fellow of the Royal Society | ut dict.—ut dictum, as directed |
| ss—scilicet, namely (in law) | ut sup.—ut supra, as above |
| S.S.C.—Societas Sanctae Crucis, Society of the Holy Cross | ux.—uxor, wife |
| stat.—statim, immediately | v.—versus, against; vide, see; voce, voice, word |
| S.T.B.—sacrae theologiae baccalaureus, bachelor of sacred theology | v. — a., vixit — annos—lived [so many] years |
| | verb. sap.—verbum [satis] sapienti, a word to the wise suffices |
| | v.g.—verbi gratia, for example |
| | viz—videlicet, namely |
| | v.s.—vide supra, see above |

Information technology acronyms and initialisms

9.64. If abbreviations are required, use these forms:

| | |
|---|---|
| AARP—Apple Address Resolution Protocol | AES—advanced encryption standard |
| ABLS—Automated Bid List System | AIFF—audio interchange file format |
| ABM—asynchronous balanced mode | AIP—Archival Information Package |
| ACES—access certificates for electronic services | AIS—Archival Information Storage |
| ACP—Access Content Package | ANSI—American National Standards Institute |
| ACS—Access Content Storage | AP—access processor |
| ACSI—Acquisition, Classification, and Shipment Information System | ARK—archival resource key |
| | ARP—address resolution protocol |
| | ASCII—American Standard Code for Information Interchange |

| | |
|---|---|
| ASP—application service provider | EAC—estimate at completion |
| BAC—billing address code | EAP—enterprise application platform |
| BBS—bulletin board service | EBCDIC—Extended Binary Coded |
| BPEL—business process execution language | Decimal Interchange Code |
| BPI—business process information | ePub—Electronic Publishing Section |
| BPS—business process storage | FAQ—frequently asked question |
| CA—certification authority | FBCA—Federal Bridge Certificate Authority |
| CCSDS—Consultative Committee for Space Data Systems | FDDI—fiber distributed data interface |
| CD—compact disk | FDLP—Federal Depository Library Program |
| CDN—content delivery network | FDsys—Federal Digital System |
| CDR—critical design review | FICC—Federal Identity Credentialing Committee |
| CD-ROM—compact disk read only memory | FIFO—first in first out |
| CE—content evaluator | FIPS—Federal Information Processing Standard |
| CFR—Code of Federal Regulations | FOB—free on board |
| CGP—Catalog of U.S. Government Publications | FOSI—format output specification instance |
| CMS—content management system | FTP—file transfer protocol |
| CMYK—cyan, magenta, yellow, black | GAP—GPO Access Package |
| CO—content originator | GDI—graphical device interface |
| COOP—continuity of operations plan | GFE—government furnished equipment |
| CP—content processor | GFI—government furnished information |
| CPI—content packet information | GGP—gateway-to-gateway protocol |
| CRC—cyclic redundancy checks | GIF—graphics interchange format |
| CSV—comma separated variable | GILS—Government Information Locator Service |
| DBMS—database management system | GUI—graphical user interface |
| DES—data encryption standard | HDTV—high definition television |
| DIP—Dissemination Information Package | HMAC—key hashed message authentication code |
| DMI—desktop management interface | HSM—hardware security module |
| DNS—domain name system | HTML—hypertext markup language |
| DO—digital objects | HTTP—hypertext transfer protocol |
| DOI—Digital Object Identifier | Hz—Hertz |
| DoS—denial of service | ICMP—internet control message protocol |
| DPI—dots per inch | ID—Information Dissemination |
| DSR—deployment system review | IDD—interface design description |
| DSSL—document style and semantics language | |
| DVD—digital versatile disc | |
| EA—enterprise architecture | |
| EAD—encoded archival description | |

| | |
|---|---|
| IEEE—Institute of Electronics and Electrical Engineers | NFC—National Finance Center |
| IETF—Internet Engineering Task Force | NIST—National Institute of Standards and Technology |
| ILS—Integrated Library System | NNTP—network news transfer protocol |
| IP—internet protocol | OAI—Open Archives Initiative |
| IPR—internal progress review | OAI-PMH—Open Archives Initiative Protocol for Metadata Harvesting |
| IPSEC—internet protocol security | OAIS—Open Archival Information Systems |
| ISO—International Organization for Standardization | OCLC—Online Computer Library Center |
| ISP—internet service provider | OCR—optical character recognition |
| ISSN—International Standard Serial Number | OLTP—online transaction processing |
| IT—information technology | PRONOM—Practical Online Compendium of File Formats |
| ITU—International Telecommunications Union | PTR—program tracking report |
| JDF—Job Definition Format | PURL—persistent uniform resource locator |
| JPEG—Joint Photographic Experts Group | RAID—redundant array of inexpensive disks |
| LAN—local area network | RAM—random access memory |
| LDAP—lightweight directory access protocol | RFC—request for comments |
| LPI—lines per inch | RGB—red, green, blue |
| MAC—message authentication code | RI—representation information |
| MARC—Machine Readable Cataloging | RMA—reliability, maintainability, availability |
| METS—Metadata Encoding and Transmission Standard | RPC—remote procedure call |
| MHz—megahertz | RSA—Rivest, Shamir, Adleman (public key decryption algorithm) |
| MIME—multipurpose internet mail extensions | RTF—rich text format |
| MIPS—millions of instructions per second | RVTM—requirements verification traceability matrix |
| MMAR—Materials Management Procurement Regulation | SAML—security assertion markup language |
| MODS—Metadata Object Descriptive Schema | SDLC—software/system development life cycle |
| MPCF—marginally punched continuous forms | SDR—system design review |
| NAT—network address translation | Section 508—Section 508 of the Rehabilitation Act |
| NDIIPP—National Digital Information Infrastructure and Preservation Program | SGML—standard generalized markup language |
| | SHA—secure hash algorithm |

| | |
|------------------------------------|------------------------------------|
| SIP—Submission Information Package | VLAN—virtual local area network |
| SLIP—serial line internet protocol | VPN—virtual private network |
| SMP—storage management processor | VRML—virtual reality modeling |
| SMS—storage management system | language |
| SMTP—simple mail transfer protocol | W3C—World Wide Web Consortium |
| SNMP—simple network management | WAIS—wide area information service |
| protocol | WAN—wide area network |
| SPA—simplified purchase agreement | WAP—wireless application protocol |
| SSL—secure sockets layer | WAV—waveform audio format |
| SSP—system security plan | WIP—work in process |
| SSR—software specification review | WML—wireless markup language |
| TDES—Triple Data Encryption | WMS—workflow management system |
| Standard | WWW—World Wide Web |
| TIFF—tagged image file format | WYSIWYG—what you see is what |
| TLS—transport layer security | you get |
| UDP—user datagram protocol | XML—extensible markup language |
| URL—uniform resource locator | XMLENC—xml encryption |
| URN—uniform resource name/ | |
| number | |

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 | Neodymium..... | Nd | 60 |
| Argon..... | Ar | 18 | Neon | Ne | 10 |
| Arsenic..... | As | 33 | Neptunium..... | Np | 93 |
| Astatine..... | At | 85 | Nickel..... | Ni | 28 |
| Barium..... | Ba | 56 | Niobium..... | Nb | 41 |
| Berkelium..... | Bk | 97 | Nitrogen..... | N | 7 |
| Beryllium..... | Be | 4 | Nobelium..... | No | 102 |
| Bismuth..... | Bi | 83 | Osmium..... | Os | 76 |
| Bohrium..... | Bh | 107 | Oxygen..... | O | 8 |
| Boron..... | B | 5 | Palladium..... | Pd | 46 |
| Bromine..... | Br | 35 | Phosphorus..... | P | 15 |
| Cadmium..... | Cd | 48 | Platinum..... | Pt | 78 |
| Calcium..... | Ca | 20 | Plutonium..... | Pu | 94 |
| Californium..... | Cf | 98 | Polonium | Po | 84 |
| Carbon..... | C | 6 | Potassium | K | 19 |
| Cerium..... | Ce | 58 | Praseodymium..... | Pr | 59 |
| Cesium..... | Cs | 55 | Promethium..... | Pm | 61 |
| Chlorine..... | Cl | 17 | Protactinium..... | Pa | 91 |
| Chromium..... | Cr | 24 | Radium..... | Ra | 88 |
| Cobalt..... | Co | 27 | Radon..... | Rn | 86 |
| Copper..... | Cu | 29 | Rhenium..... | Re | 75 |
| Curium..... | Cm | 96 | Rhodium..... | Rh | 45 |
| Darmstadtium..... | Ds | 110 | Roentgenium..... | Rg | 111 |
| Dubnium..... | Db | 105 | Rubidium..... | Rb | 37 |
| Dysprosium..... | Dy | 66 | Ruthenium..... | Ru | 44 |
| Einsteinium..... | Es | 99 | Rutherfordium..... | Rf | 104 |
| Erbium..... | Er | 68 | Samarium..... | Sm | 62 |
| Europium..... | Eu | 63 | Scandium..... | Sc | 21 |
| Fermium..... | Fm | 100 | Seaborgium..... | Sg | 106 |
| Fluorine..... | F | 9 | Selenium..... | Se | 34 |
| Francium..... | Fr | 87 | Silicon..... | Si | 14 |
| Gadolinium..... | Gd | 64 | Silver | Ag | 47 |
| Gallium..... | Ga | 31 | Sodium..... | Na | 11 |
| Germanium..... | Ge | 32 | Strontium..... | Sr | 38 |
| Gold..... | Au | 79 | Sulfur..... | S | 16 |
| Hafnium..... | Hf | 72 | Tantalum..... | Ta | 73 |
| Hassium..... | Hs | 108 | Technetium..... | Tc | 43 |
| Helium..... | He | 2 | Tellurium..... | Te | 52 |
| Holmium..... | Ho | 67 | Terbium..... | Tb | 65 |
| Hydrogen..... | H | 1 | Thallium..... | Tl | 81 |
| Indium..... | In | 49 | Thorium..... | Th | 90 |
| Iodine..... | I | 53 | Thulium..... | Tm | 69 |
| Iridium..... | Ir | 77 | Tin..... | Sn | 50 |
| Iron..... | Fe | 26 | Titanium..... | Ti | 22 |
| Krypton..... | Kr | 36 | Tungsten..... | W | 74 |
| Lanthanum..... | La | 57 | Uranium..... | U | 92 |
| Lawrencium..... | Lr | 103 | Vanadium..... | V | 23 |
| Lead..... | Pb | 82 | Xenon | Xe | 54 |
| Lithium..... | Li | 3 | Ytterbium..... | Yb | 70 |
| Lutetium..... | Lu | 71 | Yttrium..... | Y | 39 |
| Magnesium..... | Mg | 12 | Zinc | Zn | 30 |
| Manganese..... | Mn | 25 | Zirconium | Zr | 40 |
| Meitnerium..... | Mt | 109 | | | |

Standardized symbols

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

Signs and symbols

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

ACCENTS

| | | |
|--|-------------------------------------|-----------|
| 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 | CODE | |
| ↑ open arrow | | |
| ⇄ reversible reaction | | |
| BULLETS | | |
| ● solid circle; bullet | • No. 1 6 pt. code dot | |
| ● bold center dot | • No. 2 8 pt. code dot | |
| ● movable accent | • No. 3 10 pt. code dot | |
| CHEMICAL | | |
| ‰ salinity | • No. 4 8 pt. code dot | |
| ℳ minim | — No. 1 6 pt. code dash | |
| ℳ exchange | — No. 2 8 pt. code dash | |
| ↑ gas | — No. 3 10 pt. code dash | |
| CIRCLED SYMBOLS | | |
| Ⓐ angle in circle | — No. 4 8 pt. code dash | |
| Ⓑ circle with parallel rule | — No. 4 10 pt. code dash | |
| Ⓐ triangle in circle | | |
| Ⓐ dot in circle | | |
| DECORATIVE | | |
| + | ⊕ bold cross | |
| + | ⊕ cross patte | |
| ■ | ⊕ cross patte | |
| ■ | ⊕ cross patte | |
| ☒ | ⊕ cross patte | |
| ELECTRICAL | | |
| Ⓐ reluctance | ↔ reaction goes both right and left | |
| ↔ reaction | ↑ reaction goes both up and down | |
| ↔ reaction | ↓ reversible | |
| → direction of flow; | → yields | |
| → direct current | | |
| ↔ electrical current | | |
| ↔ reversible reaction | | |
| ↔ reversible reaction | | |
| ↔ alternating current | | |
| ↔ alternating current | | |
| ↔ reversible reaction | | |
| ↔ beginning at left | | |
| ↔ reversible reaction | | |
| ↔ beginning at right | | |
| Ω ohm; omega | | |
| MΩ megohm; omega | | |
| μΩ microohm; mu omega | | |
| ω angular frequency, solid angle; omega | | |
| Φ magnetic flux; phi | | |
| Ψ dielectric flux; electrostatic flux; psi | | |
| γ conductivity; gamma | | |

| ELECTRICAL—Con. | MATHEMATICAL—Con. | MATHEMATICAL—Con. |
|--|---|--|
| ρ resistivity; rho | \cong approaches a limit | \parallel double bond |
| Λ equivalent conductivity | \asymp equal angles | \asymp double bond |
| HP horsepower | \neq not equal to | \nparallel double bond |
| | \equiv identical with | C_6 benzene ring |
| | $\not\equiv$ not identical with | ∂ or δ differential; variation |
| | N/A score | ∂ Italian differential |
| | \approx or \doteq nearly equal to | \rightarrow approaches limit of |
| — 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 | Π product |
| $\not\parallel$ not parallels | \diamond geometrically equivalent to | Σ summation of; sum; sigma |
| $ $ absolute value | \subset included in | $!$ or \underline{L} factorial product |
| \cdot multiplied by | \supset excluded from | |
| $:$ is to; ratio | \subset is contained in | |
| $+$ divided by | U logical sum or union | MEASURE |
| \therefore therefore; hence | \cap logical product or intersection | lb pound |
| \because because | \checkmark radical | 3 dram |
| $::$ proportion; as | $\sqrt{}$ root | $f\text{3}$ fluid dram |
| \ll is dominated by | $\sqrt[3]{}$ square root | 3 ounce |
| $>$ greater than | $\sqrt[4]{}$ cube root | $f\text{3}$ fluid ounce |
| \sqsupset greater than | $\sqrt[5]{}$ fourth root | O pint |
| \geq greater than or equal to | $\sqrt[6]{}$ fifth root | |
| \geq greater than or equal to | $\sqrt[6]{}$ sixth root | MISCELLANEOUS |
| \geq greater than or less than | π pi | $\$$ section |
| $\not>$ is not greater than | ϵ base (2.718) of natural system of logarithms; epsilon | \dagger dagger |
| \triangleleft less than | ϵ is a member of; dielectric constant; mean error; epsilon | \ddagger double dagger |
| \sqsubset less than | $+$ plus | $\%$ account of |
| \trianglelefteq less than or greater than | $\boldsymbol{+}$ bold plus | N/A care of |
| $\not\trianglelefteq$ is not less than | $-$ minus | N/A score |
| \triangleleft smaller than | $\boldsymbol{-}$ bold minus | ¶ paragraph |
| \trianglelefteq less than or equal to | $/$ shill(ing); slash; virgule | p Anglo-Saxon |
| \trianglelefteq less than or equal to | \pm plus or minus | C center line |
| $\trianglelefteq \geq$ greater than or equal to | \mp minus or plus | σ conjunction |
| $\trianglelefteq \wedge$ equal to or less than | \times multiplied by | \perp perpendicular to |
| $\trianglelefteq \wedge$ equal to or less than | \equiv bold equal | $"$ or " ditto |
| $\trianglelefteq \wedge$ is not greater than | $\#$ number | \propto variation |
| $\trianglelefteq \wedge$ equal to or less than | per | R recipe |
| $\trianglelefteq \wedge$ is not less than equal to or greater than | $\%$ percent | \square move right |
| \trianglelefteq equilateral | \int integral | \square move left |
| \perp perpendicular to | $ $ single bond | \textcircled{O} or \textcircled{O} or $\textcircled{1}$ annual |
| \vdash assertion sign | \backslash single bond | $\textcircled{O}\textcircled{O}$ or $\textcircled{2}$ biennial |
| \cong approaches | $/$ single bond | \in element of |

MISCELLANEOUS—Con.

φ diameter

ċ 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

♇ Pluto

♈ dragon's head, ascending node

♉ dragon's tail, descending node

☌ conjunction

☍ opposition

○ or ☽ Sun

☽ Sun's lower limb

☽ Sun's upper limb

○ solar corona

⊕ solar halo

☽ Moon

● new Moon

☽ first quarter

○ first quarter

● third quarter

○ last quarter

○ last quarter

○ full Moon

☽ full Moon

PLANETS—Con.

⊖ eclipse of Moon

□ lunar halo

○ lunar corona

♀ Ceres

§ Juno

PUNCTUATION

{ } braces

[] brackets

() parentheses

< > square parentheses; angle brackets

¡ Spanish open quote

¿ Spanish open quote

SEX

♂ or ♂ male

□ male, in charts

♀ female

○ female, in charts

♀ hermaphrodite

SHAPES

◆ solid diamond

◇ open diamond

○ circle

▲ solid triangle

△ triangle

□ square

■ solid square

□ parallelogram

□ rectangle

□ double rectangle

★ solid star

☆ open star

∟ right angle

∠ angle

✓ check

✗ check

♂ German ss

♀ italic German ss

→ solid index

→ solid index

→ index

→ index

GEOLOGIC SYSTEMS¹

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

V frostwork

* snow or sextile

☒ snow on ground

+ drifting snow (low)

≡ fog

∞ haze

△ Aurora

ZODIAC

♈ Aries; Ram

♉ Taurus; Bull

♊ Gemini; Twins

♋ Cancer; Crab

♌ Leo; Lion

♍ Virgo; Virgin

♎ Libra; Balance

♏ Scorpio; Scorpion

♐ Sagittarius; Archer

♑ Capricornus; Goat

♒ Aquarius; Water bearer

♓ Pisces; Fishes

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

11. Italic

(See also 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> | MV (motor vessel) <i>Havtroll</i> |
| the Bermuda <i>Clipper</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>but</i> |
| C.S.N. <i>Virginia</i> | Air Force One (President's plane) |
| CG cutter <i>Thetis</i> | B-50 (type of plane) |
| the <i>U-7</i> | DD-882 |
| destroyer 31 | LST-1155 |
| H.M.S. <i>Hornet</i> | MiG; MiG-35 |
| HS (hydrofoil ship) <i>Denison</i> | PT-109 |
| MS (motorship) <i>Richard</i> | F-22 Raptor |
| GTS (gas turbine ship) <i>Alexander</i> | F-117 Nighthawk (Stealth fighter) |
| NS (nuclear ship) <i>Savannah</i> | A-10 Thunderbolt |

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

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 | <i>but John Doe against Richard Roe,</i> <i>the Cement case.</i> |
| 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

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

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

- 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 Web sites and email addresses should be set in roman.

12. Numerals

(See also Chapter 13 "Tabular Work" and Chapter 14 "Leaderwork")

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

Numbers expressed in figures

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

50 ballots

24 horses

nearly 13 buckets

10 guns

about 40 men

10 times as large

Numbers and numbers in series

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

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

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

That man has 3 suits, 2 pairs of shoes, and 12 pairs of socks.
but That man has three suits, two pairs of shoes, and four hats.

Of the 13 engine producers, 6 were farm equipment manufacturers, 6 were principally engaged in the production of other types of machinery, and 1 was not classified in the machinery industry.
but Only nine of these were among the large manufacturing companies, and only three were among the largest concerns.

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

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

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

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

There are four or five things 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^{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 10500.76 | |

i. Mathematical expressions:

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

j. Measurements:

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

| | |
|---------------|----------------------|
| <i>but</i> | six bales |
| tenpenny nail | two dozen |
| fourfold | one gross |
| three-ply | zero miles |
| five votes | seven-story building |

k. Money:

| | |
|---|----------------|
| \$3.65; \$0.75; 75 cents; 0.5 cent | <i>but</i> |
| \$3 (<i>not</i> \$3.00) per 200 pounds | two pennies |
| 75 cents apiece | three quarters |
| Rs32,25,644 (Indian rupees) | one half |
| 2.5 francs <i>or</i> fr2.5 | six bits, etc. |
| 65 yen | |
| ₱265 | |

l. Percentage:

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

m. Proportion:

| | |
|--------|----------|
| 1 to 4 | 1:62,500 |
| 1–3–5 | |

n. Time (see also Clock time):

| | |
|-----------------------------------|----------------------------|
| 6 hours 8 minutes 20 seconds | <i>but</i> |
| 10 years 3 months 29 days | four centuries |
| 7 minutes | three decades |
| 8 days | three quarters (9 months) |
| 4 weeks | statistics of any one year |
| 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:

B₁₂, B_T, A₁, etc.

Ordinal numbers

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

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

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

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

He served in the 9th and 10th Congresses.

From the 1st to the 92d Congress.

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

We read the 8th and 12th chapters.

but The district comprised the first and second precincts.

He represented the first, third, and fourth regions.

The report was the sixth in a series of 14.

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

The fourth group contained three items.

The fourth group contained 12 items.

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

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

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

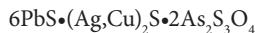
First Street NW; *also* in parentheses: (Fifth Street) (13th Street); 810 West 12th Street; North First Street; 1021 121st Street; 2031 18th Street North; 711 Fifth Avenue; 518 10th Avenue; 51–35 61st Avenue

Punctuation

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

Chemical formulas

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



Numbers spelled out

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

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

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

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

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

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

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

1958 REPORT *change to* THE 1958 REPORT

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

4 MILLION JOBLESS *change to* JOBLESS NUMBER 4 MILLION

- 12.17.** In verbatim testimony, hearings, transcripts, and question-and-answer matter, figures are used immediately following Q. and A. or name of interrogator or witness for years (e.g., 2008), sums of money, decimals, street numbers, and for numerical expressions beginning with 101.

Mr. BIRCH, Junior. 2008 was a good year.

Mr. BELL. \$1 per share was the return. Two dollars in 1956 was the alltime
high. Two thousand ten may be another story.

Colonel DAVIS. 92 cents.

Mr. SMITH. 12.8 people.

Mr. JONES. 1240 Pennsylvania Avenue NW, Washington, DC 20004.

Mr. SMITH. Ninety-eight persons.

Q. 101 years? *But* Q. One hundred years?

A. 200 years.

Mr. SMITH. Ten-year average would be how much?

- 12.18.** A spelled-out number should not be repeated in figures, except in legal documents. In such instances use these forms:

five (5) dollars, *not* five dollars (5)

ten dollars (\$10), *not* ten (\$10) dollars

- 12.19.** Numbers appearing as part of proper names, used in a hypothetical or inexact sense, or mentioned in connection with serious and dignified subjects such as Executive orders, legal proclamations, and in formal writing are spelled out.

| | |
|---|---|
| Three Rivers, PA, Fifteenmile Creek, etc. | three score years and ten |
| 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; <i>but</i> the early 1870s or 1970s | midthirties (age, years, money) 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 $3\frac{1}{2}$ -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* or *billion* is used.

The following are guides to treatment of figures as submitted in copy. If copy reads—

\$12,000,000, *change to* \$12 million

2,750,000,000 dollars, *change to* \$2,750 million

2.7 million dollars, *change to* \$2.7 million

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 million

\$1,270,000

\$1,270,200,000

\$2¾ billion; \$2.75 billion; \$2,750 million

\$500,000 to \$1 million

300,000; *not* 300 thousand

\$½ billion to \$1¼ billion (note full figure with second fraction); \$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 1¾ pages

½-inch pipe

½-inch-diameter pipe

3½ cans

2½ times

- 12.27.** Fractions (¼, ½, ¾, ⅓, ⅔, ⅕, ⅖, ⅗, ⅘) or full-sized figures with the shilling mark (1/4, 1/2954) may be used only when either is specifically requested. A comma should not be used in any part of a built-up fraction of four or more digits or in decimals. (See rule 12.9e.)

- 12.28.** Fractions are used in a unit modifier.

½-inch pipe; *not*

one-half-inch pipe

¼-mile run

⅛-point rise

Roman numerals

- 12.29.** A repeated letter repeats its value; a letter placed after one of greater value adds to it; a letter placed before one of greater value subtracts from it; a dashline over a letter denotes multiplied by 1,000.

Numerals

| | | | | | | | |
|-----------|----|------------|----|-------------|-----|------------|-----------|
| I..... | 1 | XXV..... | 25 | LXX..... | 70 | D | 500 |
| II..... | 2 | XXIX..... | 29 | LXXV..... | 75 | DC | 600 |
| III..... | 3 | XXX..... | 30 | LXXIX..... | 79 | DCC | 700 |
| IV..... | 4 | XXXV..... | 35 | LXXX..... | 80 | DCCC | 800 |
| V..... | 5 | XXXIX..... | 39 | LXXXV..... | 85 | CM..... | 900 |
| VI..... | 6 | XL..... | 40 | LXXXIX..... | 89 | M..... | 1,000 |
| VII..... | 7 | XLV..... | 45 | XC..... | 90 | MD | 1,500 |
| VIII..... | 8 | XLIX..... | 49 | XCV..... | 95 | MM..... | 2,000 |
| IX..... | 9 | L..... | 50 | IC..... | 99 | MMM..... | 3,000 |
| X..... | 10 | LV..... | 55 | C..... | 100 | MMMM..... | |
| XV..... | 15 | LIX..... | 59 | CL..... | 150 | or MV..... | 4,000 |
| XIX..... | 19 | LX..... | 60 | CC..... | 200 | V..... | 5,000 |
| XX..... | 20 | LXV..... | 65 | CCC..... | 300 | ̄M..... | 1,000,000 |
| | | LXIX..... | 69 | CD | 400 | | |

Dates

| | | | | | |
|---------------------|------|-------------|------|--------------|------|
| MDC | 1600 | MCMXX..... | 1920 | MCMXLXX..... | 1970 |
| MDCC | 1700 | MCMXXX..... | 1930 | MCMXXX..... | 1980 |
| MDCCC..... | 1800 | MCMXL | 1940 | MCMXC | 1990 |
| MCM or MDCCCC | 1900 | MCML | 1950 | MM | 2000 |
| MCMX..... | 1910 | MCMLX | 1960 | MMX | 2010 |

13. Tabular Work

(See also Chapter 9 "Abbreviations and Letter Symbols" and Chapter 14 "Leaderwork")

- 13.1.** The object of a table is to present in a concise and orderly manner information that cannot be presented as clearly in any other way.
- 13.2.** Tabular material should be kept as simple as possible, so that the meaning of the data can be easily grasped by the user.
- 13.3.** Tables shall be set without down (vertical) rules when there is at least an em space between columns, except where: (1) In GPO's judgment down rules are required for clarity; or (2) the agency has indicated on the copy they are to be used. The mere presence of down rules in copy or enclosed sample is not considered a request that down rules be used. The publication dictates the type size used in setting tables. Tabular work in the Congressional Record is set 6 on 7. The balance of congressional tabular work sets 7 on 8.

Abbreviations

- 13.4.** To avoid burdening tabular text, commonly known abbreviations are used in tables. Metric and unit-of-measurement abbreviations are used with figures.
- 13.5.** The names of months (except May, June, and July) when followed by the day are abbreviated.
- 13.6.** The words *street*, *avenue*, *place*, *road*, *square*, *boulevard*, *terrace*, *drive*, *court*, and *building*, following name or number, are abbreviated. For numbered streets, avenues, etc., figures are used.
- 13.7.** Abbreviate the words *United States* if preceding the word *Government*, the name of any Government organization, or as an adjective generally.
- 13.8.** Use the abbreviations *RR.* and *Ry.* following a name, and *SS*, *MS*, etc., preceding a name.
- 13.9.** Use *lat.* and *long.* with figures.
- 13.10.** Abbreviate, when followed by figures, the various parts of publications, as *article*, *part*, *section*, etc.

- 13.11.** Use, generally, such abbreviations and contractions as *98th Cong., 1st sess., H. Res. 5, H.J. Res. 21, S. Doc. 62, S. Rept. 410, Rev. Stat.*, etc.
- 13.12.** In columns containing names of persons, copy is followed as to abbreviations of given names.
- 13.13.** Periods are not used after abbreviations followed by leaders.

Bearoff

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

Boxheads

- 13.18.** Periods are omitted after all boxheads, but a dash is used after any boxhead which reads into the matter following.
- 13.19.** Boxheads run crosswise.
- 13.20.** Boxheads are set solid, even in leaded tables.
- 13.21.** Boxheads are centered horizontally and vertically.

Down-rule style (see Rule 13.3)

| Sex and age | Employed boys and girls whose work records were obtained | | | | | | |
|----------------------|--|-------------------------|--|-------------------------|------------------|-------------------------|---------------|
| | Total | | Time of year at beginning work [depth of this box does not influence the depth of box on left] | | | | |
| | | | June to August | | September to May | | |
| | Number | Distribu-tion (percent) | Number | Distribu-tion (percent) | Number | Distribu-tion (percent) | Not re-ported |
| Boys (12 to 14)..... | 3,869 | 45.5 | 1,415 | 9.6 | 2,405 | 15.8 | 49 |

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

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

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

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

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

Centerheads, flush entries, and subentries

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

| | | |
|----|---|-------------------|
| 25 | Miscellaneous: Powerplant equipment | \$245,040.37 |
| 26 | Roads, railroads, and bridges | 275,900.34 |
| | Total | <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.

| 2007 | | | | | | | |
|---------------|------|----|---------------|------|----|---------------|------|
| Oct. 1 | 35.6 | 15 | Jan. 16 | 45.2 | 15 | May 8 | 46.5 |
| Oct. 31 | 45.0 | 15 | Feb. 4 | 50.2 | 15 | May 22 | 45.1 |
| Nov. 14 | 40.9 | 18 | Feb. 17 | 43.4 | 15 | June 9 | 47.1 |
| Dec. 24 | 41.7 | 15 | Mar. 4 | 45.6 | 15 | June 24 | 48.2 |
| | | | Mar. 19 | 42.7 | 15 | July 9 | 46.6 |
| | | | Apr. 2 | 40.9 | 15 | July 24 | 45.9 |
| 2008 | | | Apr. 28 | 47.7 | 13 | Aug. 6 | 46.5 |
| Jan. 3 | 43.9 | 15 | | | | | 16 |

Down-rule style (see Rule 13.3)

| 2007 | | | | | | | | | |
|---------------|------|----|---------------|------|----|---------------|------|----|--|
| Oct. 1 | 35.6 | 15 | Jan. 16 | 45.2 | 15 | May 8 | 46.5 | 15 | |
| Oct. 31 | 45.0 | 15 | Feb. 4 | 50.2 | 15 | May 22 | 45.1 | 18 | |
| Nov. 14 | 40.9 | 18 | Feb. 17 | 43.4 | 15 | June 9 | 47.1 | 14 | |
| Dec. 24 | 41.7 | 15 | Mar. 4 | 45.6 | 15 | June 24 | 48.2 | 16 | |
| | | | Mar. 19 | 42.7 | 15 | July 9 | 46.6 | 17 | |
| | | | Apr. 2 | 40.9 | 15 | July 24 | 45.9 | 16 | |
| 2008 | | | 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 is specifically requested.

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

Continued heads

- 13.37.** In continued lines an em dash is used between the head and the word *Continued*. No period is carried after a continued line.
- 13.38.** Continued heads over tables will be worded exactly like the table heading. Notes above tables are repeated; footnote references are repeated in boxheads and in continued lines.

Dashes or rules

- 13.39.** Rules are not carried in reading columns or columns consisting of serial or tracing numbers, but are carried through all figure columns.
- 13.40.** Parallel rules are used to cut off figures from other figures below that are added or subtracted; also, generally, above a grand total.

Ditto (do.)

- 13.41.** The abbreviation *do.* is used to indicate that the previous line is being repeated instead of repeating the line, verbatim, over and over. It is used in reading columns only, lowercased and preceded by leaders (6 periods) when there is matter in preceding column. If ditto marks are requested, closing quotes will be used.
- 13.42.** Capitalize *Do.* in the first and last columns. These are indented 1 or 2 ems, depending on the length of the word being repeated, or the width of the column; the situation will determine as it is encountered.

- 13.43.** In mixed columns made up of figure and reading-matter items, *do.* is used only under the latter items.
- 13.44.** *Do.* is not used—
- (1) In a figure or symbol column (tracing columns are figure columns);
 - (2) In the first line under a centerhead in the column in which the centerhead occurs;
 - (3) Under a line of leaders or a rule;
 - (4) Under an item italicized or set in boldface type for a specific reason (italic or boldface *do.* is never used; item is repeated);
 - (5) Under an abbreviated unit of quantity or other abbreviations; or
 - (6) Under words of three letters or less.
- 13.45.** *Do.* is used, however, under a clear space and under the word *None* in a reading column.
- 13.46.** *Do.* does not apply to a reference mark on the preceding item. The reference mark, if needed, is added to *do.*
- 13.47.** Leaders are not used before *Do.* in the first column or before or after *Do.* in the last column.
- 13.48.** In a first and/or last column 6 ems or less in width, a 1-em space is used before *Do.* In all other columns 6 ems or less in width, six periods are used. Bearoff is not included.
- 13.49.** In a first and/or last column more than 6 ems in width, 2 ems of space are used before *Do.* In all other columns more than 6 ems in width, six periods are used. Bearoff space is not included. If the preceding line is indented, the indentation of *Do.* is increased accordingly.
- 13.50.** *Do.* under an indented item in an inside reading column, with or without matter in preceding column, is preceded by six periods which are indented to align with item above.

Dollar mark

- 13.51.** The dollar mark or any other money symbol is placed close to the figure; it is used only at the head of the table and under cross rules when the same unit of value applies to the entire column.
- 13.52.** In columns containing mixed amounts (as money, tons, gallons, etc.), the dollar mark, pound mark, peso mark, or other symbol, as required, is repeated before each sum of money.
- 13.53.** If several sums of money are grouped together, they are separated from the nonmoney group by a parallel rule, and the symbol is placed on the first figure of the separated group only.

| | 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.
- 13.65.** It is preferred that all columns in a table consisting entirely of figure columns be centered.

Footnotes and references

- 13.66.** Footnotes to tables are numbered independently from footnotes to text unless requested by committee or department.

- 13.67. Superior figures are used for footnote references, beginning with 1 in each table.
- 13.68. If figures might lead to ambiguity (for example, in connection with a chemical formula), asterisks, daggers, or italic superior letters, etc., may be used.
- 13.69. When items carry several reference marks, the superior-figure reference precedes an asterisk, dagger, or similar character used for reference. These, in the same sequence, precede mathematical signs. A thin space is used to bear off an asterisk, dagger, or similar character.
- 13.70. Footnote references are repeated in boxheads or in continued lines over tables.
- 13.71. References to footnotes are numbered consecutively across the page from left to right.
- 13.72. Footnote references are placed at the right in reading columns and symbol columns, and at the left in figure columns (also at the left of such words as *None* in figure columns), and are separated by a thin space.
- 13.73. Two or more footnote references occurring together are separated by spaces, not commas.
- 13.74. In a figure column, a footnote reference standing alone is set in parentheses and flushed right. In a reading column, it is set at the left in parentheses and is followed by leaders, but in the last column it is followed by a period, as if it were a word. In a symbol column it is set at the left and cleared.
- 13.75. Numbered footnotes are placed immediately beneath the table. If a sign or letter reference in the heading of a table is to be followed, it is not changed to become the first numbered reference mark. The footnote to it precedes all other footnotes. The remaining footnotes in a table will follow this sequence: footnotes (numbers, letters, or symbols); NOTE.—; then Source:.
- 13.76. For better makeup or appearance, footnotes may be placed at the end of a lengthy table. A line reading “Footnotes at end of table.” is supplied.

- 13.77.** If the footnotes to both table and text fall together at the bottom of a page, the footnotes to the table are placed above the footnotes to the text, and the two groups are separated by a 50-point rule flush left; but if there are footnotes to the text and none to the table, the 50-point rule is retained.
- 13.78.** Footnotes to cut-in and indented tables and tables in rules are set full measure, except when footnotes are short, they can be set in 1 em under indented table.
- 13.79.** Footnotes are set as paragraphs, but two or more short footnotes should be combined into one line, separated by not less than 2 ems.
- 13.80.** The footnotes and notes to tables are set solid.
- 13.81.** Footnotes and notes to tables and boxheads are set the same size, but not smaller than 6 point, unless specified otherwise.
- 13.82.** Footnotes to tables follow tabular style in the use of abbreviations, figures, etc.
- 13.83.** In footnotes, numbers are expressed in figures, even at the beginning of a note or sentence.
- 13.84.** If a footnote consists entirely or partly of a table or leaderwork, it should always be preceded by introductory matter carrying the reference number; if necessary, the copy preparer should add an introductory line, such as “¹ See the following table.”
- 13.85.** An explanatory paragraph without specific reference but belonging to the table rather than to the text follows the footnotes, if any, and is separated from them or from the table by space.

Fractions

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

| | | | | | | | | | | |
|---------------------------------------|-----|-----|------|-----|-----|-------|-----|-----|-----|----------|
| Total length | 40% | 41 | 0.42 | 43 | 44 | 0.455 | 46 | 47 | 48 | ½ in. |
| Sleeve length | 10% | 10 | 10 | 10 | 11 | 11 | 11 | 11 | 11 | 1 in. |
| Armhole length..... | 8% | 8½ | 9 | 9½ | 9½ | 10 | 10½ | 10½ | 11 | 1 in. |
| Sleeve cuff length (if cuff is used). | 5½ | 5½ | 5½ | 5½ | 5½ | 5½ | 5½ | 5½ | 5½ | Maximum. |
| Neck opening..... | 26½ | 26 | 27½ | 28½ | 28 | 29½ | 30 | 30 | 31 | 2 in. |
| Waist: | | | | | | | | | | |
| 7, 8, 9, 10 cut | 23½ | 24 | 25½ | 27½ | 28 | 29½ | 31 | 32 | 33½ | 6 pct. |
| 11, 12, 14 cut..... | 22½ | 23½ | 25 | 26½ | 27½ | 29 | 30% | 31½ | 33 | 6 pct. |

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

Headnotes

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

Indentations and overruns

Subentries

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

Total, mean, and average lines

- 13.92.** All total (also mean and average) lines are indented 3 ems. In very narrow stub columns, total lines may be reduced to 1- or 2-em indentations, depending on length of line.
- 13.93.** Where overrun of item above conflicts, the total line is indented 1 em more. Runovers of total lines are also indented 1 additional em space.
- 13.94.** It is not necessary to maintain uniform indentation of the word *Total* throughout the same table. The word *Total* is supplied when not in copy.

| Wide stub column—subentries 2 ems | Total, all banks | National banks | Non-national banks | Building associations |
|---|------------------|----------------|--------------------|-----------------------|
| ASSETS | | | | |
| Loans and discounts: | | | | |
| Loans to banks | \$74,518 | \$1,267,493 | \$947,289 | \$135,619 |
| Commercial and industrial loans..... | 2,753,456 | 450,916 | 211,597 | 18,949 |
| Total (total lines generally indent 3 ems) | 2,827,974 | 718,409 | 1,158,886 | 154,568 |
| Real estate loans: | | | | |
| Secured by farmland..... | 12,532 | 29,854 | 186,228 | 19,044 |
| Secured by residential property other than rural and farm | 1,011,856 | 167,765 | 1,554,084 | 3,172,837 |
| Total (indent 1 em more to avoid conflict with line above)..... | 1,024,388 | 194,619 | 1,740,312 | 3,191,881 |
| Securities: | | | | |
| U.S. Government obligations: | | | | |
| Direct obligations: | | | | |
| U.S. savings bonds..... | 1,149,764 | 3,285,721 | 2,361,796 | 23,506 |
| Nonmarketable bonds (including investment series A-1965)..... | 242,500 | 490,677 | 732,689 | 167,735 |
| Total (indent 1 em more than runover above)..... | 1,392,264 | 3,776,398 | 3,094,485 | 191,241 |

Italic

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

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

Leaders

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

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

Numerals in tables

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

Parallel and divide tables are discouraged

- 13.103.** Parallel tables are set in pairs of pages; beginning on a left-hand page and running across to facing right-hand page, leader from the top line.
- 13.104.** Heads and headnotes center across the pair of pages, with 2-em hanging indentation for three or more lines when combined measure exceeds 30 picas in width. Two-line heads are set across the pair of pages. A single-line head or headnote is divided evenly, each part set flush right and left, respectively. Words are not divided between pages.
- 13.105.** Boxheads and horizontal rules align across both pages.
- 13.106.** Boxheads are not divided but are repeated, with *Continued* added.
- 13.107.** Tracing figures are carried through from the outside columns of both pages and are set to “leader from the top line.”
- 13.108.** In divide tables that are made up parallel, with stub column repeated, the head and headnote repeat on each succeeding page, with *Continued* added to the head only.
- 13.109.** Tables with tracing figures or stub, or both, repeating on the left of odd pages, are divide tables and not parallel tables. Over such tables the heads are repeated, with *Continued* added.

Reading columns

- 13.110.** Figures or combinations of figures and letters used to form a reading column align on left and are followed by leaders. *Do.* is not used under such items.
- 13.111.** The en dash is not to be used for *to* in a reading column; if both occur, change to *to* throughout.
- 13.112.** Cut-in items following a colon are indented 2 ems.
- 13.113.** A single entry under a colon line should be run in; retain the colon.
- 13.114.** Numerical terms, including numbered streets, avenues, etc., are expressed in figures, even at the beginning of an item.

Symbol columns

- 13.115.** A column consisting entirely of letters, letters and figures, symbols, or signs, or any combination of these, is called a symbol column. It should be set flush left and cleared, except when it takes the place of the stub, it should then be 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 | Speci-fication symbol |
|-----------------------|--|---------------------|---------------------|---|-----------------------|
| GM(2) | Gasoline and diesel engine oil, SAE10 and SAE10W grades. | OR10 | A | Fuel, grease, chassis, or soap base. | G.&D. |
| CG | Ball and roller bearing grease. | 4l-X-59 | N | Extreme pressure | BR |
| CW ¹ | Wheel-bearing grease..... Grease not typified | OE20 ² | X |do | WBG ³ |
| G090 | Universal gear lubricant | S.&T. | B | Further tests being conducted. Water-pump grease ... | 80D |

- 13.116.** Columns composed of both symbols and figures are treated as figure columns and are set flush right. In case of blank lines in a last column, leaders will be used as in figure columns.

| Symbol or catalog number | Typical commercial designation | Symbol or product number | Symbol or filling order symbol | General description | Symbol or specification number |
|--------------------------|---|--------------------------|--------------------------------|---|--------------------------------|
| WBD | Chassis grease, cup grease, under pressure. | 961 | A | Especially adapted to very cold climates. | 1359 |
| 14L88 | Water-pump bearing grease | SWA | 352 | Under moderate pressure... | |
| 5190 | Exposed gear chain lubricant | 12L | N | High-speed use | AE10 |
| | E.P. hypoid lubricant | 863 | X | For experimental use only.. | NXL |
| 376 | Special grade for marine use | | 468 | Free flowing in any weather | 749 |

Tables without rules

- 13.117.** It is preferable to set all tables alike; that is, without either down rules or cross rules and with roman boxheads. When so indicated on copy, by ordering agency, tabular matter may be set without rules, with italic boxheads.
- 13.118.** Column heads over figure columns in 6- or 8-point leaderwork are set in 6-point italic.
- 13.119.** Horizontal rules (spanner) used between a spread or upper level column heading carried over two or more lower level column headings are set continuous and without break, from left to right, between the two levels of such headings.

TABLE 9.—*Changes in fixed assets and related allowances*

| | Fixed assets | | | | | |
|---|---|----------------------|-------------|-----------|-------------|--------------------------|
| | Balance June 30, 2008 (table 9-a) | Investment | | | Operations | |
| | | Current additions | Adjustments | Transfers | Retirements | Balance June 30, 2008 |
| Supporting and general facilities: | | | | | | |
| Transportation and utilities: | | | | | | |
| Panama Railroad..... | \$12,123,197 | \$306 | | (\$539) | (\$284,358) | \$11,838,606 |
| Motor Transportation Division | 2,242,999 | 122,597 | | 2,143 | (147,561) | 2,220,178 |
| Steamship line..... | 13,653,989 | 10,247 | | | | 13,664,236 |
| Power system..... | 19,364,373 | 366,311 | | (342) | (290,174) | 19,440,168 |
| Communication system..... | 2,739,012 | 151,819 | (\$113,261) | | (26,100) | 2,751,470 |
| Water system and hydroelectric facilities | 10,590,820 | 104,039 | | 1,661 | (48,920) | 10,647,600 |
| Total, transportation and utilities .. | 60,714,390 | 755,319 | (113,261) | 2,923 | (797,113) | 60,562,258 |
| Employee service and facilities: | | | | | | |
| Commissary Division | 7,012,701 | 105,952 | (130,891) | 21,777 | (36,418) | 6,973,121 |
| Service centers..... | 3,684,670 | 29,086 | | 530 | (230,276) | 3,484,010 |
| Housing Division..... | 35,729,465 | (10,336) | | (485,548) | (937,916) | 34,295,665 |
| Total employee service and facilities..... | 46,426,836 | 124,702 | (130,891) | (463,241) | (1,204,610) | 44,752,796 |
| Grand total | 107,141,236 | 880,021 | (244,152) | (466,164) | (2,001,723) | 105,315,054 |

13.120. More than one figure column, also illustrating use of dollar mark, rule, bearoff, etc.

For property purchased from—

| | | | | |
|--|-----------|---------|-----------|--|
| Central Pipeline Distributing Co.: | | | | |
| Capital stock issued recorded amount | \$75,000 | | | |
| Undetermined consideration recorded..... | 341 | | | |
| Pan American Bonded Pipeline Co.: Recorded money outlay .. | 3,476 | | | |
| M.J. Mitchell: Recorded money outlay..... | 730 | | | |
| R. Lacy, Inc., and Lynch Refining Co.: | | | | |
| Recorded money outlay..... | \$157,000 | | | |
| Note issued..... | 100,000 | | | |
| Subtotal | 257,000 | | | |
| Less value of oil in lines and salvaged construction material..... | 26,555 | 230,445 | \$309,992 | |

| | | | | |
|--|-----------|--|--|--|
| For construction, improvements, and replacements, recorded money outlay..... | 522 | | | |
| For construction work in progress, recorded money outlay..... | 933,605 | | | |
| Total | 1,244,119 | | | |

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 |

| | Estimated | | |
|---------------------------------------|-----------|----------|----------|
| | 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 |
| <hr/> | | |
| Receipts: | | |
| Collections | \$564,944,502.99 | |
| Return from agency accounts of currencies advanced for liquidation of obligations incurred prior to July 1, 2007 | 4,450,577.07 | |
| Total receipts..... | | 569,395,080.06 |
| Total available..... | | 734,762,784.91 |

Units of quantity

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

| | | | | |
|------------------------------------|--------------------|-------------------------|------------------|-------------------------|
| Coke (short tons) | 4,468,437 | ¹ 25,526,646 | 5,080,403 | ² 29,519,871 |
| Diatomite..... | (¹²³) | (¹) | (¹) | (¹²³) |
| Emery (pounds) | 765 | 6,828 | 1,046 | 9,349 |
| Feldspar (crude) (long tons) | (¹) | (¹) | (¹) | (¹) |
| Ferroalloys (short tons) | 183,465 | ² 18,388,766 | 259,303 | ² 30,719,756 |

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

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

Quoted tabular work

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

14. Leaderwork

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

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

Bearoff

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

Columns

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

| | <i>Pounds</i> |
|------------------|---------------|
| Year: 2000 | 655,939 |
| Fiscal year: | |
| 2009 | 368,233 |
| 2010..... | 100,000 |
| Total | 1,124,172 |

- 14.4.** Where both columns are reading columns, they are separated by an em space.

| <i>Particulars</i> | <i>Artist</i> |
|--|--|
| To the French Government: | |
| The entire collection of French paintings on loan, with the exception of Mlle. DuBourg (Mme. Fantin-Latour). | Degas. |
| Avant la Course | Do. |
| To Col. Axel H. Oxholm, Washington, DC: | |
| Martha Washington, George Washington, and Thomas Jefferson. | Attributed to Jonathan E. Earl, Los Angeles, CA. |
| Roses | Renoir. |
| Do | Forain. |
| Roses in a Chinese Vase and Sculpture by Maillol | Vuillard. |
| Maternity | Gauguin. |

Continued heads

14.5. The use of continued heads in leaderwork is not necessary.

Ditto (do.)

14.6. The abbreviation *do.* is indented and capitalized in the stub. It is capitalized and cleared in last reading column.

Dollar mark and ciphers

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

Flush items and subheads

14.9. Flush items clear the figure column.

14.10. Subheads are centered in full measure.

Footnotes

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

Units of quantity

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

| | |
|--|-------------|
| Baltimore & Ohio RR.: Freight carried: | <i>Tons</i> |
| 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 |

¹Livestock not included.

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

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

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

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

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

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

On this day of 20

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

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

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

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

15. Footnotes, Indexes, Contents, and Outlines

Footnotes and reference marks

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

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

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

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

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

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

- 15.17.** When items carry several reference marks, the superior-figure reference precedes an asterisk, dagger, or similar character used for reference.
- 15.18.** A superior reference mark follows all punctuation marks except a dash, but 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 | 220, |

(For examples of item indentations in a reading column of indexes set with leaders, see index in this MANUAL.)

- 15.24.** Overrun page numbers are indented 3½ ems in measures not over 20 picas and 7 ems in wider measures, more than one line being used if necessary. These 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 |
|---|------|
| PART I. MAINTENANCE OF PEACE AND SECURITY | 5 |
| Disarmament | 6 |
| Peaceful Uses of Atomic Energy | 7 |
| Part I. Maintenance of Peace and Security | 5 |
| Disarmament | 6 |
| Peaceful Uses of Atomic Energy | 7 |
| Part I. Maintenance of Peace and Security | 5 |
| Disarmament | 6 |
| Peaceful Uses of Atomic Energy | 7 |

Outlines

- 15.31.** Outlines vary in appearance because there is no one set style to follow in designing them. The width of the measure, the number of levels required for the 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 8.108 to identify each new indented level.

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

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

Outline example:

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

16. Datelines, Addresses, and Signatures

16.1. The general principle involved in the typography of datelines, addresses, and signatures is that they should be set to stand out clearly from the body of the letter or paper 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, 2008.□
THE WHITE HOUSE, *July 30, 2008.*□

TREASURY DEPARTMENT,□□□□□
OFFICE OF THE TREASURER,□□□
Washington, DC, January 1, 2008.□

TREASURY DEPARTMENT, *July 30, 2008.*□

DEPARTMENT OF COMMERCE,□□□
July 30, 2008.□

FAIRFAX COUNTY, VA.□

OFFICE OF JOHN SMITH & Co.,□□□
New York, NY, June 6, 2008.□

WASHINGTON, *May 20, 2008—10 a.m.*□

THURSDAY, MAY 8, 2008—2 P.M.□

JANUARY 24, 2008.□

WASHINGTON, *November 28, 2008.*□□□
[Received December 5, 2008].□

ON BOARD USS “CONNECTICUT,”□□□
January 22, 2008.□

16.6. Congressional hearings:

TUESDAY, JULY 29, 2008¹

HOUSE OF REPRESENTATIVES,□□□□□□□
COMMITTEE ON THE JUDICIARY,□□□□□
SUBCOMMITTEE ON IMMIGRATION,□□□
CITIZENSHIP, REFUGEES,□□□
BORDER SECURITY, AND INTERNAL LAW,□□□
Washington, DC.□

U.S. SENATE,□□□□□
COMMITTEE ON ARMED SERVICES,□□□
Washington, DC.□

CONGRESS OF THE UNITED STATES,□□□□□
JOINT COMMITTEE ON PRINTING,□□□
Washington, DC.□

¹Normally, dates in House hearings on appropriation bills are set on the right in 10-point caps and small caps.

- 16.7.** Datelines at the end of a letter or paper, either above or below signatures, are set on left in caps and small caps for the address and italic for the date. When the word *dated* is used, dateline is set in roman caps and lowercase.

MAY 7, 2008.
ROANOKE, VA.
ROANOKE, VA, *July 1, 2008.*
Dated July 1, 2008.
Dated Albany, March 13, 2008.

- 16.8.** Datelines in newspaper extracts are set at the beginning of the paragraph, the address in caps and small caps and the date in roman caps and lowercase, followed by a period and a 1-em dash.

ABOARD USS *Ronald Reagan* April 3, 2008.—
NEW YORK, NY, August 21, 2008.—A message received here from * * *.

Addresses

- 16.9.** Addresses are set flush left at the beginning of a letter or paper in congressional work (or at end in formal usage).

- 16.10.** At beginning or at end:

To SMITH & JONES and
BROWN & GREEN, Esqs.,
Attorneys for Claimant.
(Attention of Mr. Green.)

Hon. DIANNE FEINSTEIN,
U.S. Senate.

Hon. NANCY PELOSI,
U.S. House of Representatives. (Collective address.)

The PRESIDENT,
The White House.

- 16.11.** A long title following an address is set in italic caps and lowercase, the first line flush left and right, overruns indented 2 ems to clear a following 1-em paragraph indentation.

Hon. DANIEL K. AKAKA,
Chairman, Subcommittee on Oversight of Government Management,
the Federal Workforce and the District of Columbia, U.S. Senate,
Washington, DC.

- 16.12.** The name or title forming the first line of the address is set in caps and small caps, but *Mr.*, *Mrs.*, or other title preceding a name, and *Esq.*, *Jr.*, *Sr.*, or *2d* following a name, are set in roman caps and lowercase; the matter following is set in italic. The words *U.S. Army* or *U.S. Navy* immediately following a name are set in roman caps and lowercase in the same line as the name.

Lt. Gen. ROBERT L. VAN ANTWERP, Jr., U.S. Army,
Chief of Engineers.

CHIEF OF ENGINEERS, U.S. ARMY. (Full title, all caps and small caps.)

Lt. Gen. ROBERT L. VAN ANTWERP, Jr.,
Chief of Engineers, U.S. Army,
Washington, DC.

Hon. LORRAINE C. MILLER,
Clerk of the House of Representatives.

Hon. ROBERT C. BYRD,
U.S. Senator, Washington, DC.

Hon. JIM WEBB,
Russell Senate Office Building, Washington, DC.

The COMMITTEE ON APPROPRIATIONS,
House of Representatives.

- 16.13.** General (or collective) addresses are set in italic caps and lowercase, flush left, with overruns indented 2 ems and ending with a colon, except when followed by a salutation, in which case a period is used.

- 16.14.** Examples of general addresses when not followed by salutation (note the use of colon at end of italic line):

*To the Officers and Members of the Daughters of the American
Revolution, Washington, DC:*

To the American Diplomatic and Consular Officers:

To Whom It May Concern:

Collectors of Customs:

To the Congress of the United States:

- 16.15.** Example of general address when followed by salutation (note the use of period at end of italic line):

Senate and House of Representatives.
GENTLEMEN: You are hereby * * *.

16.16. Examples illustrating other types of addresses:

To the EDITOR:

To JOHN L. NELSON, *Greeting*:

To JOHN L. NELSON, *Birmingham, AL, Greeting*:

To the CLERK OF THE HOUSE OF REPRESENTATIVES:

CHIEF OF ENGINEERS

(Through the Division Engineer).

My DEAR SIR: I have the honor * * *.

MR. REED: I have the honor * * *.

DEAR MR. REED: I have the honor * * *.

Lt. (jg.) JOHN SMITH,

Navy Department:

The care shown by you * * *.

STATE OF NEW YORK,

County of New York, ss:

Before me this day appeared * * *.

DISTRICT OF COLUMBIA, *ss*:

Before me this day appeared * * *.

Envelope addresses

U.S. House of Representatives
Committee on Education and Labor
2181 Rayburn House Office Building
Washington, DC 20515

Signatures

- 16.17.** Signatures, preceded by an em dash, are sometimes run in with last line of text.
- 16.18.** Signatures are set at the right side of the page. They are indented 1 em for a single line; 3 ems and 1 em, successively, for two lines; and 5 ems, 3 ems, and 1 em, successively, for three lines. In measures 30 picas or wider, these 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,
FRANK WOLF,

Managers on the Part of the House.□

JOSEPH R. BIDEN, JR.,
RICHARD LUGAR,

Managers on the Part of the Senate.□

□ I am, very respectfully, yours,

(Signed) □ FRED C. KLEINSCHMIDT, □ □ □
Assistant Clerk, Court of Claims.□

□ On behalf of the Philadelphia Chamber of Commerce:

GEO. W. PHILIPS.
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:

CONDOLEEZZA RICE, *Secretary of State.*□

□ Respectfully submitted.

MARY FARRELL, *U.S. Indian Agent.*□

□ □ □ Yours truly,

Capt. JAMES STALEY, JR., □ □ □
Superintendent.□

□ □ □ Respectfully yours,

Mrs. FRANK E. (BETTY) SHEFFIELD.□

□ □ □ Very respectfully,

RON GOLDEN, *U.S. Indian Agent.*□

16.25. In quoted matter:

□□□“Very respectfully,

“TODD S. GILBERT.

“PAUL HARTMAN.

“DOLORES HICKS.

“ALBERT H. JONES.

“JOAN C. NUGENT.

“BRANDON PROCTOR.”

16.26. Examples of various kinds of datelines, addresses, and signatures:

Re weather reports submitted by the International Advisory Committee of
□□the Weather Council.

Mr. JOHN D. DINGELL,

*Chairman, House Committee on Energy and Commerce,
Washington, DC.*

□DEAR MR. DINGELL: We have been in contact with your office, etc.

JOHN L. “JACK” HAYES, □□□□□

Executive Director, □□□

National Weather Service. □

LINCOLN PARK, MI, February 15, 2008. □

Re Romeo O. Umanos, Susanna M. Umanos, case No. S-254, U.S.
□□Citizenship and Immigration Services, application pending.

Hon. RUSSELL D. FEINGOLD,

*Chairman, Subcommittee on the Constitution,
Committee on the Judiciary, Washington, DC.*

□DEAR MR. FEINGOLD: You have for some time * * *.

□□□Sincerely yours,

EDWARD PULTORAK, □□□

Architectural Designer. □

Hon. ZOE LOFGREN,
*Chairman, Subcommittee on Immigration, Citizenship, Refugees,
Border Security and International Law of the Committee on
the Judiciary, House of Representatives, Washington, DC.*

DEAR Ms. LOFGREN: You have for some time * * *.

U.S. DEPARTMENT OF
COMMERCE,
NATIONAL WEATHER SERVICE,
Washington, March 3, 2008.

Hon. GENE GREEN,
*House of Representatives,
Washington, DC.*

DEAR MR. GREEN: We will be glad to
give you any further information.

Sincerely yours,

F.W. REICHELDERFER,
Chief of Service.

NEW YORK, NY, *February 8, 2008.*

To: All supervisory employees of production plants, northern and
eastern divisions, New York State.

From: Production manager.

Subject: Regulations concerning vacations, health and welfare plans,
and wage contract negotiations.

It has come to our attention that the time * * *.

WASHINGTON, DC, *May 16, 2008.*

The Honorable the SECRETARY OF THE NAVY.

DEAR Mr. SECRETARY: This is in response to your letter * * *.

Very sincerely yours,

[SEAL] GEORGE W. BUSH.

EAST LANSING, MI, June 10, 2008.□

To Whom It May Concern:

□I have known Kyu Yawp Lee for 7 years and am glad to testify as to his fine character. He has been employed * * *.

□Wishing you success in your difficult and highly important job, we are,

□□□Sincerely yours,

AGOSTINO J. GONINO.

LOUISE M. GONINO.

U.S. DEPARTMENT OF VETERANS AFFAIRS,□□□□□□□

OFFICE OF THE SECRETARY OF□□□□□

VETERANS AFFAIRS,□□□

Washington, DC.□

Hon. PATRICK J. LEAHY,

Chairman, Committee on the Judiciary,

U.S. Senate, Washington, DC.

□DEAR SENATOR LEAHY: Further reference is made to your reply * * *.

□□□Sincerely yours,

GORDON M. MANSFIELD,□□□□□□□

Deputy Secretary□□□□□

(For and in the absence of□□□

James B. Peake, Secretary).□

WASHINGTON, DC, September 16, 2008.□

Mr. WILLIAM E. JONES, Jr.,

Special Assistant to the Attorney General, Attorney for Howard
□□*Sutherland, Director, Office of Alien Property.*

□DEAR MR. JONES: In reply to your letter * * *.

□□□Yours truly,

(Signed)□THOMAS E. RHODES,□□□

Special Assistant to the Attorney General.□

□P.S.—A special word of thanks to you from J.R. Brown for your fine
□□help.

T.E.R.□

TOKYO, JAPAN, November 13, 2008.□

U.S. DEPARTMENT OF HOMELAND SECURITY,
U.S. CITIZENSHIP AND NATURALIZATION SERVICES,
Detroit, MI.

□GENTLEMEN: This letter will testify to the personal character * * *.
□□□Very truly yours,

Mrs. GRACE C. LOHR,□□□□□
Inspector General Section, HQ, AFFE,□□□
APO 343, San Francisco, CA.□

- 16.27.** The word *seal* appearing with the signature of a notary or of an organized body, such as a company, is spaced 1 em from the signature. The word *seal* is to be set in small caps and bracketed.

[SEAL]□RICHARD ROE,□□□
Notary Public.□

[SEAL]□J.M. WILBER.□

[SEAL]□BARTLETT, ROBINS & Co.□

- 16.28.** Presidential proclamations after May 23, 1967, do not utilize the seal except when they pertain to treaties, conventions, protocols, or other international agreements. Copy will be followed literally with respect to the inclusion of and between elements of numerical expressions.

Now, THEREFORE, I, GEORGE W. BUSH, President of the United States of America, by virtue of the authority vested in me by the Constitution and laws of the United States, do hereby proclaim September 27, 2008, as National Hunting and Fishing Day. I call upon the people of the United States to join me in recognizing the contributions of America's hunters and anglers, and all those who work to conserve our Nation's fish and wildlife resources.

* * * * *

IN WITNESS WHEREOF, I have hereunto set my hand this twenty-sixth day of September, in the year of our Lord two thousand eight, and of the Independence of the United States of America the two hundred and thirty-third.

GEORGE W. BUSH.□

17. Useful Tables

This chapter contains useful tables presented in GPO style. The tables display various design features most frequently used in Government publications and can be considered examples of GPO style.

U.S. Presidents and Vice Presidents

| 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) |
| Andrew Johnson..... | (1865–1869) | Vacant..... | (1865–1869) |
| Ulysses S. Grant | (1869–1877) | Schuyler Colfax..... | (1869–1873) |
| | | Henry Wilson..... | (1873–1875) |
| Rutherford B. Hayes..... | (1877–1881) | Vacant..... | (1875–1877) |
| James A. Garfield..... | (1881) | William A. Wheeler | (1877–1881) |
| Chester A. Arthur | (1881–1885) | Chester A. Arthur | (1881) |
| Grover Cleveland..... | (1885–1889) | Vacant..... | (1881–1885) |
| | | Thomas A. Hendricks | (1885) |
| Benjamin Harrison | (1889–1893) | Vacant..... | (1885–1889) |
| Grover Cleveland..... | (1893–1897) | Levi P. Morton | (1889–1893) |
| William McKinley..... | (1897–1901) | Adlai E. Stevenson | (1893–1897) |
| Theodore Roosevelt..... | (1901–1909) | Garret A. Hobart | (1897–1901) |
| | | Theodore Roosevelt | (1901) |
| William H. Taft..... | (1909–1913) | Vacant..... | (1901–1905) |
| Woodrow Wilson | (1913–1921) | Charles W. Fairbanks..... | (1905–1909) |
| Warren G. Harding | (1921–1923) | James S. Sherman | (1909–1912) |
| Calvin Coolidge | (1923–1929) | Vacant..... | (1912–1913) |
| | | Thomas R. Marshall | (1913–1921) |
| Herbert Hoover | (1929–1933) | Calvin Coolidge..... | (1921–1923) |
| Franklin D. Roosevelt..... | (1933–1945) | Vacant..... | (1923–1925) |
| | | Charles G. Dawes | (1925–1929) |
| Harry S. Truman | (1945–1953) | Charles Curtis..... | (1929–1933) |
| Dwight D. Eisenhower | (1953–1961) | John Nance Garner | (1933–1941) |
| | | Henry A. Wallace | (1941–1945) |
| | | Harry S. Truman | (1945) |
| | | Vacant..... | (1945–1949) |
| | | Alben W. Barkley | (1949–1953) |
| | | 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) |
| Jimmy Carter..... | (1977–1981) | Gerald R. Ford | (1973–1974) |
| Ronald Reagan | (1981–1989) | Nelson 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–) | J. Danforth Quayle..... | (1989–1993) |
| | | Albert Gore, Jr..... | (1993–2001) |
| | | Richard B. Cheney | (2001–) |

Most Populous U.S. Cities by State¹

[2006 Census estimates]

| | | | |
|-----------------------------|------------------|---------------------|-----------|
| Alabama: | Wilmington | 72,826 | |
| Birmingham | 229,424 | | |
| Montgomery* | 201,998 | Dover* | 34,735 |
| Mobile | 192,830 | Newark..... | 30,014 |
| Huntsville..... | 168,132 | Middletown..... | 10,272 |
| Tuscaloosa..... | 83,052 | Milford..... | 7,852 |
| Alaska: | | | |
| Anchorage | 278,700 | Washington..... | 581,530 |
| Fairbanks..... | 31,142 | | |
| Juneau* | 30,737 | Jacksonville..... | 794,555 |
| Wasilla..... | 9,236 | Miami..... | 404,048 |
| Sitka City and Borough..... | 8,920 | Tampa..... | 332,888 |
| Arizona: | | St. Petersburg..... | 248,098 |
| Phoenix* | 1,512,986 | Tallahassee* | 159,012 |
| Tucson | 518,956 | | |
| Mesa..... | 447,541 | Georgia: | |
| Glendale..... | 246,531 | Atlanta* | 486,411 |
| Chandler..... | 240,595 | Augusta..... | 189,366 |
| Arkansas: | | Columbus..... | 188,660 |
| Little Rock* | 184,422 | Savannah..... | 127,889 |
| Fort Smith..... | 83,461 | Athens | 111,580 |
| Fayetteville | 68,726 | | |
| Springdale..... | 63,082 | Hawaii: | |
| Jonesboro..... | 60,489 | Honolulu* | 377,357 |
| California: | | Hilo | 40,759 |
| Los Angeles | 3,849,378 | Kailua | 36,513 |
| San Diego..... | 1,256,951 | Kaneohe | 34,970 |
| San Jose | 929,936 | Waipahu | 33,108 |
| San Francisco..... | 744,041 | | |
| Sacramento* | 453,781 | Idaho: | |
| Colorado: | | Boise* | 198,638 |
| Denver* | 566,974 | Nampa | 76,587 |
| Colorado Springs..... | 372,437 | Meridian | 59,832 |
| Aurora | 303,582 | Pocatello..... | 53,932 |
| Lakewood | 140,024 | Idaho Falls..... | 52,786 |
| Fort Collins..... | 129,467 | | |
| Connecticut: | | | |
| Bridgeport | 137,912 | Illinois: | |
| Hartford* | 124,512 | Chicago | 2,833,321 |
| New Haven..... | 124,001 | Aurora | 170,617 |
| Stamford | 119,261 | Rockford | 155,138 |
| Waterbury | 107,251 | Naperville | 142,901 |
| | | Springfield* | 116,482 |
| | | | |
| | | Indiana: | |
| | | Indianapolis* | 785,597 |
| | | Fort Wayne..... | 248,637 |
| | | Evansville | 115,738 |

Most Populous U.S. Cities by State¹—Continued

[2006 Census estimates]

| | | | |
|-----------------------|---------|-----------------------|-----------|
| Indiana—Continued | | Mississippi—Continued | |
| South Bend..... | 104,905 | Biloxi..... | 44,342 |
| Gary..... | 97,715 | Southaven..... | 41,295 |
| Iowa: | | Missouri: | |
| Des Moines*..... | 193,886 | Kansas City..... | 447,306 |
| Cedar Rapids..... | 124,417 | St. Louis..... | 347,181 |
| Davenport..... | 99,514 | Springfield..... | 150,797 |
| Sioux City..... | 83,262 | Independence..... | 109,400 |
| Waterloo..... | 65,998 | Jefferson City*..... | 39,274 |
| Kansas: | | Montana: | |
| Wichita..... | 357,698 | Billings..... | 100,148 |
| Overland Park..... | 166,722 | Missoula..... | 64,081 |
| Kansas City..... | 143,801 | Great Falls..... | 56,215 |
| Topeka*..... | 122,113 | Bozeman..... | 35,061 |
| Olathe..... | 114,662 | Helena*..... | 27,885 |
| Kentucky: | | Nebraska: | |
| Louisville..... | 554,496 | Omaha..... | 419,545 |
| Lexington..... | 270,789 | Lincoln*..... | 241,167 |
| Owensboro..... | 55,525 | Bellevue..... | 47,594 |
| Bowling Green..... | 53,176 | Grand Island..... | 44,632 |
| Frankfort*..... | 27,077 | Kearney..... | 29,385 |
| Louisiana: | | Nevada: | |
| Baton Rouge*..... | 229,553 | Las Vegas..... | 552,539 |
| New Orleans..... | 223,388 | Henderson..... | 240,614 |
| Shreveport..... | 200,199 | Reno..... | 210,255 |
| Lafayette..... | 114,214 | North Las Vegas..... | 197,567 |
| Lake Charles..... | 70,224 | Carson City*..... | 55,289 |
| Maine: | | New Hampshire: | |
| Portland..... | 63,011 | Manchester..... | 109,497 |
| Lewiston..... | 35,734 | Nashua..... | 87,157 |
| Bangor..... | 31,008 | Concord*..... | 42,378 |
| South Portland..... | 23,784 | Rochester..... | 30,117 |
| Augusta*..... | 18,560 | Dover..... | 28,422 |
| Maryland: | | New Jersey: | |
| Baltimore..... | 631,366 | Newark..... | 281,402 |
| Rockville..... | 59,114 | Jersey City..... | 241,789 |
| Frederick..... | 58,882 | Paterson..... | 148,708 |
| Gaithersburg..... | 57,934 | Elizabeth..... | 126,179 |
| Annapolis*..... | 36,408 | Trenton*..... | 83,923 |
| Massachusetts: | | New Mexico: | |
| Boston*..... | 590,763 | Albuquerque..... | 504,949 |
| Worcester..... | 175,454 | Las Cruces..... | 86,268 |
| Springfield..... | 151,176 | Santa Fe*..... | 72,056 |
| Lowell..... | 103,229 | Rio Rancho..... | 71,607 |
| Cambridge..... | 101,365 | Roswell..... | 45,582 |
| Michigan: | | New York: | |
| Detroit..... | 871,121 | New York..... | 8,214,426 |
| Grand Rapids..... | 193,083 | Buffalo..... | 276,059 |
| Warren..... | 134,589 | Rochester..... | 208,123 |
| Sterling Heights..... | 127,991 | Yonkers..... | 197,852 |
| Lansing*..... | 114,276 | Albany*..... | 93,963 |
| Minnesota: | | North Carolina: | |
| Minneapolis..... | 372,833 | Charlotte..... | 630,478 |
| St. Paul*..... | 273,535 | Raleigh*..... | 356,321 |
| Rochester..... | 96,975 | Greensboro..... | 236,865 |
| Duluth..... | 84,167 | Durham..... | 209,009 |
| Bloomington..... | 80,869 | Winston-Salem..... | 196,990 |
| Mississippi: | | North Dakota: | |
| Jackson*..... | 176,614 | Fargo..... | 90,056 |
| Gulfport..... | 64,316 | Bismarck*..... | 58,333 |
| Hattiesburg..... | 48,012 | Grand Forks..... | 50,372 |

Most Populous U.S. Cities by State¹—Continued

[2006 Census estimates]

| | |
|-----------------------------|-----------------------------|
| North Dakota—Continued | Tennessee—Continued |
| Minot.....34,745 | Clarksville.....113,175 |
| West Fargo.....21,508 | |
| Ohio: | Texas: |
| Columbus*.....733,203 | Houston.....2,144,491 |
| Cleveland.....444,313 | San Antonio.....1,296,682 |
| Cincinnati.....332,252 | Dallas.....1,232,940 |
| Toledo.....298,446 | Austin*.....709,893 |
| Akron.....209,704 | Fort Worth.....653,320 |
| Oklahoma: | Utah: |
| Oklahoma City*.....537,734 | Salt Lake City*.....178,858 |
| Tulsa.....382,872 | West Valley.....119,841 |
| Norman.....102,827 | Provo.....113,984 |
| Broken Arrow.....88,314 | West Jordan.....94,309 |
| Lawton.....87,540 | Sandy.....94,203 |
| Oregon: | Vermont: |
| Portland.....537,081 | Burlington.....38,358 |
| Salem*.....152,239 | South Burlington.....17,014 |
| Eugene.....146,356 | Rutland.....16,964 |
| Gresham.....97,105 | Barre.....9,078 |
| Beaverton.....89,643 | Montpelier*.....7,954 |
| Pennsylvania: | Virginia: |
| Philadelphia.....1,448,394 | Virginia Beach.....435,619 |
| Pittsburgh.....312,819 | Norfolk.....229,112 |
| Allentown.....107,294 | Chesapeake.....220,560 |
| Erie.....102,036 | Richmond*.....192,913 |
| Harrisburg*.....47,164 | Newport News.....178,281 |
| Rhode Island: | Washington: |
| Providence*.....175,255 | Seattle.....582,454 |
| Warwick.....85,925 | Spokane.....198,081 |
| Cranston.....81,479 | Tacoma.....196,532 |
| Pawtucket.....72,998 | Vancouver.....158,855 |
| East Providence.....49,123 | Olympia*.....44,645 |
| South Carolina: | West Virginia: |
| Columbia*.....119,961 | Charleston*.....50,846 |
| Charleston.....107,845 | Huntington.....49,007 |
| North Charleston.....87,482 | Parkersburg.....31,755 |
| Rock Hill.....61,620 | Wheeling.....29,330 |
| Mount Pleasant.....59,113 | Morgantown.....28,654 |
| South Dakota: | Wisconsin: |
| Sioux Falls.....142,396 | Milwaukee.....573,358 |
| Rapid City.....62,715 | Madison*.....223,389 |
| Aberdeen.....24,071 | Green Bay.....100,353 |
| Watertown.....20,526 | Kenosha.....96,240 |
| Pierre*.....14,095 | Racine.....79,592 |
| Tennessee: | Wyoming: |
| Memphis.....670,902 | Cheyenne*.....55,314 |
| Nashville*.....552,120 | Casper.....52,089 |
| Knoxville.....182,337 | Laramie.....25,688 |
| Chattanooga.....155,190 | Gillette.....23,899 |
| | Rock Springs.....19,324 |

¹The five most populous cities of each state are listed except where the capital city did not fall into the top five, in which case the fifth most populous city was replaced by the capital city.

* State capital.

Source: Information courtesy of the U.S. Census Bureau.

Principal Foreign Countries as of June 2008

| 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 | National 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) | Federal Parliamentary Democracy. |
| Australia | do | Canberra | Queen (represented by Governor General). | Federal Parliament (bicameral) | Do. |
| Austria | do | Vienna..... | President | Federal Assembly (bicameral) | Federal Republic. |
| Azerbaijan | do | Baku (Baki, Bakı) | 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 | Bridgeport | do | Parliament (bicameral)..... | Do. |
| Belarus | do | Minsk..... | President | National Assembly (bicameral) | Republic in name, although in fact a dictatorship. |
| Belgium | do | Brussels..... | King | Parliament (bicameral) | Federal Parliamentary Democracy under a Constitutional Monarchy. |
| Belize | do | Belmopan..... | Queen (represented by Governor General). | National Assembly (bicameral) | Parliamentary Democracy. |
| Benin | do | Porto-Novo..... | President | National Assembly (unicameral) | Republic. |
| Bhutan | do | Thimphu..... | King | Parliament (bicameral) | In transition to Constitutional Monarchy; special treaty relationship with India. |
| Bolivia | do | La Paz..... | President | National Congress (bicameral) | Republic. |
| Bosnia and Herzegovina | do | Sarajevo | Chairman of the Presidency | Parliamentary Assembly (bicameral) | Emerging Federal Democratic Republic. |
| Botswana | do | Gaborone | President | Parliament (bicameral) | Parliamentary Republic. |
| Brazil | do | Brasília | do | National Congress (bicameral) | Federal Republic. |
| Brunei | do | Bandar Seri | Sultan and Prime Minister | Legislative Council..... | Constitutional Sultanate. |

Principal Foreign Countries as of June 2008—Continued

| Country | UN member | Capital | Chief of state | Legislative body | Government type |
|---|-----------|--------------------------|---|---|--|
| Bulgaria | Yes..... | Sofia..... | President | National Assembly (unicameral)..... | Parliamentary Democracy. |
| Burkina Faso | do..... | Ouagadougou..... |do..... |do..... | Parliamentary Republic. |
| Burma (Myanmar) | do..... | Rangoon (Yangon) .. | Chairman of the State Peace and Development Council (SPDC), | People's Assembly (unicameral)..... | Military Junta. |
| Burundi | do..... | Bujumbura..... | President | Parliament (bicameral)..... | Republic. |
| Cambodia | do..... | Phnom Penh..... | King..... | National Assembly (bicameral)..... | Multiparty Democracy under a Constitutional Monarchy. |
| Cameroon | do..... | Yaounde..... | President | National Assembly (unicameral)..... | Republic; Multiparty Presidential Regime. |
| Canada | do..... | Ottawa..... | Queen (represented by Governor General)..... | Parliament (bicameral)..... | Constitutional Monarchy that is also a Parliamentary Democracy and a Federation. |
| Cape Verde | do..... | Praia..... | President | National Assembly (unicameral)..... | Republic. |
| Central African Republic | do..... | Bangui..... |do..... |do..... | Do. |
| Chad | do..... | N'Djamena..... |do..... |do..... | Do. |
| Chile | do..... | Santiago..... |do..... |do..... | Do. |
| China | do..... | Beijing..... |do..... | National People's Congress (bicameral)..... | Communist State. |
| Colombia | do..... | Bogota..... |do..... | National People's Congress (bicameral)..... | Do. |
| Comoros | do..... | Moroni..... |do..... | Assembly of the Union (unicameral) | Republic; Executive Branch dominates government structure. |
| Congo, Democratic Republic of the | do..... | Kinshasa..... |do..... | Legislature (bicameral)..... | Republic. |
| Congo, Republic of the | do..... | Brazzaville |do..... | Parliament (bicameral)..... | Do. |
| Costa Rica | do..... | San Jose..... |do..... | Legislative Assembly (unicameral)..... | Democratic Republic. |
| Cote d'Ivoire (Ivory Coast) | do..... | Yamoussoukro..... |do..... | National Assembly (unicameral)..... | Republic; Multiparty Presidential Regime (est. 1960). ² |
| Croatia | do..... | Zagreb..... |do..... | Assembly (unicameral)..... | Presidential/Parliamentary Democracy. |
| Cuba | do..... | Havana..... |do..... | National Assembly of People's Power (unicameral)..... | Communist State. |
| Cyprus | do..... | Nicosia (Lefkosia) |do..... | House of Representatives (unicameral) | Republic. |
| Czech Republic | do..... | Prague..... |do..... | Parliament (bicameral)..... | Parliamentary Democracy. |
| Denmark | do..... | Copenhagen..... |do..... | People's Assembly (unicameral) | Constitutional Monarchy. |
| Djibouti | do..... | Djibouti | President | Chamber of Deputies (unicameral) | Republic. |
| Dominica | do..... | Roseau..... |do..... | House of Assembly (unicameral) | Parliamentary Democracy. |
| Dominican Republic | do..... | Santo Domingo..... |do..... | National Congress (bicameral) | Democratic Republic. |

| | | | | |
|-------------------------------|-----------|------------------------------|---|-------------------------------------|
| Ecuador | Yes..... | President | National Congress (unicameral) | Republic. |
| Egypt | do..... | do | People's Assembly (bicameral)..... | Do. |
| El Salvador | do..... | do | Legislative Assembly (unicameral) | Do. |
| Equatorial Guinea | do..... | do | House of People's Representatives (unicameral). | Do. |
| Eritrea | do..... | do | National Assembly (unicameral) | Transitional Government. |
| Estonia | do..... | do | Parliament (unicameral) | Parliamentary Republic. |
| Ethiopia | do..... | do | Parliament (bicameral) | Federal Republic. |
| Fiji | do..... | do | do | Republic. |
| Finland | do..... | do | Parliament (unicameral) | Do. |
| France | do..... | do | Parliament (bicameral) | Do. |
| Gabon | do..... | do | Legislature (bicameral) | Multiparty Presidential Regime. |
| Gambia, The | do..... | do | National Assembly (unicameral) | Republic. |
| Georgia | do..... | do | Parliament (unicameral), also known as Supreme Council. | Do. |
| Germany | do..... | do | Parliament (bicameral) | Federal Republic. |
| Ghana | do..... | do | Parliament (unicameral) | Constitutional Democracy. |
| Greece | do..... | do | do | Parliamentary Republic. |
| Grenada | do..... | do | Parliament (bicameral) | Parliamentary Democracy. |
| Guatemala | do..... | do | Congress of the Republic (unicameral) | Constitutional Democratic Republic. |
| Guinea | do..... | do | People's National Assembly (unicameral). | Republic. |
| Guinea-Bissau | do..... | do | National People's Assembly (unicameral). | Do. |
| Guyana | do..... | Georgetown..... | National Assembly (unicameral) | Do. |
| Haiti | do..... | Port-au-Prince | National Assembly (bicameral) | Do. |
| Holy See (Vatican City) | No | Vatican City | Pontifical Commission for the State of Vatican City (unicameral). | Ecclesiastical. |
| Honduras | Yes | Tegucigalpa | National Congress (unicameral) | Democratic Constitutional Republic. |
| Hungary | do..... | Budapest | National Assembly (unicameral) | Parliamentary Democracy. |
| Iceland | do..... | Reykjavík | Parliament (unicameral) | Constitutional Republic. |
| India | do..... | New Delhi | do | Federal Republic. |
| Indonesia | do..... | Jakarta | House of Representatives | Republic. |
| Iran | do..... | Tehran | Islamic Consultative Assembly (unicameral). | Theocratic Republic. |
| Iraq | do..... | Baghdad | President | Parliamentary Democracy. |
| Ireland | do..... | Dublin | Council of Representatives | Parliamentary Democracy. |
| Israel | do..... | Jerusalem ³ | Parliament (bicameral) | Knesset (unicameral) |
| Italy | do..... | Rome | Parliament (bicameral) | Parliamentary Democracy. |

Principal Foreign Countries as of June 2008—Continued

| Country | UN member | Capital | Chief of state | Legislative body | Government type |
|---|-----------|----------------------------|--|---|---|
| Jamaica | Yes..... | Kingston..... | Queen (represented by Governor General). | Parliament (bicameral)..... | Constitutional Parliamentary Democracy. |
| Japan | do | Tokyo | Emperor | Diet (bicameral) | Constitutional Monarchy with a Parliamentary Government. |
| Jordan | do | Amman | King..... | National Assembly (bicameral) | Constitutional Monarchy. |
| Kazakhstan | do | Astana | President | Parliament (bicameral) | Republ., 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 | Amir..... | National Assembly (unicameral)..... | Constitutional Emirate. |
| Kyrgyzstan | do | Bishkek | President | Supreme Council (unicameral)..... | Republic. |
| Laos | do | Vientiane | do | National Assembly (unicameral)..... | Communist State. |
| Latvia | do | Riga | do | Parliament (unicameral)..... | Parliamentary Democracy. |
| Lebanon | do | Beirut | do | National Assembly (unicameral)..... | Republic. |
| Lesotho | do | Maseru | King..... | Parliament (bicameral) | Parliamentary Constitutional Monarchy. |
| Liberia | do | Monrovia | President | National Assembly (bicameral) | Republic. |
| Libya | do | Tripoli | Revolutionary Leader ⁴ | General People's Congress (unicameral). | Jamahiriya. ⁵ |
| Liechtenstein | do | Vaduz | Prince..... | Parliament or Landtag (unicameral)..... | Constitutional Monarchy. |
| Lithuania | do | Vilnius | President | Parliament or Seimas (unicameral)..... | Constitutional Democracy. |
| Luxembourg | do | Luxembourg | Grand Duke | Chamber of Deputies (unicameral)..... | Constitutional Monarchy. |
| Macedonia, former Yugoslav Republic | do | Skopje | President | Assembly or Sobranie (unicameral) | Constitutional Democracy. |
| Madagascar | do | Antananarivo | do | Legislature (bicameral) | Republic. |
| Malawi | do | Lilongwe | Paramount Ruler | National Assembly (unicameral)..... | Multiparty Democracy. |
| Malaysia | do | Kuala Lumpur | President | Parliament (bicameral) | Constitutional Monarchy. |
| Maldives | do | Male | do | 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 | Yes..... | Nouakchott..... | President | Legislature (bicameral) | Democratic Republic. |
| Mauritius | do | Port Louis..... |do | National Assembly (unicameral)..... | Parliamentary Democracy. |
| Mexico | do | Mexico..... |do | National Congress (bicameral)..... | Federal Republic. |
| Micronesia, Federated States of. | do | Palikir |do | Congress (unicameral)..... | Constitutional Government in free association with the U.S. |
| Moldova | do | Chisinau..... |do | Parliament (unicameral) | Republic. |
| Monaco | do | Monaco..... | Prince..... | National Council (unicameral) | Constitutional Monarchy. |
| Mongolia | do | Ulaanbaatar..... | President | State Great Hural (unicameral) | Mixed Parliamentary/Presidential Republic. |
| Montenegro | do | Podgorica |do | Assembly (unicameral) | Constitutional Monarchy. |
| Morocco | do | Rabat..... | King..... | Parliament (bicameral) | Constitutional Monarchy. |
| Mozambique | do | Maputo | President | Assembly of the Republic (unicameral) | Republic. |
| Namibia | do | Windhoek..... |do | Legislature (bicameral) | Do. |
| Nauru | do | No official capital; government offices in Yaren District. |do | Parliament (unicameral) | Do. |
| Nepal | do | Kathmandu..... | Prime Minister | 330 seat Interim Parliament..... | Constitutional Monarchy. |
| Netherlands | do | Amsterdam..... | Queen | States General (bicameral) | Do. |
| New Zealand | do | Wellington..... |do | House of Representatives (unicameral) | Parliamentary Democracy. |
| Nicaragua | do | Managua..... | President | National Assembly (unicameral) | Republic. |
| Niger | do | Niamey |do |do | Do. |
| Nigeria | do | Abuja..... |do | National Assembly (bicameral) | Federal Republic. |
| Norway | do | Oslo..... | King..... | Parliament (Storting), (modified | Constitutional Monarchy. |
| Oman | do | Muscat..... | Sultan and Prime Minister |unicameral) ^e . | Monarchy. |
| Pakistan | do | Islamabad..... | President | Mails Oman (bicameral) | Federal Republic. |
| Palau | do | Melekeok..... |do | National Congress (bicameral) | Constitutional Government in free association with the U.S. |
| Panama | do | Panama..... |do | National Assembly (unicameral) | Constitutional Democracy. |
| Papua New Guinea | do | Port Moresby..... | Queen | National Parliament (bicameral) | Constitutional Parliamentary Democracy. |
| Paraguay | do | Asuncion..... | President | Congress (bicameral) | Constitutional Republic. |
| Peru | do | Lima..... |do | Congress of the Republic of Peru (unicameral). | Do. |
| Philippines | do | Manila..... |do | Congress (bicameral) | Republic. |
| Poland | do | Warsaw..... |do | National Assembly (bicameral) | Parliamentary Democracy. |
| Portugal | do | Lisbon..... |do | Assembly of the Republic (unicameral) | Emirate. |
| Qatar | do | Doha..... | Amir..... | Advisory Council (unicameral) | Republic. |
| Romania | do | Bucharest..... | President | Parliament (bicameral) | Federation. |
| Russia | do | Moscow..... |do | Parliament (bicameral) | Republic; presidential, multiparty system. |
| Rwanda | do | Kigali..... |do | National Assembly (unicameral) | Parliamentary Democracy. |
| Saint Kitts and Nevis | do | Basseterre..... | Queen | | |

Principal Foreign Countries as of June 2008—Continued

| Country | UN member | Capital | Chief of state | Legislative body | Government type |
|-----------------------------------|-----------------|---|--|--|--|
| Saint Lucia | Yes.....do..... | Castries.....Kingstown..... | Queen.....do..... | Parliament (bicameral).....House of Assembly (unicameral)..... | Parliamentary Democracy. |
| Saint Vincent and the Grenadines. | do..... | Apia.....San Marino..... | Chief of State.....Co-Chiefs of State (Captains Regent)..... | Legislative Assembly (unicameral).....Grand and General Council (unicameral). National Assembly (unicameral)..... | Do. Republic. |
| Samoa | do..... | Sao Tome..... | President..... | Consultative Council.....Parliament (bicameral).....National Assembly (unicameral)..... | Do. |
| San Marino | do..... | Riyadh.....Dakar.....Belgrade..... | King and Prime Minister.....President.....do..... |do.....Parliament (unicameral).....do..... | Monarchy. |
| Sao Tome and Principe. | do..... | Victoria.....Freetown.....Singapore |do.....do..... |do.....Parliament (unicameral).....do..... | Republic. |
| Saudi Arabia | do..... | Bratislava.....Ljubljana..... |do.....do..... |do.....National Council (unicameral).....Parliament (bicameral)..... | Constitutional Democracy. |
| Senegal | do..... | Honiara.....Mogadishu..... | Queen.....Transitional Federal President..... | National Parliament (unicameral).....National Assembly (unicameral)..... | Parliamentary Democracy. |
| Serbia | do..... | Pretoria.....Madrid..... | President.....King..... | Parliament (bicameral).....General Courts or National Assembly (bicameral). | No permanent National Government; transitional Federal Government. |
| Seychelles | do..... | Colombo.....Khartoum.....Paramaribo.....Mbabane.....Stockholm.....Bern..... | President.....do.....do.....King.....King.....President..... | Parliament (unicameral).....National Legislature (bicameral).....National Assembly (unicameral).....Parliament (bicameral).....Parliament (unicameral).....Federal Assembly (bicameral)..... | Parliamentary Monarchy. |
| Sierra Leone | do..... | Damascus..... | do..... | People's Council (unicameral)..... | Parliamentary Monarchy. |
| Singapore | do..... | Dushanbe.....Taipei.....Dar es Salaam.....Bangkok.....Dili..... | do.....do.....do.....King.....President..... | Supreme Assembly (bicameral).....Legislative Yuan (unicameral).....National Assembly (unicameral).....National Assembly (bicameral).....National Parliament (unicameral)..... | Multiparty Democracy. |
| Slovakia | do..... | | | | Republic. |
| Slovenia | do..... | | | | Constitutional Democracy. |
| Solomon Islands | do..... | | | | Monarchy. |
| Somalia | do..... | | | | Constitutional Monarchy. |
| South Africa | do..... | | | | Formerly a Confederation but similar in structure to a Federal Republic. |
| Spain ⁷ | do..... | | | | Republic under an authoritarian military-dominated regime. |
| Sri Lanka | do..... | | | | Republic. |
| Sudan | do..... | | | | Government of National Unity (GNU). |
| Suriname | do..... | | | | Constitutional Democracy. |
| Swaziland | do..... | | | | Monarchy. |
| Sweden | do..... | | | | Constitutional Monarchy. |
| Switzerland | do..... | | | | Formerly a Confederation but similar in structure to a Federal Republic. |
| Syria | do..... | | | | Republic. |
| Tajikistan | do..... | | | | Multiparty Democracy. |
| Taiwan | No.....Yes..... | | | | Republic. |
| Tanzania | do..... | | | | Constitutional Monarchy. |
| Thailand | do..... | | | | Republic. |
| Timor-Leste | do..... | | | | Constitutional Monarchy. |

| | | | | | |
|---------------------------|----------|--------------------------------------|---------------------------|--|--|
| Togo | Yes..... | Lome | President | National Assembly (unicameral)..... | Republic under transition to multiparty democratic rule. |
| Tonga | do | Nuku'alofa, Port-of-Spain..... | King..... | Legislative Assembly (unicameral)..... | Constitutional Monarchy. |
| Trinidad and Tobago | do | Tunis | President | Parliament (bicameral)..... | Parliamentary Democracy. |
| Tunisia | do | do | do | Chamber of Deputies and the Chamber of Advisors (bicameral). Grand National Assembly of Turkey (unicameral). | Republic. |
| Turkey | do | Ankara | do | Two Parliamentary Bodies: People's Council and a National Assembly. | Republican Parliamentary Democracy |
| Turkmenistan | do | Ashgabat (Ashkhabad), Funafuti..... | Queen | Parliament (also called House of Assembly; unicameral). National Assembly (unicameral)..... | Republic; Authoritarian Presidential rule, with little power outside the executive branch. |
| Tuvalu | do | Kampala, Kyiv (Kiev), Abu Dhabi..... | President | Supreme Council (unicameral)..... | Constitutional Monarchy with a Parliamentary Democracy. |
| Uganda | do | do | do | Federal National Council (FNC) (unicameral). | Do. |
| Ukraine | do | United Arab Emirates. | do | Parliament (bicameral)..... | Federation with specified powers delegated to the UAE federal government and other powers reserved to member emirates. |
| United Kingdom | do | London | Queen | General Assembly (bicameral) | Constitutional Monarchy. |
| Uruguay | do | Montevideo | President | Supreme Assembly (bicameral) | Constitutional Republic. |
| Uzbekistan | do | Tashkent | do | Parliament (bicameral) | Republic; authoritarian presidential rule, with little power outside the executive branch. |
| Vanuatu | do | Port-Vila (on Efate) | do | National Assembly (unicameral)..... | Parliamentary Republic. |
| Venezuela | do | Caracas | do | do | Federal Republic. |
| Vietnam | do | Hanoi | do | do | Communist State. |
| Yemen | do | Sanaa | do | do | Do. |
| Zambia | do | Lusaka | do | do | Do. |
| Zimbabwe | do | Harare | Executive President | Parliament (bicameral) | Parliamentary Democracy. |

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

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

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

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

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

⁶ No accurate English equivalents.

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

Source: World Factbook 2008, Central Intelligence Agency, <http://www.cia.gov/library/publications/the-world-factbook/index.html>.

Demonyms: Names of Nationalities

[Demony is a name given to a people or inhabitants of a place.]

| Country | Demonym* | Country | Demonym* |
|------------------------------------|---|-------------------------|--|
| Afghanistan | Afghan. | Costa Rica..... | Costa Rican. |
| Albania..... | Albanian. | Cote d'Ivoire | Ivorian. |
| Algeria..... | Algerian. | Croatia..... | Croat or Croatian. |
| American Samoa | American Samoan. | Cuba..... | Cuban. |
| Andorra | Andorran. | Cyprus..... | Cypriot. |
| Angola..... | Angolan. | Czech Republic..... | Czech. |
| Anguilla..... | Anguillan. | Denmark..... | Dane. |
| Antigua and Barbuda | Antiguan Barbudan. | Djibouti..... | Djiboutian. |
| Argentina..... | Argentine. | Dominica..... | Dominican. |
| Armenia..... | Armenian. | Dominican Republic..... | Dominican. |
| Aruba..... | Aruban. | Ecuador..... | Ecuadorian. |
| Australia..... | Australian. | Egypt | Egyptian. |
| Austria..... | Austrian. | El Salvador..... | Salvadoran. |
| Azerbaijan..... | Azerbaijani. | Equatorial Guinea | Equatorial Guinean or Equatoguinean. |
| The Bahamas..... | Bahamian. | Eritrea..... | Eritrean. |
| Bahrain | Bahraini. | Estonia..... | Estonian. |
| Bangladesh..... | Bangladeshi. | Ethiopia..... | Ethiopian. |
| Barbados..... | Barbadian or Bajan. | Falkland Islands..... | Falkland Islander. |
| Belarus | Belarusian. | Faroe Islands..... | Faroese (singular and plural). |
| Belgium..... | Belgian. | Fiji..... | Fijian. |
| Belize | Belizean. | Finland | Finn. |
| Benin | Beninese (singular and plural). | France..... | Frenchman (men) or Frenchwoman (women). |
| Bermuda | Bermudian. | French Polynesia..... | French Polynesian. |
| Bhutan..... | Bhutanese (singular and plural). | Gabon..... | Gabonese (singular and plural). |
| Bolivia | Bolivian. | The Gambia..... | Gambian. |
| Bosnia and Herzegovina..... | Bosnian, Herzegovinian. | Georgia..... | Georgian. |
| Botswana | Motswana (singular), Batswana (plural). | Germany..... | German. |
| Brazil | Brazilian. | Ghana..... | Ghanaian. |
| British Virgin Islands | British Virgin Islander. | Gibraltar | Gibraltarian. |
| Brunei..... | Bruneian. | Greece..... | Greek. |
| Bulgaria..... | Bulgarian. | Greenland | Greenlander. |
| Burkina Faso..... | Burkinabe (singular and plural). | Grenada..... | Grenadian. |
| Burma (Myanmar ¹⁾ | Burmese (singular and plural). | Guam..... | Guamanian. |
| Burundi..... | Burundian. | Guatemala..... | Guatemalan. |
| Cambodia | Cambodian. | Guernsey..... | Channel Islander. |
| Cameroon | Cameroonian. | Guinea..... | Guinean. |
| Canada | Canadian. | Guinea-Bissau | Guinean. |
| Cape Verde | Cape Verdean. | Guyana..... | Guyanese (singular and plural). |
| Cayman Islands | Caymanian. | Haiti..... | Haitian. |
| Central African Republic..... | Central African. | Honduras..... | Honduran. |
| Chad..... | Chadian. | Hong Kong | Chinese/Hong Konger. |
| Chile | Chilean. | Hungary..... | Hungarian. |
| China..... | Chinese (singular and plural). | Iceland..... | Icelander. |
| Christmas Island | Christmas Islander. | India..... | Indian. |
| Cocos (Keeling) Islands | Cocos Islander. | Indonesia | Indonesian. |
| Colombia | Colombian. | Iran..... | Iranian. |
| Comoros | Comoran. | Iraq..... | Iraqi. |
| Congo, Democratic Republic of the. | Congolese (singular and plural). | Ireland..... | Irishman (men), Irishwoman (women), Irish (collective plural). |
| Congo, Republic of the | Congolese (singular and plural). | Israel | Israeli. |
| Cook Islands | Cook Islander. | | |

Demonyms: Names of Nationalities—Continued

[Demonic is a name given to a people or inhabitants of a place.]

| Country | Demonic* | Country | Demonic* |
|----------------------------------|--|-----------------------------------|---|
| Italy | Italian. | Netherlands..... | Dutchman (men), Dutchwoman (women), Dutch (collective). |
| Jamaica..... | Jamaican. | Netherlands Antilles..... | Dutch Antillean. |
| Japan | Japanese (singular and plural). | New Caledonia..... | New Caledonian. |
| Jersey..... | Channel Islander. | New Zealand..... | New Zealander. |
| Jordan..... | Jordanian. | Nicaragua..... | Nicaraguan. |
| Kazakhstan..... | Kazakhstani. | Niger..... | Nigerien. |
| Kenya..... | Kenyan. | Nigeria..... | Nigerian. |
| Kiribati..... | I-Kiribati (singular and plural). | Niue..... | Niuean. |
| Korea, North..... | Korean. | Norfolk Island..... | Norfolk Islander. |
| Korea, South | Korean. | Norway..... | Norwegian. |
| Kosovo..... | Kosovar (Albanian), Kosovac (Serbian). | Oman..... | Omani. |
| Kuwait..... | Kuwaiti. | Pakistan..... | Pakistani. |
| Kyrgyzstan | Kyrgyzstani. | Palau | Palauan. |
| Laos..... | Lao or Laotian. | Panama | Panamanian. |
| Latvia..... | Latvian. | Papua New Guinea..... | Papua New Guinean. |
| Lebanon | Lebanese (singular and plural). | Paraguay | Paraguayan. |
| Lesotho..... | Mosotho (singular), Basotho (plural). | Peru..... | Peruvian. |
| Liberia | Liberian. | Philippines | Filipino. |
| Libya | Libyan. | Pitcairn Islands | Pitcairn Islander. |
| Liechtenstein..... | Liechtensteiner. | Poland | Pole. |
| Lithuania | Lithuanian. | Portugal | Portuguese (singular and plural). |
| Luxembourg | Luxembourg. | Qatar..... | Qatari. |
| Macau..... | Chinese (singular and plural). | Romania..... | Romanian. |
| Macedonia..... | Macedonian. | Russia..... | Russian. |
| Madagascar | Malagasy (singular and plural). | Rwanda | Rwandan. |
| Malawi..... | Malawian. | Saint Helena..... | Saint Helenian. |
| Malaysia..... | Malaysian. | Saint Kitts and Nevis | Kittian and Nevisian. |
| Maldives..... | Maldivian. | Saint Lucia..... | Saint Lucian. |
| Mali..... | Malian. | Saint Pierre and Miquelon.... | Frenchman (men), Frenchwoman (women). |
| Malta..... | Maltese (singular and plural). | Saint Vincent and the Grenadines. | Saint Vincentian or Vincentian. |
| Marshall Islands | Marshallese (singular and plural). | Samoa | Samoan. |
| Mauritania | Mauritanian. | San Marino | Sammarinese (singular and plural). |
| Mauritius..... | Mauritian. | Sao Tome and Principe..... | Sao Tomean. |
| Mayotte | Mahorais (singular and plural). | Saudi Arabia..... | Saudi. |
| Mexico..... | Mexican. | Senegal | Senegalese (singular and plural). |
| Micronesia, Federated States of. | Micronesian. | Serbia | Serb. |
| Moldova..... | Moldovan. | Seychelles | Seychellois (singular and plural). |
| Monaco | Monegasque or Monacan. | Sierra Leone | Sierra Leonean. |
| Mongolia..... | Mongolian. | Singapore | Singaporean. |
| Montenegro..... | Montenegrin. | Slovakia..... | Slovak. |
| Montserrat..... | Montserratian. | Slovenia..... | Slovene. |
| Morocco..... | Moroccan. | Solomon Islands..... | Solomon Islander. |
| Mozambique | Mozambican. | Somalia..... | Somali. |
| Namibia | Namibian. | South Africa..... | South African. |
| Nauru | Nauruan. | Spain | Spaniard. |
| Nepal | Nepalese (singular and plural). | Sri Lanka..... | Sri Lankan. |
| | | Sudan..... | Sudanese (singular and plural). |
| | | Suriname | Surinamer. |

Demonyms: Names of Nationalities—Continued

[Demonym is a name given to a people or inhabitants of a place.]

| Country | Demonym* | Country | Demonym* |
|---------------------------|-------------------------------------|---------------------------|--|
| Swaziland..... | Swazi. | Turkmenistan..... | Turkmen. |
| Sweden | Swede. | Tuvalu..... | Tuvaluan. |
| Switzerland | Swiss (singular and plural). | Uganda..... | Ugandan. |
| Syria | Syrian. | Ukraine..... | Ukrainian. |
| Taiwan..... | Taiwan (singular and plural). | United Arab Emirates..... | Emirati. |
| Tajikistan..... | Tajikistani. | United Kingdom..... | Briton or British (collective plural). |
| Tanzania..... | Tanzanian. | United States..... | American. |
| Thailand..... | Thai (singular and plural). | Uruguay | Uruguayan. |
| Timor-Leste | Timorese (singular and plural). | Uzbekistan | Uzbekistani. |
| Togo | Togolese (singular and plural). | Vanuatu..... | Ni-Vanuatu (singular and plural). |
| Tokelau..... | Tokelauan. | Venezuela..... | Venezuelan. |
| Tonga..... | Tongan. | Vietnam | Vietnamese (singular and plural). |
| Trinidad and Tobago | Trinidadian, (singular) Tobagonian. | Virgin Islands..... | Virgin Islander. |
| Tunisia..... | Tunisian. | Wallis and Futuna | Wallisian, Futunan. |
| Turkey | Turk. | Western Sahara | Sahrawi, Sahraoui. |
| | | Yemen..... | Yemeni. |
| | | Zambia | Zambian. |
| | | Zimbabwe..... | Zimbabwean. |

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

*NOTE.—Plural references add s unless otherwise indicated.

Source: Information courtesy of World Factbook as of July 24, 2008; for more information see www.cia.gov/library/publications/the-world-factbook/fields/2110.html.

Currency

[As of July 2008]

| Country | Currency | ISO 4217 code* |
|---------------------------|---|------------------|
| Afghanistan | Afghani..... | AFA |
| Akrotiri..... | Euro | EUR |
| Albania..... | Lek..... | ALL |
| Algeria..... | Algerian dinar | DZD |
| American Samoa | U.S. dollar..... | USD |
| Andorra | Euro | EUR |
| Angola..... | Kwanza..... | AOA |
| Anguilla..... | East Caribbean dollar..... | XCD |
| Antigua and Barbuda | East Caribbean dollar | XCD |
| Argentina..... | Argentine peso | ARS |
| Armenia..... | Dram | AMD |
| Aruba..... | Aruban guilder/florin..... | AWG |
| Australia..... | Australian dollar..... | AUD |
| Austria..... | Euro | EUR |
| Azerbaijan..... | Azerbaijani manat..... | AZN |
| Bahamas | Bahamian dollar | BSD |
| Bahrain | Bahraini dinar | BHD |
| Bangladesh..... | Taka | BDT |
| Barbados | Barbadian dollar | BBD |
| Belarus | Belarusian ruble..... | BYR |
| Belgium..... | Euro | EUR |
| Belize | Belizean dollar..... | BZD |
| Benin | Communauté Financière Africaine franc | XOF ¹ |
| Bermuda | Bermudian dollar | BMD |

Currency—Continued

[As of July 2008]

| Country | Currency | ISO 4217 code* |
|---|---|------------------|
| Bhutan..... | Ngultrum and Indian rupee | BTN/INR |
| Bolivia | Boliviano | BOB |
| Bosnia and Herzegovina..... | Convertible mark..... | BAM |
| Botswana | Pula | BWP |
| Brazil | Real | BRL |
| British Indian Ocean Territory | British Pound and U.S. Dollar..... | GBP/USD |
| British Virgin Islands | U.S. dollar..... | USD |
| Brunei..... | Bruneian dollar | BND |
| Bulgaria..... | Lev | BGL |
| Burkina Faso..... | Communaute Financiere Africaine franc | XOF ¹ |
| Burma (Myanmar ³) | Kyat | MMK |
| Burundi..... | Burundi franc..... | BIF |
| Cambodia..... | Riel | KHR |
| Cameroon..... | Communaute Financiere Africaine franc | XAF ² |
| Canada | Canadian dollar | CAD |
| Cape Verde | Cape Verdean escudo | CVE |
| Cayman Islands | Caymanian dollar | KYD |
| Central African Republic..... | Communaute Financiere Africaine franc | XAF ² |
| Chad..... | Communaute Financiere Africaine franc | XAF ² |
| Chile | Chilean peso | CLP |
| China..... | Renminbi, also called yuan | RMB/CNY |
| Christmas Island | Australian dollar..... | AUD |
| Cocos (Keeling) Islands | Australian dollar..... | AUD |
| Colombia | Colombian peso | COP |
| Comoros | Comoran franc | KMF |
| Congo, Democratic Republic of the | Congolese franc | CDF |
| Congo, Republic of the | Communaute Financiere Africaine franc | XAF ² |
| Cook Islands | NZ dollar | NZD |
| Costa Rica..... | Costa Rican colon..... | CRC |
| Cote d'Ivoire (Ivory Coast) | Communaute Financiere Africaine franc | XOF ¹ |
| Croatia..... | Kuna | HRK |
| Cuba..... | Cuban peso and convertible peso | CUP/CUC |
| Cyprus..... | Euro | EUR |
| Czech Republic..... | Czech koruna..... | CZK |
| Denmark..... | Danish krone | DKK |
| Dhekelia..... | Euro | EUR |
| Djibouti..... | Djiboutian franc | DJF |
| Dominica..... | East Caribbean dollar | XCD |
| Dominican Republic..... | Dominican peso..... | DOP |
| Ecuador..... | U.S. dollar | USD |
| Egypt | Egyptian pound | EGP |
| El Salvador..... | U.S. dollar | USD |
| Equatorial Guinea | Communaute Financiere Africaine franc | XAF ² |
| Eritrea..... | Nakfa | ERN |
| Estonia..... | Estonian kroon..... | EEK |
| Ethiopia..... | Birr | ETB |
| Falkland Islands (Islas Malvinas) | Falkland pound..... | FKP |
| Faroe Islands..... | Danish krone | DKK |
| Fiji..... | Fijian dollar | FJD |
| Finland..... | Euro | EUR |
| France..... | Euro | EUR |
| French Polynesia..... | Comptoirs Francais du Pacifique franc..... | XPF |
| Gabon..... | Communaute Financiere Africaine franc | XAF ² |
| Gambia, The..... | Dalasi | GMD |
| Gaza Strip..... | New Israeli shekel | ILS |
| Georgia..... | Lari | GEL |
| Germany | Euro | EUR |
| Ghana..... | Ghana cedi | GHC |
| Gibraltar | Gibraltar pound | GIP |

Currency—Continued

[As of July 2008]

| Country | Currency | ISO 4217 code* |
|--------------------------------------|---|------------------|
| Greece..... | Euro | EUR |
| Greenland..... | Danish krone | DKK |
| Grenada..... | East Caribbean dollar | XCD |
| Guam..... | U.S. dollar | USD |
| Guatemala..... | Quetzal and U.S. dollar | GTQ/USD |
| Guernsey..... | Guernsey pound and British pound | **/GBP |
| Guinea..... | Guinean franc | GNF |
| Guinea-Bissau | Communaute Financiere Africaine franc | XOF ¹ |
| Guyana..... | Guyanese dollar | GYD |
| Haiti..... | Gourde | HTG |
| Holy See (Vatican City)..... | Euro | EUR |
| Honduras..... | Lempira | HNL |
| Hong Kong..... | Hong Kong dollar | HKD |
| Hungary..... | Forint | HUF |
| Iceland..... | Icelandic krona | ISK |
| India..... | Indian rupee | INR |
| Indonesia..... | Indonesian rupiah | IDR |
| Iran..... | Iranian rial | IRR |
| Iraq..... | New Iraqi dinar | NID |
| Ireland..... | Euro | EUR |
| Isle of Man..... | Isle of Man pound also called manx | IMP |
| Israel..... | New Israeli shekel | ILS |
| Italy..... | Euro | EUR |
| Jamaica..... | Jamaican dollar | JMD |
| Japan..... | Yen | JPY |
| Jersey..... | Jersey pound and British pound | **/GBP |
| Jordan..... | Jordanian dinar | JOD |
| Kazakhstan..... | Tenge | KZT |
| Kenya..... | Kenyan shilling | KES |
| Kiribati..... | Australian dollar | AUD |
| Korea, North..... | North Korean won | KPW |
| Korea, South | South Korean won | KRW |
| Kosovo..... | Euro and Serbian Dinar | EUR/RSD |
| Kuwait..... | Kuwaiti dinar | KWD |
| Kyrgyzstan..... | Som | KGS |
| Laos..... | Kip | LAK |
| Latvia..... | Latvian lat | LVL |
| Lebanon | Lebanese pound | LBP |
| Lesotho..... | Loti and South African rand | LSL/ZAR |
| Liberia | Liberian dollar | LRD |
| Libya | Libyan dinar | LYD |
| Liechtenstein..... | Swiss franc | CHF |
| Lithuania | Litas | LTL |
| Luxembourg | Euro | EUR |
| Macau..... | Pataca | MOP |
| Macedonia..... | Macedonian denar | NKD |
| Madagascar | Ariary | MGA |
| Malawi..... | Malawian kwacha | MWK |
| Malaysia..... | Ringgit | MYR |
| Maldives..... | Rufiyaa | MVR |
| Mali..... | Communaute Financiere Africaine franc | XOF ¹ |
| Malta..... | Euro | EUR |
| Marshall Islands | U.S. dollar | USD |
| Mauritania | Ouguiya | MRO |
| Mauritius..... | Mauritian rupee | MUR |
| Mayotte | Euro | EUR |
| Mexico..... | Mexican peso | MXN |
| Micronesia, Federated States of..... | U.S. dollar | USD |
| Moldova..... | Moldovan leu | MDL |

Currency—Continued

[As of July 2008]

| Country | Currency | ISO 4217 code* |
|--|--|------------------|
| Monaco | Euro | EUR |
| Mongolia..... | Togrog/tugrik..... | MNT |
| Montenegro..... | Euro | EUR |
| Montserrat..... | East Caribbean dollar..... | XCD |
| Morocco..... | Moroccan dirham | MAD |
| Mozambique..... | Metical | MZM |
| Namibia | Namibian dollar and South African rand | NAD/ZAR |
| Nauru | Australian dollar..... | AUD |
| Nepal | Nepalese rupee | NPR |
| Netherlands..... | Euro | EUR |
| Netherlands Antilles..... | Netherlands Antillean guilder | ANG |
| New Caledonia..... | Comptoirs Francais du Pacifique franc..... | XPF |
| New Zealand..... | New Zealand dollar..... | NZD |
| Nicaragua..... | Gold cordoba | NIO |
| Niger | Communaute Financiere Africaine franc | XOF ¹ |
| Nigeria..... | Naira | NGN |
| Niue..... | New Zealand dollar | NZD |
| Norfolk Island | Australian dollar..... | AUD |
| Northern Mariana Islands | U.S. dollar..... | USD |
| Norway..... | Norwegian krone | NOK |
| Oman..... | Omani rial | OMR |
| Pakistan | Pakistani rupee | PKR |
| Palau | U.S. dollar | USD |
| Panama | Balboa and U.S. dollar | PAB/USD |
| Papua New Guinea..... | Kina | PGK |
| Paraguay..... | Guarani | PYG |
| Peru..... | Nuevo sol | PEN |
| Philippines | Philippine peso..... | PHP |
| Pitcairn Islands | New Zealand dollar | NZD |
| Poland | Zloty | PLN |
| Portugal | Euro | EUR |
| Puerto Rico | U.S. dollar | USD |
| Qatar..... | Qatari rial | QAR |
| Romania..... | Romanian leu | RON |
| Russia..... | Russian ruble | RUB |
| Rwanda | Rwandan franc | RWF |
| Saint Barthelemy | Euro | EUR |
| Saint Helena | Saint Helenian pound | SHP |
| Saint Kitts and Nevis | East Caribbean dollar | XCD |
| Saint Lucia..... | East Caribbean dollar | XCD |
| Saint Martin | Euro | EUR |
| Saint Pierre and Miquelon | Euro | EUR |
| Saint Vincent and the Grenadines | East Caribbean dollar | XCD |
| Samoa | Tala..... | SAT |
| San Marino | Euro | EUR |
| Sao Tome and Principe | Dobra | STD |
| Saudi Arabia | Saudi riyal | SAR |
| Senegal | Communaute Financiere Africaine franc | XOF ¹ |
| Serbia | Serbian dinar | RSD |
| Seychelles | Seychelles rupee | SCR |
| Sierra Leone | Leone | SLL |
| Singapore | Singapore dollar | SGD |
| Slovakia | Slovak koruna | SKK |
| Slovenia | Euro | EUR |
| Solomon Islands | Solomon Islands dollar | SBD |
| Somalia..... | Somali shilling | SOS |
| South Africa | Rand | ZAR |
| Spain | Euro | EUR |
| Sri Lanka..... | Sri Lankan rupee | LKR |

Currency—Continued

[As of July 2008]

| Country | Currency | ISO 4217 code* |
|-------------------------------|--|------------------|
| Sudan..... | Sudanese pound..... | SDG |
| Suriname | Surinam dollar | SRD |
| Svalbard | Norwegian krone | NOK |
| Swaziland..... | Lilangeni..... | SZL |
| Sweden | Swedish krona | SEK |
| Switzerland | Swiss franc..... | CHF |
| Syria | Syrian pound | SYP |
| Taiwan..... | New Taiwan dollar | TWD |
| Tajikistan..... | Somoni..... | TJS |
| Tanzania | Tanzanian shilling | TZS |
| Thailand..... | Baht..... | THB |
| Timor-Leste | U.S. dollar..... | USD |
| Togo | Communaute Financiere Africaine franc | XOF ¹ |
| Tokelau..... | New Zealand dollar..... | NZD |
| Tonga | Pa'anga | TOP |
| Trinidad and Tobago | Trinidad and Tobago dollar | TTD |
| Tunisia..... | Tunisian dinar | TND |
| Turkey | Turkish lira..... | TRY |
| Turkmenistan | Turkmen manat | TMM |
| Turks and Caicos Islands..... | U.S. dollar..... | USD |
| Tuvalu..... | Australian dollar..... | AUD |
| Uganda..... | Ugandan shilling | UGX |
| Ukraine..... | Hryvnia..... | UAH |
| United Arab Emirates..... | Emirati dirham | AED |
| United Kingdom..... | British pound | GBP |
| United States..... | U.S. dollar..... | USD |
| Uruguay | Uruguayan peso..... | UYU |
| Uzbekistan | Soum..... | UZS |
| Vanuatu..... | Vatu..... | VUV |
| Venezuela..... | Bolivar | VEB |
| Vietnam | Dong | VND |
| Virgin Islands..... | U.S. dollar..... | USD |
| Wallis and Futuna | Comptoirs Francais du Pacifique franc | XPF |
| West Bank | New Israeli shekel and Jordanian dinar | ILS/JOD |
| Western Sahara | Moroccan dirham | MAD |
| Yemen..... | Yemeni rial | YER |
| Zambia | Zambian kwacha | ZMK |
| Zimbabwe | Zimbabwean dollar | ZWD |

¹ Responsible authority is the Central Bank of the West African States.² Responsible authority is the Bank of the Central African States.³ Since 1989 the military authorities in Burma have promoted the name Myanmar as a conventional name for their state; this decision was not approved by any sitting legislature in Burma, and the U.S. Government did not adopt the name, which is a derivative of the Burmese short-form name Myanma Naingngandaw.* ISO 4217 is the international standard of 3-letter codes used to define names of currencies; it is used in place of currency symbols or names. For more information see www.iso.org/iso/support/faqs/faqs_widely_used_standards/widely_used_standards_other/currency_codes/currency_codes_list-1.htm.

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

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

Metric and U.S. Measures¹**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 chains1 furlong (660 ft). |
| | 8 furlongs.....1 mile (5,280 ft). |
| | 1 nautical mile1.1508 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. |
| | 20 hundredweight.....1 ton (2,000 lbs). |

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 pints1 quart. |
| | 4 quarts.....1 gallon. |
| | 42 gallons.....1 petroleum barrel. |
| | U.S. dry measure ² |
| | 2 pints1 quart. |
| | 4 quarts.....1 gallon. |
| | 2 gallons1 peck. |
| | 4 pecks1 bushel. |
| | 8 bushels.....1 quarter. |

Temperature Conversion³

| Celsius | Fahrenheit | Kelvin | Celsius | Fahrenheit | Kelvin |
|----------|------------|--------|-------------|------------|--------|
| 100..... | 212 | 373.1 | 0..... | 32 | 273.1 |
| 50..... | 122 | 323.1 | -10 | 14 | 263.1 |
| 40..... | 104 | 313.1 | -20 | -4 | 253.1 |
| 30..... | 86 | 303.1 | -30 | -22 | 243.1 |
| 20..... | 68 | 293.1 | -40..... | -40 | 233.1 |
| 10..... | 50 | 283.1 | -50..... | -58 | 223.1 |
| | | | -273.1..... | -459.7 | 0 |

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

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

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

Common Measures and Their Metric Equivalents

| U.S. to metric | Metric to U.S. |
|---|--|
| Inch.....2.54 centimeters. | Centimeter.....0.3937 inch. |
| Foot.....0.3048 meter. | Meter.....3.2808 feet. |
| Yard.....0.9144 meter. | Do.....1.0936 yards. |
| Mile.....1.6093 kilometers. | Kilometer.....0.6214 mile. |
| Nautical mile.....1.852 kilometers. | Do.....0.5399 nautical mile. |
| League.....5.556 kilometers. | Do.....0.1799 league. |
| Square inch.....6.452 square centimeters. | Square centimeter.....0.155 square inch. |
| Square foot.....0.0929 square meter. | Square meter.....10.7639 square feet. |
| Square yard.....0.836 square meter. | Do.....1.196 square yards. |
| Acre.....0.4047 hectare. | Hectare.....2.471 acres. |
| Square mile.....259 hectares. | Do.....0.0039 square mile. |
| Cubic inch.....16.39 cubic centimeters. | Cubic centimeter.....0.06 cubic inch. |
| Cubic foot.....0.0283 cubic meter. | Cubic meter.....35.3146 cubic feet. |
| Cubic yard.....0.7646 cubic meter. | Do.....1.3079 cubic yards. |
| Cord.....128 cubic feet. | |
| Ounce (liquid).....29.574 milliliters. | Milliliter.....0.0338 ounce (liquid). |
| Pint (liquid).....473.176 milliliters. | Liter.....1.06 quarts (liquid). |
| Quart (liquid).....946.35 milliliters. | Do.....0.26 gallon (liquid). |
| Gallon (liquid).....3.79 liters. | Do.....0.91 quart (dry). |
| Pint (dry).....550.61 milliliters. | Do.....0.23 gallon (dry). |
| Quart (dry).....1101 milliliters. | Do.....0.1135 peck. |
| Quart, imperial.....1137 milliliters. | Do.....0.028 bushel. |
| 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 ¹64,799 milligrams. | Gram.....0.04 ounce. |
| Ounce ²28.35 grams. | Do.....0.032 troy ounce. |
| Ounce, troy ³31.103 grams. | Kilogram.....2.20 pounds. |
| Pound ²0.4536 kilogram. | |
| Pound, troy.....12 troy ounces. | |
| Ton, short.....907.185 kilograms. | |
| Do.....2,000 pounds. | |
| Ton, metric.....1,000 kilograms. | |
| Do.....2,204.6 pounds. | |
| Ton, long.....1,016.047 kilograms. | |
| Do.....2,240 pounds. | |

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

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

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

Measurement Conversion

| Fraction | Decimal inches | Millimeters | Picas | Points | Fraction | 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. |
| | New England | Cumberland Mountain. 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. |
| | Basin and Range | 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 ¹

| | |
|---|--|
| Black Hills Meridian and Base Line. (South Dakota) | New Mexico Principal Meridian and Base Line. (New Mexico-Colorado) |
| Boise Meridian and Base Line. (Idaho) | Point of Beginning and Geographer's Line. (Ohio) |
| Chickasaw Meridian and Base Line. (Mississippi-Tennessee) | Principal Meridian and Base Line. (Montana) |
| Choctaw Meridian and Base Line. (Mississippi) | Salt Lake Meridian and Base Line. (Utah) |
| Cimarron Meridian and Base Line. (Oklahoma) | San Bernardino Meridian and Base Line. (California-Nevada) |
| Copper River Meridian and Base Line. (Alaska) | Second Principal Meridian and Base Line. (Illinois-Indiana) |
| Fairbanks Meridian and Base Line. (Alaska) | Seward Principal Meridian and Base Line. (Alaska) |
| Fifth Principal Meridian and Base Line. (Arkansas-Iowa-Minnesota-Missouri-North Dakota-South Dakota) | Sixth Principal Meridian and Base Line. (Colorado-Kansas-Nebraska-South Dakota-Wyoming) |
| First Principal Meridian and Base Line. (Ohio-Indiana) | St. Helena Meridian and Base Line. (Louisiana) |
| Fourth Principal Meridian and Base Line. (Illinois) | St. Stephens Meridian and Base Line. (Alabama-Mississippi) |
| Fourth Principal Meridian and Base Line Wisconsin. (Minnesota-Wisconsin) | Tallahassee Meridian and Base Line. (Florida) |
| Gila and Salt River Meridian and Base Line. (Arizona) | Third Principal Meridian and Base Line. (Illinois) |
| Humboldt Meridian and Base Line. (California) | Uintah Special Meridian and Base Line. (Utah) |
| Huntsville Meridian and Base Line. (Alabama-Mississippi) | Umiat Principal Meridian and Base Line. (Alaska) |
| Indian Meridian and Base Line. (Oklahoma) | Ute Principal Meridian and Base Line. (Colorado) |
| Kateel River Principal Meridian and Base Line. (Alaska) | Washington Meridian and Base Line. (Mississippi) |
| Louisiana Meridian and Base Line. (Louisiana-Texas) | Willamette Meridian and Base Line. (Oregon-Washington) |
| Michigan Meridian and Base Line. (Michigan-Ohio) | Wind River Meridian and Base Line. (Wyoming) |
| Mount Diablo Meridian and Base Line. (California-Nevada) | |
| Navajo Meridian and Base Line. (Arizona-New Mexico) | |

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

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

| | |
|--|---------------------------------------|
| Between the Miamiis, north of Symmes Purchase. (Ohio) | Scioto River Base. (Ohio) |
| Muskingum River Survey. (Ohio) | Twelve-Mile-Square Reserve. (Ohio) |
| Ohio River Base. (Indiana) | United States Military Survey. (Ohio) |
| Ohio River Survey. (Ohio) | West of the Great Miami. (Ohio) |

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

Sources: Manual of Instructions for the Survey of the Public Lands of the United States, Bureau of Land Management, GPO; Initial Points of the Rectangular Survey System, C. Albert White, 1996.

See <http://www.blm.gov/wo/st/en/prog/more/cadastralsurvey.html> for more information on principal meridians and base lines.

Major Rivers of the World

| River | Length (in miles) | River | Length (in miles) |
|--------------------------|----------------------|----------------------------------|----------------------|
| Nile (Africa) | 4,160 | MacKenzie (Canada) | 2,635 |
| Amazon (S. America)..... | 4,000 | Mekong (Vietnam)..... | 2,600 |
| Yangtze (China) | 3,964 | Niger (Africa) | 2,590 |
| Yellow (China)..... | 3,395 | Yenisey (Russia) | 2,543 |
| Ob-Irtysh (Russia) | 3,362 | Missouri (U.S.) | 2,540 |
| Amur (Asia) | 2,744 | Parana (S. America) | 2,485 |
| Lena (Russia)..... | 2,734 | Mississippi (U.S.) | 2,340 |
| Congo (Africa)..... | 2,718 | Murray-Darling (Australia) | 2,310 |

NOTE.—Information compiled from numerous public domain Web sites; references cite different lengths for the same river depending on origin.

Major Rivers of the United States

| River | Length (in miles) | River | Length (in miles) |
|--------------------|----------------------|----------------|----------------------|
| Missouri..... | 2,540 | Ohio..... | 1,310 |
| Mississippi..... | 2,340 | Red | 1,290 |
| Yukon | 1,980 | Brazos | 1,280 |
| Rio Grande | 1,900 | Columbia | 1,240 |
| St. Lawrence | 1,900 | Snake..... | 1,040 |
| Arkansas | 1,460 | Platte | 990 |
| Colorado | 1,450 | Pecos | 926 |
| Atchafalaya..... | 1,420 | Canadian..... | 906 |

Source: Information courtesy of the U.S. Geological Survey; see <http://ga.water.usgs.gov/edu/riversofworld.html>.

States, capitals, and counties

The following includes parishes, boroughs, census divisions, districts, islands, municipalities, and “municipios” of the 50 States, U.S. possessions, and territories. County totals include city counties as defined by the National Association of Counties. See www.naco.org for more information.

ALABAMA (AL) (67 counties)

Capital: Montgomery

| | | | | |
|----------|-----------|------------|------------|------------|
| Autauga | Cleburne | Fayette | Lowndes | Russell |
| Baldwin | Coffee | Franklin | Macon | St. Clair |
| Barbour | Colbert | Geneva | Madison | Shelby |
| Bibb | Conecuh | Greene | Marengo | Sumter |
| Blount | Coosa | Hale | Marion | Talladega |
| Bullock | Covington | Henry | Marshall | Tallapoosa |
| Butler | Crenshaw | Houston | Mobile | Tuscaloosa |
| Calhoun | Cullman | Jackson | Monroe | Walker |
| Chambers | Dale | Jefferson | Montgomery | Washington |
| Cherokee | Dallas | Lamar | Morgan | Wilcox |
| Chilton | De Kalb | Lauderdale | Perry | Winston |
| Choctaw | Elmore | Lawrence | Pickens | |
| Clarke | Escambia | Lee | Pike | |
| Clay | Etowah | Limestone | Randolph | |

ALASKA (AK) (27 entities: 16 boroughs,* 11 census areas)

Capital: Juneau

| | | | |
|-----------------|------------------------|-------------------------------------|-------------------------|
| Aleutians East* | Juneau* | North Slope* | Wade Hampton |
| Aleutians West | Kenai Peninsula* | Northwest Arctic* | Wrangell- Petersburg |
| Anchorage* | Ketchikan Gateway* | Prince of Wales- Outer Ketchikan | Yakutat* |
| Bethel | | Sitka* | |
| Bristol Bay* | Kodiak Island* | Skagway-Hoonah- Angoon | Yukon-Koyukuk |
| Denali* | Lake and Peninsula* | | |
| Dillingham | | Southeast | |
| Fairbanks | Matanuska- Susitna* | Fairbanks | |
| North Star* | Nome | Valdez-Cordova | |
| Haines* | | | |

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 | Yuma |

ARKANSAS (AR) (75 counties)**Capital: Little Rock**

| | | | | |
|-----------|------------|--------------|-------------|-------------|
| Arkansas | Craighead | Howard | Miller | Randolph |
| Ashley | Crawford | Independence | Mississippi | St. Francis |
| Baxter | Crittenden | Izard | Monroe | Saline |
| Benton | Cross | Jackson | Montgomery | Scott |
| Boone | Dallas | Jefferson | Nevada | Searcy |
| Bradley | Desha | Johnson | Newton | Sebastian |
| Calhoun | Drew | Lafayette | Ouachita | Sevier |
| Carroll | Faulkner | Lawrence | Perry | Sharp |
| Chicot | Franklin | Lee | Phillips | Stone |
| Clark | Fulton | Lincoln | Pike | Union |
| Clay | Garland | Little River | Poinsett | Van Buren |
| Cleburne | Grant | Logan | Polk | Washington |
| Cleveland | Greene | Lonoke | Pope | White |
| Columbia | Hempstead | Madison | Prairie | Woodruff |
| Conway | Hot Spring | Marion | Pulaski | Yell |

CALIFORNIA (CA) (58 counties)**Capital: Sacramento**

| | | | | |
|--------------|-------------|----------------|---------------|------------|
| Alameda | Imperial | Modoc | San Diego | Solano |
| Alpine | Inyo | Mono | San Francisco | Sonoma |
| Amador | Kern | Monterey | San Joaquin | Stanislaus |
| Butte | Kings | Napa | San Luis | Sutter |
| Calaveras | Lake | Nevada | Obispo | Tehama |
| Colusa | Lassen | Orange | San Mateo | Trinity |
| Contra Costa | Los Angeles | Placer | Santa Barbara | Tulare |
| Del Norte | Madera | Plumas | Santa Clara | Tuolumne |
| El Dorado | Marin | Riverside | Santa Cruz | Ventura |
| Fresno | Mariposa | Sacramento | Shasta | Yolo |
| Glenn | Mendocino | San Benito | Sierra | Yuba |
| Humboldt | Merced | San Bernardino | Siskiyou | |

COLORADO (CO) (64 counties)**Capital:** Denver

| | | | | |
|-------------|----------|------------|-----------|------------|
| Adams | Crowley | Gunnison | Mesa | Rio Blanco |
| Alamosa | Custer | Hinsdale | Mineral | Rio Grande |
| Arapahoe | Delta | Huerfano | Moffat | Routt |
| Archuleta | Denver | Jackson | Montezuma | Saguache |
| Baca | Dolores | Jefferson | Montrose | San Juan |
| Bent | Douglas | Kiowa | Morgan | San Miguel |
| Boulder | Eagle | Kit Carson | Otero | Sedgwick |
| Broomfield | El Paso | La Plata | Ouray | Summit |
| Chaffee | Elbert | Lake | Park | Teller |
| Cheyenne | Fremont | Larimer | Phillips | Washington |
| Clear Creek | Garfield | Las Animas | Pitkin | Weld |
| Conejos | Gilpin | Lincoln | Prowers | Yuma |
| Costilla | Grand | Logan | Pueblo | |

CONNECTICUT (CT) (8 counties)**Capital:** Hartford

| | | | |
|-----------|------------|------------|---------|
| Fairfield | Litchfield | New Haven | Tolland |
| Hartford | Middlesex | New London | Windham |

DELAWARE (DE) (3 counties)**Capital:** Dover

| | | |
|------|------------|--------|
| Kent | New Castle | Sussex |
|------|------------|--------|

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 | Calhoun | De Soto | Gadsden | Hendry |
| Baker | Charlotte | Dixie | Gilchrist | Hernando |
| Bay | Citrus | Duval | Glades | Highlands |
| Bradford | Clay | Escambia | Gulf | Hillsborough |
| Brevard | Collier | Flagler | Hamilton | Holmes |
| Broward | Columbia | Franklin | Hardee | Indian River |

| | | | | |
|-----------|------------|------------|------------|------------|
| Jackson | Madison | Okeechobee | Putnam | Suwannee |
| Jefferson | Manatee | Orange | St. Johns | Taylor |
| Lafayette | Marion | Osceola | St. Lucie | Union |
| Lake | Martin | Palm Beach | Santa Rosa | Volusia |
| Lee | Miami-Dade | Pasco | Sarasota | Wakulla |
| Leon | Monroe | Pinellas | Seminole | Walton |
| Levy | Nassau | Polk | Sumter | Washington |
| Liberty | Okaloosa | | | |

GEORGIA (GA) (159 counties)**Capital: Atlanta**

| | | | | |
|---------------|-----------|------------|------------|------------|
| Appling | Cobb | Grady | McDuffie | Sumter |
| Atkinson | Coffee | Greene | McIntosh | Talbot |
| Bacon | Colquitt | Gwinnett | Meriwether | Taliaferro |
| Baker | Columbia | Habersham | Miller | Tattnall |
| Baldwin | Cook | Hall | Mitchell | Taylor |
| Banks | Coweta | Hancock | Monroe | Telfair |
| Barrow | Crawford | Haralson | Montgomery | Terrell |
| Bartow | Crisp | Harris | Morgan | Thomas |
| Ben Hill | Dade | Hart | Murray | Tift |
| Berrien | Dawson | Heard | Muscogee | Toombs |
| Bibb | Decatur | Henry | Newton | Towns |
| Bleckley | De Kalb | Houston | Oconee | Treutlen |
| Brantley | Dodge | Irwin | Oglethorpe | Troup |
| Brooks | 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 | Macon | Spalding | Wilkinson |
| Clayton | Glynn | Madison | Stephens | Worth |
| Clinch | Gordon | Marion | Stewart | |

GUAM (GU) (single entity)**Capital: Agana****HAWAII (HI) (4 counties)****Capital: Honolulu**

Hawaii

Honolulu

Kauai

Maui

IDAHO (ID) (44 counties)**Capital: Boise**

| | | | | |
|-----------|------------|-----------|-----------|------------|
| Ada | Bonneville | Custer | Kootenai | Owyhee |
| Adams | Boundary | Elmore | Latah | Payette |
| Bannock | Butte | Franklin | Lemhi | Power |
| Bear Lake | Camas | Fremont | Lewis | Shoshone |
| Benewah | Canyon | Gem | Lincoln | Teton |
| Bingham | Caribou | Gooding | Madison | Twin Falls |
| Blaine | Cassia | Idaho | Minidoka | Valley |
| Boise | Clark | Jefferson | Nez Perce | Washington |
| Bonner | Clearwater | Jerome | Oneida | |

ILLINOIS (IL) (102 counties)**Capital: Springfield**

| | | | | |
|------------|-----------|------------|-------------|------------|
| Adams | DuPage | Jo Daviess | McHenry | Saline |
| Alexander | Edgar | Johnson | McLean | Sangamon |
| Bond | Edwards | Kane | Menard | Schuyler |
| Boone | Effingham | Kankakee | Mercer | Scott |
| Brown | Fayette | Kendall | Monroe | Shelby |
| Bureau | Ford | Knox | Montgomery | Stark |
| Calhoun | Franklin | La Salle | Morgan | Stephenson |
| Carroll | Fulton | Lake | Moultrie | Tazewell |
| Cass | Gallatin | Lawrence | Ogle | Union |
| Champaign | Greene | Lee | Peoria | Vermilion |
| Christian | Grundy | Livingston | Perry | Wabash |
| Clark | Hamilton | Logan | Piatt | Warren |
| Clay | Hancock | Macon | Pike | Washington |
| Clinton | Hardin | Macoupin | Pope | Wayne |
| Coles | Henderson | Madison | Pulaski | White |
| Cook | Henry | Marion | Putnam | Whiteside |
| Crawford | Iroquois | Marshall | Randolph | Will |
| Cumberland | Jackson | Mason | Richland | Williamson |
| De Kalb | Jasper | Massac | Rock Island | Winnebago |
| De Witt | Jefferson | McDonough | St. Clair | Woodford |
| Douglas | Jersey | | | |

INDIANA (IN) (92 counties)**Capital:** Indianapolis

| | | | | |
|-------------|------------|------------|------------|-------------|
| Adams | Elkhart | Jefferson | Noble | Starke |
| Allen | Fayette | Jennings | Ohio | Steuben |
| Bartholomew | Floyd | Johnson | Orange | Sullivan |
| Benton | Fountain | Knox | Owen | Switzerland |
| Blackford | Franklin | Kosciusko | Parke | Tippecanoe |
| Boone | Fulton | La Porte | Perry | Tipton |
| Brown | Gibson | LaGrange | Pike | Union |
| Carroll | Grant | Lake | Porter | Vanderburgh |
| Cass | Greene | Lawrence | Posey | Vermillion |
| Clark | Hamilton | Madison | Pulaski | Vigo |
| Clay | Hancock | Marion | Putnam | Wabash |
| Clinton | Harrison | Marshall | Randolph | Warren |
| Crawford | Hendricks | Martin | Ripley | Warrick |
| Daviess | Henry | Miami | Rush | Washington |
| De Kalb | Howard | Monroe | St. Joseph | Wayne |
| Dearborn | Huntington | Montgomery | Scott | Wells |
| Decatur | Jackson | Morgan | Shelby | White |
| Delaware | Jasper | Newton | Spencer | Whitley |
| Dubois | Jay | | | |

IOWA (IA) (99 counties)**Capital:** Des Moines

| | | | | |
|-------------|------------|-----------|----------|---------------|
| Adair | Cherokee | Franklin | Johnson | Montgomery |
| Adams | Chickasaw | Fremont | Jones | Muscatine |
| Allamakee | Clarke | Greene | Keokuk | O'Brien |
| Appanoose | Clay | Grundy | Kossuth | Osceola |
| Audubon | Clayton | Guthrie | Lee | Page |
| Benton | Clinton | Hamilton | Linn | Palo Alto |
| Black Hawk | Crawford | Hancock | Louisa | Plymouth |
| Boone | Dallas | Hardin | Lucas | Pocahontas |
| Bremer | Davis | Harrison | Lyon | Polk |
| Buchanan | Decatur | Henry | Madison | Pottawattamie |
| Buena Vista | Delaware | Howard | Mahaska | Poweshiek |
| Butler | Des Moines | Humboldt | Marion | Ringgold |
| Calhoun | Dickinson | Ida | Marshall | Sac |
| Carroll | Dubuque | Iowa | Mills | Scott |
| Cass | Emmet | Jackson | Mitchell | Shelby |
| Cedar | Fayette | Jasper | Monona | Sioux |
| Cerro Gordo | Floyd | Jefferson | Monroe | Story |

| | | | | |
|--------|-----------|------------|------------|--------|
| Tama | Van Buren | Washington | Winnebago | Worth |
| Taylor | Wapello | Wayne | Winneshiek | Wright |
| Union | Warren | Webster | Woodbury | |

KANSAS (KS) (105 counties)**Capital: Topeka**

| | | | | |
|------------|-----------|-------------|--------------|------------|
| Allen | Doniphan | Jackson | Morris | Saline |
| Anderson | Douglas | Jefferson | Morton | Scott |
| Atchison | Edwards | Jewell | Nemaha | Sedgwick |
| Barber | Elk | Johnson | Neosho | Seward |
| Barton | Ellis | Kearny | Ness | Shawnee |
| Bourbon | Ellsworth | Kingman | Norton | Sheridan |
| Brown | Finney | Kiowa | Osage | Sherman |
| Butler | Ford | Labette | Osborne | Smith |
| Chase | Franklin | Lane | Ottawa | Stafford |
| Chautauqua | Geary | Leavenworth | Pawnee | Stanton |
| Cherokee | Gove | Lincoln | Phillips | Stevens |
| Cheyenne | Graham | Linn | Pottawatomie | Sumner |
| Clark | Grant | Logan | Pratt | Thomas |
| Clay | Gray | Lyon | Rawlins | Trego |
| Cloud | Greeley | Marion | Reno | Wabaunsee |
| Coffey | Greenwood | Marshall | Republic | Wallace |
| Comanche | Hamilton | McPherson | Rice | Washington |
| Cowley | Harper | Meade | Riley | Wichita |
| Crawford | Harvey | Miami | Rooks | Wilson |
| Decatur | Haskell | Mitchell | Rush | Woodson |
| Dickinson | Hodgeman | Montgomery | Russell | Wyandotte |

KENTUCKY (KY) (120 counties)**Capital: Frankfort**

| | | | | |
|----------|--------------|-----------|------------|----------|
| Adair | Boyd | Campbell | Crittenden | Franklin |
| Allen | Boyle | Carlisle | Cumberland | Fulton |
| Anderson | Bracken | Carroll | Daviess | Gallatin |
| Ballard | Breathitt | Carter | Edmonson | Garrard |
| Barren | Breckinridge | Casey | Elliott | Grant |
| Bath | Bullitt | Christian | Estill | Graves |
| Bell | Butler | Clark | Fayette | Grayson |
| Boone | Caldwell | Clay | Fleming | Green |
| Bourbon | Calloway | Clinton | Floyd | Greenup |

| | | | | |
|-----------|------------|------------|------------|------------|
| Hancock | Knox | Marshall | Nicholas | Shelby |
| Hardin | Larue | Martin | Ohio | Simpson |
| Harlan | Laurel | Mason | Oldham | Spencer |
| Harrison | Lawrence | McCracken | Owen | Taylor |
| Hart | Lee | McCreary | Owsley | Todd |
| Henderson | Leslie | McLean | Pendleton | Trigg |
| Henry | Letcher | Meade | Perry | Trimble |
| Hickman | Lewis | Menifee | Pike | Union |
| Hopkins | Lincoln | Mercer | Powell | Warren |
| Jackson | Livingston | Metcalfe | Pulaski | Washington |
| Jefferson | Logan | Monroe | Robertson | Wayne |
| Jessamine | Lyon | Montgomery | Rockcastle | Webster |
| Johnson | Madison | Morgan | Rowan | Whitley |
| Kenton | Magoffin | Muhlenberg | Russell | Wolfe |
| Knott | Marion | Nelson | Scott | Woodford |

LOUISIANA (LA) (64 parishes)**Capital: Baton Rouge**

| | | | | |
|------------|------------------|---------------|----------------------|------------------|
| Acadia | Concordia | La Salle | Red River | Tangipahoa |
| Allen | De Soto | Lafayette | Richland | Tensas |
| Ascension | East Baton Rouge | Lafourche | Sabine | Terrebonne |
| Assumption | East Carroll | Lincoln | St. Bernard | Union |
| Avoyelles | East Feliciana | Livingston | St. Charles | Vermilion |
| Beauregard | Evangeline | Madison | St. Helena | Vernon |
| Bienville | Franklin | Morehouse | St. James | Washington |
| Bossier | Grant | Natchitoches | St. John the Baptist | Webster |
| Caddo | Iberia | Orleans | St. Landry | West Baton Rouge |
| Calcasieu | Iberville | Ouachita | St. Martin | West Carroll |
| Caldwell | Jackson | Plaquemines | St. Mary | West Feliciana |
| Cameron | Jefferson | Pointe Coupee | St. Tammany | Winn |
| Catahoula | Jefferson Davis | Rapides | | |
| Claiborne | | | | |

MAINE (ME) (16 counties)**Capital: Augusta**

| | | | | |
|--------------|----------|-----------|-------------|------------|
| Androscoggin | Hancock | Lincoln | Piscataquis | Waldo |
| Aroostook | Kennebec | Oxford | Sagadahoc | Washington |
| Cumberland | Knox | Penobscot | Somerset | York |
| Franklin | | | | |

MARSHALL ISLANDS (MH) (33 municipalities)**Capital: Majuro**

| | | | | |
|--------------|----------|-----------|----------|---------|
| Ailinginae | Bokak | Kili | Mejit | Toke |
| Ailinglaplap | Ebon | Kwajalein | Mili | Ujae |
| Ailuk | Enewetak | Lae | Namorik | Ujelang |
| Arno | Erikub | Lib | Namu | Utirik |
| Aur | Jabat | Likiep | Rongelap | Wotho |
| Bikar | Jaluit | Majuro | Rongrik | Wotje |
| Bikini | Jemo | Maloelap | | |

MARYLAND (MD) (24 counties)**Capital: Annapolis**

| | | | | |
|----------------|------------|-----------|-----------------|------------|
| Allegany | Caroline | Frederick | Montgomery | Talbot |
| Anne Arundel | Carroll | Garrett | Prince George's | Washington |
| Baltimore | Cecil | Harford | Queen Anne's | Wicomico |
| Baltimore City | Charles | Howard | St. Mary's | Worcester |
| Calvert | Dorchester | Kent | Somerset | |

MASSACHUSETTS (MA) (14 counties)**Capital: Boston**

| | | | | |
|------------|----------|-----------|-----------|-----------|
| Barnstable | Dukes | Hampden | Nantucket | Suffolk |
| Berkshire | Essex | Hampshire | Norfolk | Worcester |
| Bristol | Franklin | Middlesex | Plymouth | |

MICHIGAN (MI) (83 counties)**Capital: Lansing**

| | | | | |
|---------|------------|-----------|------------|-------------|
| Alcona | Cass | Gogebic | Kalamazoo | Marquette |
| Alger | Charlevoix | Grand | Kalkaska | Mason |
| Allegan | Cheboygan | Traverse | Kent | Mecosta |
| Alpena | Chippewa | Gratiot | Keweenaw | Menominee |
| Antrim | Clare | Hillsdale | Lake | Midland |
| Arenac | Clinton | Houghton | Lapeer | Missaukee |
| Baraga | Crawford | Huron | Leelanau | Monroe |
| Barry | Delta | Ingham | Lenawee | Montcalm |
| Bay | Dickinson | Ionia | Livingston | Montmorency |
| Benzie | Eaton | Iosco | Luce | Muskegon |
| Berrien | Emmet | Iron | Mackinac | Newaygo |
| Branch | Genesee | Isabella | Macomb | Oakland |
| Calhoun | Gladwin | Jackson | Manistee | Oceana |

| | | | | |
|-----------|--------------|------------|-------------|-----------|
| Ogemaw | Otsego | Saginaw | Schoolcraft | Washtenaw |
| Ontonagon | Ottawa | St. Clair | Shiawassee | Wayne |
| Osceola | Presque Isle | St. Joseph | Tuscola | Wexford |
| Oscoda | Roscommon | Sanilac | Van Buren | |

MINNESOTA (MN) (87 counties)**Capital: St. Paul**

| | | | | |
|------------|-------------|-------------------|------------|------------|
| Aitkin | Dakota | Lac qui Parle | Norman | Sibley |
| Anoka | Dodge | Lake | Olmsted | Stearns |
| Becker | Douglas | Lake of the Woods | Otter Tail | Steele |
| Beltrami | Faribault | Le Sueur | Pennington | Stevens |
| Benton | Fillmore | Lincoln | Pine | Swift |
| Big Stone | Freeborn | Lyon | Pipestone | Todd |
| Blue Earth | Goodhue | Mahnomen | Polk | Traverse |
| Brown | Grant | Marshall | Pope | Wabasha |
| Carlton | Hennepin | Martin | Ramsey | Wadena |
| Carver | Houston | McLeod | Red Lake | Waseca |
| Cass | Hubbard | Meeker | Redwood | Washington |
| Chippewa | Isanti | Mille Lacs | Renville | Watsonwan |
| Chisago | Itasca | Morrison | Rice | Wilkin |
| Clay | Jackson | Mower | Rock | Winona |
| Clearwater | Kanabec | Murray | Roseau | Wright |
| Cook | Kandiyohi | Nicollet | St. Louis | Yellow |
| Cottonwood | Kittson | Nobles | Scott | Medicine |
| Crow Wing | Koochiching | | Sherburne | |

MISSISSIPPI (MS) (82 counties)**Capital: Jackson**

| | | | | |
|-----------|-----------|-----------------|------------|-------------|
| Adams | Clay | Hinds | Lamar | Montgomery |
| Alcorn | Coahoma | Holmes | Lauderdale | Neshoba |
| Amite | Copiah | Humphreys | Lawrence | Newton |
| Attala | Covington | Issaquena | Leake | Noxubee |
| Benton | DeSoto | Itawamba | Lee | Oktibbeha |
| Bolivar | Forrest | Jackson | Leflore | Panola |
| Calhoun | Franklin | Jasper | Lincoln | Pearl River |
| Carroll | George | Jefferson | Lowndes | Perry |
| Chickasaw | Greene | Jefferson Davis | Madison | Pike |
| Choctaw | Grenada | Jones | Marion | Pontotoc |
| Claiborne | Hancock | Kemper | Marshall | Prentiss |
| Clarke | Harrison | Lafayette | Monroe | Quitman |

| | | | | |
|---------|--------------|------------|------------|-----------|
| Rankin | Stone | Tishomingo | Warren | Wilkinson |
| Scott | Sunflower | Tunica | Washington | Winston |
| Sharkey | Tallahatchie | Union | Wayne | Yalobusha |
| Simpson | Tate | Walthall | Webster | Yazoo |
| Smith | Tippah | | | |

MISSOURI (MO) (115 counties)**Capital: Jefferson City**

| | | | | |
|----------------|-----------|-------------|-------------|----------------|
| Adair | Clay | Iron | Montgomery | St. Clair |
| Andrew | Clinton | Jackson | Morgan | St. Francois |
| Atchison | Cole | Jasper | New Madrid | St. Louis |
| Audrain | Cooper | Jefferson | Newton | St. Louis City |
| Barry | Crawford | Johnson | Nodaway | Ste. Genevieve |
| Barton | Dade | Knox | Oregon | Saline |
| Bates | Dallas | Laclede | Osage | Schuylerville |
| Benton | Daviess | Lafayette | Ozark | Scotland |
| Bollinger | DeKalb | Lawrence | Pemiscot | Scott |
| Boone | Dent | Lewis | Perry | Shannon |
| Buchanan | Douglas | Lincoln | Pettis | Shelby |
| Butler | Dunklin | Linn | Phelps | Stoddard |
| Caldwell | Franklin | Livingston | Pike | Stone |
| Callaway | Gasconade | Macon | Platte | Sullivan |
| Camden | Gentry | Madison | Polk | Taney |
| Cape Girardeau | Greene | Maries | Pulaski | Texas |
| Carroll | Grundy | Marion | Putnam | Vernon |
| Carter | Harrison | McDonald | Ralls | Warren |
| Cass | Henry | Mercer | Randolph | Washington |
| Cedar | Hickory | Miller | Ray | Wayne |
| Chariton | Holt | Mississippi | Reynolds | Webster |
| Christian | Howard | Moniteau | Ripley | Worth |
| Clark | Howell | Monroe | St. Charles | Wright |

MONTANA (MT) (56 counties)**Capital: Helena**

| | | | | |
|------------|------------|----------|------------|----------|
| Beaverhead | Broadwater | Cascade | Daniels | Fallon |
| Big Horn | Carbon | Chouteau | Dawson | Fergus |
| Blaine | Carter | Custer | Deer Lodge | Flathead |

| | | | | |
|---------------|-----------------|--------------|------------|-------------|
| Gallatin | Lewis and Clark | Musselshell | Ravalli | Sweet Grass |
| Garfield | Liberty | Park | Richland | Teton |
| Glacier | Lincoln | Petroleum | Roosevelt | Toole |
| Golden Valley | Madison | Phillips | Rosebud | Treasure |
| Granite | McCone | Pondera | Sanders | Valley |
| Hill | Meagher | Powder River | Sheridan | Wheatland |
| Jefferson | Mineral | Powell | Silver Bow | Wibaux |
| Judith Basin | Missoula | Prairie | Stillwater | Yellowstone |
| Lake | | | | |

NEBRASKA (NE) (93 counties)**Capital: Lincoln**

| | | | | |
|-----------|----------|-----------|------------|--------------|
| Adams | Cuming | Greeley | Loup | Sarpy |
| Antelope | Custer | Hall | Madison | Saunders |
| Arthur | Dakota | Hamilton | McPherson | Scotts Bluff |
| Banner | Dawes | Harlan | Merrick | Seward |
| Blaine | Dawson | Hayes | Morrill | Sheridan |
| Boone | Deuel | Hitchcock | Nance | Sherman |
| Box Butte | Dixon | Holt | Nemaha | Sioux |
| Boyd | Dodge | Hooker | Nuckolls | Stanton |
| Brown | Douglas | Howard | Otoe | Thayer |
| Buffalo | Dundy | Jefferson | Pawnee | Thomas |
| Burt | Fillmore | Johnson | Perkins | Thurston |
| Butler | Franklin | Kearney | Phelps | Valley |
| Cass | Frontier | Keith | Pierce | Washington |
| Cedar | Furnas | Keya Paha | Platte | Wayne |
| Chase | Gage | Kimball | Polk | Webster |
| Cherry | Garden | Knox | Red Willow | Wheeler |
| Cheyenne | Garfield | Lancaster | Richardson | York |
| Clay | Gosper | Lincoln | Rock | |
| Colfax | Grant | Logan | Saline | |

NEVADA (NV) (17 counties)**Capital: Carson City**

| | | | | |
|-------------|-----------|---------|----------|------------|
| Carson City | Elko | Lander | Mineral | Storey |
| Churchill | Esmeralda | Lincoln | Nye | Washoe |
| Clark | Eureka | Lyon | Pershing | White Pine |
| Douglas | Humboldt | | | |

NEW HAMPSHIRE (NH) (10 counties)**Capital: Concord**

| | | | | |
|---------|----------|--------------|------------|-----------|
| Belknap | Cheshire | Grafton | Merrimack | Strafford |
| Carroll | Coos | Hillsborough | Rockingham | Sullivan |

NEW JERSEY (NJ) (21 counties)**Capital: Trenton**

| | | | | |
|------------|------------|-----------|---------|----------|
| Atlantic | Cumberland | Hunterdon | Morris | Somerset |
| Bergen | Essex | Mercer | Ocean | Sussex |
| Burlington | Gloucester | Middlesex | Passaic | Union |
| Camden | Hudson | Monmouth | Salem | Warren |
| Cape May | | | | |

NEW MEXICO (NM) (33 counties)**Capital: Santa Fe**

| | | | | |
|------------|-----------|------------|------------|----------|
| Bernalillo | Dona Ana | Lincoln | Rio Arriba | Sierra |
| Catron | Eddy | Los Alamos | Roosevelt | Socorro |
| Chaves | Grant | Luna | San Juan | Taos |
| Cibola | Guadalupe | McKinley | San Miguel | Torrance |
| Colfax | Harding | Mora | Sandoval | Union |
| Curry | Hidalgo | Otero | Santa Fe | Valencia |
| De Baca | Lea | Quay | | |

NEW YORK (NY) (62 counties)**Capital: Albany**

| | | | | |
|-------------|------------|------------|--------------|-------------|
| Albany | Dutchess | Madison | Otsego | Steuben |
| Allegany | Erie | Monroe | Putnam | Suffolk |
| Bronx | Essex | Montgomery | Queens | Sullivan |
| Broome | Franklin | Nassau | Rensselaer | Tioga |
| Cattaraugus | Fulton | New York | Richmond | Tompkins |
| Cayuga | Genesee | Niagara | Rockland | Ulster |
| Chautauqua | Greene | Oneida | St. Lawrence | Warren |
| Chemung | Hamilton | Onondaga | Saratoga | Washington |
| Chenango | Herkimer | Ontario | Schenectady | Wayne |
| Clinton | Jefferson | Orange | Schoharie | Westchester |
| Columbia | Kings | Orleans | Schuyler | Wyoming |
| Cortland | Lewis | Oswego | Seneca | Yates |
| Delaware | Livingston | | | |

NORTH CAROLINA (NC) (100 counties)**Capital:** Raleigh

| | | | | |
|-----------|------------|-------------|-------------|--------------|
| Alamance | Chowan | Guilford | Mitchell | Rutherford |
| Alexander | Clay | Halifax | Montgomery | Sampson |
| Alleghany | Cleveland | Harnett | Moore | Scotland |
| Anson | Columbus | Haywood | Nash | Stanly |
| Ashe | Craven | Henderson | New Hanover | Stokes |
| Avery | Cumberland | Hertford | Northampton | Surry |
| Beaufort | Currituck | Hoke | Onslow | Swain |
| Bertie | Dare | Hyde | Orange | Transylvania |
| Bladen | Davidson | Iredell | Pamlico | Tyrrell |
| Brunswick | Davie | Jackson | Pasquotank | Union |
| Buncombe | Duplin | Johnston | Pender | Vance |
| Burke | Durham | Jones | Perquimans | Wake |
| Cabarrus | Edgecombe | Lee | Person | Warren |
| Caldwell | Forsyth | Lenoir | Pitt | Washington |
| Camden | Franklin | Lincoln | Polk | Watauga |
| Carteret | Gaston | Macon | Randolph | Wayne |
| Caswell | Gates | Madison | Richmond | Wilkes |
| Catawba | Graham | Martin | Robeson | Wilson |
| Chatham | Granville | McDowell | Rockingham | Yadkin |
| Cherokee | Greene | Mecklenburg | Rowan | Yancey |

NORTH DAKOTA (ND) (53 counties)**Capital:** Bismarck

| | | | | |
|-----------|---------------|-----------|----------|----------|
| Adams | Divide | LaMoure | Pembina | Stark |
| Barnes | Dunn | Logan | Pierce | Steele |
| Benson | Eddy | McHenry | Ramsey | Stutsman |
| Billings | Emmons | McIntosh | Ransom | Towner |
| Bottineau | Foster | McKenzie | Renville | 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 | Sandusky |
| Allen | Defiance | Holmes | Monroe | Scioto |
| Ashland | Delaware | Huron | Montgomery | Seneca |
| Ashtabula | Erie | Jackson | Morgan | Shelby |
| Athens | Fairfield | Jefferson | Morrow | Stark |
| Auglaize | Fayette | Knox | Muskingum | Summit |
| Belmont | Franklin | Lake | Noble | Trumbull |
| Brown | Fulton | Lawrence | Ottawa | Tuscarawas |
| Butler | Gallia | Licking | Paulding | Union |
| Carroll | Geauga | Logan | Perry | Van Wert |
| Champaign | Greene | Lorain | Pickaway | Vinton |
| Clark | Guernsey | Lucas | Pike | Warren |
| Clermont | Hamilton | Madison | Portage | Washington |
| Clinton | Hancock | Mahoning | Preble | Wayne |
| Columbiana | Hardin | Marion | Putnam | Williams |
| Coshocton | Harrison | Medina | Richland | Wood |
| Crawford | Henry | Meigs | Ross | Wyandot |
| Cuyahoga | Highland | Mercer | | |

OKLAHOMA (OK) (77 counties)**Capital: Oklahoma City**

| | | | | |
|-----------|----------|------------|-----------|--------------|
| Adair | Coal | Harmon | Love | Osage |
| Alfalfa | Comanche | Harper | Major | Ottawa |
| Atoka | Cotton | Haskell | Marshall | Pawnee |
| Beaver | Craig | Hughes | Mayes | Payne |
| Beckham | Creek | Jackson | McClain | Pittsburg |
| Blaine | Custer | Jefferson | McCurtain | Pontotoc |
| Bryan | Delaware | Johnston | McIntosh | Pottawatomie |
| Caddo | Dewey | Kay | Murray | Pushmataha |
| Canadian | Ellis | Kingfisher | Muskogee | Roger Mills |
| Carter | Garfield | Kiowa | Noble | Rogers |
| Cherokee | Garvin | Latimer | Nowata | Seminole |
| Choctaw | Grady | Le Flore | Okfuskee | Sequoyah |
| Cimarron | Grant | Lincoln | Oklahoma | Stephens |
| Cleveland | Greer | Logan | Omulgee | Texas |

| | | | | |
|---------|------------|---------|-------|----------|
| Tillman | Wagoner | Washita | Woods | Woodward |
| Tulsa | Washington | | | |

OREGON (OR) (36 counties)**Capital:** Salem

| | | | | |
|-----------|------------|-----------|-----------|------------|
| Baker | Deschutes | Jefferson | Malheur | Umatilla |
| Benton | Douglas | Josephine | Marion | Union |
| Clackamas | Gilliam | Klamath | Morrow | Wallowa |
| Clatsop | Grant | Lake | Multnomah | Wasco |
| Columbia | Harney | Lane | Polk | Washington |
| Coos | Hood River | Lincoln | Sherman | Wheeler |
| Crook | Jackson | Linn | Tillamook | Yamhill |
| Curry | | | | |

PALAU (PW) (16 States)**Capital:** Melekeok

| | | | | |
|-----------|----------|-------------|--------------|----------|
| Aimeliik | Kayangel | Ngaraard | Ngatpang | Ngiwal |
| Airai | Koror | Ngarchelong | Ngchesar | Peleliu |
| Angaur | Melekeok | Ngardmau | Ngeremlengui | Sonsorol |
| Hatohobei | | | | |

PENNSYLVANIA (PA) (67 counties)**Capital:** Harrisburg

| | | | | |
|-----------|------------|------------|----------------|--------------|
| Adams | Chester | Fulton | McKean | Snyder |
| Allegheny | Clarion | Greene | Mercer | Somerset |
| Armstrong | Clearfield | Huntingdon | Mifflin | Sullivan |
| Beaver | Clinton | Indiana | Monroe | Susquehanna |
| Bedford | Columbia | Jefferson | Montgomery | Tioga |
| Berks | Crawford | Juniata | Montour | Union |
| Blair | Cumberland | Lackawanna | Northampton | Venango |
| Bradford | Dauphin | Lancaster | Northumberland | Warren |
| Bucks | Delaware | Lawrence | Perry | Washington |
| Butler | Elk | Lebanon | Philadelphia | Wayne |
| Cambria | Erie | Lehigh | Pike | Westmoreland |
| Cameron | Fayette | Luzerne | Potter | Wyoming |
| Carbon | Forest | Lycoming | Schuylkill | York |
| Centre | Franklin | | | |

PUERTO RICO (PR) (78 municipios)**Capital: San Juan**

| | | | | |
|--------------|------------|-------------|---------------|---------------|
| Adjuntas | Cataño | Gurabo | Maunabo | San Germán |
| Aguada | Cayey | Hatillo | Mayagüez | San Juan |
| Aguadilla | Ceiba | Hormigueros | Moca | San Lorenzo |
| Aguas Buenas | Ciales | Humacao | Morovis | San Sebastián |
| Aibonito | Cidra | Isabela | Naguabo | Santa Isabel |
| Añasco | Coamo | Jayuya | Naranjito | Toa Alta |
| Arecibo | Comerío | Juana Díaz | Orocovis | Toa Baja |
| Arroyo | Corozal | Juncos | Patillas | Trujillo Alto |
| Barceloneta | Culebra | Lajas | Peñuelas | Utuado |
| Barranquitas | Dorado | Lares | Ponce | Vega Alta |
| Bayamón | Fajardo | Las Marías | Quebradillas | Vega Baja |
| Cabo Rojo | Florida | Las Piedras | Rincón | Vieques |
| Caguas | Guánica | Loíza | Río Grande | Villalba |
| Camuy | Guayama | Luquillo | Sabana Grande | Yabucoa |
| Canóvanas | Guayanilla | Manatí | Salinas | Yauco |
| Carolina | Guaynabo | Maricao | | |

RHODE ISLAND (RI) (5 counties)**Capital: Providence**

| | | | | |
|---------|------|---------|------------|------------|
| Bristol | Kent | Newport | Providence | Washington |
|---------|------|---------|------------|------------|

SOUTH CAROLINA (SC) (46 counties)**Capital: Columbia**

| | | | | |
|------------|--------------|------------|-----------|--------------|
| Abbeville | Cherokee | Fairfield | Lancaster | Orangeburg |
| Aiken | Chester | Florence | Laurens | Pickens |
| Allendale | Chesterfield | Georgetown | Lee | Richland |
| Anderson | Clarendon | Greenville | Lexington | Saluda |
| Bamberg | Colleton | Greenwood | Marion | Spartanburg |
| Barnwell | Darlington | Hampton | Marlboro | Sumter |
| Beaufort | Dillon | Horry | McCormick | Union |
| Berkeley | Dorchester | Jasper | Newberry | Williamsburg |
| Calhoun | Edgefield | Kershaw | Oconee | York |
| Charleston | | | | |

SOUTH DAKOTA (SD) (66 counties)**Capital: Pierre**

| | | | | |
|--------|-----------|-----------|---------|----------|
| Aurora | Bennett | Brookings | Brule | Butte |
| Beadle | Bon Homme | Brown | Buffalo | Campbell |

| | | | | |
|-------------|------------|-----------|------------|----------|
| Charles Mix | Fall River | Hyde | McPherson | Shannon |
| Clark | Faulk | Jackson | Meade | Spink |
| Clay | Grant | Jerauld | Mellette | Stanley |
| Codington | Gregory | Jones | Miner | Sully |
| Corson | Haakon | Kingsbury | Minnehaha | Todd |
| Custer | Hamlin | Lake | Moody | Tripp |
| Davison | Hand | Lawrence | Pennington | Turner |
| Day | Hanson | Lincoln | Perkins | Union |
| Deuel | Harding | Lyman | Potter | Walworth |
| Dewey | Hughes | Marshall | Roberts | Yankton |
| Douglas | Hutchinson | McCook | Sanborn | Ziebach |
| Edmunds | | | | |

TENNESSEE (TN) (95 counties)**Capital: Nashville**

| | | | | |
|------------|----------|------------|------------|------------|
| Anderson | Decatur | Henderson | Maury | Sequatchie |
| Bedford | DeKalb | Henry | McMinn | Sevier |
| Benton | Dickson | Hickman | McNairy | Shelby |
| Bledsoe | Dyer | Houston | Meigs | Smith |
| Blount | Fayette | Humphreys | Monroe | Stewart |
| Bradley | Fentress | Jackson | Montgomery | Sullivan |
| Campbell | Franklin | Jefferson | Moore | Sumner |
| Cannon | Gibson | Johnson | Morgan | Tipton |
| Carroll | Giles | Knox | Obion | Trousdale |
| Carter | Grainger | Lake | Overton | Unicoi |
| Cheatham | Greene | Lauderdale | Perry | Union |
| Chester | Grundy | Lawrence | Pickett | Van Buren |
| Claiborne | Hamblen | Lewis | Polk | Warren |
| Clay | Hamilton | Lincoln | Putnam | Washington |
| Cocke | Hancock | Loudon | Rhea | Wayne |
| Coffee | Hardeman | Macon | Roane | Weakley |
| Crockett | Hardin | Madison | Robertson | White |
| Cumberland | Hawkins | Marion | Rutherford | Williamson |
| Davidson | Haywood | Marshall | Scott | Wilson |

TEXAS (TX) (254 counties)**Capital: Austin**

| | | | | |
|----------|-----------|---------|--------|----------|
| Anderson | Archer | Bailey | Bee | Borden |
| Andrews | Armstrong | Bandera | Bell | Bosque |
| Angelina | Atascosa | Bastrop | Bexar | Bowie |
| Aransas | Austin | Baylor | Blanco | Brazoria |

| | | | | |
|---------------|-----------|------------|-------------|---------------|
| Brazos | Dimmit | Henderson | Llano | Real |
| Brewster | Donley | Hidalgo | Loving | Red River |
| Briscoe | Duval | Hill | Lubbock | Reeves |
| Brooks | Eastland | Hockley | Lynn | Refugio |
| Brown | Ector | Hood | Madison | Roberts |
| Burleson | Edwards | Hopkins | Marion | Robertson |
| Burnet | El Paso | Houston | Martin | Rockwall |
| Caldwell | Ellis | Howard | Mason | Runnels |
| Calhoun | Erath | Hudspeth | Matagorda | Rusk |
| Callahan | Falls | Hunt | Maverick | Sabine |
| Cameron | Fannin | Hutchinson | McCulloch | San Augustine |
| Camp | Fayette | Irion | McLennan | San Jacinto |
| Carson | Fisher | Jack | McMullen | San Patricio |
| Cass | Floyd | Jackson | Medina | San Saba |
| Castro | Foard | Jasper | Menard | Schleicher |
| Chambers | Fort Bend | Jeff Davis | Midland | Scurry |
| Cherokee | Franklin | Jefferson | Milam | Shackelford |
| Childress | Freestone | Jim Hogg | Mills | Shelby |
| Clay | Frio | Jim Wells | Mitchell | Sherman |
| Cochran | Gaines | Johnson | Montague | Smith |
| Coke | Galveston | Jones | Montgomery | Somervell |
| Coleman | Garza | Karnes | Moore | Starr |
| Collin | Gillespie | Kaufman | Morris | Stephens |
| Collingsworth | Glasscock | Kendall | Motley | Sterling |
| Colorado | Goliad | Kenedy | Nacogdoches | Stonewall |
| Comal | Gonzales | Kent | Navarro | Sutton |
| Comanche | Gray | Kerr | Newton | Swisher |
| Concho | Grayson | Kimble | Nolan | Tarrant |
| Cooke | Gregg | King | Nueces | Taylor |
| Coryell | Grimes | Kinney | Ochiltree | Terrell |
| Cottle | Guadalupe | Kleberg | Oldham | Terry |
| Crane | Hale | Knox | Orange | Throckmorton |
| Crockett | Hall | La Salle | Palo Pinto | Titus |
| Crosby | Hamilton | Lamar | Panola | Tom Green |
| Culberson | Hansford | Lamb | Parker | Travis |
| Dallam | Hardeman | Lampasas | Parmer | Trinity |
| Dallas | Hardin | Lavaca | Pecos | Tyler |
| Dawson | Harris | Lee | Polk | Upshur |
| Deaf Smith | Harrison | Leon | Potter | Upton |
| Delta | Hartley | Liberty | Presidio | Uvalde |
| Denton | Haskell | Limestone | Rains | Val Verde |
| DeWitt | Hays | Lipscomb | Randall | Van Zandt |
| Dickens | Hemphill | Live Oak | Reagan | Victoria |

| | | | | |
|------------|---------|------------|---------|--------|
| Walker | Webb | Wilbarger | Winkler | Young |
| Waller | Wharton | Willacy | Wise | Zapata |
| Ward | Wheeler | Williamson | Wood | Zavala |
| Washington | Wichita | Wilson | Yoakum | |

UTAH (UT) (29 counties)**Capital:** Salt Lake City

| | | | | |
|-----------|----------|-----------|----------|------------|
| Beaver | Duchesne | Kane | San Juan | Utah |
| Box Elder | Emery | Millard | Sanpete | Wasatch |
| Cache | Garfield | Morgan | Sevier | Washington |
| Carbon | Grand | Piute | Summit | Wayne |
| Daggett | Iron | Rich | Tooele | Weber |
| Davis | Juab | Salt Lake | Uintah | |

VERMONT (VT) (14 counties)**Capital:** Montpelier

| | | | | |
|------------|------------|------------|------------|---------|
| Addison | Chittenden | Grand Isle | Orleans | Windham |
| Bennington | Essex | Lamoille | Rutland | Windsor |
| Caledonia | Franklin | Orange | Washington | |

VIRGIN ISLANDS (VI) (3 islands)**Capital:** Charlotte Amalie

| | | |
|-----------|----------|------------|
| St. Croix | St. John | St. Thomas |
|-----------|----------|------------|

VIRGINIA (VA) (95 counties)**Capital:** Richmond

| | | | | |
|------------|--------------|------------|----------------|----------------|
| Accomack | Buckingham | Fairfax | Henrico | Mathews |
| Albemarle | Campbell | Fauquier | Henry | Mecklenburg |
| Alleghany | Caroline | Floyd | Highland | Middlesex |
| Amelia | Carroll | Fluvanna | Isle of Wight | Montgomery |
| Amherst | Charles City | Franklin | James City | Nelson |
| Appomattox | Charlotte | Frederick | King and Queen | New Kent |
| Arlington | Chesterfield | Giles | King George | Northampton |
| Augusta | Clarke | Gloucester | King William | Northumberland |
| Bath | Craig | Goochland | Lancaster | Nottoway |
| Bedford | Culpeper | Grayson | Lee | Orange |
| Bland | Cumberland | Greene | Loudoun | Page |
| Botetourt | Dickenson | Greenville | Louisa | Patrick |
| Brunswick | Dinwiddie | Halifax | Lunenburg | Pittsylvania |
| Buchanan | Essex | Hanover | Madison | Powhatan |

| | | | | |
|----------------|------------|--------------|----------|--------------|
| Prince Edward | Richmond | Scott | Stafford | Washington |
| Prince George | Roanoke | Shenandoah | Surry | Westmoreland |
| Prince William | Rockbridge | Smyth | Sussex | Wise |
| Pulaski | Rockingham | Southampton | Tazewell | Wythe |
| Rappahannock | Russell | Spotsylvania | Warren | York |

WASHINGTON (WA) (39 counties)**Capital: Olympia**

| | | | | |
|----------|--------------|-----------|--------------|-------------|
| Adams | Douglas | King | Pacific | Stevens |
| Asotin | Ferry | Kitsap | Pend Oreille | Thurston |
| Benton | Franklin | Kittitas | Pierce | Wahkiakum |
| Chelan | Garfield | Klickitat | San Juan | Walla Walla |
| Clallam | Grant | Lewis | Skagit | Whatcom |
| Clark | Grays Harbor | Lincoln | Skamania | Whitman |
| Columbia | Island | Mason | Snohomish | Yakima |
| Cowlitz | Jefferson | Okanogan | Spokane | |

WEST VIRGINIA (WV) (55 counties)**Capital: Charleston**

| | | | | |
|-----------|------------|------------|------------|---------|
| Barbour | Grant | Logan | Nicholas | Summers |
| Berkeley | Greenbrier | Marion | Ohio | Taylor |
| Boone | Hampshire | Marshall | Pendleton | Tucker |
| Braxton | Hancock | Mason | Pleasants | Tyler |
| Brooke | Hardy | McDowell | Pocahontas | Upshur |
| Cabell | Harrison | Mercer | Preston | Wayne |
| Calhoun | Jackson | Mineral | Putnam | Webster |
| Clay | Jefferson | Mingo | Raleigh | Wetzel |
| Doddridge | Kanawha | Monongalia | Randolph | Wirt |
| Fayette | Lewis | Monroe | Ritchie | Wood |
| Gilmer | Lincoln | Morgan | Roane | Wyoming |

WISCONSIN (WI) (72 counties)**Capital: Madison**

| | | | | |
|----------|----------|-------------|-----------|-----------|
| Adams | Chippewa | Dunn | Iowa | Lafayette |
| Ashland | Clark | Eau Claire | Iron | Langlade |
| Barron | Columbia | Florence | Jackson | Lincoln |
| Bayfield | Crawford | Fond du Lac | Jefferson | Manitowoc |
| Brown | Dane | Forest | Juneau | Marathon |
| Buffalo | Dodge | Grant | Kenosha | Marinette |
| Burnett | Door | Green | Kewaunee | Marquette |
| Calumet | Douglas | Green Lake | La Crosse | Menominee |

| | | | | |
|-----------|----------|-----------|-------------|------------|
| Milwaukee | Pierce | Rusk | Taylor | Washington |
| Monroe | Polk | St. Croix | Trempealeau | Waukesha |
| Oconto | Portage | Sauk | Vernon | Waupaca |
| Oneida | Price | Sawyer | Vilas | Waushara |
| Outagamie | Racine | Shawano | Walworth | Winnebago |
| Ozaukee | Richland | Sheboygan | Washburn | Wood |
| Pepin | Rock | | | |

WYOMING (WY) (23 counties)**Capital: Cheyenne**

| | | | | |
|----------|-------------|----------|------------|----------|
| Albany | Crook | Laramie | Platte | Teton |
| Big Horn | Fremont | Lincoln | Sheridan | Uinta |
| Campbell | Goshen | Natrona | Sublette | Washakie |
| Carbon | Hot Springs | Niobrara | Sweetwater | Weston |
| Converse | Johnson | Park | | |

Common misspellings

Geographers and cartographers omit the possessive apostrophe in place-names; however, apostrophes appearing in legally constituted names of counties should not be changed.

The names of the following counties are often misspelled and/or confused:

| | |
|--|--|
| Allegany in Maryland and New York | Burnett in Wisconsin |
| Alleghany in North Carolina and Virginia | Cheboygan in Michigan |
| Allegheny in Pennsylvania | Sheboygan in Wisconsin |
| Andrew in Missouri | Clarke in Alabama, Georgia, Iowa, Mississippi, and Virginia |
| Andrews in Texas | Clark in all other States |
| Aransas in Texas | Coffee in Alabama, Georgia, and Tennessee |
| Arkansas in Arkansas | Coffey in Kansas |
| Barber in Kansas | Coal in Oklahoma |
| Barbour in Alabama and West Virginia | Cole in Missouri |
| Brevard in Florida | Coles in Illinois |
| Broward in Florida | Cook in Illinois and Minnesota |
| Brooke in West Virginia | Cooke in Texas |
| Brooks in Georgia and Texas | Davidson in North Carolina and Tennessee |
| Bulloch in Georgia | |
| Bullock in Alabama | |
| Burnet in Texas | |

- Davie in North Carolina
Daviess in Indiana, Kentucky,
and Missouri
Davis in Iowa and Utah
Davison in South Dakota
De Kalb in Alabama, Georgia,
Illinois, and Indiana
DeKalb in Tennessee and Missouri
Dickenson in Virginia
Dickinson in Iowa, Kansas, and
Michigan
Dickson in Tennessee
Forrest in Mississippi
Forest in all other States
Glascock in Georgia
Glasscock in Texas
Green in Kentucky and Wisconsin
Greene in all other States
Harford in Maryland
Hartford in Connecticut
Huntingdon in Pennsylvania
Huntington in Indiana
Johnston in North Carolina and
Oklahoma
Johnson in all other States
Kanabec in Minnesota
Kennebec in Maine
Kearney in Nebraska
Kearny in Kansas
Kenedy in Texas
Linn in Iowa, Kansas, Missouri,
and Oregon
Lynn in Texas
Loudon in Tennessee
Loudoun in Virginia
Manatee in Florida
Manistee in Michigan
Merced in California
Mercer in all other States
Morton in Kansas
Norton in Kansas
Muscogee in Georgia
Muskogee in Oklahoma
Park in Colorado and Montana
Parke in Indiana
Pottawatomie in Kansas and
Oklahoma
Pottawattamie in Iowa
Prince George in Virginia
Prince George's in Maryland
Sanders in Montana
Saunders in Nebraska
Smyth in Virginia
Smith in all other States
Stafford in Virginia
Strafford in New Hampshire
Stanley in South Dakota
Stanly in North Carolina
Stark in Illinois, North Dakota,
and Ohio
Starke in Indiana
Stephens in Georgia, Oklahoma,
and Texas
Stevens in Kansas, Minnesota,
and Washington
Storey in Nevada
Story in Iowa
Terrell in Georgia and Texas
Tyrrell in North Carolina
Tooele in Utah
Toole in Montana
Vermillion in Indiana
Vermilion in all other States
Woods in Oklahoma
Wood in all other States
Wyandot in Ohio
Wyandotte in Kansas

19. Congressional Record

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

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

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

General rules

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Indented matter in leaderwork will be 1 em only.

Do not write queries on proofs.

Capitalization

(See also Chapter 3 “Capitalization Rules”)

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

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

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

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

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

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

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

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

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

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

Figures

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

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

Tabular matter and leaderwork

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

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

Three-column table: 43½ picas (522 points). Footnote(s) will be set 43½ picas.

All short footnotes should be run in with 2 ems between each.

Italic

Italic, boldface, caps, or small caps shall not be used for emphasis; nor shall unusual 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
to, etc.: Therefore be it

Resolved, That the committee, etc.

In the titles of legal cases, manuscript is followed as to spelling, abbreviations, and use of figures.

Use single punctuation in citations of cases and statutes:

United States v. 12 Diamond Rings (124 U.S. 329; R.S. p. 310, sec. 1748).

Indent asterisk lines 2 ems on each side. Use five asterisks.

If a title is used as part of the name of an organization, vessel, etc., spell; thus, General Ulysses S. Grant Post No. 76, Grand Army of the Republic.

The order of subdivision of the Constitution of the United States is as follows: article I, section 2, clause 3.

If an exhibit appears at the end of a speech, the head *Exhibit* is set in 7-point caps and small caps.

In extracts containing votes the names must be run in, as Mr. Smith of Texas, AuCoin, and Clay, etc.

In a Senator's or a Representative's remarks, when amendments, sections, etc., are referred to by number, follow the manuscript.

In text references to Senate and House reports and in executive and miscellaneous documents, follow the manuscript.

In headings and text references to resolutions and memorials, follow the manuscript.

In gross or en gros

When a bill comes to final action, in the presentment of amendments collectively for a vote, either the term "*in gross*" or the French equivalent "*en gros*" may be used.

Examples of Congressional Record

USE OF CAPS AND SMALL CAPS

[Note the use of parentheses and brackets in the following examples. Each will be used as submitted, as long as they are consistent throughout.]

Mr. WEBB. (Name all caps when a Member or visitor addresses Senate or House.)

On motion by [or of] Mr. WEBB, it was, etc.

The VICE PRESIDENT resumed the chair.

The PRESIDING OFFICER (Mr. LEVIN). Is there objection?

The SPEAKER called the House to order.

Mr. ETHERIDGE's amendment was adopted.

Mr. HARE. Madam Speaker, I yield to Mr. HOYER.

Mr. HOYER said: If not paired, I would vote "no" on this bill.

A MEMBER. And debate it afterward.

SEVERAL SENATORS. I object.

But: Several Senators addressed the Chair.

Mr. KENNEDY, Mr. WEBB (and others). Let it be read.

The ACTING SECRETARY. In line 11, after the word "*Provided*", it is proposed, etc.

Mrs. CAPPS was recognized, and yielded her time to Mr. CARDOZA.

[When two Members from the same State have the same surname, full name is used.]

On motion of Ms. LINDA T. SÁNCHEZ of California . . .

On motion of Ms. LORETTA SÁNCHEZ of California . . .

Mr. LINCOLN DIAZ-BALART of Florida and Mr. MARIO DIAZ-BALART of Florida rose to a point of order.

The CHAIRMAN appointed Mr. CAMPBELL of California and Mr. INSLEE as conferees.

[Extracts that consist of colloquies will use caps and small caps for names of persons speaking, as shown below:]

Mr. DEFazio. I think this bill is so well understood that no time will be required for its discussion.

Ms. NORTON. Does this bill come from the Committee on Armed Services?

The SPEAKER. It does.

SPECIAL ORDERS GRANTED

By unanimous consent, permission to address the House, following the legislative and any special orders heretofore entered, was granted to:

PUNCTUATION

Mr. REID. Mr. President, I call up my amendment which is identified as "unprinted amendment No. 1296," and ask that it be stated.

The bill was reported to the Senate as amended, and the amendment was concurred in.

The bill was reported to the Senate without amendment, ordered to be engrossed for a third reading, read the third time, and passed.

The bill was ordered to be engrossed for a third reading, read the third time, and passed.

[Use this form when title of bill is given:]

The bill was ordered to be engrossed and read the third time, was read the third time, and passed.

Mr. HOYER, for 1 hour, on Wednesday, February 2.

Mr. ENGEL (at the request of Mr. HOYER), for 1 hour, on February 2.

(The following Members (at the request of Mr. HALL of New York) and to revise and extend their remarks and include therein extraneous matter:)

Mrs. BACHMANN, for 5 minutes, today.

Mr. HOLDEN, for 5 minutes, today.

Mr. INSLEE, for 60 minutes, today.

[Note the following double action:]

(Mr. HOYER asked and was given permission to extend his remarks at this point in the RECORD and to include extraneous matter.)

(Mr. HOYER addressed the House. His remarks will appear hereafter in the Extensions of Remarks.)

The SPEAKER pro tempore. Under a previous order of the House, the gentleman from Nebraska (Mr. FORTENBERRY) is recognized for 5 minutes.

(Mr. FORTENBERRY addressed the House. His remarks will appear hereafter in the Extensions of Remarks.)

The title was amended so as to read: "A bill for the relief of Maude S. Burman."

A motion to reconsider was laid on the table. [House.]

[Use this form when title of bill is not given:]

The bill was ordered to be engrossed and read a third time, was read the third time, and passed, and a motion to reconsider was laid on the table. [House.]

The bill was ordered to be engrossed and read a third time, and passed.

The amendments were ordered to be engrossed and the bill to be read a third time.

The amendment was agreed to, and the bill as amended was ordered to be engrossed and read a third time; and being engrossed, it was accordingly read the third time and passed.

There was no objection, and, by unanimous consent, the Senate proceeded . . .

The question was taken, and the motion was agreed to.

The question being taken, the motion was agreed to.

Ordered to lie on the table and to be printed.

Ms. EDWARDS of Maryland. Mr. Chairman, I move to strike the requisite number of words.

(Ms. EDWARDS of Maryland asked and was given permission to revise and extend her remarks.)

[Note use of interrogation mark in the following:]

Mr. KERRY. Mr. President, what does this mean?—

We have never received a dollar of this amount.

POM-376. A resolution adopted by the House of Representatives of the State of Rhode Island expressing its opposition to federal proposals to authorize increases in the size or weight of commercial motor vehicles; to the Committee on Commerce, Science, and Transportation.

HOUSE RESOLUTION No. 8296

Whereas, The State of Rhode Island is committed to protecting the safety of motorists on its highways and to protecting

taxpayers' investment in our highway infrastructure; and

Whereas, The General Assembly of the State of Rhode Island and Providence Plantations resolved jointly to urge the Congress of the United States to . . .

Resolved, That this House of Representatives of the State of Rhode Island and Providence Plantations hereby reaffirms its opposition to proposals, at all levels of government, that would authorize increases in the size and weight of commercial motor vehicles because of the impact that these increases would have on highway infrastructure, especially bridges; and be it further

Resolved, That the Secretary of State be and he hereby is authorized and directed to transmit duly certified copies of this resolution to the President and Vice President of the United States, the Speaker of the United States House of Representatives, the Majority Leader of the United States Senate and the Rhode Island Delegation to the Congress of the United States.

[Note use of italic in title of cases:]

. . . This is the occasion America did not have to consider what other options might guarantee maternal safety while protecting the unborn. This is our national opportunity to reconsider *Roe v. Wade*, 410 U.S. 113 (1973).

Roe against Wade and its companion case, *Doe v. Bolton*, 410 U.S. 179 (1973), granted abortion the elevated status of a fundamental constitutional right and invalidated almost all effective restrictions on abortion throughout the 9 months of pregnancy

PARENTHESES AND BRACKETS

[The use of parentheses and brackets will be followed as submitted for acronyms, symbols, or abbreviations.]

This legislation would exempt certain defined Central Intelligence Agency [CIA] operational files from the search and review process of the Freedom of Information Act [FOIA], thus permitting the Agency to respond much more quickly to those FOIA requests which are at all likely to result in the release of information.

Mr. BACA. Madam Speaker, I now yield 5 minutes to the gentleman from Indiana (Mr. HILL).

(Mr. BUTTERFIELD asked and was given permission to revise and extend his remarks in the Record.)

Ms. HARMAN. There is no "may not" about it. Here is the form in which they are printed.

Mr. DOYLE. I am in hopes we shall be able to secure a vote on the bill tonight.

[“Vote! Vote!”]

Mr. YOUNG. The Chair rather gets me on that question. [Laughter.] I did not rise. [Cries of "Vote! Vote!"]

Mrs. CAPPS [one of the tellers]. I do not desire to press the point that no quorum has voted.

The CHAIRMAN [after a pause]. If no gentleman claims the floor, the Clerk will proceed with the reading of the bill.

Mr. HALL of Texas. Then he is endeavoring to restrict the liberty of the individual in the disbursement of his own money. [Applause on the Republican side.]

Mr. KENNEDY. Mr. Speaker, I desire to ask unanimous consent that the time of the gentleman—[Cries of "Regular Order!"]

[Laughter.]

The SPEAKER. Is there objection to the consideration of this bill at this time? [After a pause.] There is no objection.

The CHAIRMAN [rapping with his gavel]. Debate is exhausted.

Mr. MORAN of Virginia. Patrick Henry said

Caesar had his Brutus, Charles I his Cromwell, and George III—
[here he was interrupted by cries of "Treason, Treason"]

and George III may profit by their example. If this be treason, let us make the most of it!

(Mr. MILLER of Florida addressed the Committee [or House]. His re-

marks will appear hereafter in the Extensions of Remarks.)

[Names of Senators or Representatives appearing in remarks of other Members of Congress should be enclosed in brackets, except in listing of tellers or when some title other than "Mr." is used, as in the following examples:]

Mr. LIEBERMAN. Mr. President, I thank my friend from Rhode Island [Senator WHITEHOUSE] for that magnificent exchange of correspondence between the Hebrew congregation of Newport, RI, and President Washington.

May I say that Senator WHITEHOUSE, in his own bearing and substance, lives out the promise of religious freedom that our first President gave to all Americans.

Perhaps I should say I say that as one of the descendants of the Stock of Abraham who is privileged to be a Member of the Senate today. I thank Senator WHITEHOUSE. I thank Senator COBURN.

I am going to take the liberty, if I may, to speak for a few minutes while we are waiting for either Senator MURKOWSKI, Senators WEBB or MARTINEZ, who are going to read documents before I conclude.

[In Senate manuscript a Senator is referred to as "the Senator from —— [Mr. ——]. Do not supply name and brackets if name does not appear in manuscript.]

[Note that brackets are used only when Mr., etc., appears in manuscript.]

[See also use of Mr., Mrs., Miss, Ms. in explanation of votes under "Pairs."]

VOTING IN THE HOUSE AND IN COMMITTEE OF THE WHOLE

[Note that a dash is used only when a comma is necessary to separate the ayes and noes. If only the ayes or the noes are given, no punctuation is to be used. If the word *and* is used to connect the ayes and noes, as *ayes 52 and noes 65*, or *52 ayes and 65 noes*, the dash is omitted after the word *were* or *being*.]

On the question of ordering the yeas and nays there were 18 ayes and 88 noes.

The House divided; and there were—ayes 52, noes 65.

So (no further count being called for) the amendment of Mr. MORAN of Virginia was not agreed to.

So (two-thirds having voted in favor thereof) the rules were suspended, and the bill was passed.

So (two-thirds not having voted in favor thereof) the motion was rejected.

The CHAIRMAN. The gentleman raises the point of no quorum. The Chair will count. [After counting.]

Two hundred and seventeen present, a quorum. The noes have it, and the amendment is rejected.

The question being taken on the motion of Mr. HOYER to suspend the rules and pass the bill, it was agreed to (two-thirds voting in favor thereof).

So (the affirmative not being one-fifth of the whole vote) the yeas and nays were not ordered.

The question was taken by a viva voice vote, and the Speaker announced that two-thirds appeared to have voted in the affirmative and [after a pause] that the bill was passed.

The yeas and nays were ordered, there being 43 in the affirmative, more than one-fifth of the last vote.

The question being taken on Mr. KENNEDY's motion, there were—ayes 18, noes 35.

The question being taken on concurring in the amendments of the Senate, there were—ayes 101, noes 5.

The question was taken; and on a division [demanded by Mr. HOYER] there were—ayes 17, noes 29.

Mr. HOYER. Mr. Chairman, I demand a recorded vote, and pending that, I make the point of order that a quorum is not present.

The CHAIRMAN. Evidently a quorum is not present.

The Chair announces that pursuant to clause 2, rule XXIII, he will vacate proceedings under the call when a quorum of the Committee appears.

Members will record their presence by electronic device.

The call was taken by electronic device.

1715

[The above box followed by a four-digit number indicates floor time in the House (5:15 p.m.)]

QUORUM CALL VACATED

The CHAIRMAN. One hundred Members have appeared. A quorum of the Committee of the Whole is present.

Pursuant to rule XXIII, clause 2, further proceedings under the call shall be considered as vacated.

The Committee will resume its business.

The pending business is the demand of the gentleman from Minnesota [Mr. OBERSTAR] for a recorded vote.

A recorded vote was refused.

So the amendment to the amendment offered as a substitute for the amendment was rejected.

The CHAIRMAN. The question is on the amendment offered by the gentleman from Pennsylvania [Mr. ENGLISH] as a substitute for the amendment offered by the gentlewoman from South Dakota [Ms. HERSETH SANDLIN].

The question was taken; and the Chairman announced that the noes appeared to have it.

RECORDED VOTE

Mr. ENGLISH. Mr. Chairman, I demand a recorded vote.

A recorded vote was ordered.

The vote was taken by electronic device, and there were—ayes 228, noes 188, answered “present” 1, not voting 47, as follows

[Roll No. 509]

AYES—228

| | | |
|-------------|---------|-------------|
| Abercrombie | Baird | Berman |
| Ackerman | Baldwin | Berry |
| Allen | Barrow | Bishop (GA) |
| Altmine | Bean | Bishop (NY) |
| Arcuri | Becerra | Blumenauer |
| Baca | Berkley | Boren |

NOES—188

| | | |
|--------------|---------------|-----------|
| Aderholt | Bartlett (MD) | Blackburn |
| Akin | Barton (TX) | Blunt |
| Alexander | Biggert | Boehner |
| Bachmann | Bilbray | Bonner |
| Bachus | Bilirakis | Bono Mack |
| Barrett (SC) | Bishop (UT) | Boozman |

ANSWERED “PRESENT”—1

Andrews

NOT VOTING—17

| | | |
|-----------|------------|--------------|
| Boswell | Frank (MA) | Inslee |
| Cooper | Gilchrest | Lucas |
| Cubin | Herger | Miller, Gary |
| Doolittle | Hunter | Paul |

□ 1311

Mr. RYAN of Wisconsin changed his vote from “aye” to “no.”

Ms. WASSERMAN SCHULTZ, Ms. HOOLEY, and Ms. ROS-LEHTINEN changed their vote from “no” to “aye.”

[The Speaker's vote is recorded only in the "Ayes" or "Noes." It is never recorded as "not voting."]

[If the Speaker votes, his name is not used, but at the end of the “yeas” or “nays,” according to his vote, insert: “The Speaker.”]

So the amendment offered as a substitute for the amendment was agreed to.

The result of the vote was announced as above recorded.

VOTING BY YEAS AND NAYS

Senate

QUORUM CALL

The clerk will call the roll.

The assistant legislative clerk proceeded to call the roll, and the following Senators entered the Chamber and answered to their names:

[Quorum No. 42]

| | | |
|-----------|----------|-----------|
| Akaka | Bennett | Brownback |
| Alexander | Biden | Bunning |
| Allard | Bingaman | Burr |
| Barrasso | Bond | Byrd |
| Baucus | Boxer | Cantwell |
| Bayh | Brown | Cardin |

The PRESIDING OFFICER [Mr. WEBB]. A quorum is not present.

Mr. REID. Mr. President, I move that the Sergeant at Arms be instructed to require the attendance of absent Senators, and I ask for the yeas and nays on the motion.

THE PRESIDING OFFICER. Is there a sufficient second? There is a sufficient second.

The yeas and nays were ordered.

THE PRESIDING OFFICER. The question is on agreeing to the motion of the Senator from Nevada. On this question the yeas and nays have been ordered, and the clerk will call the roll.

The Assistant legislative clerk called the roll.

Mr. DURBIN. I announce that the Senator from Ohio (Mr. BROWN), the Senator from Massachusetts (Mr. KENNEDY), the Senator from Illinois (Mr. OBAMA), the Senator from Arkansas (Mr. PRYOR), and the

Senator from Montana (Mr. TESTER) are necessarily absent.

Mr. KYL. The following Senators are necessarily absent: the Senator from Minnesota (Mr. COLEMAN), the Senator from Nevada (Mr. ENSIGN), the Senator from South Carolina (Mr. GRAHAM), the Senator from New Hampshire (Mr. GREGG), the Senator from Arizona (Mr. McCAIN), the Senator from Alaska (Ms. MURKOWSKI), the Senator from South Dakota (Mr. THUNE), the Senator from Louisiana (Mr. VITTER), and the Senator from Mississippi (Mr. WICKER).

Further, if present and voting, the Senator from Minnesota (Mr. COLEMAN) would have voted “yea.”

The result was announced—yeas 76, nays 10, as follows:

[Rollcall Vote No. 163 Leg.]

YEAS—76

| | | |
|-----------|-----------|-------------|
| Akaka | Conrad | Kohl |
| Alexander | Corker | Landrieu |
| Allard | Craig | Lautenberg |
| Baucus | Dodd | Leahy |
| Bayh | Dole | Levin |
| Bennett | Domenici | Lieberman |
| Biden | Dorgan | Lincoln |
| Bingaman | Durbin | Lugar |
| Bond | Feingold | Martinez |
| Boxer | Feinstein | McCaskill |
| Brownback | Grassley | McConnell |
| Byrd | Hagel | Menendez |
| Cantwell | Harkin | Mikulski |
| Cardin | Hatch | Murray |
| Carper | Hutchison | Nelson (FL) |
| Casey | Inouye | Nelson (NE) |
| Chambliss | Isakson | Reed |
| Clinton | Johnson | Reid |
| Cochran | Kerry | Roberts |
| Collins | Klobuchar | Rockefeller |

| | | | | |
|----------|----------|------------|---------|------------------------------|
| Salazar | Snowe | Voinovich | | NOT VOTING—14 |
| Sanders | Specter | Warner | Brown | Kennedy Tester |
| Schumer | Stabenow | Webb | Coleman | McCain Thune |
| Sessions | Stevens | Whitehouse | Ensign | Murkowski Vitter |
| Smith | Sununu | Wyden | Graham | Obama Wicker |
| | | | Gregg | Pryor |
| | | NAYS—10 | | |
| Barrasso | Cornyn | Inhofe | | So the motion was agreed to. |
| Bunning | Crapo | Kyl | | |
| Burr | DeMint | | | |
| Coburn | Enzi | | | |

PAIRS

[The word *with* must always be used in pairs in the House, not *and*; and manuscript must be altered to conform thereto, as Mr. Smith with Mr. Jones—not Mr. Smith and Mr. Jones. Note use of lowercase for names in list of pairs in House.]

The Clerk announced the following pairs:

On this vote:

Mr. Abercrombie for, with Mr. Aderholt
against.

Until further notice:

Mr. Baca with Mrs. Bachmann.

Mrs. Capps with Mr. Calvert.

Mr. Artur Davis of Alabama with
Mr. Lincoln Diaz-Balart of Florida.

Mr. Ackerman with Mr. Young of Alaska.

Mr. HALL of New York, Mrs. DRAKE, Messrs. FOSTER, HILL, and ISRAEL changed their votes from "nay" to "yea."

So the bill was passed.

CALL OF THE HOUSE

Mr. MURTHA. Ms. Speaker, I move a call of the House.

A call of the House was ordered.

The call was taken by electronic device and the following Members responded to their names:

[Roll No. 41]

| [CONT'D. NO. II] | | |
|------------------|---------|--------------|
| Abercrombie | Baird | Berman |
| Ackerman | Baldwin | Berry |
| Allen | Barrow | Bishop (GA) |
| Altmire | Bean | Bishop (NY) |
| Arcuri | Becerra | Blumenthaler |
| Baca | Berkley | Boren |

[No reference will be made of the names of those not voting.]

FORMS OF TITLES

[Always in roman lowercase, flush and hang 1 em, if more than two lines.]

the public 2 per centum bonds or certificates, etc.

H.J. RES. 2
Joint resolution authorizing the Sec-
retary of the Treasury to issue to

Resolved by the Senate and House of Representatives of the United States of America in Congress assembled. That the . . .

H.R. 4487

A bill to authorize the Rock Island and Southwestern Railway Company to construct a bridge, etc.

Be it enacted by the Senate and House of Representatives of the United States of

America in Congress assembled, That it shall be lawful for the Rock Island and Southwestern Railway Company, a corporation organized under the general incorporation, etc.

ADDRESSES AND SIGNATURES

[No line spacing, street addresses, or ZIP Code numbers are to be used in communications in the Record.]

The Honorable the SECRETARY OF THE NAVY.

DEAR MR. SECRETARY: This is in response to your letter, etc.

Very sincerely yours,

BILL CLINTON.

COLUMBIA, MO,

January 17, 2008.

Hon. IKE SKELTON,
*Cannon House Office Building,
Washington, DC.*

The President's farm message of today . . . farmers and prevent the spread of this depression to every part of our country.

MISSOURI FARMERS
ASSOCIATION,
F.V. HEINKEL, *President.*

JANUARY 20, 2008.

Hon. JOHN B. CONNALLY, Jr.,
*The Secretary of the Treasury, Department
of the Treasury, Washington, DC.*

DEAR MR. SECRETARY: Mindful of the tremendous workload, etc.

I would appreciate your comment on the foregoing proposal.

Your proposal seems to be in the best interest of all concerned.

Sincerely yours,

JOHN P. SARBANES,
Member of Congress.

ALEXANDRIA, MN,
November 10, 2008.

Hon. AMY KLOBUCHAR,
*Senate Office Building,
Washington, DC.*

We oppose the nomination of John Smith for Secretary of Agriculture because he resists family farms.

RAYMOND WAGNER.

BRANDON, MN.

JANUARY 17, 1972.

Re resignation from committee.

Hon. CARL ALBERT,
*The Speaker, U.S. House of 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, 2008.

To the Senate:

Being temporarily absent from the Senate, I appoint Hon. MAX BAUCUS, a Senator from the State of Montana, to perform the duties of the Chair during my absence.

ROBERT C. BYRD,
President pro tempore.

DESIGNATION OF SPEAKER PRO TEMPORE

The SPEAKER pro tempore laid before the House the following communication from the Speaker:

WASHINGTON, DC,

June 17, 2008.

I hereby appoint the Honorable RICK LARSEN to act as Speaker pro tempore on this day.

NANCY PELOSI,
Speaker of the House of Representatives.

THE INTERNATIONAL UNION OF UNITED
 BREWERY, FLOUR, CEREAL, SOFT
 DRINKS & DISTILLERY WORKERS OF
 AMERICA,

Cincinnati, OH, March 25, 2007.

To the Senate of the United States.

To the United States House of Representa-
tives.

HONORABLE SIRS: April 7, 2007, 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 lowercase, run in, indented 2 and 3 ems, as follows:]

Gene H. Rosenblum, Cochairman;
Paul H. Ray, Cochairman; Cyn-

thia Asplund, James Pedersen, George Doty, Thomas St. Martin; Joan O'Neill; Lloyd Moosebrugger; Sam Kaplan; Ronald Nemer; Dean Potter; Philip Archer; Thomas McDonough; Mrs. Lloyd Moosebrugger; Minnesota Young Democratic Civil Rights Committee.

JOHN SMITH,
Lieutenant Governor
(For the Governor of Maine).

TEXARKANA TEXTILE
MERCHANTS &
MANUFACTURERS'
ASSOCIATION,
JOHN L. JONES,
Secretary.

CREDITS

[From the Wall Street Journal,
Oct. 31, 2007]

SURVEILLANCE SANITY
(By Benjamin Civiletti, Dick Thornburgh
and William Webster)

Following the terrorist attacks of Sept. 11, 2001, President Bush authorized the National Security Agency to target al Qaeda communications into and out of the country. Mr. Bush concluded that this was essential for protecting the country, that using the Foreign Intelligence Surveillance Act would not permit the necessary speed and agility, and that he had the constitutional power to authorize such surveillance without court orders to defend the country.

Since the program became public in 2006, Congress has been asserting appropriate oversight. Few of those who learned the details of the program have criticized its necessity. Instead, critics argued that if the president found FISA inadequate, he should have gone to Congress and gotten the changes necessary to allow the program to proceed under court orders. That process is now underway. The administration has brought the program under FISA, and the Senate Intelligence Committee recently reported out a bill with a strong bipartisan majority of 13-2, that would make the changes to FISA needed for the program to continue. This bill is now being considered by the Senate Judiciary Committee.

POETRY

[If poetry is quoted, each stanza should start with quotation marks, but only the last stanza should end with them. The lines of the poem should align on the left, those that rhyme taking the same indentation. Poems are flush left; overs 3 ems; 2 points of space between stanzas, and 2 points of space above and below.]

CASEY AT THE BAT

The outlook wasn't brilliant for the Mudville nine that day:
The score stood four to two, with but one
inning more to play.

And then when Cooney died at first, and
Barrows did the same,
A pall-like silence fell upon the patrons of
the game.

A straggling few got up to go in deep
despair.
The rest clung to that hope which springs
eternal in the human breast;
They thought, if only Casey could get but a
whack at that—
We'd put up even money now, with Casey at
the bat.

But Flynn preceded Casey, as did also
Jimmy Blake,
And the former was a hoodoo and the latter
was a cake;
So upon that stricken multitude grim mel-
ancholy sat,
For there seemed but little chance of
Casey's getting to the bat.
But Flynn let drive a single, to the wonder-
ment of all,
And Blake, the much despised, tore the
cover off the ball;
And when the dust had lifted, and the men
saw what had occurred,
There was Jimmy safe at second and Flynn
a-hugging third.
Then from five thousand throats and more
there rose a lusty yell;
It rumbled through the valley, it rattled in
the dell;
It pounded on the mountain and recoiled
upon the flat,
For Casey, mighty Casey, was advancing
to the bat.
There was ease in Casey's manner as he
stepped into his place;
There was pride in Casey's bearing and a
smile lit Casey's face.
And when, responding to the cheers, he
lightly doffed his hat,
No stranger in the crowd could doubt 'twas
Casey at the bat.
Ten thousand eyes were on him as he
rubbed his hands with dirt;
Five thousand tongues applauded when he
wiped them on his shirt.
Then while the writhing pitcher ground
the ball into his hip,
Defiance gleamed in Casey's eye, a sneer
curled Casey's lip.
And now the leather-covered sphere came
hurtling through the air,
And Casey stood a-watching it in haughty
grandeur there.

Close by the sturdy batsman the ball
unheeded sped—
“That ain't my style,” said Casey. “Strike
one,” the umpire said.
From the benches, black with people, there
went up a muffled roar,
Like the beating of the storm-waves on a
stern and distant shore.
“Kill him! Kill the umpire!” shouted some-
one on the stand;
And it's likely they'd a-killed him had not
Casey raised his hand.
With a smile of Christian charity great
Casey's visage shone;
He stilled the rising tumult; he bade the
game go on;
He signaled to the pitcher, and once more
the dun sphere flew;
But Casey still ignored it, and the umpire
said, “Strike two.”
“Fraud!” cried the maddened thousands,
and echo answered fraud;
But one scornful look from Casey and the
audience was awed.
They saw his face grow stern and cold, they
saw his muscles strain,
And they knew that Casey wouldn't let
that ball go by again.
The sneer is gone from Casey's lip, his teeth
are clenched in hate;
He pounds with cruel violence his bat upon
the plate.
And now the pitcher holds the ball, and
now he lets it go,
And now the air is shattered by the force of
Casey's blow.
Oh, somewhere in this favored land the sun
is shining bright;
The band is playing somewhere, and some-
where hearts are light,
And somewhere men are laughing, and
somewhere children shout;
But there is no joy in Mudville—mighty
Casey has struck out.

—Ernest Lawrence Thayer.

EXTRACTS

**[Extracts must be set in 7 point unless 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 trans-
parent. We have had a very thorough review
of what we're doing. We've got it nailed.

A week later, she told the House Appropriations Subcommittee on Defense:

The Air Force followed a carefully structured source selection process,—

They what?
designed to provide transparency, maintain integrity, and ensure a fair competition.

And throughout the last 4 months, Air Force officials have insisted that they selected the cheapest plane that best met their criteria and that they made no mistakes.

[Note, as above, that following an excerpt, the 8 point must begin with a paragraph.]

[An address of the President delivered outside of Congress or referred to as an extract will be set in 7 point.]

SCHEME OF TEXT HEADINGS

[In 8-point, heads are 8-point caps. After the cap head, all sub heads are 7-point small caps, regardless of any perceived hierarchy.

[In 7-point, the progression is as follows (in descending order):

7-point caps and small caps.

7-point small caps.

7-point italic lowercase.

7-point roman caps and lowercase.

7-point roman lowercase.]

USE OF DOUBLE HEADS

This is something which has been entirely overlooked by the . . .

ANALYSIS OF SPECIFIC PROVISIONS OF THE
COMMITTEE BILL

AMENDMENTS CHANGING THE INTERSTATE
COMMERCE PROVISIONS OF THE ACE

As the law stands today, it applies only to an employee who . . .

EXECUTIVE PROGRAM

ESTATE TAX CONVENTION WITH
CANADA

AMENDMENTS SUBMITTED

RECIPROCAL TRADE
AGREEMENTS

SPECTER AMENDMENT NO. 1194

HEADS USED IN EXTENSIONS OF REMARKS

DEPARTMENT OF DEFENSE
AUTHORIZATION ACT, 2000

SPEECH OF
HON. JOHN CONYERS, JR.

OF MICHIGAN
IN THE HOUSE OF REPRESENTATIVES

Wednesday, February 3, 1999

The House in Committee of the Whole House on the State of the Union had under consideration the bill (H.R. 1401) to authorize appropriations for fiscal year 2000 for the Armed Forces . . .

[The words "Speech of" are to be used only when on manuscript and is an indication that that particular Extension of Remarks is to be inserted in the proceedings of the bound Record of the date used in the heading.]

MISSING CHILDREN

HON. ORRIN G. HATCH

OF UTAH
IN THE SENATE OF THE UNITED STATES

Wednesday, February 3, 1999

Mr. HATCH. Mr. President, I rise before this distinguished assembly to focus additional attention on the tragedy of missing children. The Department of Health and Human Services has estimated that approximately 1.3 million children disappear each year. A significant number do not leave of their own accord. . . .

CONGRESSIONAL PROCEEDINGS**SENATE****TUESDAY, JULY 15, 2008***(Legislative day of Monday, July 14, 2008)¹*

The Senate met at 9:30 a.m., on the expiration of the recess, and was called to order by the Honorable SHELDON WHITEHOUSE, a Senator from the State of Rhode Island.

[Above line to be used only when Senate had been in recess.]

The Senate met at 9:30 a.m., and was called to order by the Honorable BENJAMIN L. CARDIN, a Senator from the State of Maryland.

[Note.—Entire prayer set in 8 point.]

PRAYER

The Chaplain, Dr. Barry C. Black, offered the following prayer:

Let us pray.

Our Father in heaven, we thank You for the beautiful differences in the human family, for its varied shapes and sizes, its features and colors, its abilities and talents. Deliver us from the forces that would destroy our unity by eliminating our diversity.

Bless the Members of this body. Help them in their debates to distinguish between substance and semantics, between rhetoric and reality. Free them from personal and partisan pre-occupations that would defeat their aspirations and deprive Americans of just and equitable solutions. May our lawmakers avoid the works of darkness and put on Your armor of light.

We pray in Your holy Name. Amen.

PLEDGE OF ALLEGIANCE

The Honorable BENJAMIN L. CARDIN led the Pledge of Allegiance, as follows:

¹To be used only when the Senate had been in recess.

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

APPOINTMENT OF ACTING PRESIDENT PRO TEMPORE

The PRESIDING OFFICER. The clerk will please read a communication to the Senate from the President pro tempore (Mr. BYRD).

The legislative clerk read the following letter:

U.S. SENATE,
PRESIDENT PRO TEMPORE,
Washington, DC, June 11, 2008.

To the Senate:

Under the provisions of rule I, section 3, of the Standing Rules of the Senate, I hereby appoint the Honorable BENJAMIN L. CARDIN, a Senator from the State of Maryland, to perform the duties of the Chair.

ROBERT C. BYRD,
President pro tempore.

Mr. CARDIN thereupon assumed the chair as Acting President pro tempore.

RECOGNITION OF THE MAJORITY LEADER

The ACTING PRESIDENT pro tempore. The majority leader is recognized.

SCHEDULE

Mr. REID. Mr. President, following my remarks and those of Senator McCONNELL, there will be a period of morning business for 1 hour, with Senators permitted to speak therein for up to 10 minutes each. The majority will control the first 30 minutes;

the Republicans will control the second 30 minutes.

Following morning business, the Senate will resume consideration of the motion to proceed to S. 3044, the Consumer-First Energy Act. The first 4 hours of debate will be equally divided and controlled in 30-minute alternating blocks of time, with the majority controlling the first 30 minutes and Republicans controlling the next 30 minutes.

Upon conclusion of the controlled time, Senators will be permitted to speak for up to 10 minutes each.

As a reminder, yesterday, I filed cloture on the motion to proceed to S. 3101, the Medicare Improvements for Patients and Providers Act. That cloture vote will occur tomorrow morning.

RESERVATION OF LEADER TIME

The ACTING PRESIDENT pro tempore. Under the previous order, the leadership time is reserved.

MORNING BUSINESS

The ACTING PRESIDENT pro tempore. Under the previous order, the Senate will proceed to a period of morning business for up to 1 hour, with Senators permitted to speak therein for up to 10 minutes each, with the time equally divided and controlled between the two leaders or their designees, with the majority controlling the first half and the Republicans controlling the final half.

Mr. CARDIN. Mr. President, I ask unanimous consent that the order for the quorum call be rescinded.

The PRESIDING OFFICER. Without objection, it is so ordered.

CONCLUSION OF MORNING BUSINESS

The PRESIDING OFFICER. Morning business is now closed.

CONSUMER-FIRST ENERGY ACT OF 2008—MOTION TO PROCEED

The PRESIDING OFFICER. Under the previous order, the Senate will resume consideration of the motion to proceed to S. 3044, which the clerk will report.

The legislative clerk read as follows:

Motion to proceed to S. 3044, a bill to provide energy price relief and hold oil companies and other entities accountable for their actions with regard to high energy prices, and for other purposes.

The PRESIDING OFFICER. The Senator from Maryland is recognized.

Mr. CARDIN. Mr. President, I take this time on behalf of Marylanders who are worried. They are worried because of the high cost of energy. They . . .

CONSUMER-FIRST ENERGY ACT OF 2008—MOTION TO PROCEED—Continued

[Note the use of bullets signifying that which was not spoken on the floor.]

ADDITIONAL STATEMENTS

CONGRATULATING MS. BAILEE CARROLL MAYFIELD

- Mr. BUNNING. Mr. President, today I congratulate Ms. Bailee Carroll Mayfield on receiving the American Veterans, AMVETS, scholarship award. The AMVETS National Scholarship Committee has awarded Ms. Mayfield a \$4,000 scholarship after competing successfully against nearly 200 applicants. AMVETS has recognized Ms. Mayfield as an outstanding high school senior exhibiting academic excellence, promise and merit.

The AMVETS organization awards only six scholarships per year. Each scholarship is awarded to a high school senior who is the child or grandchild of a United States veteran, and is seeking a postsecondary education. Ms. Mayfield plans to utilize her scholarship at Eastern Kentucky University to pursue a career in psychology.

Ms. Mayfield has proven herself to be an exemplary student, rightfully receiving the AMVETS Scholarship Award. She is an inspiration to the citizens of Kentucky and to students everywhere. I look forward to seeing all that she will accomplish in the future. •

MESSAGES FROM THE PRESIDENT

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

EXECUTIVE MESSAGES REFERRED

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

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

REPORT ON THE ISSUANCE OF AN EXECUTIVE ORDER CONTINUING CERTAIN RESTRICTIONS ON NORTH KOREA AND NORTH KOREAN NATIONALS IMPOSED UNDER THE TRADING WITH THE ENEMY ACT—PM 55

The PRESIDING OFFICER laid before the Senate the following message from the President of the United States, together with an accompany-

ing report; which was referred to the Committee on Banking, Housing, and Urban Affairs:

To the Congress of the United States:

Pursuant to the International Emergency Economic Powers Act, as amended (50 U.S.C. 1701 *et seq.*) (IEEPA), I hereby report that I have issued an Executive Order continuing certain restrictions on North Korea and North Korean nationals imposed pursuant to the exercise of authorities under the Trading With the Enemy Act (50 U.S.C. App. 1 *et seq.*) (TWEA). . . .

I am enclosing a copy of the Executive Order and proclamation I have issued.

GEORGE W. BUSH.

THE WHITE HOUSE, June 26, 2008.

[The above to be 8 point.]

[When communications from the President contain extracts, etc., such extracts must be in 7 point.]

MESSAGES FROM THE HOUSE

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

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

ENROLLED BILLS SIGNED

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

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

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

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

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

H.R. 6377. An act to direct the Commodity Futures Trading Commission to utilize all its authority, including its emergency powers, to curb immediately the role of excessive speculation in any contract market within the jurisdiction and control of the Commodity Futures Trading Commission, on or through which energy futures or swaps are traded, and to eliminate excessive speculation, price distortion, sudden or unreasonable fluctuations or unwarranted changes in prices, or other unlawful activity that is causing major market disturbances that prevent the market from accurately reflecting the forces of supply and demand for energy commodities.

MEASURES REFERRED

The following bills were read the first and the second times by unanimous consent, and referred as indicated:

H.R. 6275. An act to amend the Internal Revenue Code of 1986 to provide individuals temporary relief from the alternative minimum tax, and for other purposes; to the Committee on Finance.

H.R. 6358. An act to require certain standards and enforcement provisions to prevent child abuse and neglect in residential programs, and for other purposes; to the Committee on Health, Education, Labor, and Pensions.

MEASURES PLACED ON THE CALENDAR

The following bill was read the first and second times by unanimous consent, and placed on the calendar:

H.R. 3546. An act to authorize the Edward Byrne Memorial Justice Assistance Grant Program at fiscal year 2006 levels through 2012.

MEASURES READ THE FIRST TIME

The following bills were read the first time:

H.R. 3195. An act to restore the intent and protections of the Americans with Disabilities Act of 1990.

S. 3202. A bill to address record high gas prices at the pump, and for other purposes.

ENROLLED BILL PRESENTED

The Secretary of the Senate reported that on today, June 26, 2008, she had presented to the President of the United States the following enrolled bill:

S. 3180. An act to temporarily extend the programs under the Higher Education Act of 1965.

EXECUTIVE AND OTHER COMMUNICATIONS

The following communications were laid before the Senate, together with accompanying papers, reports, and documents, and were referred as indicated:

EC-6746. A communication from the Under Secretary of Defense (Acquisition, Technology and Logistics), transmitting, pursuant to law, an annual report relative to the conduct of the Defense Acquisition Challenge Program for fiscal year 2007; to the Committee on Armed Services.

REPORT ON CLASSIFIED INFORMATION (S. DOC. NO. 107)

Mr. WARNER. Mr. President, the Committee on Armed Services of the Senate has recently requested the Office of Public Relations of the Department of the Navy to submit to it a report on classified information. The Department of the Navy has complied with the request, and I now present the report and ask that it be published as a Senate document.

The VICE PRESIDENT. Without objection, the report will be printed as a document as requested by the Senator from Virginia.

[Note the insertion of S. Doc. No. — in cases where papers are ordered to be printed as a document. To be inserted only when ordered to be printed or its equivalent is in manuscript.]

Third reading and passage of a bill.

MISSOURI RIVER BRIDGE NEAR
ST. CHARLES, MO

The bill (S. 4174) to extend the times for commencing and completing the construction of a bridge across the Missouri River at or near St. Charles, MO, was considered, ordered to be engrossed for a third reading, read the third time, and passed, as follows:

S. 4174

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the times for commencing and completing the construction of the bridge across the Missouri River, etc.

GOVERNMENT OF THE
TERRITORY OF HAWAII

The Senate proceeded to consider the bill (S. 1881) to amend an act entitled "An act to provide a government for the Territory of Hawaii," approved April 30, 1900, as amended, to establish a Hawaiian Homes Commission, and for other purposes, which had been reported from the Committee on Interior and Insular Affairs with amendments.

The first amendment was, on page 4 line 22, to strike out "Keaaupaha" and insert "Keauakaha".

The amendment was agreed to.

The next amendment was, on page 6, line 19, after the figure "(1)", to insert "by further authorization of Congress and", so as to make the paragraph read:

(1) by further authorization of Congress and for a period of five years after the first meeting of the Hawaiian Homes

Commission only those lands situated on the island of Molokaki, etc.

The Amendment was agreed to.

The bill was ordered to be engrossed for a third reading, read the third time, and passed.

Forms of amendments

The joint resolution (S.J. Res. 4) requesting the President to negotiate a treaty or treaties for the protection of salmon in retrain parts of the Pacific Ocean was announced as next in order.

Mr. INOUYE. Mr. President, I have just had an opportunity to examine this joint resolution. I offer this amendment.

The PRESIDING OFFICER. The Secretary will state the amendment offered by the Senator from Arizona.

The READING CLERK. On page 1, line 11, it is proposed to strike out the words "both within and", so as to make the joint resolution read:

Resolved by the Senate and House of Representatives of the United States of America in Congress assembled, That the President of the United States be, and he is hereby, requested to negotiate on behalf of the United States, as promptly as is practicable, etc.

Mr. REID. Mr. President, I observe in the report of the bill by the chairman of the Foreign Relations Committee that it is reported as a Senate joint resolution. I ask for a modification of it so that it will be a Senate resolution instead of a Senate joint resolution.

The LEGISLATIVE CLERK. It is proposed to strike out "S.J. Res. 4" and insert "S. Res. 85".

The PRESIDING OFFICER. Is there objection to the modification? The Chair hears one and it will be so modified.

Mr. INOUYE. Would it not be necessary to change the resolving clause also? The resolving clause reads:

Resolved by the Senate and House of Representatives of the United States of America in Congress assembled,

The amendment was agreed to.

[Note use of words, figures, and punctuation in the following example. Follow manuscript.]

The next amendment was, on page 34, in line 9, under the heading "Employees' Compensation Commission", before the word "assistants", to strike out "five" and insert "three"; in line 10, after the word "clerks" and before the words "of class 3", to strike out "seven" and insert "five"; in line 11, before the words "of class 2", to strike out "twelve" and insert "nine"; in the same line, before the words "of class 1", to strike out "twenty-seven" and insert "twenty"; in line 12, before the words "at \$1.000 each", to strike out "three" and insert "two"; and in line 18, to strike out "\$124,940" and insert "\$102,590", so as to read:

EMPLOYEE'S COMPENSATION COMMISSION

Salaries: Three Commissioners at \$4,000 each; secretary, \$2,750; attorney, \$4,000; chief statistician, \$3,000; chief of accounts, \$2,500; accountant, \$2,250; claim examiners—chief \$2,250, assistant \$2,000, assistant \$1,800, three assistants at \$1,600 each; special agents—two at \$1,800 each, two at \$1,600 each; clerks—five of class 3, nine of class 2, twenty of class 1, two at \$1,000 each; in all \$102,590.

Mr. BAYH submitted an amendment intended to be proposed by him to the sundry civil appropriation bill, which was ordered to lie on the table and to be printed, as follows:

Add a new section, as follows: "*That the President of the Senate appoint three Members of the Senate; and the Speaker of the House three Members of the House.*"

The Senate resumed the consideration of the bill (H.R. 4075) to limit the immigration of aliens into the United States.

[An executive session usually being open, the following precedes the recess or adjournment heading:]

NATIONAL DRUG CONTROL
STRATEGY FOR 2003—PM 15

The PRESIDING OFFICER laid before the Senate the following message from the President of the United

States, together with accompanying report; which was referred to the Committee on the Judiciary.

To the Congress of the United States:

I am pleased to transmit the 2003 National Drug Control Strategy, consistent with the Office of National Drug Control Policy Reauthorization Act of 1998 (12 U.S.C. 1705).

A critical component of our Strategy is to teach young people . . .

GEORGE W. BUSH. □
THE WHITE HOUSE, February 12, 2003.

To the Senate of the United States:

To the end that I may receive the advice and consent of the Senate to ratification, I transmit herewith a treaty of arbitration and conciliation between the United States and Switzerland, signed at Washington on March 17, 1952.

HARRY S. TRUMAN. □
THE WHITE HOUSE, March 17, 1952.

[A letter from the President to the Senate is set in 7-point type when any form of treaty is 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. REID. Mr. President, I know of no further business to come before the Senate. I move, in accordance with the order previously entered, that the Senate stand in recess until the hour of 10:30 a.m. tomorrow.

The motion was agreed to and, at 7:34 p.m., the Senate recessed until Wednesday, June 18, 2008, at 10:30 a.m.

[After the recess or adjournment the following may appear:]

NOMINATIONS

Executive Nominations received by the Senate.

[Under the heads *Nominations*, *Confirmations*, *Withdrawal*, and *Rejection*, the following scheme for subheads is to be followed:]

[Heads indicating service, or branch or department of Government and subheads indicating subdivision or type of service—7-point small caps.]

[Subheads indicating new rank of appointee—7-point italic initial cap.]

[Text is set in 5 point caps.]

[Note: Nominations will be set first name, middle name (or first middle initial), and last name throughout followed by period. Asterisks, if any, precede names as in executive nominations.]

Executive nominations received by the Senate:

DEPARTMENT OF STATE

RICHARD G OLSON, JR., OF NEW MEXICO, A CAREER MEMBER OF THE SENIOR FOREIGN SERVICE, CLASS OF COUNSELOR, TO BE AMBASSADOR EXTRAORDINARY AND PLENIPOTENTIARY OF THE UNITED STATES OF AMERICA TO THE UNITED ARAB REPUBLIC.

DEPARTMENT OF LABOR

BRENT R. OLSON, JR. OF VIRGINIA, TO BE AN ASSISTANT SECRETARY OF LABOR, VICE EMILY STOVER DEROCCO.

IN THE ARMY

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

To be colonel

KENNETH L. BEALE, JR.
THOMAS H. NROUILLARD

CONFIRMATIONS

NATIONAL COMMISSION ON LIBRARIES AND INFORMATION SCIENCE

HAROLD C. CROTTY, OF MICHIGAN, TO BE A MEMBER OF THE NATIONAL COMMISSION.

HOUSE OF REPRESENTATIVES

TUESDAY, SEPTEMBER 9, 2008

[When the Speaker is in the Chair, follow this style.]

The House met at 9:30 a.m.

The Chaplain, the Reverend Daniel P. Coughlin, offered the following prayer:

Water, not only the essential planetary element, O Lord, water itself ushers in new human life. For Your people of covenant, both old and new, the symbol of water is complex, never stable, always fresh and beautiful, sometimes fearful and tragic.

As the Spring of Salvation, we call upon Your Holy Name to calm the waters of anxiety in mid-America. Enable Your people to cross these present waters of disaster and bring them to Your promised land of fruitful plenty.

In the book of Joshua, water upon the fleece is Joshua's own test of Your presence in the midst of trouble; later the way his people take water unto themselves becomes their measurement.

End this waterboarding of America's fields and rural towns even if we can no longer define torture ourselves. By the wellspring of Your Spirit, mix all our human endeavors with our natural resources in such an outstanding victory that believers and unbelievers alike will be touched again as in Joshua's day and acclaim: "Their hearts melted and became as water!"

This is our prayer now and forever. Amen.

[When the Speaker is not in the Chair, follow this style.]

The House met at 12:30 and was called to order by the Speaker pro tempore (Mr. LARSEN of Washington).

¹ Head is not used when the Speaker is in the chair. See preceding example.

DESIGNATION OF SPEAKER PRO TEMPORE

The SPEAKER pro tempore laid before the House the following communication from the Speaker:

WASHINGTON, DC,
June 17, 2008.

I hereby appoint the Honorable Rick LARSEN to act as Speaker pro tempore on this day.

*NANCY PELOSI,
Speaker of the House of Representatives.*

PRAYER¹

The Chaplain, the Reverend Daniel P. Coughlin, offered the following prayer:

O God, who rules all the world from everlasting to everlasting, during the time given them, help this Congress to set a great agenda for this Nation and its future. Grasping a sense of the urgent needs of Your people, may this week provide a sense of priorities. May the desires of the common good overshadow particular concerns and personal preferences.

Inspire each Member to draw upon his or her best instinct and highest ideal so true goodness overcomes every evil and determined work whitewashes away at every problem, until this great Nation becomes Your living glory for all the world to see.

Show us the way, fill us with life, and let truth reign, both now and forever. Amen.

THE JOURNAL

The SPEAKER pro tempore. The Chair has examined the Journal of the last day's proceedings and announces to the House his approval thereof.

Pursuant to clause 1, rule I, the Journal stands approved.

PLEDGE OF ALLEGIANCE

The SPEAKER pro tempore. Will the gentleman from Iowa (Mr. BOSWELL) come forward and lead the House in the Pledge of Allegiance.

Mr. BOSWELL led the Pledge of Allegiance as follows:

I pledge allegiance to the Flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

SWEARING IN OF THE HONORABLE DONNA EDWARDS, OF MARYLAND, AS A MEMBER OF THE HOUSE

Mr. HOYER. Madam Speaker, I ask unanimous consent that the gentlewoman from Maryland, the Honorable DONNA EDWARDS, be permitted to take the oath of office today.

Her certificate of election has not arrived, but there is no contest and no question has been raised with regard to her election.

The SPEAKER. Is there objection to the request of the gentleman from Maryland?

There was no objection.

The SPEAKER. Will Representative-elect EDWARDS and the members of the Maryland delegation present themselves in the well.

Ms. EDWARDS of Maryland appeared at the bar of the house and took the oath of office, as follows:

Do you solemnly swear or affirm that you will support and defend the Constitution of the United States against all enemies, foreign and domestic; that you will bear true faith and allegiance to the same; that you take this obligation freely, without and mental reservation or purpose of evasion; and that you will well and faithfully discharge the duties of the office on which you are about to enter, so help you God.

The SPEAKER. Congratulations. You are now a Member of the 110th Congress.

WELCOMING THE HONORABLE DONNA EDWARDS TO THE HOUSE OF REPRESENTATIVES

[Welcoming speeches follow.]

[Initial speech of new Representative follows.]

ANNOUNCEMENT BY THE SPEAKER

The SPEAKER. Under clause 5(d) of rule XX, the Chair announces to the House that, in light of the administration of the oath of office to the gentlewoman from Maryland (Mrs. EDWARDS), the whole number of the House is 435.

OATH OF OFFICE OF MEMBERS

The oath of office required by the sixth article of the Constitution of the United States, and as provided by section 2 of the act of May 13, 1884 (23 Stat. 22), to be administered to Members, Resident Commissioner, and Delegates or the House of Representatives, the text of which is carried in 5 U.S.C. 3331:

"I, AB, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that you will bear true faith and allegiance to the same; that you take this obligation freely, without and mental reservation or purpose of evasion; and that you will well and faithfully discharge the duties of the office on which you are about to enter, so help you God.

has been subscribed to in person and filed in duplicate with the Clerk of the House of Representatives by the following Member of the 110th Congress, pursuant to Public Law 412 of the 80th Congress entitled "An act to amend section 30 of the Revised Statutes of

the United States" (2 U.S.C. 25, approved February 18, 1948:

DONNA F. EDWARDS, 4th District of Maryland

MESSAGE FROM THE SENATE

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

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

MESSAGE FROM THE SENATE

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

H.R. 430. An act to designate the United States bankruptcy courthouse located at 271 Cadman Plaza East in Brooklyn, New York, as the "Conrad B. Duberstein United States Bankruptcy Courthouse".

H.R. 781. An act to redesignate Lock and Dam No. 5 of the McClellan-Kerr Arkansas River Navigation System near Redfield, Arkansas, authorized by the Rivers and Harbors Act approved July 24, 1946, as the "Colonel Charles D. Maynard Lock and Dam".

H.R. 1019. An act to designate the United States customhouse building located at 31 Gonzalez Clemente Avenue in Mayagüez, Puerto Rico, as the "Rafael Martínez Nadal United States Customhouse Building".

H.R. 2728. An act to designate the station of the United States Border Patrol located at 25762 Madison Avenue in Murrieta, California, as the "Theodore L. Newton, Jr. and George F. Azrak Border Patrol Station".

H.R. 3712. An act to designate the United States courthouse located at 1716 Spielbusch Avenue in Toledo, Ohio, as the "James M. Ashley and Thomas W.L. Ashley United States Courthouse".

H.R. 4140. An act to designate the Port Angeles Federal Building in Port Angeles, Washington, as the "Richard B. Anderson Federal Building".

H. Con. Res. 32. Concurrent resolution honoring the members of the United States Air Force who were killed in the June 25, 1996, terrorist bombing of the Khobar Towers United States military housing compound near Dhahran, Saudi Arabia.

The message also announced that the Senate has passed bills of the following titles in which the concurrence of the House is requested:

S. 2403. An act to designate the new Federal Courthouse, located in the 700 block of East Broad Street, Richmond, Virginia, as the "Spottswood W. Robinson III and Robert R. Merhige, Jr. Federal Courthouse".

S. 2837. An act to designate the United States courthouse located at 225 Cadman Plaza East, Brooklyn, New York, as the "Theodore Roosevelt United States Courthouse".

S. 3009. An act to designate the Federal Bureau of Investigation building under construction in Omaha, Nebraska, as the "J. James Exon Federal Bureau of Investigation Building".

S. 3145. An act to designate a portion of United States Route 20A, located in Orchard Park, New York, as the "Timothy J. Russert Highway".

[Observe that bills from the Senate to the House read *An act*. If the manuscript should read *A bill*, change to *An act* in conformity with this rule, and place number first. Note also the following forms:]

FOOD, CONSERVATION, AND ENERGY ACT OF 2008—VETO MESSAGE FROM THE PRESIDENT OF THE UNITED STATES (H. DOC. NO. 110–125)

The SPEAKER pro tempore laid before the House the following veto message from the President of the United States:

To the House of Representatives:

I am returning herewith without my approval H.R. 6124, the "Food, Conservation, and Energy Act of 2008."

The bill that I vetoed on May 21, 2008, H.R. 2419, which became Public Law

110-234, did not include the title III provisions that are in this bill. . . . For similar reasons, I am vetoing the bill before me today.

GEORGE W. BUSH.
THE WHITE HOUSE, June 18, 2008.

The SPEAKER pro tempore. The objections of the President will be spread at large upon the Journal, and the veto message and the bill will be printed as a House document.

The question is, Will the House, on reconsideration, pass the bill, the objections of the President to the contrary notwithstanding?

The gentleman from Minnesota (Mr. PETERSON) is recognized for 1 hour.

[Debate and vote follow.]

MESSAGE FROM THE PRESIDENT

A message in writing from the President of the United States was communicated to the House by Mr. Leomar, one of his secretaries, who also informed the House that on the following dates the President approved and signed bills and a joint resolution of the House of the following titles:

On June 2, 1971:
H.R. 4209. An act to amend the Revised Organic Act of the Virgin Islands.

On June 4, 1971:
H.R. 5765. An act to extend for 6 months the time for filing the comprehensive report of the Commission on the Organization of the Government of the District of Columbia; and

H.J. Res. 583. Joint resolution designating the last full week in July of 1971 as "National Star Route Mail Carriers Week."

[Observe that bills coming from the President take the form of *An act*. This rule must be followed invariably, even if the manuscript reads *A bill*.]

IOWANS UNITED IN TIME OF TROUBLE

(Mr. BOSWELL asked and was given permission to address the House for

1 minute and to revise and extend his remarks.)

Mr. BOSWELL. Mr. Speaker, today I come to share with you that Iowa is in a lot of trouble. We have had extensive floods, etc.

MRS. VIRGINIA THRIFT

Mr. GOSS. Ms. Speaker, by direction of the Committee on House Administration, I offer a privileged resolution (H. Res. 321) and ask for its immediate consideration.

The Clerk read as follows:

H. RES. 321

Resolved, That there shall be paid out of the contingent fund of the House to Mrs. Virginia Thrift, widow of Chester R. Thrift, late an employee of the House, an amount equal to six months' salary compensation at the rate he was receiving at the time of his death, and an additional amount not to exceed \$250 to defray funeral expenses of the said Chester R. Thrift.

The Resolution was agreed to.

A motion to reconsider was laid on the table.

BILLS PRESENTED TO THE PRESIDENT

Ms. MATSUI, from the Committee on Rules, reported that that committee did on this day present to the President, for his approval, bills of the House of the following titles:

H.R. 3331. An act for the relief of Harry L. Smith; and

H.R. 3366. An act to amend section 409 of the Interstate Commerce Act, relating to joint rates of freight forwarders and common carriers by motor vehicle.

ENROLLED BILLS SIGNED

Ms. Lorraine C. Miller, Clerk of the House, reported and found truly enrolled bills of the House of the following titles, which were thereupon signed by the Speaker:

H.R. 430. An act to designate the United States bankruptcy courthouse located at 271 Cadman Plaza East in Brooklyn, New

York, as the "Conrad B. Duberstein United States Bankruptcy Courthouse".

H.R. 781. An act to redesignate Lock and Dam No. 5 of the McClellan-Kerr Arkansas River Navigation System near Redfield, Arkansas, authorized by the Rivers and Harbors Act approved July 24, 1946, as the "Colonel Charles D. Maynard Lock and Dam".

H.R. 1019. An act to designate the United States customhouse building located at 31 Gonzalez Clemente Avenue in Mayagüez, Puerto Rico, as the "Rafael MartinezNadal United States Customhouse Building".

THE COMMON CALENDAR

The SPEAKER. The Clerk will call the first bill on the Private Calendar.

JOHN SIMS

The Clerk called the first bill on the Private Calendar, H.R. 399, for the relief of John Sims.

H.R. 399

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the Secretary of the Treasury is authorized and directed to pay to John Sims, Mobile, Alabama, the sum of \$5,000.

The SPEAKER. The gentleman from Florida offers an amendment, which the Clerk will report.

The Clerk read as follows:

Amendment by Mr. STEARNS: In line 4, after the word "pay", add a comma and the following words: "out of any money in the Treasury not otherwise appropriated".

The SPEAKER. The question is on agreeing to the amendment.

COMMITTEE OF THE WHOLE HOUSE ON THE STATE OF THE UNION

SAVING ENERGY THROUGH PUBLIC TRANSPORTATION ACT OF 2008

The SPEAKER pro tempore. Pursuant to House Resolution 1304 and rule XVIII, the Chair declares the House in the Committee of the Whole House on the State of the Union for the consideration of the bill, H.R. 6052.

The amendment was agreed to.

On motion of Mr. STEARNS, a motion to reconsider the vote by which the bill was passed was laid on the [not upon] the table.

SENATE BILLS REFERRED

Bills of the Senate of the following titles were taken from the Speaker's table and, under the rule, referred as follows:

S. 2403. An act to designate the new Federal Courthouse, located in the 700 block of East Broad Street, Richmond, Virginia, as the "Spotswood W. Robinson III and Robert R. Merhige, Jr. Federal Courthouse"; to the Committee on Transportation and Infrastructure.

S. 2837. An act to designate the United States courthouse located at 225 Cadman Plaza East, Brooklyn, New York, as the "Theodore Roosevelt United States Courthouse"; to the Committee on Transportation and Infrastructure.

S. 3009. An act to designate the Federal Bureau of Investigation building under construction in Omaha, Nebraska, as the "J. James Exon Federal Bureau of Investigation Building"; to the Committee on Transportation and Infrastructure.

S. 3145. An act to designate a portion of United States Route 20A, located in Orchard Park, New York, as the "Timothy J. Russert Highway"; to the Committee on Transportation and Infrastructure.

[In the reference of Senate acts to House committees the name of the committee will be repeated after the act, though there may be several acts referred to the same committee.]

1408

IN THE COMMITTEE OF THE WHOLE

Accordingly, the House resolved itself into the Committee of the Whole House on the State of the Union for the consideration of the bill (H.R. 6052) to promote increased public transportation use, to promote increased use of alternative fuels in providing public

transportation, and for other purposes, with Ms. DEGETTE in the chair.

The Clerk read the title of the bill.

The CHAIRMAN. Pursuant to the rule, the bill is considered read the first time.

The gentleman from Minnesota (Mr. OBERSTAR) and the gentleman from Florida (Mr. MICA) each will control 30 minutes.

The Chair recognizes the gentleman from Minnesota.

Mr. OBERSTAR. Madam Chairman, I rise in support of H.R. 6052, the Saving Energy Through Public Transportation Act of 2008. . . .

Mr. MICA. Madam Chairman, I rise today in strong support of H.R. 6052, the "Saving Energy Through Public Transportation Act of 2008". This bill promotes energy savings for all Americans by increasing public transportation use in the United States. . . .

The CHAIRMAN. All time for general debate has expired.

Pursuant to the rule, the bill shall be considered read for amendment under the 5-minute rule.

The text of the bill is as follows:

H.R. 6052

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,

SECTION 1. SHORT TITLE.

This Act may be cited as the "Saving Energy Through Public Transportation Act of 2008".

SEC. 2. FINDINGS.

Congress finds the following:

(1) In 2007, people in the United States took more than 10.3 billion trips using public transportation, the highest level in 50 years. . . .

The CHAIRMAN. No amendment to the bill shall be in order except those printed in House Report 110-734. Each amendment may be offered only in the order printed in the report, by a Member designated in the report, shall be considered read, shall be debatable for the time specified in the report, equally divided and controlled

by the proponent and an opponent, shall not be subject to amendment, and shall not be subject to a demand for division of the question.

AMENDMENT NO. 1 OFFERED BY MR. OBERSTAR

The CHAIRMAN. It is now in order to consider amendment No. 1 printed in House Report 110-734.

Mr. OBERSTAR. Madam Chairman, I have an amendment at the desk.

The CHAIRMAN. The Clerk will designate the amendment.

The text of the amendment is as follows:

Amendment No. 1 offered by Mr. OBERSTAR:

Page 3, after line 23, insert the following:

(9) Public transportation stakeholders should engage and involve local communities in the education and promotion of the importance of utilizing public transportation. . . .

The CHAIRMAN. Pursuant to House Resolution 1304, the gentleman from Minnesota (Mr. OBERSTAR) and a Member opposed each will control 5 minutes.

The Chair recognizes the gentleman from Minnesota.

Mr. OBERSTAR. I yield myself such time as I may consume. . . .

I yield back the balance of my time.

Mr. OBERSTAR. I have no further speakers on this amendment, and I yield back the balance of my time.

The CHAIRMAN. The question is on the amendment offered by the gentleman from Minnesota (Mr. OBERSTAR).

The amendment was agreed to.

The CHAIRMAN. There being no other amendments, under the rule, the Committee rises.

Accordingly, the Committee rose; and the Speaker pro tempore (Mr. Ross) having assumed the chair, Ms. DEGETTE, Chairman of the Committee of the Whole House on the State of the Union, reported that that Committee, having had under consideration the bill (H.R. 6052) to promote increased public transportation use, to promote

increased use of alternative fuels in providing public transportation, and for other purposes, pursuant to House Resolution 1304, she reported the bill back to the House with sundry amendments adopted by the Committee of the Whole.

The SPEAKER pro tempore. Under the rule, the previous question is ordered.

Is a separate vote demanded on any amendment reported from the Committee of the Whole? If not, the Chair will put them en gros.

The amendments were agreed to.

The SPEAKER pro tempore. The

question is on the engrossment and third reading of the bill.

The bill was ordered to be engrossed and read a third time, and was read the third time.

The SPEAKER pro tempore. The question is on the passage of the bill.

The question was taken; and the Speaker pro tempore announced that the ayes appeared to have it.

(Voting occurs)

So the bill was passed.

The result of the vote was announced as above recorded.

A motion to reconsider was laid on the table.

CONFERENCE REPORT AND STATEMENT

Conference reports and statements to be set in 7 point.

Use 3-point space before and after conference report and statement.

In the House the names of Members are to be first.

Follow manuscript literally in the report. Observe the form *Amendments numbered 1, 2, 3, etc.*, and, when the amendment is to make an independent paragraph, the phrase *And the Senate [or House] agree to the same* will be a paragraph by itself; otherwise it will be run in after the amendment with a semicolon. Examples of each are given in the report following.

In the statement change *numbered* to *No.*, as *amendment No. 1*, but do not supply *No.* or *amendment* if omitted in manuscript; otherwise regular style will prevail.

CONFERENCE REPORT (H. REPT. 97-747)

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

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

That the House recede from its disagreement to the amendments of the Senate

numbered 20, 23, 25, 26, 28, 30, 32, 33, 34, 35, 36, 46, 48, 54, 61, 678, 70, 77, 78, 79, 87, 99, 101, 14, 105, 106, 110, 111, 125, 127, 134, 136, 139, 156, 157, 165, 167, 168, 170, 174, 175, and 176, and agree to the same.

Amendment numbered 16:

That the House recede from its disagreement to the amendment of the Senate numbered 16, and agree to the same with an amendment, as follows:

In lieu of the sum proposed by said amendment insert \$4,400,000; and the Senate agree to the same.

Amendment numbered 27:

That the House recede from its disagreement to the amendment of the Senate numbered 27, and agree to the same with an amendment, as follows:

In lieu of the sum proposed by said amendment insert \$53,700,000; and the Senate agree to the same.

JOHN T. MYERS
(*except amendments 54 and
177,*)

CLARENCE E. MILLER,
LAWRENCE COUGHLIN,
STENY H. HOYER,
GEORGE M. O'BRIEN,
Managers on the Part of the House.

DALE BUMPERS,
DANIEL K. INOUYE,
ERNEST F. HOLLINGS,
TOM HARKIN,
RICHARD H. BRYAN,
J. BENNETT JOHNSON,
RON WYDEN,
PATRICK J. LEAHY,
DIANNE FEINSTEIN,
Managers on the Part of the Senate.

**JOINT EXPLANATORY STATEMENT OF THE
COMMITTEE OF CONFERENCE**

The managers on the part of the House and the Senate at the conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H.R. 6863), making supplemental appropriations for the fiscal year 1982, rescinding certain budget authority, and for other purposes, submit the following joint statement to the House and the Senate in explanation of the effect of the action agreed upon by the managers and recommended in the accompanying conference report:

TITLE I

**CHAPTER I—DEPARTMENT OF
AGRICULTURE**
SOIL CONSERVATION SERVICE
CONSERVATION OPERATIONS

Amendment No. 1: Reported in technical disagreement. The managers on the part of the House will offer a motion to re-cede and concur in the amendment of the Senate which allows the Soil Conservation Service to exchange a parcel of land in Bellingham, Washington, for other land.

In lieu of the matter inserted by said amendment, insert the following:

FOOD AND NUTRITION SERVICE
CHILD NUTRITION PROGRAMS

If the funds available for Nutrition Education and Training grants authorized under section 19 of the Child Nutrition Act of 1966, as amended, require a ratable reduction in those grants, the minimum grant for each State shall be \$50,000.

The managers on the part of the Senate will move to concur in the amendment of the House to the amendment of the Senate.

Committee on Agriculture: Solely for consideration of title I of the House bill and title I of the Senate amendment:

E DE LA GARZA,
THOMAS S. FOLEY,
DAVID R. BOWEN,
FRED RICHMOND,
BILL WAMPLER,
PAUL FINDLEY
(*on all matters except
as listed below,*)
TOM HAGEDORN
(*on all matters except
as listed below,*)

Amendments

[As figures are used in bills to express sums of money, dates, paragraph numbers, etc., amendments involving such expressions must be set in figures thus: Strike out "\$840" and insert "\$1,000", etc. for other enumerations, etc., follow the manuscript as the data is picked up from the bill and used for the Record and then picked up from the Record and used for the report.]

EMANUEL F. LENKERSDORF

The Clerk called the bill (H.R. 2520) for the relief of Emanuel F. Lenkersdorf.

There being no objection, the Clerk read the bill as follows:

H.R. 2520

Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That for the purposes of the Immigration and Nationality Act, Emanuel F. Lenkersdorf shall be held and considered to have been lawfully admitted to the United States for permanent residence as of the date of the enactment of this Act, upon payment of the required visa fee. Upon the granting of permanent residence to such alien as provided for in this Act, the Secretary of State shall instruct the proper officer to deduct one number from the total number of immigrant visas and conditional entries which are made available to natives of the country of the alien's birth under paragraphs (1) through (8) of section 203(a) of the Immigration and Nationality Act.

With the following committee amendment:

On page 2, strike lines 4 through 6 and insert in lieu thereof: "which are made available to natives of the country of the alien's birth under section 203(a) of the Immigration and Nationality Act or, if

applicable, from the total number of such visas which are made available to such natives under section 202(3) of such Act.”.

The committee amendment was agreed to.

The bill was ordered to be engrossed and read a third time, was read the third time, and passed, and a motion to reconsider was laid on the table.

CONTESTED ELECTION, CARTER AGAINST LECOMpte—MESSAGE FROM THE CLERK OF THE HOUSE OF REPRESENTATIVES (H. DOC. NO. 235)

The SPEAKER laid before the House the following message from the Clerk of the House of Representatives, which was read and, with the accompanying papers, referred to the Committee on House Administration:

JULY 29, 2008.

The Honorable the SPEAKER,
House of Representatives.

SIR: I have the honor to lay before the House of Representatives the contest for a seat in the House of Representatives from the Fourth Congressional District of the State of Iowa, Steven V. Carter against Karl M. LeCompte, notice of which has been filed in the office of the Clerk of the House; and also transmit herewith original testimony, papers, and documents relating thereto.

LEAVE OF ABSENCE

By unanimous consent, leave of absence was granted to:

Mr. CONYERS (at the request of Mr. HOYER) for today on account of personal business.

Mr. ENGEL (at the request of Mr. HOYER) for today on account of a codel flight delay.

Mr. GENE GREEN of Texas (at the request of Mr. HOYER) for today on account of a doctor's appointment.

SPECIAL ORDERS GRANTED

By unanimous consent, permission to address the House, following

the legislative program and any special orders heretofore entered, was granted to:

(The following Members (at the request of Ms. WOOLSEY) to revise and extend their remarks and include extraneous material:)

Ms. WOOLSEY, for 5 minutes, today.

Mr. DEFazio, for 5 minutes, today.

Ms. KAPUR, for 5 minutes, today.

Mr. SPRATT, for 5 minutes, today.

(The following Members (at the request of Mr. SMITH of Nebraska) to revise and extend their remarks and include extraneous material:)

Mr. POE, for 5 minutes, June 20, 23 and 24.

Mr. JONES of North Carolina, for 5 minutes, June 20, 23 and 24.

Mr. BISHOP of Utah, for 5 minutes, today and June 18.

Mr. McCOTTER, for 5 minutes, June 19.

ADJOURNMENT

Mr. FORBES. Mr. Speaker, I move that the House do now adjourn.

The motion was agreed to; accordingly (at 9 o'clock and 56 minutes p.m.), under its previous order, the House adjourned until tomorrow, Wednesday, June 18, 2008, at 9:30 a.m.

RECESS

The SPEAKER pro tempore. Pursuant to clause 12(a) of rule I, the Chair declares the House in recess until 2 p.m. today.

Accordingly (at 12 o'clock and 50 minutes p.m.), the House stood in recess until 2 p.m.

□ 1400

AFTER RECESS

The recess having expired, the House was called to order by the Speaker pro tempore (Mr. LARSEN of Washington) at 2 p.m.

[Follow manuscript as to expressing time of adjournment as 6 o'clock and 25 minutes p.m., or 6:25 p.m.]

MOTION TO DISCHARGE COMMITTEE

MARCH 17, 2008.

TO THE CLERK OF THE HOUSE OF REPRESENTATIVES:

Pursuant to clause 4 of rule XXVII, I, PERCY J. PRIEST, move to discharge the Committee on Banking and Currency from the consideration of the bill (H.R. 2887) entitled "A bill transferring certain functions of the Price Administrator, with respect to petroleum and petroleum products, to the petroleum Administrator for War," which was referred to said committee March 7, 2008, in support of which motion the undersigned Members of the House of Representatives affix their signatures, to wit:

1. Percy J. Priest.
2. Oren Harris. . . .
217. William E. Hess.
218. James G. Polk.

This motion was entered upon the Journal, entered in the CONGRESSIONAL RECORD with signatures thereto, and referred to the Calendar of Motions To Discharge Committees, February 29, 2008.

House briefs

[The briefs follow at end of day's proceedings, heads and dashes to be used as shown here. This data is supplied from the House and is printed as submitted.]

EXECUTIVE COMMUNICATIONS, ETC.

Under clause 8 of rule XII, executive communications were taken from the Speaker's table and referred as follows:

7144. A letter from the Congressional Review Coordinator, Department of Agriculture, transmitting the Department's final rule—Consolidation of the Fruit Fly Regulations [Docket No. APHIS-2007-0084] (RIN: 0579-AC57) received June 9,

2008, pursuant to 5 U.S.C. 801(a)(1)(A); to the Committee on Agriculture.

7145. A letter from the Director, Regulatory Management Division, Environmental Protection Agency, transmitting the Agency's final rule—Bifenthrin; Pesticide Tolerances [EPA-HQ-OPP-2007-0535; FRL-8366-4] received June 9, 2008, pursuant to 5 U.S.C. 801(a)(1)(A); to the Committee on Agriculture.

7146. A letter from the Director, Regulatory Management Division, Environmental Protection Agency, transmitting the Agency's final rule—1,3-Dichloropropene and metabolites; Pesticide Tolerance [EPA-HQ-OPP-2007-0637; FRL-8345-1] received April 30, 2008, pursuant to 5 U.S.C. 801(a)(1)(A); to the Committee on Agriculture.

[Use the following form if only one communication is submitted—8 point:]

7147. Under clause 8 of rule XII, a letter from the Director, Regulatory Management Division, Environmental Protection Agency, transmitting the Agency's final rule—(Z)-7,8-epoxy-2-methyloctadecane (Disparlure); Exemption from the Requirement of a Tolerance [EPA-HQ-OPP-2007-0596; FRL-8367-7] received June 9, 2008, pursuant to 5 U.S.C. 801(a)(1)(A), was taken from the Speaker's table, referred to the Committee on Agriculture, and ordered to be printed.

REPORTS OF COMMITTEES ON PUBLIC BILLS AND RESOLUTIONS

Under clause 2 of rule XIII, reports of committees were delivered to the Clerk for printing and reference to the proper calendar, as follows:

Mr. WAXMAN: Committee on Oversight and Government Reform. Supplemental report on H.R. 5781. A bill to provide that 8 of the 12 weeks of parental leave made available to a Federal employee shall be paid leave, and for other purposes. (Rept. 110-624 Pt. 2).

REPORTS OF COMMITTEES ON PUBLIC BILLS AND RESOLUTIONS

Under clause 2 of rule XIII, reports of committees were delivered to the

Clerk for printing and reference to the proper calendar, as follows:

Mr. RAHALL: Committee on Natural Resources. H.R. 2964. A bill to amend the Lacey Act Amendments of 1981 to treat nonhuman primates as prohibited wildlife species under that Act, to make corrections in the provisions relating to captive wildlife offenses under that Act, and for other purposes, with an amendment (Rept. 110-712). Referred to the Committee of the Whole House on the State of the Union.

Mr. RAHALL: Committee on Natural Resources. H.R. 3702. A bill to direct the Secretary of Agriculture to convey certain land in the Beaverhead-Deerlodge National Forest, Montana, to Jefferson County, Montana, for use as a cemetery (Rept. 110-713). Referred to the Committee of the Whole House on the State of the Union.

Mr. RAHALL: Committee on Natural Resources. H.R. 5511. A bill to direct the Secretary of the Interior, acting through the Bureau of Reclamation, to remedy problems caused by a collapsed drainage tunnel in Leadville, Colorado, and for other purposes (Rept. 110-715). Referred to the Committee of the Whole House on the State of the Union.

Mr. THOMPSON of Mississippi: Committee on Homeland Security. House Resolution 1150. Resolution expressing the sense of the House of Representatives that the Transportation Security Administration should, in accordance with the congressional mandate provided for in the Implementing Recommendations of the 9/11 Commission Act of 2007, enhance security against terrorist attack and other security threats to our Nation's rail and mass transit lines, with amendments (Rept. 110-716). Referred to the House Calendar.

[Use above form also when only one report is submitted.]

PUBLIC BILLS AND RESOLUTIONS

Under clause 2 of rule XII, public bills and resolutions were introduced and severally referred, as follows:

By Mr. SHADDEGG:

H.R. 6274. A bill to provide an equivalent to habeas corpus protection for persons held under military authority under that part of Cuba leased to the United States; to the Committee on the Judiciary, and in addition to the Committee on Armed Services, for a period to be subsequently

determined by the Speaker, in each case for consideration of such provisions as fall within the jurisdiction of the committee concerned.

By Mr. RANGEL (for himself, Mr. McDERMOTT, Mr. LEWIS of Georgia, Mr. NEAL of Massachusetts, Mr. POMEROY, MTS. JONES of Ohio, Mr. BLUMENAUER, Ms. BERKLEY, Mr. CROWLEY, Mr. VAN HOLLEN, Mr. MEEK of Florida, Mr. LEVIN, and Mr. LARSON of Connecticut):

H.R. 6275. A bill to amend the Internal Revenue Code of 1986 to provide individuals temporary relief from the alternative minimum tax, and for other purposes; to the Committee on Ways and Means.

[Use the following form when only one bill or resolution is submitted:]

Under clause 2 of rule XII:

Mr. CAZAYOUX (for himself, Mr. CHILDERS, Ms. WATERS, Mr. THOMPSON of Mississippi, Mr. FRANK of Massachusetts, Mr. CUELLAR, and Mrs. CAPITO) introduced a bill (H.R. 6276) to repeal section 9(k) of the United States Housing Act of 1937; to the Committee on Financial Services.

MEMORIALS

Under clause 3 of rule XII, memorials were presented and referred as follows:

[Use the following form when submitted by the Speaker if *By the Speaker* is not in manuscript:]

327. By the SPEAKER: Memorial of the Legislature of the State of Louisiana, relative to Senate Concurrent Resolution No. 76 memorializing the Congress of the United States to take such actions as are necessary to expedite the reopening of the Arabi branch of the United States Postal Service located in St. Bernard Parish; to the Committee on Oversight and Government Reform.

328. Also, a memorial of the Legislature of the State of Idaho, relative to Senate Joint Memorial No. 114 expressing opposition to S. 40 and H.R. 3200; jointly to the Committees on Financial Services and the Judiciary.

MEMORIALS

Under clause 3 of rule XII,

[Use the following form when only one memorial is submitted:]

326. The SPEAKER presented a memorial of the Legislature of the State of Louisiana, relative to Senate Concurrent Resolution No. 51 memorializing the Congress of the United States to establish a grant program to assist the seafood industry in St. Tammany, St. Bernard, Orleans, and Plaque-mines parishes; to the Committee on Financial Services.

PRIVATE BILLS AND RESOLUTIONS

Under clause 1 of rule XXII, private bills and resolutions were introduced and severally referred as follows:

By Mr. ATKINSON:

H.R. 6583. A bill for the relief of Mohamed Tejpar and Nargis Tejpar; to the Committee on the Judiciary.

By Mr. AuCOIN:

H.R. 6584. A bill for the relief of Celia Maarit Halle; to the Committee of the Judiciary.

[Use the following form when only one bill or resolution is submitted:]

Under clause 1 of rule XXII,

Mr. LANTOS introduced a bill (H.R. 6766) for the relief of Shanna Teresa Millich; which was referred to the Committee on the Judiciary.

ADDITIONAL SPONSORS

Under clause 7 of rule XII, sponsors were added to public bills and resolutions as follows:

H.R. 78: Mr. GARRETT of New Jersey.

H.R. 96: Mr. RANGEL.

H.R. 154: Mr. TOWNS, Mr. FRELINGHUYSEN, Mr. DOYLE, Mr. SPACE, and Mr. LARSON of Connecticut.

[Note.—Set sponsors caps and Members caps and lower case.]

DISCHARGE PETITIONS

Under clause 2 of rule XV, the following discharge petitions were filed:

Petition 10, June 24, 2008, by Mr. JOHN R. "RANDY" KUHL, Jr. on H.R. 5656, was signed by the following Members: John R. "Randy" Kuhl Jr., Doug Lamborn, David Davis, Robert E. Latta, Joseph R. Pitts, Charles W. Boustany, Jr., Ron Paul, Michael T. McCaul, John Kline, Randy Neugebauer, Lynn A. Westmoreland, and Wally Herger.

Petition 11, June 24, 2008, by Mr. THOMAS G. TANCREDO on House Resolution 1240, was signed by the following Members: Thomas G. Tancredo and Jean Schmidt.

DISCHARGE PETITIONS—ADDITIONS OR DELETIONS

The following Members added their names to the following discharge petitions:

Petition 3 by Mr. PENCE on House Resolution 694: Timothy V. Johnson.

Petition 4 by Mr. ADERHOLT on H.R. 3584: Trent Franks.

Petition 5 by Mrs. DRAKE on H.R. 4088: Timothy V. Johnson.

PETITIONS, ETC.

Under clause 3 of rule XII, petitions and papers were laid on the clerk's desk and referred as follows:

283. The SPEAKER presented a petition of the City Council of Compton, CA, relative to Resolution No. 22,564 supporting the Homeowners and Bank Protection Act of 2007; to the Committee on Financial Services.

284. Also, a petition of the California State Lands Commission, relative to a Resolution regarding the taking of marine mammals and sea turtles incidental to power plant operations of once-through cooling power plants in California; to the Committee on Natural Resources.

[Use the following form when only one petition is submitted:]

Under clause 1 of rule XXII,

139. The SPEAKER presented a petition of the Council of the District of Columbia, relative to the Council-adopted resolution entitled, "National Park Service-Georgetown Branch Rail Right-of-Way Acquisition Resolution of 1990"; which was referred to the Committee on the District of Columbia.

AMENDMENTS

Under clause 8 of rule XVIII, proposed amendments were submitted as follows:

H.R. 1328

OFFERED BY: MR. COLE OF OKLAHOMA

AMENDMENT NO. 4: Page 341, line 11, after "title," insert the following: "The Federal Government shall not withhold funding."

CONGRESSIONAL RECORD INDEX

General instructions

Set in 7 point on 8 point, Record measure (168 points, 14 picas).

Cap lines or italic lines are set flush left.

Entries are indented 1 em, with overs 2 ems.

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

Bullet following page number in index identifies unspoken material.

Pages are identified as S (Senate), H (House), and E (Extensions).

Pages in bound Record index are entered numerically, without S, H, or E prefixes.

Abbreviations and acronyms—

(for use on notation of content line)

Abbreviations

Streets: St.; Ave.; Ct.; Dr.; Blvd.; Rd.; Sq.; Ter.

Names: Jr.; Sr.; II (etc.)

Businesses: Co.; Corp. (includes all Federal corporations); Inc.; Ltd.; Bros.

States: See rule 9.13.

| | |
|--|---------------------------|
| Dept. of Agriculture | Sec. of Agriculture. |
| Dept. of Commerce | Sec. of Commerce. |
| Dept. of Defense | Sec. of Defense. |
| Dept. of Education | Sec. of Education. |
| Dept. of Energy | Sec. of Energy. |
| Dept. of Health and Human Services | Sec. of Health and . . . |
| Dept. of Homeland Security | Sec. of Homeland Security |
| Dept. of Housing and Urban Development | Sec. of Housing and . . . |
| Dept. of the Interior | Sec. of the Interior. |
| Dept. of Justice | Attorney General. |
| Dept. of Labor | Sec. of Labor. |
| Dept. of State | Sec. of State. |
| Dept. of Transportation | Sec. of Transportation. |
| Dept. of the Treasury | Sec. of the Treasury. |
| Dept. of Veterans Affairs | Sec. of Veterans Affairs. |

Acronyms

| | |
|--|----------|
| Agency for International Development..... | AID |
| Acquired Immunodeficiency Syndrome..... | AIDS |
| American Association of Retired Persons | AARP |
| American Bar Association | ABA |
| American Civil Liberties Union | ACLU |
| American Federation of Labor and Congress of Industrial Organizations..... | AFL-CIO |
| American Medical Association..... | AMA |
| British Broadcasting Corp | BBC |
| Bureau of Alcohol, Tobacco, Firearms and Explosives | ATF |
| Bureau of Indian Affairs..... | BIA |
| Bureau of Land Management | BLM |
| Bureau of Labor Statistics..... | BLS |
| Cable News Network..... | CNN |
| Cable Satellite Public Affairs Network | C-SPAN |
| Central Intelligence Agency | CIA |
| Civil Service Retirement System..... | CSRS |
| Civilian Health and Medical Program of the Uniformed Services..... | CHAMPUS |
| Commodity Credit Corp..... | CCC |
| Commodity Futures Trading Commission..... | CFTC |
| Comprehensive Environmental Response, Compensation and Liability Act.... | CERCLA |
| Congressional Budget Office | CBO |
| Consolidated Omnibus Budget Reconciliation Act..... | COBRA |
| Consumer Product Safety Commission..... | CPSC |
| Daughters of the American Revolution..... | DAR |
| Deoxyribonucleic acid | DNA |
| Disabled American Veterans..... | DAV |
| Drug Enforcement Administration | DEA |
| Employee Retirement Income Security Act | ERISA |
| Environmental Protection Agency..... | EPA |
| Equal Employment Opportunity Commission..... | EEOC |
| Export-Import Bank | Eximbank |
| Federal Aviation Administration | FAA |
| Federal Bureau of Investigation | FBI |
| Federal Communications Commission | FCC |
| Federal Crop Insurance Corp..... | FCIC |
| Federal Deposit Insurance Corp..... | FDIC |
| Federal Election Commission..... | FEC |
| Federal Emergency Management Agency | FEMA |
| Federal Employee Retirement System | FERS |

| | |
|---|------------|
| Federal Energy Regulatory Commission..... | FERC |
| Federal Housing Administration | FHA |
| Federal Insurance Contribution Act..... | FICA |
| Federal National Mortgage Association..... | Fannie Mae |
| Federal Reserve System..... | FRS |
| Federal Trade Commission..... | FTC |
| Food and Drug Administration..... | FDA |
| General Agreement on Tariffs and Trade | GATT |
| General Services Administration..... | GSA |
| Government Accountability Office..... | GAO |
| Government Printing Office..... | GPO |
| Gross national product | GNP |
| Health maintenance organization(s) | HMO(s) |
| Human immunodeficiency virus | HIV |
| Internal Revenue Service..... | IRS |
| International Business Machines Corp..... | IBM |
| International Monetary Fund | IMF |
| International Trade Commission..... | ITC |
| Legal Services Corp..... | LSC |
| Low-Income Home Energy Assistance Program..... | LIHEAP |
| Missing in action..... | MIA(s) |
| National Aeronautics and Space Administration | NASA |
| National Association for the Advancement of Colored People..... | NAACP |
| National Broadcasting Co..... | NBC |
| National Collegiate Athletic Association..... | NCAA |
| National Institute of Standards and Technology | NIST |
| National Institutes of Health..... | NIH |
| National Labor Relations Board | NLRB |
| National Oceanic and Atmospheric Administration..... | NOAA |
| National Railroad Passenger Corp..... | Amtrak |
| National Rifle Association | NRA |
| National Security Council..... | NSC |
| National Science Foundation | NSF |
| National Transportation Safety Board | NTSB |
| North American Free Trade Agreement..... | NAFTA |
| North Atlantic Treaty Organization..... | NATO |
| Nuclear Regulatory Commission | NRC |
| Occupational Safety and Health Administration | OSHA |
| Office of Management and Budget..... | OMB |
| Office of Personnel Management..... | OPM |
| Office of Thrift Supervision | OTS |
| Organization of American States | OAS |
| Organization of Petroleum Exporting Countries..... | OPEC |

| | |
|---|--------|
| Overseas Private Investment Corp..... | OPIC |
| Palestine Liberation Organization | PLO |
| Parent-Teachers Association..... | PTA |
| Prisoner of war | POW |
| Public Broadcasting Service | PBS |
| Racketeer Influenced Corrupt Organization Act..... | RICO |
| Reserve Officers' Training Corps..... | ROTC |
| Securities Exchange Commission | SEC |
| Small Business Administration | SBA |
| Social Security Administration | SSA |
| Supplemental security income | SSI |
| Tennessee Valley Authority | TVA |
| United Auto Workers | UAW |
| United Nations | U.N. |
| United Nations Children's Fund..... | UNICEF |
| United Nations Educational Scientific and Cultural Organization | UNESCO |
| Veterans of Foreign Wars..... | VFW |
| Voice of America..... | VOA |
| Women, Infants, and Children Program..... | WIC |
| World Health Organization..... | WHO |
| Young Men's Christian Association..... | YMCA |
| Young Women's Christian Association..... | YWCA |

Spacing

Biweekly Record index folioed in upper right and left corner; no extra spacing.

Bound Record index folioed in upper right and left corner; no extra spacing.

History of Bills folioed in upper right and left corner using H.B. numbers; no extra spacing.

Bound History of Bills folioed in lower right and left corner, first folio numerically higher than the last folio of index; no extra spacing.

Capitalization

Capitalize principal words after these formats:

| | |
|-------------------------|--------------------|
| Addresses | Book reviews |
| Analyses | Booklets |
| Appendices | Brochures |
| Articles and editorials | Conference reports |
| Biographies | Descriptions |

| | |
|----------------------------|-----------------------------|
| Documents | Prayers by visitors |
| Essays | Prefaces |
| Essays: Voice of Democracy | Press releases |
| Eulogies | Proclamations |
| Explanations | Reports |
| Factsheets | Report filed |
| Forewords | Resolutions of ratification |
| Histories | Résumés |
| Homilies | Sermons |
| Hymns | Sngs |
| Memorandums | Statements |
| Messages | Studies |
| Oaths of office | Summaries |
| Pamphlets | Surveys |
| Papers | Synopses |
| Platforms | Testimonies |
| Poems | Transcripts |
| Prayers | Treaties |

Lowercase after these formats:

| | |
|-----------------------------------|--|
| Advertisements | Commentaries |
| Affidavits | Comments |
| Agenda | Communications from |
| Agreements | Communiques |
| Amendments | Comparisons |
| Announcements | Cost estimates |
| Appointments | Court decisions |
| Awards | Court documents |
| Bills and resolutions | Declarations |
| Bills and resolutions cosponsored | Dedications |
| Bills and resolutions introduced | Definitions |
| Bills and resolutions relative to | Descriptions |
| Briefs | Designated acting Presidents pro tempore |
| Briefings | Designated acting Speaker pro tempore |
| Broadcasts | Digests |
| Bulletins | Dispatches |
| Certificates of election | Examples |
| Chronologies | Excerpts |
| Citations | Executive orders |
| Civilian | Financial statements |
| Cloture motions | Granted |
| Colloquies | Granted in the House |

| | |
|-------------------------|-------------------------------|
| Granted in the Senate | Questions |
| Guidelines | Questions and answers |
| Hearings | Quotations |
| Inscriptions | Recorded |
| Interviews | Regulations |
| Introductions | Remarks |
| Invocations | Remarks in House |
| Journals | Remarks in House relative to |
| Letters | Remarks in Senate |
| Lists | Remarks in Senate relative to |
| Meetings | Resignations |
| Military | Resolutions by organizations |
| Motions | Results |
| Newsletters | Reviews |
| Notices | Rollcalls |
| Obituaries | Rosters |
| Opinion polls | Rules |
| Orders | Rulings of the chair |
| Outlines | Schedules |
| Petitions | Subpoena notices |
| Petitions and memorials | Subpoenas |
| Press conferences | Tables |
| Privilege of the floor | Tests |
| Programs | Texts of |
| Projects | Transmittals |
| Proposals | Tributes |
| Questionnaires | Voting record |

Punctuation

Comma precedes folio figures.

If numbers of several bills are given, use this form: (see S. 24, 25); (see H.R. 217, 218), etc.; that is, do not repeat S. or H.R. with each number.

In consecutive numbers (more than two) use an en dash to connect first with last: S46–S48, 518–520.

Quotes are used for book titles.

A 3-em dash is used as a ditto for word or words leading up to colon:

Taxation: capital gains rates

———earned income tax credit

———rates

Roman and italic

Use italic for Members of Congress descriptive data:

CARDIN, BENJAMIN L. (*a Senator from Maryland*);
EMANUEL, RAHM (*a Representative from Illinois*).

Names of vessels in italic:

Brooklyn (U.S.S.);
Savannah (vessel);
Columbia (space shuttle).

Flush cap lines

All cap lines are separate entries. They are set flush with overs indented 2 ems:

CARDIN, BENJAMIN (*a Senator from Maryland*)
EMANUEL, RAHM (*a Representative from Illinois*)
PRESIDENT OF THE UNITED STATES (George W. Bush)
VICE PRESIDENT OF THE UNITED STATES (Richard B. Cheney)
COMMITTEE ON FOREIGN AFFAIRS (House)
COMMITTEE ON FOREIGN RELATIONS (Senate)
FARMERS *see* AGRICULTURE
SENATE *related term(s)* COMMITTEES OF THE SENATE; LEGISLATIVE
BRANCH OF THE GOVERNMENT; MEMBERS OF CONGRESS; VOTES
IN SENATE
DEPARTMENT OF THE INTERIOR *related term(s)* BUREAU OF LAND
MANAGEMENT, BUREAU OF RECLAMATION
PRESIDENTIAL APPOINTMENTS
VOTES IN HOUSE
VOTES IN SENATE

No. XII

Congressional Record Index

PROCEEDINGS AND DEBATES OF THE 107th CONGRESS, SECOND SESSION

Vol. 154

JULY 21 TO AUGUST 8, 2008

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

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| 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 [IAU]

—replace the prescription drug benefit with a revised and simplified program for all beneficiaries (see H.R. 6800), H7807 [IAU]

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

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ABORTION

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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 [IAU]

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 a language other than English (see H.R. 6783), H7806 [1AU]

Social Security: extend funding for the State Children's Health Insurance Program (see H.R. 6788), H7806 [1AU]

Bills and resolutions introduced

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 Zeitlin 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. 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 H. Res. 1208–1209 | |
| May 21 | No. 84 | S. 3045–3047 H.R. 6104–6122 | S.J. Res. 33 H.J. Res. 86–87 | S. Con. Res. 83 H. Con. Res. 360 | S. Res. 572–573 H. Res. 1217–1219 |
| May 22 | No. 85 | S. 3048–3073 H.R. 6123–6166 | S.J. Res. 34–36 H.J. Res. 88–89 | S. Con. Res. 84–85 H. Con. Res. 361–365 | S. Res. 574–579 H. Res. 1220–1232 |

Bills receiving legislative action during this Index period numerically precede new bills introduced.

SENATE BILLS

S. 11—A bill to provide liability protection to volunteer pilot nonprofit organizations that fly for public benefit and to the pilots and staff of such nonprofit organizations, and for other purposes; to the Committee on the Judiciary.

Cosponsors added, S4621 [21MY]

S. 2062—A bill to amend the Native American Housing Assistance and Self-Determination Act of 1996 to reauthorize that Act, and for other purposes; to the Committee on Indian Affairs.

Committee on Banking, Housing, and Urban Affairs discharged, S814 [8FE]

Amendments, S850 [11FE], S4836, S4839, S4844 [22MY]

Passed Senate amended, S4839 [22MY]

SENATE JOINT RESOLUTIONS

S.J. Res. 17—A joint resolution directing the United States to initiate international discussions and take necessary steps with other Nations to negotiate an agreement for managing migratory and trans-boundary fish stocks in the Arctic Ocean; to the Committee on Foreign Relations.

Debated, H4067 [19MY]

Text, H4067 [19MY]

Rules suspended. Passed House, H4402 [21MY]

Message from the House, S4790 [22MY]

S.J. Res. 28—A joint resolution disapproving the rule submitted by the Federal Communications

Commission with respect to broadcast media ownership; to the Committee on Commerce, Science, and Transportation.

By Mr. DORGAN (for himself, Ms. Snowe, Mr. Kerry, Ms. Collins, Mr. Dodd, Mr. Obama, Mr. Harkin, Mrs. Clinton, Ms. Cantwell, Mr. Biden, Mr. Reed, Mrs. Feinstein, Mr. Sanders, Mr. Tester, and Mr. Stevens), S1597 [5MR]

Cosponsors added, S1704 [6MR], S1878 [11MR], S2136 [13MR], S2233 [31MR], S2348 [2AP], S2947 [10AP], S3081 [16AP], S3700 [1MY]

Reported (S. Rept. 110–334), S3975 [8MY]

Passed Senate amended, S4267 [15MY]

Text, S4270 [15MY]

Message from the Senate, H4065 [19MY]

Held at the desk, H4065 [19MY]

SENATE CONCURRENT RESOLUTIONS

S. Con. Res. 82—A concurrent resolution supporting the Local Radio Freedom Act; to the Committee on Commerce, Science, and Transportation.

By Mrs. LINCOLN (for herself, Mr. Wicker, Mr. Brownback, Mr. Allard, Mr. Nelson of Nebraska, Ms. Murkowski, and Mr. Webb), S4029 [12MY]

S. Con. Res. 85—A concurrent resolution authorizing the use of the rotunda of the Capitol to honor Frank W. Buckles, the last surviving United States veteran of the First World War.

By Mr. SPECTER (for himself, Mr. Byrd, Mrs. Dole, Mr. McCain, Mr. Warner, Mr. Lieberman, Mr. Rockefeller, and Mr. Burr), S4793 [22MY]

S. Con. Res. 85—Continued

Text, S4810, S4848 [22MY]

Agreed to in the Senate, S4848 [22MY]

SENATE RESOLUTIONS

S. Res. 496—A resolution honoring the 60th anniversary of the commencement of the carving of the Crazy Horse Memorial; to the Committee on the Judiciary.

By Mr. THUNE (for himself and Mr. Johnson), S2346 [2AP]

Text, S2362 [2AP], S4427 [20MY]

Committee discharged. Agreed to in the Senate, S4427 [20MY]

S. Res. 562—A resolution honoring Concerns of Police Survivors as the organization begins its 25th year of service to family members of law enforcement officers killed in the line of duty.

By Ms. MURKOWSKI (for herself, Mr. Biden, Mr. Brown, Mr. Menendez, Ms. Mikulski, Mr. Craig, Mr. Whitehouse, Mr. Baucus, Mr. Dodd, Mrs. Feinstein, Mr. Inouye, Mr. Lautenberg, Mrs. Lincoln, Mr. Nelson of Florida, Mr. Pryor, Mr. Smith, Ms. Stabenow, Mr. Stevens, Mr. Tester, and Mr. Thune), S4106 [13MY]

Text, S4114, S4121 [13MY]

Agreed to in the Senate, S4120 [13MY]

HOUSE BILLS

H.R. 158—A bill to direct the Secretary of the Treasury to mint coins in commemoration of the battlefields of the Revolutionary War and the War of 1812, and for other purposes; to the Committee on Financial Services.

Cosponsors added, H3108 [6MY], H4061 [15MY]

H.R. 503—A bill to amend the Horse Protection Act to prohibit the shipping, transporting, moving, delivering, receiving, possessing, purchasing, selling, or donation of horses and other equines to be slaughtered for human consumption, and for other purposes; to the Committees on Energy and Commerce; Agriculture.

By Ms. SCHAKOWSKY (for herself, Mr. Whitfield, Mr. Rahall, Mr. Spratt, Mr. Gallegly, Mr. Markey, Mr. Pallone, Mr. Nadler, Mr. Van Hollen, Ms. McCollum of Minnesota, Ms. Bordallo, Ms. Schwartz, Mr. Ackerman, Mr. Doyle, Ms. Lee, Mr. Cleaver, Mr. Serrano, Ms. Berkley, Mr. Shays, Mr. Jones of North Carolina, Mr. McCotter, Mr. Cummings, Ms. DeLauro, Mr. George Miller of California, Mr. Grijalva, Mrs. Capps, Ms. Bean, Ms. Matsui, Mr. King of New York, Mr. Burton of Indiana, Mr. Kildee, Ms. Kaptur, Mr. Dicks, Mr. Berman, Ms. Hirono, Mr. Chandler, Mr. Gerlach, Mr. Tierney, Mr. Bishop of New York, Mr. Frank of Massachusetts, Mr. Lynch, Mr. Kirk, Mr. Campbell of California, Mr. Wilson of South Carolina, Ms. Jackson-Lee of Texas, Mr. Sherman,

Mr. LaTourette, Mr. Larson of Connecticut, Mr. Israel, Ms. Woolsey, Mr. Brown of South Carolina, Ms. Eddie Bernice Johnson of Texas, Mr. Moore of Kansas, Mr. Moran of Virginia, Mr. McNulty, Mrs. Maloney of New York, Mr. Inslee, Mr. Wolf, Ms. Carson, Mr. Weiner, Mr. Ruppersberger, Mr. Smith of New Jersey, and Mr. Linder), H670 [17IA]

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 stars are used.
2. Contempt proceedings to be considered as excerpts.
3. The following are to be set in 10-point type, but not cut in:
 - (a) Letters that are readily identified as such by salutation and signature.
 - (b) Appendixes and/or exhibits that have a heading readily identifying them as such; and

- (c) Matter printed in compliance with the Ramseyer rule.¹
4. All leaderwork and lists of more than six items to be set in 8-point type.
 5. All tabular work to be set in 7-point gothic type.
 6. An amendment in the nature of a substitute to be set in 8-point type, but quotations from such amendment later in the report to be treated as excerpts, but set full measure (see paragraph 10 below).
 7. Any committee print having a report head indicated on original copy to be set in report type and style.
 8. Committee prints not having a report head indicated on original copy to be set in committee print style; that is, excerpts to be set in 8 point, full measure.
 9. If a committee print set as indicated in paragraph 8 is later submitted as a report or included in a report, and the type is available for pickup, such type shall be picked up and used as is in the report.
 10. On matter that is cut in on the left only for purposes of breakdown, no space is used above and below, but on all matter that is cut in on both sides, 4 points are used above and below. 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,² (4) appendix (if any).

¹Ramseyer rule.—House: If report has “Changes in Existing Law” use caps and small caps for heads, except for breakdown within a cap and small cap head.

²Cordon rule.—Senate: If report has “Changes in Existing Law” use small cap heads, except for breakdown within a cap and small cap head.

13. Minority or additional views will begin a new page with 10-point cap heading. In Senate reports, “Changes in Existing Law” begins a new page if following “views.” In conference reports, “Joint Explanatory Statement” begins a new odd page.

14. Minority or additional views are printed only if they have been signed by the authoring congressperson.

[Sample of excerpt]

In *Palmer v. Mass.*, decided in 1939, which involved the reorganization of the New Haven Railroad, the Supreme Court said:

The judicial processes in bankruptcy proceedings under section 77 are, as it were, brigaded with the administrative processes of the Commission.

[Sample of an excerpt with an added excerpt]

The Interstate Commerce Commission in its report dated February 29, 1956, which is attached hereto and made a part hereof, states that it has no objection to the enactment of S. 3025, and states, in part, as follows:

The proposed amendment, however, should be considered together with the provisions of section 959(b), title 28, United States Code, which reads as follows:

“A trustee, receiver, or manager appointed in any cause pending in any court of the United States,” etc.

[Sample of amendment]

On page 6, line 3, strike the words “and the service”, strike all of lines 4, 5, and 6, and insert in lieu thereof the following:

and, notwithstanding any other provision of law, the service credit authorized by this clause 3 of rule XIII of the Rule of the House of Representatives, change shall not—

(A) be included in establishing eligibility for voluntary or involuntary retirement or separation from the service, under any provision of law;

—————

[Sample of amendment]

The amendments are indicated in the bill as reported and are as follows:

On page 2, line 15, change the period to a colon and add the following:

Provided, That such approaches shall include only those necessary portions of streets, avenues, and boulevards, etc.

On page 3, line 12, after “operated”, insert “free of tolls”.

—————

[Sample of amendment in the nature of a substitute]

The amendment is as follows:

Strike all after the enacting clause and insert the following:

That the second paragraph under the heading “National Park Service” in the Act of July 31, 1953 (67 Stat. 261, 271), is amended to read as follows: “The Secretary of the Interior shall hereafter report in detail all proposed awards of concessions leases and contracts involving a gross annual business of \$100,000 or more, or of more than five years in duration, including renewals thereof, sixty days before such awards are made, to the President of the Senate and Speaker of the House of Representatives for transmission to the appropriate committees.”

—————

[Sample of letter inserted in report]

The Department of Defense recommends enactment of the proposed legislation and the Office of Management and Budget interposes no objection as indicated by the following attached letter, which is hereby made a part of this report:

MARCH 21, 2008.

Hon. NANCY PELOSI,
Speaker of the House of Representatives,
Washington, DC.

MY DEAR MADAM SPEAKER: There is forwarded herewith a draft of 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]

PROVIDING FOR AND APPROVE THE SETTLEMENT OF
CERTAIN LAND CLAIMS OF THE SAULT STE. MARIE
TRIBE OF CHIPPEWA INDIANS¹

MARCH 6, 2008.—Ordered to be printed²

Mr. RAHALL, from the Committee on Natural Resources,
submitted the following

R E P O R T

together with

DISSENTING VIEWS

[To accompany H.R. 4115]

[Including cost estimate of the Congressional Budget Office]

The Committee on Natural Resources, to whom was referred the bill (H.R. 4115) to provide for and approve the settlement of certain land claims of the Sault Ste. Marie Tribe of Chippewa Indians, having considered the same, report favorably thereon with an amendment and recommend that the bill as amended do pass.³

PURPOSE OF THE BILL⁴

The purpose of H.R. 4115 is to provide for and approve the settlement of certain land claims of the Sault Ste. Marie Tribe of Chippewa Indians.

¹If title makes more than three lines in 10-point caps, set in 8-point caps.

² Must be set as indicated in copy. If illustrations accompany copy and are not ordered to be printed, do not add *with illustrations*. Return copy to Production Manager.

³ If the wording in this paragraph is prepared in the singular form, follow the *General Guide to the Preparation of the United Nations Conference on Environment and Development Document*.

⁴For Senate Committee on Finance and House Committee on Ways and Means, heads are set in bold caps.

[Sample of "Report" Skeleton]

Calendar No. 652¹

| | | |
|-------------------------------------|--------|-------------------|
| 110TH CONGRESS <i>2d Session</i> | SENATE | REPORT 110-300 |
|-------------------------------------|--------|-------------------|

CIVIL WAR BATTLEFIELD PRESERVATION ACT OF 2008

APRIL 10, 2008.—Ordered to be printed

Filed under authority of the order of the Senate of April 10
(legislative day, April 9), 2008²

Mr. BINGAMAN, from the Committee on Energy and Natural Resources, submitted the following

R E P O R T

together with

ADDITIONAL VIEWS

[To accompany S. 1921]

The Committee on Energy and Natural Resources, to which was referred the bill (S. 1921) to amend the American Battlefield Protection Act of 1996 to extend the authorization for that Act, and for other purposes, having considered the same, reports favorably thereon with an amendment and recommends that the bill, as amended, do pass.

PURPOSE

The purpose of S. 1921 is to reauthorize the American Battlefield Protection Act for an additional five years, from 2008 until 2013.

BACKGROUND AND NEED

The American Battlefield Protection Program was authorized in 1996 to provide funding for preservation of threatened Civil War battlefields. The program leverages Federal appropriations by requiring matching non-Federal funds. The battlefield protection

¹ Use this type and form only on Senate reports. There is only one calendar in the Senate.

² Style for filed line, if present.

[Sample of "Report" Skeleton]

110TH CONGRESS } HOUSE OF REPRESENTATIVES } REPORT
 2d Session } 110-590

PROVIDING¹ FOR CONSIDERATION OF THE BILL (H.R. 5715) TO ENSURE
CONTINUED AVAILABILITY OF ACCESS TO THE FEDERAL STUDENT
LOAN PROGRAM FOR STUDENTS AND FAMILIES²

APRIL 15, 2008.—Referred to the House Calendar and ordered to be printed

Ms. CASTOR, from the Committee on Rules,
submitted the following

R E P O R T

[To accompany H. Res. 1107]

The Committee on Rules, having had under consideration House Resolution 1107, by a record vote of 8–4, report the same to the House with the recommendation that the resolution be adopted.

SUMMARY OF PROVISIONS OF THE RESOLUTION

The resolution provides for consideration of H.R. 5715, the Ensuring Continued Access to Student Loans Act of 2008, under a structured rule. The rule provides one hour of general debate equally divided and controlled by the chairman and ranking minority member of the Committee on Education and Labor. The rule waives all points of order against consideration of the bill except clauses 9 and 10 of rule XXI. The rule provides that the amendment printed in Part A of the Rules Committee report accompanying the resolution shall be considered as adopted and that the bill, as amended, shall be considered as read. The rule waives all points of order against provisions of the bill, as amended. (This waiver does not affect the point of order available under clause 9 of rule XXI (regarding earmark disclosure).)

The rule provides that no further amendments to the bill, as amended, shall be in order except those amendments printed in Part B of this report. The further amendments made in order may be offered only in the order printed in this report, may be offered only by a Member designated in this report, shall be considered as read, shall be debatable for the time specified in this report equally divided and controlled by the proponent and an opponent, shall not

¹ If copy reads "To make" change to "Making", "To provide" change to "Providing", "To amend" change to "Amending".

² Sample of 8-point head.

110TH CONGRESS } 1st Session HOUSE OF REPRESENTATIVES { REPORT
 110-317

COLLEGE COST REDUCTION AND ACCESS ACT

SEPTEMBER 6, 2007.—Ordered to be printed

Mr. GEORGE MILLER of California, from the committee of conference, submitted the following

CONFERENCE REPORT

[To accompany H.R. 2669]

The committee of conference on the disagreeing votes of the two Houses on the amendment of the Senate to the bill (H.R. 2669), to provide for reconciliation pursuant to section 601 of the concurrent resolution on the budget for fiscal year 2008, having met, after full and free conference, have agreed to recommend and do recommend to their respective Houses as follows:

That the House recede from its disagreement to the amendment of the Senate and agree to the same with an amendment as follows:

In lieu of the matter proposed to be inserted by the Senate amendment, insert the following:

SECTION 1. SHORT TITLE; REFERENCES.

(a) **SHORT TITLE.**—*This Act may be cited as the “College Cost Reduction and Access Act”.*

(b) **REFERENCES.**—*Except as otherwise expressly provided, whenever in this Act an amendment or repeal is expressed in terms of an amendment to, or repeal of, a section or other provision, the reference shall be considered to be made to a section or other provision of the Higher Education Act of 1965 (20 U.S.C. 1001 et seq.).*

(c) **EFFECTIVE DATE.**—*Except as otherwise expressly provided, the amendments made by this Act shall be effective on October 1, 2007.*

JOINT EXPLANATORY STATEMENT OF THE COMMITTEE OF CONFERENCE

The managers on the part of the House and the Senate at the conference on the disagreeing votes of the two Houses on the amendment of the Senate to the bill (H.R. 2669), to provide for reconciliation pursuant to section 601 of the concurrent resolution on the budget for fiscal year 2008, submit the following joint statement to the House and the Senate in explanation of the effect of the action agreed upon by the managers and recommended in the accompanying conference report:

The Senate amendment struck all of the House bill after the enacting clause and inserted a substitute text.

The House recedes from its disagreement to the amendment of the Senate with an amendment that is a substitute for the House bill and the Senate amendment. The differences between the House bill, the Senate amendment, and the substitute agreed to in conference are noted below, except for clerical corrections, conforming changes made necessary by agreements reached by the conferees, and minor drafting and clarifying changes.

SECTION 1. SHORT TITLE

The House bill's short title is the "College Cost Reduction Act."

The Senate amendment provides that the Act may be cited as the "Higher Education Access Act of 2007" and that, unless otherwise indicated, references in the bill are made to the Higher Education Act of 1965.

The House recedes with an amendment to provide a new short title of the "College Cost Reduction and Access Act." The Conferees adopt the Senate amendment as amended by the House.

TITLE I—GRANTS TO STUDENTS IN ATTENDANCE AT INSTITUTIONS OF HIGHER EDUCATION

SECTION 101. TUITION SENSITIVITY

The House bill (Sec. 101) eliminates the Pell grant "tuition sensitivity" provision that prevents low-income students attending low-cost institutions, such as community colleges, to benefit fully from the Pell Grant. Authorizes and appropriates \$5,000,000 for fiscal year 2008.

The Senate amendment (Sec. 101) also eliminates the Pell grant "tuition sensitivity" provision and authorizes and appropriates \$5,000,000 for fiscal year 2008.

The House and the Senate recede with an amendment to authorize and appropriate \$11,000,000 for fiscal year 2008 to ensure that all eligible students in award year 2007–2008 receive funding. The Conferees concur and adopt the amendment.

COMPLIANCE WITH HOUSE RULE XXI

Pursuant to clause 9 of rule XXI of the Rules of the House of Representatives, this conference report contains no congressional earmarks, limited tax benefits, or limited tariff benefits as defined in clause 9(d), 9(e), or 9(f) of rule XXI.

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LAMAR ALEXANDER,
ORRIN G. HATCH,
Managers on the Part of the Senate.



FINANCIAL SERVICES AND GENERAL GOVERNMENT APPROPRIATIONS FOR 2009

HEARINGS BEFORE A SUBCOMMITTEE OF THE COMMITTEE ON APPROPRIATIONS HOUSE OF REPRESENTATIVES ONE HUNDRED TENTH CONGRESS SECOND SESSION

SUBCOMMITTEE ON FINANCIAL SERVICES AND GENERAL GOVERNMENT
APPROPRIATIONS

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MARK STEVEN KIRK, Illinois
RODNEY ALEXANDER, Louisiana
VIRGIL H. GOODE, Jr., Virginia
JO BONNER, Alabama

NOTE: Under Committee Rules, Mr. Obey, as Chairman of the Full Committee, and Mr. Lewis, as Ranking Minority Member of the Full Committee, are authorized to sit as Members of all Subcommittees.

DALE OAK, BOB BONNER, KARYN KENDALL, and FRANCISCO CARRILLO,
Subcommittee Staff

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| Securities and Exchange Commission | 261 |



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[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.

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[Numbers in parentheses refer to rules; **bold** indicates chapter heading]

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