

STYLE BOOK

OF THE GOVERNMENT  
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# STYLE BOOK

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A COMPILATION  
OF  
RULES GOVERNING EXECU-  
TIVE, CONGRESSIONAL, AND  
DEPARTMENTAL PRINTING  
INCLUDING THE  
CONGRESSIONAL  
RECORD



WASHINGTON, D. C., 1913

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Washington, D. C., November, 1913



## ADDENDA.

### Capitalization and spelling in the Addenda of Webster's New International Dictionary of 1919.

[Paste in Style Book.]

- ace (aviator).  
aeroboast.  
aeroplane.  
aerostation.  
Agreement of London.  
airplane (if copy).  
airwoman.  
Albatros (German make of aeroplane).  
Allies (the).  
All-Russian Congress of Soviets.  
antiaircraft.  
Anzac.  
apache (French criminal).  
Archibald or Archie (German mobile anti-aircraft gun).  
autobus.  
autotruck.  
Aviatik (German make of aeroplane).  
battleplane.  
berlin (automobile).  
Bertha (German gun).  
black Maria (gun shell).  
blighty.  
Boche.  
Bolshevik (adj.).  
Bolsheviki.  
Bolshevism.  
Bolshevist.  
box tail (in a flying machine).  
boy scout (member of the Boy Scouts).  
Breshkovskaya.  
Cadet (in Russian politics).  
camp-fire girl (member of the Camp Fire Girls).  
Cat-and-Mouse Act.  
C. C. S. (Casualty Clearing Station).  
Central Powers.  
C. G. T. (French labor union).  
cloverleaf (automobiles).  
Columbus Day (or Discovery Day).  
Congresswoman.  
Constitutional Democrat (Russia).  
C Q D  
Czecho-Slovak (s).  
Czechoslovakia.  
daylight saving.  
D. C. M. (Distinguished Conduct Medal).  
Declaration of London.  
Discovery Day (or Columbus Day).  
double-surfaced.  
dreadnought (class of battleships).  
drumfire (machine gun firing).  
Entente (the).  
fingerprint.  
Flag Day.  
flivver.  
Fockker.  
Foreign Legion of France (also British Legion, etc.).  
fourth arm (military).  
fox trot.  
Gegerette crêpe.  
ghost line.  
Great War (also World War; War of the Nations).  
Great White Way.  
Higher Thought.  
higher-up (superior official).  
hobble skirt.  
hole in the air (aeronautics).  
hydro-aeroplane.  
hydrobiplane.  
hydromonoplane.  
Ido; Idism; Idist (artificial universal language).  
Ito; Itoism; Itoist; Itoland (Jewish organization).  
I. W. W.  
Jugo-Slav.  
Kultur.  
Lenin.  
Liberty bond.  
Lloyd-George.  
Maximalist.  
Mensheviki.  
Minimalist.  
Mother's Day.  
motor bus.  
motor cycle.  
newsprint (paper).  
New Thought.  
no man's land.  
Pact of London.  
podiatry.  
poilu.  
policewoman.  
red-light district.  
R. F. C. (Royal Flying Corps).  
R. N. A. S. (Royal Naval Air Service).  
seaplane.  
skyman.  
S O S  
soviet (Petrograd Soviet).  
spit ball.  
Spring-Rice.  
syndicalism; syndicalist.  
tag day.  
Taube (aeroplane).  
tear shell.  
Territorialism (Jewish).  
T. N. T.  
tong (Chinese).  
Triple Entente.  
Trotski.  
U-boat.  
Valor Medal.  
victoria (automobile).  
War of the Nations.  
warplane.  
waterplane.  
whitewings.  
World War.

# SUBJECT INDEX AND SYNOPSIS OF STYLE.

[Similar subjects have been consolidated, and in many cases a brief digest of the style is given, the superior figures with folio references indicating the first or second half of page where full information, exceptions, etc., will be found.]

[Words in italic beginning indented lines are not included in the alphabetical arrangement.]

## A.

“A” and “an,” use of, with vowels and consonants, 48<sup>2</sup>.

### Abbreviation:

#### ABBREVIATE—

##### *In court work—*

Court of Claims, follow copy generally, except Question and Answer, 52<sup>1</sup>; Supreme Court, follow literally, 51<sup>2</sup>.

##### *In leader work—*

Firm and corporate names, months with day, railroads, and units in reading columns, as in tables, 40<sup>1</sup>.

##### *In notes (cut-in, foot, and side)—*

Art., fig., etc., with figures or numerals, 33<sup>1</sup>.

Months with day, 33<sup>1</sup>.

Stat. L., etc., 33<sup>2</sup>.

U. S. preceding Army, Navy, department, etc., 34<sup>2</sup>.

##### *In parentheses—*

Art., fig., etc., with figures or numerals, 33<sup>1</sup>.

Citations, names of authorities as in copy, also States, 49<sup>2</sup>.

Cong., sess., etc., 32<sup>1</sup>.

H. R., S., Res., Doc., etc., with number, 32<sup>1</sup>.

Lat. and long. with figures, 32<sup>2</sup>.

Months with day, 33<sup>1</sup>.

Stat. L., etc., 33<sup>2</sup>; figures preceding, 49<sup>2</sup>.

U. S. as in notes, above, 34<sup>2</sup>.

##### *In tables—*

Art., fig., etc., with figures or numerals, 33<sup>1</sup>.

Bro., Co., & R. R., Ry. (not Rwy.), etc., in firm and corporate names, 36<sup>2</sup>.

Con. or Contd. (no apostrophe), to avoid overruns, 37<sup>2</sup>.

Months with day, including those in heads above and notes below; months standing alone in narrow boxes, 36<sup>2</sup>.

Names, given, well known, to avoid overruns; otherwise follow, 36<sup>2</sup>.

Units in reading columns only when necessary, forms of; over figure columns, *Ft. in.*, etc., italic, 36<sup>1</sup>.

##### *In work of all kinds—*

a. m., m., and p. m. with figures, 32<sup>1</sup>.

Addresses, if appearance requires, 41<sup>1</sup>.

### Abbreviation—Continued.

#### ABBREVIATE—Continued.

##### *In work of all kinds—Continued.*

Bro., Co., & Co., etc., in firm and corporate names, 32<sup>2</sup>.

College degrees, etc., following surname, 34<sup>1</sup>.

Compass directions with figures, 32<sup>1</sup>.

“Continued” when abbreviated takes no apostrophe, 37<sup>2</sup>.

Degrees with figures (degree mark for), 32<sup>1</sup>.

Dollars, pesos, and pounds with figures (\$, ₱, and £ for); copy o indicate other abbreviations, 33<sup>1</sup>.

jr., sr., and Esq., following name, 34<sup>1</sup>, 41<sup>1</sup>.

Miscellaneous terms (“f. o. b.,” etc.), list, 32<sup>2</sup>.

Names in signatures, follow, 32<sup>1</sup>.

No. and Nos. with serial numbers, 33<sup>1</sup>.

Public-land subdivisions, copy editors to indicate, 33<sup>1</sup>.

Quarter of city with street, “NW.,” etc. (“east,” etc., spell), 34<sup>1</sup>.

Sovereigns, parts of names of, I, IV, etc. (if spelled, “First,” etc.), 33<sup>2</sup>.

State after town, agency, reservation, etc., and any geographic term, list of, 33<sup>2</sup>.

Temperature, etc., as “10° F.,” 34<sup>1</sup>.

Testimony, Q. and A., also 1 X-Q., etc., list, 45<sup>2</sup>.

Titles preceding names, list, 34<sup>1</sup>.

U. S. before name of Government vessel, 34<sup>2</sup>.

2d (for junior), 3d, etc., with name, 34<sup>1</sup>.

£ s. d. for pounds, shillings, and pence, 33<sup>1</sup>.

#### SPELL OUT—

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Christian names, well known, except in signatures, 32<sup>1</sup>.

Fort and Mount, 32<sup>2</sup>.

Fractions, common, alone (except such expressions as “two ¾-inch boards”), 35<sup>2</sup>; when spelled, compounded, 92<sup>2</sup>; of public lands, “half” and “quarter,” not “one-half,” etc., 33<sup>1</sup>.

#### Accents, use of:

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Words accented, partial list, exceptions, 46<sup>2</sup>.

**Addresses.**

- Abbreviate for good appearance, **41** <sup>1</sup>.
- At Beginning (flush, one lead under) or end (indented) of letter as in copy, **41** <sup>1</sup>.
- Business and residence, principal words capitalized in, **41** <sup>1</sup>.
- Esq., Jr., and Sr., with small caps; Esq., etc., with caps, **41** <sup>1</sup>.
- Examples and rules for, **41** <sup>2</sup>.
- General, italic, lower-case, proper nouns only capitalized, **41** <sup>1</sup>.
- One lead under, unless clear, **41** <sup>1</sup>.
- Spacing, **41** <sup>1</sup>.

**Adjectives:**

- Compound, generally hyphenated, **92** <sup>1</sup>.
- Derived from proper names capitalized, exceptions, **21** <sup>1</sup>; lower-case those (and verbs also) ending in "ize," **22** <sup>1</sup>.

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- Omit, in abbreviation "Contd.," **37** <sup>2</sup>; also in geographic names, exception, **46** <sup>2</sup>.
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Army. (*See under Capitalization.*)

Astronomical and mathematical signs, **120**.

**B.****Bear off in tables:**

- Date columns en from rules, **37** <sup>2</sup>.
- Fractions en from rules, **38** <sup>2</sup>.
- Leaders and dashes en from middle rule in double-up tables, **38** <sup>1</sup>.
- References, 3-em space in figure columns and footnotes, 5-em in reading columns, **38** <sup>2</sup>.
- Tables in rules, 1 em from outside rules; same from all rules if cast allows em both sides of figures, **39** <sup>2</sup>.

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Bookbinding, different styles, margins for, numbering, etc., **159** <sup>1</sup>.

Blank-book work, **159** <sup>2</sup>; scale for indexing, **160** <sup>1</sup>.

**C.****Capitalization** (*see also Guide to, 28-31*):**CAPITALIZE—**

- Addresses, etc., principal words in, **22** <sup>1</sup>.
- Army, adjective, standing alone, organizations of, and branches; also foreign, when with name, **22** <sup>2</sup>.
- Biblical, etc., **27** <sup>1</sup>.
- Board, bureau, department, etc., Government and State, with name; lower-cased if alone, **22** <sup>2</sup>.
- College degrees, **34** <sup>1</sup>; lower-cased if spelled, **22** <sup>2</sup>.
- Committees, congressional, **22** <sup>2</sup>.
- Dams and other structures with name or number, list, **21** <sup>2</sup>.
- Date lines, principal words in, **43** <sup>2</sup>.
- Deity, words denoting, and pronouns, except "who," etc., **23** <sup>1</sup>.
- Department, etc., Government, with capitalized name, even if not exact title, **21** <sup>1</sup>, **23** <sup>1</sup>.
- Documents, reports, etc., Government, only with number, **27** <sup>1</sup>.
- Esq., following name, **34** <sup>1</sup>.

**Capitalization—Continued.****CAPITALIZE—Continued.**

- First words of quotations, **27** <sup>1</sup>.
- Foreign Governments, rulers, legislative bodies, and subdivisions, table of; lower-case foreign officers and cabinet members, **23** <sup>1</sup>, **24**.
- Genera, names of, and families; lower-case species, **26** <sup>2</sup>.
- Geographic terms with name, exceptions, **24** <sup>2</sup>; also synonyms for certain, **25** <sup>1</sup>.
- Geologic ages, etc., exceptions, **25** <sup>1</sup>.
- Government, United States or foreign, singular, plural, and adjective form, except in the abstract, **25** <sup>2</sup>.
- Headings, parts of speech capitalized in, **22** <sup>1</sup>.
- Historical documents (as Declaration of Independence, etc.), **27** <sup>1</sup>.
- Home, Soldiers', in District of Columbia; otherwise only with name, **26** <sup>2</sup>.
- House (for hotel, not a residence), distinction, **21** <sup>2</sup>.
- Legislative bodies only with name of State, **21** <sup>1</sup>.
- Lower or Upper only if part of geographic name, exceptions, **25** <sup>2</sup>; with certain geologic terms, **25** <sup>1</sup>.
- Member of Congress, all designations, **26** <sup>1</sup>.
- Military organizations with names, except those of persons, **22** <sup>2</sup>.
- Nation, synonym for United States or a subdivision of Oklahoma; also with names of Five Civilized Tribes of Indians, **26** <sup>1</sup>.
- National only when preceding a capitalized word, **26** <sup>1</sup>.
- Navy and organizations of, and branches; but navy yard, navy-yard employees, etc., **26** <sup>1</sup>.
- Numbers as names only when with a capitalized title, **26** <sup>1</sup>.
- Prepositions when parts of names from foreign languages, without titles; lower-case when with titles, etc., **27** <sup>1</sup>.
- President of United States and any synonym for; lower-case presidential, **26** <sup>1</sup>.
- Principal words in titles of books, plays, etc. (*See under Titles of books, etc., below.*)
- Proper names, or words used as such, singular or plural, **21** <sup>1</sup>.
- Province, synonym for State; also of Philippine Islands and Canada; lower-case provincial, **26** <sup>1</sup>.
- Publications, Government, **27** <sup>1</sup>.
- Reservation and Reserve following name, exceptions, **26** <sup>1</sup>.
- Roman numerals, terms with, exceptions, **26** <sup>1</sup>.
- Sections of United States and groups of States, Pacific Coast States, etc., **27** <sup>2</sup>.
- Societies, unions, etc., with name, **26** <sup>2</sup>.
- State, noun and adjective, synonym for Government or one of the States of the Union; also in possessive, **26** <sup>2</sup>.
- Station, life-saving, military, or naval, following name; also railroad station with name, **26** <sup>2</sup>.
- Street, avenue, etc., singular or plural, with name, **21** <sup>2</sup>, **26** <sup>2</sup>.
- Synonyms of proper names only in second person, **27** <sup>2</sup>.

**Capitalization—Continued.****CAPITALIZE—Continued.**

Territory, organized, of United States; also Territorial, 26<sup>2</sup>.

"The," part of geographic name, 26<sup>2</sup>, or title of court case, 52<sup>1</sup>.

Titles of books, plays, etc., principal words in, quoting only if preceded by "entitled," etc.; first word and proper nouns only of articles, quoting, 27<sup>1</sup>.

Titles of nobility, etc., 27<sup>1</sup>.

Township following name, 27<sup>2</sup>.

Trade names and names of manufactured products, 27<sup>2</sup>.

Trade-unions with name, 26<sup>2</sup>.

Treasury (United States), noun and adjective; also General Treasury, Independent Treasury, Public Treasury, Subtreasury, etc., 27<sup>2</sup>.

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College degrees when spelled, 22<sup>2</sup>.

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Coordinate branches of the Government (legislative, executive, and judicial departments), 23<sup>1</sup>.

department, etc., alone and adjectively, 23<sup>1</sup>.

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Geologic ages, certain, 25<sup>1</sup>.

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home and branch, soldiers', alone, 26<sup>2</sup>.

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Military organizations bearing names of persons, 22<sup>2</sup>.

Miscellaneous abbreviated terms, list, 32<sup>2</sup>.

Names derived from proper nouns, list, 22<sup>1</sup>.

Section of a State, 26<sup>2</sup>.

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Abbreviate art., fig., etc., 33<sup>1</sup>; names of authorities as in copy; and States, 49<sup>2</sup>.

Figures only, not "8th," etc., before works cited, 49<sup>2</sup>.

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Exhibits in, how quoted, 52<sup>2</sup>.

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Follow literally, except italic, caps, and punctuation, 51<sup>2</sup>.

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Q. and A., separate paragraphs, 51<sup>2</sup>.

Vessels roman, quoted, 52<sup>1</sup>.

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**Cut-in notes:**

Abbreviate months, Stat. L., U. S., etc., as in footnotes, 33<sup>1</sup>, 33<sup>2</sup>, 34<sup>2</sup>.

Allow 72 points, bear off 1 em from text, and begin on second line, 51<sup>1</sup>.

Spacing of words in. (Same as in Tabular work, *which see.*)

**D.**

**Date lines,** before letter at right, after letter at left, principal words capitalized, caps and small caps and italic unless above signature, when roman lower case; examples, 43<sup>2</sup>.

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**Divisions, avoid:** In center heads of two lines; any extra, in compound words, 49<sup>2</sup>; three or more consecutive; on last word in paragraph; on two letters generally; and in very wide measures, 50<sup>1</sup>.

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Dates, 35<sup>1</sup>.

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<sup>a</sup> The observance of this rule by compositors and readers will obviate much unnecessary work.

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**ABBREVIATIONS IN—**

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R. S., etc., 33<sup>2</sup>.

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U. S. preceding Army, Navy, Government department, etc., 34<sup>2</sup>.

Leaded to leaded text; otherwise solid, 50<sup>1</sup>.

Remain plain paragraphs until made up in pages, rule above, with 2 leads each side; but if centered, do not mark in galley proof, 50<sup>1,a</sup>

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## I.

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**Indentations:**

In matter wider than document, 2 ems (to apply also to signatures, date lines, etc.), 50<sup>2</sup>.

Overruns 1 em beyond item or next line, 50<sup>2</sup>.

Poetry to align on left, rhyming lines indented alike, quotations to clear, 27<sup>1</sup>.

Smaller-sized type same, in points, as text, 50<sup>2</sup>.

Total lines, 3 ems or 1 em beyond preceding line, but all on page the same, 50<sup>2</sup>.

**Indexes:**

To Blank books, scale for, table, 160<sup>1</sup>.

Conform to general text style, whether leadered or not, except names of vessels in roman, 50<sup>2</sup>.

Leadered, when folios overrun, at least 7 ems indentation (3½ in half measure), but run back into leaders to save overrun, 50<sup>2</sup>.

"See," "see also," in italic, 49<sup>1</sup>.

To transcripts of records and Court of Claims cases and briefs, leadered 8 point, 5-em dash each side, 50<sup>2</sup>.

Vessels, names of, in roman, 49<sup>1</sup>.

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Tabular style as to abbreviation, etc., 40<sup>1</sup>.

Vessels and generic terms italic, 40<sup>1</sup>.

**Leads and slugs:**

Full slug each side of center heads unless clear, 50<sup>2</sup>.

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Lead footnotes to quadded tables, 38<sup>2</sup>, and to leaded text, 50<sup>1</sup>.

Lead indexes to transcripts of records, etc., 50<sup>2</sup>.

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One lead under unit over figure columns in leader work, 40<sup>1</sup>.

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After flush heads in tables, 37<sup>1</sup>.

In proportions (if copy), equal space each side, 35<sup>1</sup>.

**COMMA—***Omit—*

After rank in military titles if only one of such rank (as "Colonel First Cavalry"), 44<sup>2</sup>.

Around clauses separating conjunctions and verbs, 44<sup>1</sup>.

Between duplicate names of Members of Congress and States, 44<sup>2</sup>.

In "\$2 gold," etc., 45<sup>1</sup>.

*Use—*

After exclamatory words and clauses generally, "Oh," etc. (but not "O"), 44<sup>1</sup>.

Before complete second clause (predicate and subject) of divided sentence, 44<sup>1</sup>.

Before dependent clauses, 44<sup>2</sup>.

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In inverted sentences, 44<sup>2</sup>.

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**Quotations.** (See under Punctuation.)

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**Record, Congressional.** (See Congressional Record.)

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*In* Diagrams, 51<sup>1</sup>.

*To* Footnotes superior figures, exceptions; borne off 3-em space in figure columns and footnotes, 5-em space in text and reading columns, 50<sup>1</sup>.

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- Documents, hearings, etc., forms for, 20<sup>2</sup>.
- Pasters, forms for, 20<sup>2</sup>.
- Position relative to all mark, 20<sup>2</sup>.
- Six-point to pages smaller than document, etc., 20<sup>2</sup>.
- Take degree mark if matter is to be cast, 20<sup>2</sup>.

**Signatures:**

- Of Approval, 43<sup>1</sup>.
- At right, names and titles preceding, caps and small caps; titles following, italic; one line if half line or less, 42<sup>1</sup>.
- Eight to twenty, without titles, half measure, caps and small caps; with titles or more than 20, lower case, run in, indented 5 and 7 ems, 43<sup>1</sup>.
- Esq., jr., and sr. as in addresses, 41<sup>1</sup>.
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- Independent list of, aligned on left, 42<sup>1</sup>.
- "[SEAL]," when before and when after, 43<sup>1</sup>.
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- Avoid extremes of, in first line of paragraph, 51<sup>2</sup>.
- Of Center heads, 49<sup>2</sup>.
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- Governed by leading, 51<sup>1</sup>.
- Last word of paragraph not to be overrun if less than four letters, or divided, 50<sup>1</sup>.
- Letters with figures as numbers to be closed up without a space, 51<sup>2</sup>.
- Of words. (See under Cut-in notes; Side notes; Tabular work.)

**Standard page measurements, table, 115<sup>1</sup>.****Stars:**

- Document measure, line of seven, indentation 2 ems at each end (but same in points for all type on page); other measures, copy to indicate; if in indented matter, add extra indentation, 50<sup>1</sup>.
- Ellipsis in text, three, spaced with em quads (when periods are used, en space only), 50<sup>1</sup>; at end of quoted matter to go, together with all points, within quotations, 27<sup>1</sup>; not to overrun alone at end of paragraph, 50<sup>1</sup>.

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**Tabular work—Continued.****ABBREVIATE—Continued.**

- Months with day, including those in heads above and notes below tables, 36<sup>2</sup>.
  - Names, well known, of persons to save over-runs; otherwise follow, 36<sup>2</sup>.
  - Streets in narrow columns if necessary (as "St.," "4<sup>1</sup>," etc.), 36<sup>2</sup>.
  - Units of quantity (roman in reading columns, italic over figures) only when necessary, form of, 36<sup>1</sup>; not dittoed if abbreviated, 38<sup>1</sup>.
  - Bear off dashes, etc., en space from middle rule in double-up tables, 38<sup>1</sup>.
  - Blank lines, omit, when without figures or references, 36<sup>2</sup>.
- BOX HEADS—**
- Center, except when three or more lines 10 ems or more wide, when hang, 36<sup>2</sup>.
  - Depth, how controlled, 36<sup>2</sup>.
  - Divided, in parallel tables, repeat in second half, 37<sup>1</sup>.
  - Extra space in lower, when a single exceeds double or triple box, 36<sup>2</sup>.
  - Of Figures only or double figures and connecting word, omit points in, 37<sup>1</sup>.
  - "Number" in, referring to quantities, spell if possible, 37<sup>1</sup>.
  - Six-point, over 8-point tables with no italic units, 8-point quad under rule, 37<sup>1</sup>.
  - Solid, run across if practicable, em above and below rules; if one box runs up, all over figure columns must, reducing to minimum depth with en bear off above and below, centering second line unless there are three or more, when hang, 36<sup>2</sup>.
  - Of Two lines, first longest if appearance is not sacrificed, 37<sup>1</sup>.
  - Braces preferably to right of rules, 37<sup>1</sup>.
  - Bracketed notes above tables not generally repeated with continued heads, 37<sup>2</sup>.
- CENTER HEADS IN COLUMNS—**
- Full blank above, except in date columns; also below, except in date and figure columns or over leaders or white space, 37<sup>1</sup>.
  - Repeat in second half of double-up tables, 38<sup>1</sup>.
  - Ciphers supplied in first line and under cross rules before decimal points; also under "£ s. d.," "Ft. in.," etc.; not used alone, 37<sup>1</sup>.
  - "Continued," em dash before, without period; if abbreviated, no apostrophe; all lower case in small-cap line, 37<sup>2</sup>.
  - Continued heads above tables one line if possible; references in and footnotes to, not carried, 37<sup>2</sup>.
  - Dashes, omit, in reading and date columns; use parallel, to cut off from figures below, 37<sup>2</sup>.
  - Date columns not reading columns, unless over 7½ ems wide, bear off en space from rules; of years only, center, 37<sup>2</sup>, 39<sup>1</sup>.
- DITTO—**
- Indent in columns 6 ems or less, 1½ ems; above 6 ems, 2½ ems, 38<sup>1</sup>.
  - Not preceded by leaders, capitalize, 37<sup>2</sup>.
  - Not used under leaders, in first line after a center head in reading column, in figure columns, under abbreviated units, or in "Yes" and "No" columns, 37<sup>2</sup>.
  - Other rules for, 38<sup>1</sup>.

**Tabular work—Continued.**

Divided words between pages in heads over parallel tables take no hyphen, 37<sup>1</sup>.

Dollar, pound, and peso marks repeated under cross rules only, except with each sum of money in mixed amounts; with double figures in column, in top line only (as "\$0.43-\$0.50"), 38<sup>1</sup>.

En-quadded tables, no space above or below dashes; en space under units in figure columns, 38<sup>1</sup>.

**FIGURE COLUMNS—**

How borne off from rules, 38<sup>1</sup>.

Of Mixed figures align on right, 38<sup>2</sup>.

Plus and minus marks and en dashes to left of figures, aligned, 38<sup>2</sup>.

References to left of figures, borne off 3-em space, 38<sup>2</sup>.

Words in, capitalized, aligned with figures on right, 38<sup>2</sup>.

Flush heads, colon after; dash after subheads, 37<sup>1</sup>.

Footnotes, 6-point, solid except to quadded tables; abbreviate as in tables; in one line, equalizing space, 38<sup>2</sup>; remain with tables in make-up, 50<sup>1</sup>.

Fractions, built-up, take no comma; common, borne off en space from rules; decimal, points aligned except in mixed figures, 38<sup>2</sup>.

Leader across table, except last column, when it is a date or reading column; from top line if two or more reading columns (not counting date columns, unless over 7½ ems wide) and in parallel tables with numbered lines on both pages, 39<sup>1</sup>.

Overruns usually 1-em hanging indentation, 39<sup>1</sup>.

Reading columns (except stub) 1 en from rule and 1 en additional to prepared indentions; if crowded, space but no period after last word unless reference follows; numerical terms always figures; totaled figures in stub align on right, 39<sup>1</sup>.

References, roman superior figures, numbered across page (across both pages, if table is parallel); to right of words borne off 5-em space, to left of figures borne off 3-em space; align on right in series of footnotes; period before, after abbreviation; where alone, centered in parentheses in figure columns and leaded out in reading columns, 38<sup>2</sup>.

Sample table, 39<sup>2</sup>.

Space words only when unavoidable; preferably last word, but all of a short rather than part of a long word, 39<sup>1</sup>.

Tables in rules, borne off 1 em from outside rules and from others if cast allows em both sides of figures, 39<sup>2</sup>.

Units over figures italic; no space under, except in quadded tables, 39<sup>1</sup>, 39<sup>2</sup>.

Vessels, names of, and those of genera in roman, 39<sup>1</sup>.

**Testimony:**

Examining counsel or officer, indent 3 ems (overs 4 ems), 2 leads above, 1 below, name or title in caps and small caps, 45<sup>2</sup>.

**Testimony—Continued.**

Interpolated matter in or at end of witness's language in brackets; otherwise in parentheses; examples, 45<sup>1</sup>.

Name following "defendant," etc., comma before and after, 45<sup>2</sup>.

Numbered abbreviated questions, list of; how compounded when spelled, 45<sup>2</sup>.

"Q." and "A." abbreviated and run in, one paragraph, em dash between; 2-em dash without space for an interruption; when "A.," etc., is omitted or name used, answer makes new paragraph, 45<sup>1</sup>.

**Titles:****CAPITALIZE—**

Of Nobility, courtesy, etc., 27<sup>1</sup>.

Preceding names; if following, lower-case (except Esq., 34<sup>1</sup>, and those always capitalized), except in signatures and addresses, 21<sup>2</sup>.

Prepositions when parts of names from foreign languages, if not preceded by, 27<sup>2</sup>.

Present and former, preceding name (one in parentheses), 44<sup>2</sup>.

Of Organizations of Army and Navy, singular, plural, and adjective, 21<sup>2</sup>, 22<sup>2</sup>.

Of Rulers, singular or plural, 21<sup>2</sup>.

In Second person only when synonyms of proper names, 27<sup>2</sup>.

Of State legislative bodies with name, 21<sup>1</sup>.

Of United States departments, bureaus, etc., singular, plural, and adjective, 21<sup>2</sup>.

Military, plurals of, formed by adding "s" to last word; of civil, to first word, 46<sup>2</sup>; neither hyphenated, 92<sup>2</sup>.

Total lines. (*See under Indentions.*)

Trade names. (*See under Capitalization.*)

**U.**

Units over figure columns italic in tables (en space below, of size of type used, in quadded tables), 39<sup>1</sup>; roman (1 lead under) in leader work, 40<sup>1</sup>.

**United States:**

Abbreviation of. (*See Notes, Parentheses, and Text, under Abbreviation.*)

Capitalize President of, and any synonym for, and Nation when synonym for, 26<sup>1</sup>; also sections of, or groups of States, 27<sup>2</sup>.

Plural in court work, 52<sup>1</sup>.

Unprepared copy to conform to Style Book, 49<sup>1</sup>.

**V.**

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**W.****Words:**

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Per square inch, page, and line, table, 116.

Spacing of. (*See under Cut-in notes; Side notes; Tabular work.*)

**Y.**

Years. (*See under Dates; Figures; Tabular work.*)

EXTRACT FROM THE PUBLIC-PRINTING  
LAW OF JANUARY 12, 1895 : : : :

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Write on one side of the paper only. Duplicate copy of reprint should be furnished if possible when both sides are to be used.

Authors and departments are requested to send to this office the first sheets of copy when carbon copies are made, for the reason that first sheets are much plainer than succeeding ones. This is especially requested in cases of foreign languages and copy containing figures.

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- ⊙ Period.
- , Comma.
- Hyphen.
- : Colon.
- ; Semicolon.
- ∨ Apostrophe.
- “/” Quotations.
- Em quadrat.
- $\frac{1}{m}$  One-em dash.
- $\frac{2}{m}$  Two-em parallel dash.
- ∩ Push down space.
- ⊂ Close up.
- √ Less space.
- ^ Caret—left out, insert.
- 9 Turn to proper position.
- # Insert space.
- or ] Move to left or to right.
- ▮ or L Move up or move down.
- tr. Transpose.
- or *stet.* Let it stand.
- 8 Dele—take out.
- ⊗ Broken letter.
- ¶ Paragraph.
- no ¶ No paragraph.
- w. f. Wrong font.
- ∨ or *eq. #* Equalize spacing.
- ≡ or *caps.* Capitals.
- = or *s. e.* Small capitals.
- l. e. Lower-case.
- ∨ or 1 Superior or inferior.
- or *ital.* Italic.
- rom. Roman.
- /□ Brackets.
- (/ ) Parentheses.

TYPOGRAPHICAL ERRORS. } 6: pt. ital. caps.

s.c.  
11 ✓  
o/  
#10  
not  
L/;

It does not appear that the earliest printers had any method of correcting errors before the form was on the press. The learned correctors of the first two centuries of printing were not proof-readers in our sense; they were rather what we should term office editors. Their labors were chiefly to see that the proof corresponded to the copy, but that the printed page was correct in its latinity, ~~that the words were there,~~ and that the sense was right. They cared but little about orthography, bad letters, or purely 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 ~~not~~ possible 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 proof readers, and it is to them that we owe the correctness of modern printing. More errors have been found in the Bible than in any other one work. For many generations it was frequently the case that Bibles were brought out stealthily, from fear of governmental interference. They were frequently printed from imperfect texts, and were often modified to meet the views of those who published them. The story is related that a certain woman in Germany, who was the wife of a printer, and 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 £3,000 on this account.

e  
1 ✓  
o/  
i/

stet.  
o/  
/tr.

o/  
tr.  
=w.f.

o/lead.

←lead.

Out; see copy

h

l.c./who

11  
o/ ✓  
L/ ✓  
o/ ✓  
over.

not #  
m  
i  
=

spell  
o/tr.  
of it  
I/r

□

o

o/f/rom.

✓ w.f. ✓  
o/ ✓  
a/ ✓  
u/ ✓

4/?



# INSTRUCTIONS TO COPY EDITORS, COMPOSITORS, OPERATORS, READERS, AND REVISERS.

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## EDITING COPY.

The first duty of copy editors is to mark those things which are not readily understood and to indicate headings, indentions, dashes, new pages, new odd pages, and such other matters as are necessary to give the completed book a good typographical appearance.

Copy without instructions must be edited in conformity with this *STYLE BOOK*.

It is not absolutely necessary to mark again anything which has been plainly indicated at the beginning of a sheet, as the preparation is expected to be followed if the same thing should again occur on the sheet; but on copy marked "follow" the preparation must be carried in each instance.

When copy is ordered to be kept clean and returned intact, care should be taken to mark as lightly as possible, so that erasures may be easily made.

The following rules will apply to manuscript, typewritten, or printed copy:

*Abbreviations.*—When abbreviations are to be spelled, copy editors must show what the spelled form should be, unless the abbreviations are common ones and not capable of two constructions.

*Addresses.*—Mark caps, small caps, italic, and abbreviations, indicating where lines are to be broken when necessary.

*Capitalization.*—Capital and lower-case letters should be indicated, especially unusual forms.

*Headings.*—Mark case number on each sheet once; if two or more sizes are used, mark each in every instance; indicate italic, small caps, and caps and small caps, specifying size of type.

*Signs, symbols, etc.*—In text and tables all signs, symbols, dashes, superiors, etc., should be plainly marked; write names of Greek letters when used, as they are frequently mistaken for italic or signs.

Mark size of text type and whether it is to be solid, leaded, or double leaded, etc.; verify folio numbers, and plainly indicate references, footnotes, cut-ins, etc.

## COMPOSITION.

Compositors and operators are directed to study carefully the rules governing composition. A failure to do this will show plainly on the proof.

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

After a proof is read the first time, if a word or line is pried or a "drop-out" occurs, it is the duty of the workman to call attention to it in writing on the latest proof sheet. If a proof sheet is not available or immediately at hand, the types involved should be placed feet uppermost when returning them to position. This direction is for all who handle type.

In correcting matter set on the linotype machine, care must be taken to insert corrected type slugs in their proper places and to remove only such type slugs as contain

errors. Matter should be "run down" to see that lines have not been duplicated or eliminated. When in doubt read the slugs.

It is often impossible to decide whether a poor proof is due to bad type or cold metal or only to a poor impression; therefore, in order to insure accuracy and to save time, the operator should indicate such portions as have been reset.

Do not correct queries which are inside a ring, as they are intended for the author.

### READING AND COPY HOLDING.

Speed is desirable and should be cultivated, but accuracy is of first importance.

When the reader detects inconsistent and erroneous statements, obviously made by the writer through lapse of memory or slip of the pen, it is his duty to correct them. He must know, not suspect, that they are errors, and be prepared, if called upon, to vindicate the soundness of his correction by recognized authority. If he does not know, he should query.

When the grammatical construction of a paragraph is questioned by a reader and an element of doubt exists as to the propriety of changing its form, it should be marked with a capital "G" and a query mark inclosed in a ring. If a statement of fact is thought to be erroneous or is doubtful, it should be marked with a capital "F" and a query mark inclosed in a ring.

Queries inside a ring are not to be corrected, but are intended to go to the author. If it is desired to have a mark corrected and the query stand for the author, place query outside the ring. A mark queried without a ring would have the same effect.

Proofs which are not clearly printed or which are in any manner defective should be refused.

The manner in which correction marks are made on a proof is an element of considerable importance. Straggling, unsymmetrical characters, disconnected marks placed on the margins 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 a frequent use of the eraser to obliterate marks hastily or incorrectly made are all faults to be avoided. When reading proof of wide tables, the reader should take advantage of white space as near as possible to the error and place the correction therein, thus aiding all who have occasion to handle the proof afterwards. Obliterate entirely a broken or defective figure and rewrite it in a ring.

In reading tables set on linotype machines, indicate the entire cast if errors are marked.

When errors in display type are marked, always indicate the case number.

Upon the discovery of any wrong-font matrices, readers should cause immediate notice to be sent to the operator.

Readers should never make important changes in indentions or tables without consulting the foreman or referee.

Readers will carefully note the instructions to compositors as to spacing, division of words, etc., and never hesitate to mark when work is imperfect.

The marks of the copy editor must be given consideration by all. He has probably handled the entire work, and is in a position to know more about its peculiarities than one who reads but a small portion of it.

Instructions as to the confidential nature of work, number of proofs, size of paper, number of copies, location of illustrations, new pages, new odd pages, etc., when found on copy, must in every instance be carried on proof sheet by readers. In passing "run downs," the galley slug of the following galley must be carried on copy where break occurs.

Folios of copy must be "run" by copyholder on first reading of proofs. This applies to all work, and is especially important on indexes.

When reading copy avoid an unnecessarily loud tone of voice. Remember that small words are as important as large ones, and should be pronounced distinctly. Plurals should be clearly sounded.

### GALLEY-PROOF REVISING.

The importance of revising proofs well can not be overestimated. While a reviser is not expected to read proof, it is not enough for him to slavishly follow the marks found on the proof sheet. He should see that all corrections have been properly made in the type, that words or lines have not been transposed by the compositor in making the corrections, and that the rules governing spacing, division of words, and good printing generally have been observed. The reader or reviser who passes bad spacing will be held at fault.

A reviser must not remodel the punctuation of the readers or make any important changes in the work. If he thinks that an important change should be made, he should submit the proposed change to the foreman for decision.

All instructions on first proofs must, in every instance, be transferred to revised sheets, whether galley revise, page proof, stone revise, or press revise.

All queries made by readers must be carefully transferred to the revises.

Every paragraph in a proof containing an alteration which makes one or more over-runs should be reread as first proof.

Revising should be done with reasonable dispatch, but good work must not be sacrificed to haste.

The slug number of the corrector must be carried on revises if errors are made by him.

### PRESS REVISING.

Press revising is a branch of proof-room work requiring special adaptability and great diligence and care. Not only must the reviser see that the rules governing the work of those who precede him have been followed, but he must be on the alert for a multiplicity of points not coming within their sphere. Hence, a clear head, quick eye, knowledge of the style, acquaintance with the make-up of publications, a high sense of order, and attention to detail are prerequisites of success in the work.

Special care must be exercised in revising linotype matter. It is necessary to read the lines in which corrections have been made, to see that the line has been inserted in the proper place, and that the lines above and below it have not been disturbed.

Revisers should promptly notify the foreman of the proof room when variations from this **STYLE BOOK** are being made by department readers.

General rules only can be given to guide the press reviser. He handles a variety of work and must decide each point as it presents itself. He is cautioned never to allow his work to get behind (calling for assistance when rushed), and never to make a sacrifice of accuracy for the sake of speed.

The following rules must be carefully studied:

1. See that the proof sheets are clean and clear; send for another proof in case they are not.

2. See that galley slips connect before beginning the page or press revise.

3. See that page folios are continuous, that running heads are correct and uniform, and that the proper signature is correctly placed.

4. Revise carefully, observe connection between pages, carry all unanswered queries if the proof goes again to the author; otherwise see that all queries are answered, and take care that continued and repeated lines are free from errors.

5. If a revise is not properly corrected or is not reasonably free from error, call for another correction and proof (stating number wanted), and destroy all duplicates.

6. Be on the lookout for "drop-outs," "doublets," and "transpositions," applying the rules laid down for first revisers.

7. Read all running heads and box heads in continued tables; see that all leading lines are carried at the top where subordinate matter turns over; that dollar marks and italic captions of columns are properly placed and uniform; that the matter is as compact as circumstances will permit, and that footnotes fall on the page containing the corresponding references and are properly arranged.

8. Preserve complete files of all proofs returned to the desk in the ordinary course of business, especially of the final proofs from which a work is sent to the press or foundry.

9. On first page of a signature of a stone or press revise carry the number of copies and kind of paper, with any special directions that may be necessary, and see that the form is properly imposed.

10. Be particular in making the "mark off" on a galley slip when the first page proofs are sent out, cutting the proof sheet and noting upon it the connecting galley slug, the folio of the succeeding page, and the proper signature of the same. Retain the "mark off" and deliver the galley slips with the clean proof to the proof clerk.

11. Always make sure that different sets of proof sheets on any work are correctly marked in series, as "R," "2d R," "3d R," etc., and when a sheet is stamped "Another proof," carry the same designating "R" on the corresponding clean proof, and destroy the stamped proof when it has served its purpose.

12. When two or more jobs are imposed in one form, the reviser should separate the parts to verify the imposition. Until familiar with the "fold," caution must be exercised in cutting the sheet.

13. Press, stone, and foundry revises are equally important. With the latter special care must be taken that rules do not lap, that work is not jammed in the "lockup," that damaged letters and "slips" are indicated, and that the matter is ready in all respects to pass severe criticism.

14. Government publications are usually made up in the following order:

Page 1, title; page 2, blank; page 3, table of contents; when contents ends on page 3, then page 4, blank; page 5, letter of transmittal; page 6, blank; page 7, text proper.

In the body of the work new pages will be properly indicated on the proof sheet. Tables of contents, letters of transmittal, lists of illustrations, the text proper of a book, and all matter following half titles (except parallel tables) should begin on a new odd page.

The legend lines of full-page cuts which run the broad way should read up; that is, the even-page legend should be on the binding, or inside, margin, and the odd-page legend on the outside margin.

### SIGNATURE MARKS, ETC.

The following instructions and examples serve as a guide for signature marks, etc.: Place signature mark below the "all" mark when they appear on the same page.

Place the "all" mark below the bulletin or circular number when they appear on the same page.

All jobs to be cast take a degree mark (°) immediately after the jacket number in the signature line.

Use 6-point for signature marks on pages smaller than document and on pasters.

#### HOUSE AND SENATE DOCUMENTS AND REPORTS.

H. Doc. 73, 61-3—2	S. Doc. 57, 61-3, pt 1—2	H. Rept. 120, 61-3—2
S. Doc. 57, 61-3—2	S. Doc. 57, 61-3, vol 1—2	S. Rept. 100, 61-3—2

When a document or report makes more than 100 pages, jacket number, degree mark (°), and em dash should precede the above.

#### SIGNATURES FOR HEARINGS.

Use jacket number and some distinguishing marks, e. g., 4321—LEGIS—10—2

#### SIGNATURES FOR PASTERS.

Regular signature mark used on job, in 6-point, adding page, as follows:

12344—12.□(To face page 10.)

If more than one paster faces same page, add numbers, as follows (note punctuation):

12344—12.□(To face page 19.)□No. 1

12344—12.□(To face page 19.)□No. 2

# RULES AND STYLE OF COMPOSITION.

## INTRODUCTION.

The following rules and style are to be observed in Government printing. Bear in mind that every point can not be specifically covered and that the rules here laid down are to serve as a general guide.

## CAPITALIZATION.

(See also Capitalization, p. 65.)

Capitalize proper names, or words used as such, singular or plural; also when used as adjectives, unless the adjective form is a different word, derived from a common noun used as a proper noun in specific cases; for example, President (presidential), Senate (senatorial), Congress (congressional), Province (provincial). Exceptions: Democratic, Territorial, as relating to the Democratic Party or a Territory of the United States.

Capitalize, singular or plural, with the name or standing alone, the title of any ruler, the name of any national legislative body and its constituent branches, and the name of domain or administrative subdivisions of any country. This includes dependencies like Australia, Canada, etc. Capitalize also the adjective forms, unless embraced in the exceptions noted in the preceding paragraph.

Capitalize the titles of State legislative bodies when accompanied by the name, as the Massachusetts General Court, the General Court of Massachusetts, the New York Assembly, the Assembly of New York, the Rhode Island House of Representatives, the House of Representatives of Rhode Island, Ohio Legislature, the Legislature of Ohio; but lower-case the general court, the assembly, the house of representatives, the legislature, etc., when standing alone.

Capitalize the titles of United States executive departments, bureaus, services, etc., and organizations of the Army and Navy, singular, plural, and adjective forms; lower-case department, bureau, corps, etc., when standing alone.

Capitalize all geographic terms, singular or plural, when with the name. (See also Geographic Names, pp. 24, 46.)

Capitalize street, avenue, road, lane, etc., singular or plural, when with the name.

Capitalize all titles immediately preceding names of persons, but lower-case when following, except as noted on page 34, and those always capitalized. In addresses and with signatures capitalize both before and after name.

Capitalize department, bureau, division, office, etc., when used with a name that is capitalized, even though it is not a part of the exact title, as Pension Office for Bureau of Pensions, Census Office for Bureau of the Census, Land Department for General Land Office, Corporations Division for Bureau of Corporations, etc. This refers only to branches of the Government.

Capitalize a fanciful or popular appellation as if a real name, as Keystone State, Bay State, City of Churches, Monumental City, Capital City, Windy City, the Hub, Great Father (the President), etc.

Capitalize names of monuments, tombs, statues, etc., when of a public character, as Bunker Hill Monument, Grant's Tomb, Rochambeau Statue, Statue of Liberty, etc.; but lower-case the words "monument," "tomb," "statue," etc., when used in a general way, as the statue of Columbus, the tomb of Napoleon, etc.

Capitalize such terms as the following when with a name or number and used as a proper noun. Care must be taken not to confound a proper adjective with a proper noun. For instance, the Johnson House would mean a hotel and therefore be a proper noun; but should a house be referred to that was the property of or occupied by a family named Johnson, it would be the Johnson house. Pier A or Pier 19, but at the White Star Line's pier; Boston Light, Boston and Boone Island Lights, etc., but Massachusetts Bay lights.

Breakwater.	Dry Dock.	Jetty.	Light Vessel.	Weir.
Chute.	Dune.	Landing.	Lock.	Wharf.
Dam.	Ferry.	Levee.	Pier.	Woods.
Dike.	Forest.	Light.	Reservoir.	
Dock.	House.	Lighthouse.	Slip.	

Capitalize nouns, pronouns, adjectives (except the articles "a," "an," and "the"), adverbs, verbs, and first and last words in headings set in caps and lower case or caps and small caps, titles of books, publications, lectures, etc., when it is intended that the principal words shall be capitalized.

Lower-case, when standing alone, the common noun in titles, except Government, Army, and Navy; for example, Treasury Department, Patent Office, Labor Bureau, and Interstate Commerce Commission should be referred to as the department, the office, the bureau, and the commission; but the Government, the Army, and the Navy for United States Government, United States Army, and United States Navy. These exceptions are made because the short form is the one commonly used and if lower-cased would be brought into direct contrast with titles of subordinate organizations which are capitalized.

Lower-case the names of districts (congressional, judicial, etc.), except the District of Columbia or the District of Alaska. Also lower-case wards and precincts.

Lower-case the following words of common usage which were originally proper names, but whose significance as such has become obscured, or when used before nouns in common use to specify merchandise:

belleek ware.	harveyized steel.	mercerized fabrics.	roman (type).
bologna sausage.	india ink.	merino sheep.	russia (leather).
chinaware.	india rubber.	morocco (leather).	timothy grass.
china clay.	levantine silk.	navy blue.	venetian blinds.
delftware.	lyonnaise potatoes.	navy cloth.	wedgewood ware.
frankfurter (sausage).	macadamized road.	osnaburg.	(See also Trade names, p. 27.)
gothic (type).	manila rope.	pasteurized milk.	

Lower-case adjectives and verbs ending in "ize," "ed," "ify," and "ing," though the original word be a proper noun, when applied to trade products or processes, as harveyized, pasteurized, macadamized, galvanized, mercerized, etc.; otherwise capitalize, as Christianize, Americanize, Frenchify, Bryanize, etc.

**ADDRESSES, ETC.** Capitalize the principal words in addresses, signatures, and date lines. (See also Addresses, p. 41.)

#### ARMY.

Capitalize the United States Army, the Army, the Army Establishment, the Regular Army, the Volunteer Army, the Regular and Volunteer Armies, the Regulars, the Volunteers.

Capitalize standing alone and also when used as an adjective; the Army, an Army officer, etc.

Capitalize its organizations and branches, as the Cavalry, Infantry, Field Artillery, Coast Artillery, Engineer Corps, Nurse Corps, Pay Corps, etc.; also when used as an adjective, as Infantry or Cavalry officer, Marine Corps man, Engineer Corps work, etc.; but lower-case artilleryman, infantryman, cavalryman. Similar capitalization to apply to State organizations.

Capitalize the names of foreign organizations, as British Army, the Royal Guards, Gordon Highlanders, Eighty-eighth Connaught Rangers, etc.

Foreign: Lower-case army, navy, cavalry, etc., unless name is given.

Lower-case organizations bearing names of persons, as Robinson's brigade, Wheat's regiment, etc.

(See also Guide to capitalization, p. 28.)

#### BOARD, BUREAU, COMMISSION, DIVISION, AND EXPERIMENT STATION.

Capitalize all United States Government boards, bureaus, commissions, divisions, and experiment stations, as the Board of Visitors, the General Board, the Naval Retiring Board, the Bureau of Yards and Docks, the Interstate Commerce Commission, the Bureau of Soils, Storrs Experiment Station, etc.; but lower-case when standing alone, as the board, bureau, etc.

Capitalize State and other boards when accompanied by proper name, as Ohio Board of Health, Chamber of Commerce of Boston, etc.; but lower-case when standing alone, as the board, board of health, board of pharmacy, etc.

(See also Guide to capitalization, p. 28.)

**COLLEGE DEGREES.** Lower-case when spelled, as the degree of doctor of laws, the degree of master of arts, etc.

**COMMITTEE.** Capitalize all standing and select committees of the Senate and the House of Representatives, as the Committee on Post Offices and Post Roads (Senate), Committee on the Post Office and Post Roads (House), Committee of the Whole House on the state of the Union, Subcommittee on Appropriations, General Supply Committee, etc.

**DEITY.** Capitalize all words denoting Deity, as All-Wise; also all pronouns except those commencing with the letter "w," as who, whom, or whose.

**DEPARTMENT.**

Capitalize when referring to an executive department or a bureau of the United States Government when name is given, singular or plural; lower-case standing alone, as the department; and also as an adjective, as a department clerk, a departmental position.

Lower-case when referring to the coordinate branches of the Government, as the legislative, executive, and judicial departments.

**DISTRICT.**

Capitalize when referring to the District of Columbia or the District of Alaska; also any synonymous term, as Federal District.

Lower-case congressional, State, judicial, and other districts.

**FOREIGN GOVERNMENTS.**

Capitalize, singular or plural, with the name or standing alone, the title of any ruler, the name of any legislative body and its constituent branches, and the name of domain and its administrative subdivisions when referring definitely to any one of the titles or names given in the following table, but lower-case names of foreign bureaus and titles of foreign officers and cabinet members when used without names:

*Table of foreign Governments.*

[Compiled from Statesman's Year Book, 1910.]

Country.	Title of ruler.	Legislative body and branches.	Domain and administrative subdivisions.
Abyssinia.....	King.....	.....	Empire: Kingdom.
Afghanistan.....	Ameer.....	.....	Kingdom: Province.
Argentina.....	President.....	National Congress: Senate, House of Deputies.	Republic: Province, Territory.
Austria - Hungary.....	.....	.....	Empire and Kingdom.
Austria.....	Emperor.....	Parliament (Reichsrath): Upper House (Herrenhaus), Lower House (Abgeordnetenhaus).	Province.
Hungary..	King.....	Parliament (Országgyűlés): Upper House (Főrendiház), Lower House (Képviselőház).	Do.
Belgium.....	do.....	Senate, Chamber of Representatives...	Kingdom: Province.
Bhutan.....	Maharaja.....	.....	State.
Bolivia.....	President.....	Congress: Senate, Chamber of Deputies.	Republic: Department, Territory.
Brazil.....	do.....	National Congress: Senate, Chamber of Deputies.	Republic: State, Federal District.
Bulgaria.....	King.....	National Assembly (Sobranjé).....	Kingdom: Province.
Chile.....	President.....	National Congress: Senate, Chamber of Deputies.	Republic: Province, Territory.
China.....	do.....	National Assembly: Upper House, Lower House.	Republic: Province.
Colombia.....	do.....	Congress: Senate, House of Representatives.	Republic: Department.
Costa Rica.....	do.....	Congress: Chamber of Representatives.	Republic: Province.
Cuba.....	do.....	Congress: Senate, House of Representatives.	Do.
Denmark.....	King.....	Rigsdag (or Diet): Landsting, Folkething.	Kingdom: Amt(County).
Dominican Republic (Santo Domingo).	President.....	National Congress: Senate, Chamber of Deputies.	Republic: Province, District.
Ecuador.....	do.....	do.....	Republic: Province, Territory.
France.....	do.....	National Assembly or Congress: Senate, Chamber of Deputies.	Republic: Department.
German Empire.	Emperor.....	Bundesrath, Reichstag.....	Empire: State, Kingdom, Grand Duchy, Duchy, and Principality.
Greece.....	King.....	Legislative Assembly (Bulé).....	Kingdom: Nome or Department.
Guatemala.....	President.....	National Assembly.....	Republic: Department.
Haiti.....	do.....	Senate, Chamber of Communes.....	Do.
Honduras.....	do.....	Congress of Deputies.....	Do.
Italy.....	King.....	Parliament: Senate, Chamber of Deputies.	Kingdom: Province.
Japan.....	Emperor (Mikado).	Imperial Diet: House of Peers, House of Representatives.	Empire: Fu and Ken (Prefecture).
Chosen.....	.....	.....	Province.
Liberia.....	President.....	Parliament: Senate, House of Representatives.	Republic: County.

*Table of foreign Governments—Continued.*

Country.	Title of ruler.	Legislative body and branches.	Domain and administrative subdivisions.
Luxemburg...	Grand Duke.....	Chamber of Deputies.....	Grand Duchy: Canton.
Mexico.....	President.....	Congress: Senate, House of Representatives.	Republic: State, Territory, Federal District.
Monaco.....	Prince.....	.....	Principality.
Montenegro.....	King.....	Parliament.....	Kingdom.
Morocco.....	Sultan.....	.....	Sultanate: Province.
Nepal.....	King.....	.....	Kingdom.
Netherlands.....	Queen.....	States-General: First Chamber, Second Chamber.	Kingdom: Province.
Nicaragua.....	President.....	Congress.....	Republic: Department, Comarcas.
Norway.....	King.....	Storting: Lagting, Odelsting.....	Kingdom: Amt(County).
Oman.....	Sultan.....	.....	Sultanate.
Panama.....	President.....	Chamber of Deputies.....	Republic: Province.
Paraguay.....	do.....	Congress: Senate, House of Deputies.....	Republic: Partido (County).
Persia.....	Shah.....	National Council.....	Kingdom: Province.
Peru.....	President.....	Congress: Senate, House of Representatives.	Republic: Department.
Porto Rico.....	Governor.....	Legislative Assembly.....	Department.
Portugal.....	President.....	Cortes Geraes: House of Peers, House of Commons.	Republic: Province.
Roumania.....	King.....	Senate, Chamber of Deputies.....	Kingdom: Department.
Russia.....	Emperor.....	Council of the Empire, Duma.....	Empire: Government, Province.
Salvador.....	President.....	Congress of Deputies.....	Republic: Department.
Servia.....	King.....	National Assembly (Narodna-Skupstina).	Kingdom: Department.
Siam.....	do.....	Legislative Council.....	Kingdom: Province.
Spain.....	do.....	Cortes: Senate, Congress of Deputies.....	Do.
Sweden.....	do.....	Parliament (or Diet): First Chamber, Second Chamber.	Kingdom: Län (Government).
Switzerland.....	President.....	Parliament: State Council (Ständerath), National Council (Nationalrath).	Republic: Canton.
Turkey.....	Sultan.....	Parliament: Senate, Chamber of Deputies.	Empire: Vilayet.
United Kingdom of Great Britain and Ireland.	King.....	Parliament: House of Lords, House of Commons.	Empire: County, Borough, University.
Australia.....	Governor General.....	Federal Parliament: Senate, House of Representatives.	Commonwealth: State.
Canada.....	do.....	Parliament: Senate, House of Commons.	Dominion: Province.
New Zealand.	Governor.....	General Assembly: Legislative Council, House of Representatives.	Dominion: Counties, Boroughs.
South Africa.	Governor General.....	Parliament: Senate, House of Assembly.	Union: Province.
Uruguay.....	President.....	Parliament: Senate, Chamber of Representatives.	Republic: Department.
Venezuela.....	do.....	Congress: Senate, Chamber of Deputies.	Republic: State, Territory, Federal District.

**GEOGRAPHIC NAMES, ETC.**

Capitalize, singular or plural, when immediately following the name:

Aqueduct.	Crater.	Harbor.	Ocean.	Run (stream).
Archipelago.	Creek.	Hill.	Parish (La.)	Shoal.
Basin.	Dome.	Hollow.	Park.	Sound.
Beach.	Draw (stream).	Inlet.	Passage.	Spring.
Bend.	Flats.	Island.	Peninsula.	Township.
Branch (stream).	Fork (stream).	Islet.	Plateau.	Tunnel.
Butte.	Gap.	Mesa.	Pond.	
Canal.	Glacier.	Mountain.	Range (mountain).	
Channel.	Group.	Narrows.	Reef.	
County.	Gulch.	Nation (Okla.).	Ridge.	

Capitalize, singular or plural, either before or after and when a part of the name:

Bay.	Dalles (The).	Isle.	Peak.	Sea.
Bayou.	Desert.	Lake.	Point.	Strait.
Camp (military).	Falls.	Mount.	Port (but port of New York).	Valley.
Canyon.	Fort.	Oasis.		Volcano.
Cape.	Head.	Pass.	River.	

EXAMPLES: Chesapeake Bay, Bay of Fundy, Massachusetts and Delaware Bays, Bays of Fundy and Biscay, Delaware River and Bay, River Plata, etc. Use lower case for such an expression as "the valleys of Virginia and Maryland" (or a like one involving any other word in this list), as the word "valleys" in this sense is the general use of the word and not part of a name.

Capitalize the following when standing alone and referring to the name in parentheses, also when used as adjectives:

Avenue (Pennsylvania Avenue, Washington, D. C.).	Mall (in District of Columbia).
Canal Zone (Panama).	Monument (Washington Monument).
Capes (Charles and Henry).	Museum (National Museum).
Delta (of the Mississippi River).	Peninsula (Spain).
Falls (Niagara).	Plains (Great Plains).
Gulf (of Mexico).	Plaza (Union Station Plaza).
Highway Bridge (Washington, D. C.).	Public Library (Carnegie Library, Washington, D. C.).
Isthmus (of Panama).	Sound (Long Island; Puget).
Lakes (Great Lakes).	Street (Wall Street, financial district of New York).
Library (Library of Congress).	

**GEOLOGIC AGES, ETC.**

The orthography, capitalization, compounding, and use of quotations shown in the terms below should be followed in general work. It should be noted that "Coal Measures" is a subdivision of the Carboniferous system; "Calciferous" and "Magnesian" are lithologic subdivisions of the Cambrian and Ordovician, respectively; and "Red Beds" is used for Permo-Triassic rocks of the West; and that these terms, if used in a common-noun sense, are not capitalized or quoted. The adjectives upper, middle, and lower, when used with Carboniferous or Tertiary, are not to be capitalized unless the term is quoted (upper Carboniferous; "Upper Carboniferous"). Follow copy as to any of the preceding terms.

Acadian.	Devonian:	magnesian.	Pliocene:
Algonkian.	Lower.	Mesozoic.	post-Pliocene.
Archean.	Middle.	Miocene:	pre-Pliocene.
"Calciferous."	Upper.	lower.	Proterozoic.
calciferous.	Eocene:	middle.	Quaternary.
Cambrian:	lower.	upper.	Recent.
Lower.	middle.	Mohawkian.	"Red Beds."
Middle.	upper.	Neocene.	red beds.
pre-Cambrian.	Georgian.	Oligocene:	Saratogan.
Upper.	glacial:	lower.	Silurian.
Carboniferous:	interglacial.	middle.	Tertiary.
lower.	postglacial.	upper.	Triassic:
upper.	preglacial.	Ordovician:	Lower.
Cenozoic.	Jurassic:	Lower.	Middle.
Cincinnatian.	Lower.	Middle.	Upper.
"Coal Measures."	Middle.	Upper.	
coal measures.	Upper.	Paleozoic.	
"Corniferous."	"Juratrias."	Permian.	
Cretaceous:	"Lignitic."	"Permo-Carboniferous."	
Lower.	lignitic.	Pleistocene.	
Upper.	"Magnesian."		

The scheme for the use of hyphens in petrographic terms is based on the single principle that like names are connected by a hyphen and unlike names are not. The names used in such terms are of four classes—(a) rock names, (b) mineral names, (c) textural names, and (d) names expressing the kind of clastic aggregation. Any two or more names of either class are connected by a hyphen; others are not. The principal names of classes c and d are as follows: (c) Felsophyre, gneiss, porphyry, schist, vitrophyre; (d) agglomerate, breccia, conglomerate, sand, tuff. The subjoined examples will serve to illustrate the principle:

biotite gneiss.	leucite granite porphyry.	quartz-mica latite.
diabase-gabbro.	mica diorite porphyry.	quartz monzonite porphyry.
glaucophane schist.	olivine-augite andesite.	quartz-tourmaline porphyry.
granite gneiss.	orthoclase gabbro-diorite.	syenite-pegmatite.
hornblende-mica andesite.	pyroxene-mica diorite.	
latite-phonolite.	quartz-biotite-garnet gneiss.	

**GOVERNMENT.** Capitalize when referring to the United States Government or to foreign Governments, as the Government of the United States, the Japanese Government, the Canadian Government, National and State Governments, etc., the Governments of the United States and England, the two Governments, the Governments of Europe, the Government, Government control, Government employee, Government ownership, etc. Lower-case in the abstract sense, as this Government is a government, the reins of government, the seat of government, etc.; referring to a State of the United States, the State government.

**HEADINGS.** Display headings should be all capitals unless otherwise indicated.

**LOWER OR UPPER.** Capitalize when part of a proper name, as Lower California (Mexico), Lower Egypt, Lower (or Upper) Peninsula of Michigan; but lower-case lower (or upper) peninsula unaccompanied by name; also when used merely as a descriptive word, as lower Mississippi, etc.

**MEMBERS OF CONGRESS.** Capitalize, singular or plural, when referring to a Senator, Representative, Member, Delegate, or Resident Commissioner in the Congress of the United States.

**NATION.** Capitalize when used as a synonym for the United States; also in referring to a geographic subdivision of Oklahoma, singular or plural, when immediately preceded by name, as Creek Nation, etc.; also, singular or plural, with names of any of the Five Civilized Tribes; otherwise lower-case.

**NATIONAL.** Capitalize when preceding any word that is capitalized, as National Government; also National and State Governments and National Capital; otherwise lower-case, as the national spirit.

**NAVY.** Capitalize the same as Army; also its organizations, including Marine Corps, but lower-case navy yard, navy-yard employees, etc. (See also Army, p. 22.)

**NUMBERS USED AS NAMES.** Capitalize when a part of a name of an organization, or as a title that is capitalized, as First Regiment, Twelfth Census, Charles the First; Document Numbered One hundred and twenty, One hundred and tenth Street; otherwise lower-case, as second district, fifth ward, tenth precinct.

**PRESIDENT.** Capitalize; also any synonymous title referring to the President of the United States, as Chief Magistrate, Commander in Chief, Executive, His Excellency, etc. Lower-case presidential.

**PROVINCE.** Capitalize when used as a synonym for State and the Provinces of the Philippine Islands, as the Province of Manila, Province of Ontario, the Province, etc. Lower-case provincial.

**RESERVATION OR RESERVE.** Capitalize when immediately following the name of a forest, military, or Indian reservation or reserve, singular or plural; but lower-case Fort Leavenworth hay reservation, etc.

**ROMAN NUMERALS, ETC.**

Capitalize the terms used with Roman numerals as titles, as Chapter XV, Section II, Plate VI, Group IV, etc.

When not a title, or when other than Roman numerals are used, lower-case, as abstract B, section A (of a land plat, etc.), group A, station B (in surveying or like work), class 1, class A, volume 1, chapter 1, etc.

**SCIENTIFIC NAMES.** Capitalize the names of genera, families, orders, etc., as the 17-year locust or periodical cicada [the insect], *Cicada septendecim* [the first the name of the genus, the second the name of the species], belongs to the family Cicadidæ. Always lower-case the name of the species.

**SOCIETIES, UNIONS, ETC.** Capitalize when immediately associated with name, as Bos on Medical Society, Society of the Cincinnati, Columbia and Baltimore Typographical Unions, etc.

**SOLDIERS' HOME.** Capitalize when name is given, as Soldiers' Home (in the District of Columbia only), the National Home for Disabled Volunteer Soldiers, Central Branch, Eastern Home, Iowa and Ohio Soldiers' Homes, Soldiers' Home of Ohio, etc. Lower-case home and branch standing alone.

**STATE.**

Capitalize the same as Government.

Capitalize State's attorney, State's evidence; but lower-case such expressions as affairs of state, church and state, secretary of state of Indiana; also the words "statehood," "statehouse."

Lower-case sections of States, as east Illinois, western Kansas, east Tennessee, etc.

**STATION.** Capitalize when immediately following the name of a life-saving, military, or naval station of the United States; also Station A or South Side Station, Substation No. 24, Broad Street Station, Union Depot, Union Station, etc.

**STREETS, ETC.** Capitalize such terms as alley, avenue, circle, court, lane, place, road, street, and square, singular or plural, when with the name.

**TERRITORY OR TERRITORIAL.** Capitalize when referring to any organized Territory of the United States, singular or plural. See also Foreign Governments, p. 23.

**THE.** Capitalize when a part of a name, as The Hague, The Dalles (Oreg.), The Weirs (N. H.), etc.; certain geographic formations, as The Buttes (in Sutter County, Cal.), etc.; The Bronx, The Adjutant General (authorized by law). Lower-case the Netherlands. (See also Court style, p. 51, and Correct Orthography of Geographic Names, 46.)

**TITLES OF BOOKS, HISTORICAL DOCUMENTS, QUOTATIONS, ETC.**

- Capitalize the principal words of a title, as *The Chasm of the Colorado*, painted by Thomas Moran; *Twelfth Night*, a play written by William Shakespeare.
- Quote and capitalize the principal words of a title when introduced thus: A book entitled "The House of the Seven Gables."
- Capitalize historical documents, as Declaration of Independence, Constitution (United States), Articles of Confederation (United States), Bill of Rights, Magna Charta.
- Capitalize short titles, as Bancroft's History, Brown's Grammar.
- Capitalize Government documents, reports, etc., as Document No. 2, Report No. 8, but lower-case document and report standing alone; Articles of War, the sixty-second article of war; Book of Estimates, the estimates; Revised Statutes, Statutes at Large, referring to the laws of the United States and also to those of any State; the New York Code; the District Code, referring to the Code of Laws for the District of Columbia; Supplement to the Revised Statutes; Journal (House or Senate); calendar when with the name of one of the House calendars, as Union Calendar, etc.; the Senate Calendar; Private and Union Calendars; Coast Pilot; Nautical Almanac.
- Capitalize Bible, Biblical, Scriptures, Scriptural, etc.; but gospel only when referring to one of the four memoirs of Jesus Christ contained in the New Testament.
- Capitalize the first word and proper nouns only of titles of articles in books, magazines, and newspapers when referred to in text, and quote: "A story of life in New Orleans during the Mexican War."
- Capitalize the first word of direct and indirect quotations: (1) Pope said, "Praise undeserved is scandal in disguise"; (2) The question is, Shall the bill pass?
- Place all points (and three stars when used at end of quoted matter) inside the quotation marks: "John B. \* \* \*." "Is this plain? \* \* \*." "I was going to \* \* \*."
- Poetry should be aligned on the left, lines which rhyme taking the same indentation. When quotations occur at the beginning of a line, they should clear.

**TITLES OF NOBILITY, COURTESY, ETC.**

- Capitalize the Prince of Wales, Archbishop of Canterbury, Bishop of India, Duke of Argyle, Count of Flanders, Edward Earl of Dorset, etc.
- The prepositions "d," "da," "de," "della," "di," "l'," "van," "von," etc., in names from foreign languages, when preceded by a forename, a title of nobility, a professional title, or one of courtesy, should be lower-cased; as Charles de Blé, Cardinal da Ponte, Marquis de Lafayette, Mr. de Thou, M. d'Orbigny, Señor da Yznaga, Gen. della Santa Maria, Dr. d'Ouvillier, Capt. di Cesnola, Admiral van Tromp, Count von Moltke, etc.
- Prepositions in names from foreign languages, without a forename, a title of nobility, a professional title, or one of courtesy, such as "van" in Dutch, "von" in German, "de" or "d'" in French, or "da," "della," or "di" in Italian, should be capitalized; as Van Tromp, Von Humboldt, De Thou, D'Orsay, Da Ponte, Della Crusca, Di Cesnola.
- Capitalize titles in the second person only when used as synonyms of proper names: You will go, Major, to New York; I am, General, yours, etc.

**TOWNSHIP.** Capitalize immediately following the name, singular or plural; lower-case preceding a number, as township 14 north, etc.

**TRADE NAMES.** Capitalize the distinguishing name of a manufactured product, as Eagle pencil, Stickwell paste, Seller's typewriter, Pears' soap, Ceres flour, etc. In trade names of preparations, etc., capitalize the principal words, as Quaker Oats, Force, Sapolio, Shredded Wheat, Bon Ami, Puffed Rice, etc. (See also p. 22.)

**TREASURY AND SUBTREASURY.** Referring to the United States Treasury, capitalize the General Treasury, Independent Treasury, the National Treasury, the Public Treasury, the Treasury, Treasury notes, Treasury official, the New York Subtreasury, the Subtreasury.

**UNITED STATES, SECTIONS OF.**

- Capitalize the terms East, West, North, South, Middle West, Central West, Northwest, Southwest, Pacific Coast States, etc.
- Capitalize the terms added to groups of States, as North Atlantic, South Atlantic, Middle Atlantic, Gulf, Middle, Central, Western, Northwestern, and Southwestern; but lower-case a term prefixed to any of the foregoing, as eastern Gulf States, eastern North Atlantic States, etc.; also southern planters, southwestern stock growers, eastern manufacturers, western farmers, etc.

## GUIDE TO CAPITALIZATION.

The following list will serve as a guide to capitalization, but should not be regarded as complete. This capitalization applies to plural forms also.

- Act, when used with proper name, as Bowman Act, Aldrich-Payne Tariff Act, Morrill Acts, etc., or Tucker and Bowman Acts.
- Acting, when preceding any title that is capitalized, as Acting Secretary of State, etc..
- Actuary of the Treasury.
- administration, Taft, etc.
- Admiral (of the Navy).
- Admiralty (British).
- Admiralty, Lords of the.
- Agency, Chippewa, etc. (Indian only).
- Ages, Dark, Golden (only when meaning Golden Age of Pericles), Middle.
- Agriculture, Department of: Chemist, Editor, Entomologist, Forester, Librarian, Solicitor.
- amendments to the Constitution, as fourteenth amendment.
- American Federation of Labor.
- American National Red Cross.
- Ancient Free and Accepted Masons.
- Antarctic ice.
- Antarctics, the.
- Appendix A, 1; the appendix.
- appropriation bill: Agriculture; Army; Diplomatic and Consular; District of Columbia; fortifications; general deficiency; Indian; legislative, executive, and judicial; Military Academy; naval; pensions; Post Office; rivers and harbors; sundry civil; urgent deficiency.
- Aqueduct, Washington, etc.
- Aqueduct Bridge.
- Archipelago, Philippine, etc.
- Architect of the Treasury, of the Capitol; the architect.
- Arctic Seas.
- Arctics, the.
- Armory, Springfield, etc.
- Army:
- Army (adjective, noun, and standing alone).
  - A and B Companies, Companies A and B.
  - Chief of Artillery, the chief.
  - Chief of Engineers, the chief.
  - Chief of Ordnance, the chief.
  - Chief Quartermaster Corps, the chief.
  - Chief of Staff, the chief.
  - Chief Signal Officer, the chief.
  - colonel of Cavalry, etc.
  - Confederate (referring to Confederacy of the South), the Confederates.
  - Continental, all forms.
  - Department of the East, the department.
  - First Brigade, the brigade.
  - General Commanding the.
  - General of the.
  - General Staff.
  - General Staff Corps.
  - Gun Factory.
  - Headquarters of the; headquarters First Regiment.
  - Inspector General.
  - Judge Advocate General.
  - Major General Commanding the.
  - Medical Museum.
  - Paymaster General.
  - Quartermaster Corps.
  - Regulations, Army regulation 56.
  - Revolutionary (American, French, British).
  - Second and Third Regiments, etc.
  - service.
  - Staff Corps.
  - Surgeon General.
  - The Adjutant General (formerly The Military Secretary).
  - War College.
- Arsenal, Rock Island, etc.
- Articles of Confederation (United States).
- Articles of War, sixty-second article of war.
- Artillery School (United States).
- Asiatic Station (naval).
- Assembly, New York; the assembly.
- Assistant (when before any title which is capitalized).
- Associate Justice (United States Supreme Court).
- Associated Press.
- Astrophysical Observatory.
- Atlantic Coast States.
- Atlantic slope, coast, seaboard, and torpedo flotilla.
- Attorney General.
- Auditor for the State and Other Departments.
- Auditor for the War Department, the Second Auditor, etc.; the auditor.
- Bad Lands (South Dakota and Nebraska).
- Band, Eastern, etc., of Cherokee.
- Bank, First National, etc.
- Barracks, Vancouver, Washington, Marine (District of Columbia), but the barracks, A barracks, B barracks, etc.
- Battery, the (New York City).
- Battle of Gettysburg, Waterloo, the Wilderness, etc., but battle at Gettysburg, etc.
- Bethlehem Iron Works.
- Bible, Biblical, Scriptures, etc.
- bill, Tillman.
- Bill of Rights (historic document).
- Black Hand (organization).
- B'nai B'rith.
- Board:
- board (standing alone).
  - Crop Reporting.
  - General (of Engineers).
  - Naval Examining.
  - Naval Retiring.
  - of Charities (District of Columbia).
  - of Engineers.
  - of Food and Drug Inspection.
  - of General Appraisers.
  - of Indian Commissioners.
  - of Managers of the Soldiers' Home.
  - of Ordnance and Fortification.
  - of Pension Appeals.
  - of Regents; Regents (Smithsonian).
  - of Trade of Philadelphia, Philadelphia Board of Trade, etc.; the board of trade.
  - of Underwriters (New York).
  - of Visitors (Annapolis and West Point).
  - Taft, etc.
  - the Lighthouse (now Bureau of Lighthouses).
  - United States Geographic.
- Book, Good Book (synonym for Bible); First Book of Samuel, etc., books of the Bible.
- Book of Estimates, the estimates.
- Borough (New York), Brooklyn, of the Bronx (The Bronx, standing alone), Manhattan, Richmond, Queens.
- Botanic Garden (National).
- Bridge, Cabin John; M Street; but a Pennsylvania Railroad bridge.
- Brigadier General Commandant (Marine Corps).
- Building, Winder, Treasury, Colorado, Atlantic, etc.
- Business Men's League.
- Cabinet, the.
- Cabinet officer.
- Calendar, Senate, House, Private, Calendar No. 99, Calendar for Unanimous Consent, etc.; the calendar.
- Calendar of Bills and Resolutions.
- Canal Zone (Isthmian), the zone.
- Capital (Washington, D. C.).
- Capitol, the, and its parts (Chamber, Hall, Statuary Hall, Hall of Fame, Halls, meaning Hall of the House and Chamber of the Senate); Capitol Grounds, Capitol police.
- Cemetery, Oak Hill; Arlington National Cemetery, but national cemetery at Arlington.
- Census Bulletin No. 420.
- Census, Twelfth, Thirteenth, etc.
- central Asia.
- century, as twentieth century.
- Chair (when personified).
- Chairman of the Committee of the Whole (House of Representatives), the Chairman (only when above chairman is meant).
- Chamber, the (Senate).
- Chamber of Commerce of Boston, Boston Chamber of Commerce, the chamber of commerce.
- Cherokee Strip or Outlet.

Chicago Sanitary District.  
 Chief (when used with name of a Government bureau, etc.), the chief.  
 Chief Constructor (Navy).  
 Chief Intelligence Officer (Navy).  
 Chief Justice (United States Supreme Court).  
 Chief Magistrate (the President).  
 Chief of the Bureau of, etc.  
 Chief of the Record and Pension Division.  
 Chinese Six Companies.  
 Christendom.  
 Christian, Christianity, Christianize.  
 Church (when name is given, referring to building, congregation, or sect).  
 Circle, Arctic, Iowa, etc.; but great circle.  
 cis-Atlantic, etc.  
 City (when part of corporate name, also the following):  
     City of Mexico.  
     New York City.  
     Washington City.  
 Coast Pilot (book).  
 Code, the Mississippi, the District, etc.; the code.  
 College, Columbia, etc.  
 Colonials (of colonial times).  
 Colonies (the original group).  
 Columbia Institution for the Deaf.  
 Columbia Typographical Union, No. 101; Typographical Union 101; Local Union 35.  
 Commission:  
     commission (standing alone).  
     Alaskan Boundary Delimitation.  
     California Débris.  
     Chickamauga and Chattanooga National Military Park.  
     Civil Service.  
     District (District of Columbia).  
     Electoral.  
     Gettysburg National Military Park.  
     Immigration, Joint Congressional.  
     International Lake Levels.  
     International, of Archaeology and Ethnology.  
     International Joint.  
     International Prison.  
     International Waterways.  
     Interstate Commerce.  
     Isthmian Canal.  
     Merchant Marine.  
     Mississippi River.  
     National Monetary.  
     National Waterways.  
     on Country Life.  
     Reciprocity.  
     Shiloh National Military Park.  
     Spanish Treaty Claims  
     to Revise the Laws of the United States.  
     to the Philippine Islands.  
     United States and Mexican Water Boundary.  
     Vicksburg National Military Park.  
 commissioner (standing alone).  
 Commissioner General of Immigration.  
 Commissioner of Patents, to the Five Civilized Tribes, etc.  
 Commissioners of the District of Columbia.  
 Common wealth (synonym of State).  
 Comptroller:  
     comptroller (standing alone).  
     of the Currency.  
     of the Treasury.  
 Confederacy (of the South).  
 Confederate Army, soldier, States.  
 Congress, First, Second, etc.; the Congress (referring to the Congress of the United States).  
 Congress, Pan American, etc.; the congress.  
 congressional.  
 Congressional Directory.  
 Congressional Library.  
 Congressman.  
 Constitution (United States).  
 Continent, the (meaning Europe); otherwise lowercase, except when with name.  
 Continental Army, Congress, Divide.  
 Continentals (Revolutionary times).  
 Convention:  
     Constitutional (United States, 1787).  
     Third Annual, of American Florists; the convention.  
 convention, Republican national; not national Republican convention.

Corps: corps (standing alone); Artillery; General Staff; Hospital; Marine; Medical (or Department); Nurse; of Cadets; of Engineers; of Judge Advocates; Pay; Quartermaster; Signal.  
 Council, Choctaw, etc.; the council.  
 court, the (see also Court style, p. 51):  
     Circuit Court of the United States for the Southern District of New York.  
     Commerce Court (United States).  
     court of appeals.  
     Court of Claims.  
     Court of Commissioners of Alabama Claims.  
     Court of Customs Appeals.  
     Court of Impeachment (the Senate).  
     Court of Private Land Claims.  
     Supreme Court (United States).  
     Supreme Court of the District of Columbia, etc.; the supreme court.  
 Court of St. James, etc.  
 Crown (referring to a ruler), Crown lands, etc.  
 Dalles, The.  
 Dam, Bohio, etc.; Dam 1, No. 1; Dams 1 and 2, Nos. 1 and 2.  
 Declaration of Independence.  
 Delegate (in Congress).  
 Deputy (when preceding any capitalized title).  
 Director of the Geological Survey, Census, etc.; the director.  
 district:  
     first assembly.  
     first congressional.  
     third lighthouse.  
 District of Alaska.  
 District of Columbia: Anacostia Flats; Avenue, the (referring to Pennsylvania Avenue only); Botanic Garden; District Jail, the jail; Library (of Congress); Mall; Monument (Washington); Monument Grounds; Monument Lot; Museum (National); Metropolitan police; Plaza (Union Station); Potomac Flats; Public Library; White Lot.  
 Division (United States Government, with name).  
 Du Pont Powder Works.  
 east Africa.  
 East Coast (Africa).  
 east Tennessee.  
 East Tennessee Bridge Burners.  
 East, the (section of the United States).  
 Eastern Continent, the continent.  
 Eastern Hemisphere.  
 Eastern Shore (of Maryland).  
 Electoral College, the electors.  
 Embassy, British, etc.; the embassy.  
 Engine No. 6, engine; Engine Company No. 6, No. 6 Engine Company.  
 Engineer Department.  
 Engineer in Chief (Navy).  
 Engineer officers, etc. (of Engineer Corps).  
 Equator, the.  
 Evangelical Alliance.  
 Executive (meaning President of the United States, and also adjective form).  
 Executive Council (Porto Rico).  
 executive departments.  
 Executive Document No. 95.  
 Executive Mansion, Office.  
 Executive order (by the President).  
 Executive Order No. 34.  
 Exhibit A, B, etc.; 1, 2, etc.  
 Far East (the Orient); but far eastern, far West.  
 Father of his Country (Washington).  
 Federal (synonym for Government).  
 flag, the:  
     Old Flag.  
     Old Glory.  
     Stars and Stripes.  
     Star-Spangled Banner.  
 Fleet, Pacific, etc. (naval).  
 Form A, B, etc.; 1, 2, etc.  
 Forty-niner, an old.  
 Freedman's Savings Bank.  
 Freedmen's Hospital.  
 friar lands.  
 Frisco (no apostrophe).  
 fuller's earth.  
 General Assembly (Presbyterian Church).  
 General Supply Committee (of the United States Government).

- gentile.  
 George V, but George the Fifth may be used.  
 Gold Coast (Africa).  
 gospel (but Gospel, referring to first four books of the New Testament).  
 Government, British, etc.; Federal, General, Imperial, National, Royal.  
 government, seat of.  
 Government Hospital for the Insane.  
 governor.  
 Governor General (of Canada, Philippine Islands, etc.).  
 Governor of Porto Rico.  
 Grand Army of the Republic.  
 Grand Army post, but Post No. 63, etc.  
 Great Basin, Great Divide, Great Plains.
- haikwan tael.  
 headquarters, Washington's, etc.  
 Heaven (Deity), heaven (place).  
 Hemisphere, Eastern, Western; the hemisphere.  
 Her Majesty, His Majesty (ruler of a country).  
 High Church, -Churchism, -Churchist, -Churchman, -Churchmanship.  
 High School, Central, etc.  
 Highway Bridge (Washington, D. C.).  
 Hill No. 1.  
 Hills Nos. 1 and 2.  
 His Excellency (meaning the ruler of a country).  
 His Excellency the Duke of Athol, etc.  
 his excellency the governor.  
 Historical periods:  
   Reformation, the.  
   Renaissance, the.  
   Restoration, the (English).  
   Revolution, the (American, 1775; French, 1789; English, 1688).  
   Revolution of July (French).  
 Holidays, etc.: Decoration or Memorial Day, Fourth of July, Independence Day, Labor Day, Washington's Birthday, Good Friday, Easter Sunday, Inauguration Day, Thanksgiving Day, Black Friday; but blue Monday.  
 Holy Writ (Bible).  
 hospital, Fifth Regiment, etc.  
 Hospital, Providence, etc.; the hospital.  
 House, Ebbitt, etc. (meaning a hotel).  
 House Office Building.  
 House of Representatives (official titles standing alone):  
   Chairman (Committee of the Whole).  
   Chaplain.  
   Chief Clerk.  
   Clerk (of the House).  
   Doorkeeper.  
   Postmaster.  
   Reporter (the Official Reporter).  
   Sergeant at Arms.  
   Speaker.  
   Speaker pro tempore.  
 Hydrographer, the (Navy Department).  
 Hygienic Laboratory.
- imperial edict.  
 independence, in the year of our independence.  
 Independent Catholic Church (Philippines).  
 Indians:  
   Absentee Shawnee.  
   Eastern (or Lower) Band of Cherokee.  
   Five Civilized Tribes.  
   Joseph's Band, etc.  
   Shawnee, etc., Tribe.
- insular government.  
 island of Cuba.  
 Isthmian Canal.  
 Isthmus (Panama).
- Jersey cattle.  
 Jim Crow.  
 Journal clerk.  
 Journal of the House or Senate.  
 Judge Advocate General (Army or Navy).
- Krag-Jørgensen.  
 Ku-Klux Klan (organization).  
 Kwong Sui, sixth year, ninth month.
- Latter-day Saints.  
 Legation, Chinese, etc.; the legation.  
 Legislature, National (United States Congress); Ohio Legislature, etc.; the legislature.
- Letters Patent No. 5.  
 Levant, the.  
 Librarian of Congress.  
 Library of Congress.  
 Lighthouse Board (now Bureau of Lighthouses), Establishment, Service.  
 Light, Highland, etc.; the light, lighthouse, light vessel.  
 Line, Cunard, etc. (steamship).  
 Lock 1, No. 1; Locks 1 and 2, Nos. 1 and 2.  
 Louisiana Purchase.  
 Low Church, -Churchism, -Churchist, -Churchman, -Churchmanship.  
 lower House of Congress.
- Magna Charta.  
 Marine Corps.  
 Mikado.  
 Military Academy (United States), the academy.  
 Militia:  
   militia (standing alone).  
   First Regiment Ohio.  
   Indiana.  
   Naval.  
   New York Naval Reserve.  
   of Ohio.  
   Organized.  
 Mint, Philadelphia, etc.; the mint.  
 Monroe doctrine.
- National (when preceding capitalized name). (See also National, p. 26.)  
 National Academy of Sciences.  
 National Bank Redemption Agency.  
 National Board of Health.  
 National Guard, Ohio, etc.; the National Guard; the guard.  
 National Home for Disabled Volunteer Soldiers.  
 National Legislature (United States Congress).  
 National Medical Museum.  
 National Park, Yellowstone, etc.  
 National Treasury.  
 National Woman Suffrage Association.  
 Naval Academy (United States); the academy.  
 Naval Asylum.  
 Naval Establishment.  
 Naval Gun Factory.  
 Naval Militia.  
 Naval Observatory.  
 Naval Reserves, the reserves.  
 naval station, Key West, Fla.; Newport (R. I.)  
   Naval Training Station, etc.  
 Naval War College, War College; the college.  
 Navy (adjective, noun, and standing alone). (See also Navy, p. 26.)  
 Navy Yard (when preceded by name, as Brooklyn Navy Yard, etc.).  
 Near East.  
 Negro (meaning the race).  
 New World.  
 Night Riders (organization).  
 North Atlantic Squadron.  
 North Pole.  
 North, the (the section of the United States).  
 northerners.
- Observatory:  
   observatory (standing alone).  
   Astrophysical, Naval.  
   United States.
- Occident, the.  
 accidental.  
 Office: office (standing alone); Building (House or Senate); Executive; General Land; Government Printing; Hydrographic; Nautical Almanac; of Experiment Stations; of Indian Affairs; of Naval Intelligence; of Naval War Records; of Public Roads; of the Supervising Architect; Patent; Pension; Record and Pension.  
 Official Reporter (Senate or House).  
 Old World.  
 Order of Business No. 56.  
 Ordnance Department.  
 Organized Militia.  
 Orient, the.  
 oriental customs.  
 orientals.
- Pacific coast, slope, and seaboard.  
 Pacific Coast States.

Pan American Union, formerly International Bureau of the American Republics.  
 Parish, Caddo, etc.; the parish.  
 Parliament (House of).  
 Pass, Passes, Head of Passes (Mississippi River).  
 Pay Department.  
 Paymaster General (Army or Navy).  
 Penitentiary, Albany, etc.; the penitentiary.  
 Pharisee.  
 Philippine Assembly, Commission, Constabulary, Legislature; the commission, the constabulary.  
 Pilgrim Fathers, the Pilgrims, a Pilgrim (those of 1620).  
 plaster of Paris.  
 Plaza, Union Station; the Plaza.  
 Pole, North, South; the pole.  
 Political parties, etc.: People's Party, Republican Party, etc.; a Democrat, a Prohibitionist, a Republican, a Boxer, etc.; Boxer movement.  
 Porto Rico Provisional Regiment, but Porto Rico regiment.  
 Post Office Department.  
 Postal Savings System.  
 Postal Service.  
 Postal Union.  
 Postmaster General.  
 Presidency (office of ruler of a country).  
 presidential.  
 Printing Office (Government Printing Office).  
 Progressive Republican.  
 Proving Ground, etc.: Sandy Hook.  
 Public Land Strip.  
 Public, No. 37 (in text).  
 Public Printer, the printer.  
 Puritan.  
 Range, Coast, etc. (mountains).  
 Reform School of District of Columbia, the reformatory.  
 reformatory, Elmira, etc.; the reformatory.  
 Regent (Smithsonian Institution).  
 Register of the Treasury, the register.  
 reporters of the Senate or House (meaning other than the Official Reporters).  
 Representative (in Congress).  
 Republic (same as Government).  
 Reservation, Great Sioux, etc.  
 Resident Commissioner (Philippine Islands and Porto Rico).  
 Revised Statutes.  
 Revolutionary (referring to the American, French, and English Revolutions).  
 route No. 12466, mail route No. 1742, railway mail route No. 1144.  
 royal command.  
 Rule XXI, rule 21.  
 Ruler of the universe.  
 Rules and Articles of War.  
 Sabbath, Sabbath Day.  
 School, Hayes, Girls' Reform, etc., also any service school of the United States Army or Navy; the school.  
 scribe.  
 Scriptures, New and Old Testaments (the Bible).  
 Secretary of State, etc. (United States); the Secretary.  
 Secretary of the Smithsonian Institution, to the President; the secretary.  
 Senate (official titles standing alone):  
     Chaplain.  
     Chief Clerk.  
     Postmaster.  
     President of the.  
     President pro tempore.  
     Presiding Officer.  
     Reporter (the Official Reporter).  
     Secretary.  
     Sergeant at Arms.  
     Vice President.  
 Senator (in Congress); senatorial.  
 Sergeant at Arms (Senate or House).  
 Sermon on the Mount (Biblical).  
 Service: service (standing alone); City Delivery; Consular; Diplomatic and Consular; Field (General Land Office); Foreign Mail; Forest; Immigration; Indian; Internal-Revenue; Life-Saving; Lighthouse; Parcel Post; Postal; Public Health; Railway Mail; Reclamation; Revenue-Cutter; Revenue-Marine; Rural (or Free) Delivery; Secret (Treasury); Steamboat-Inspection.

Seventh-day Adventists.  
 Six Nations.  
 Smithsonian Institution, the Institution.  
 Solicitor for the Department of State, of Internal Revenue, of the Treasury, of Commerce and Labor.  
 Solicitor General (Department of Justice).  
 Son of man (Christ).  
 Sound, Albarmarle, Pamlico, etc.; the sound; but when referring to either Long Island or Puget Sound, the Sound.  
 South, the (section of the United States).  
 southerners.  
 Southland, the.  
 Squadron, North Atlantic, etc.  
 Staked Plains.  
 States, North Atlantic, Middle, Gulf, etc.; but western Gulf.  
 Statistical Abstract.  
 Statutes at Large.  
 Street, One hundred and tenth, etc.; the street, but the Street (meaning Wall Street, New York).  
 Subsistence Department.  
 Superintendent (when with title of a Government bureau or service):  
     superintendent (standing alone).  
     General Life-Saving Service.  
     of Public Buildings and Grounds.  
     of the Coast and Geodetic Survey.  
     of the Nautical Almanac.  
     of the Naval Observatory.  
     of the United States Capitol Building and Grounds.  
 Supervising Architect, the architect (Treasury).  
 Supervising Inspector General, the (Steamboat-Inspection Service).  
 Supplement to Revised Statutes.  
 Supreme Bench.  
 Surgeon General (Army, Navy, and Public Health Service).  
 Survey (part of title of a Government bureau):  
     survey (standing alone).  
     Biological.  
     Board of Inspection and.  
     Coast and Geodetic.  
     Geological.  
     Lake.  
 surveyor general.  
 Table A, Table 1.  
 Term No., 625.  
 time, eastern, central, mountain, standard, etc.  
 trans-Atlantic.  
 Treasurer of the United States; Treasurer.  
 Treasurer, Assistant, of the United States; but assistant treasurer at New York, etc.  
 Treasury, the.  
 Treasury notes, service.  
 Treasury Decisions, Regulations (books).  
 treaty of Paris, etc.  
 Tropic of Cancer, of Capricorn.  
 tropical plants.  
 Tropics, the.  
 Trust, Steel, Whisky, etc.; the trust.  
 Union (when synonym for United States; also when part of the name of a society, etc.).  
 Union Station, Union Passenger Station, etc.  
 United Press.  
 University, Howard, etc.; the university.  
 upper House of Congress.  
 War: Seven Years', of the Revolution, Revolutionary, Civil, between the States, of the Roses, etc.  
 War College Building.  
 ward 1, 2, etc.; first, second, etc.  
 Washington's Farewell Address.  
 West Coast (Africa).  
 West, the (section of the United States).  
 Western Hemisphere.  
 White Caps (organization).  
 White House: Blue Room, East Room, Red Room, State Dining Room, the Blue and East Rooms.  
 Woman (National) Suffrage Association.  
 Woman's Christian Temperance Union.  
 X rays.  
 Young Women's Christian Association.  
 Zone: Canal, Free, Frigid, Temperate, etc.; the zone.  
 Zoological Park, the Zoo.

## ABBREVIATIONS.

(See also Court style, p. 51; Figures, p. 34; Tabular work, p. 36.)

**BILLS, RESOLUTIONS, DOCUMENTS, AND REPORTS.** The following abbreviations should be used when in parentheses. Notice different forms for Senate and House bills.

H. R. 416 for House bill (H. R. 416 or House bill 416, as written).	S. Con. Res. 17 for Senate concurrent resolution.
S. 116 for Senate bill (S. 116 or Senate bill 116, as written).	S. J. Res. 45 for Senate joint resolution.
H. Res. 5 for House resolution (simple).	H. Doc. No. 35 for House Document No. 35.
H. Con. Res. 10 for House concurrent resolution.	S. Doc. No. 62 for Senate Document No. 62.
H. J. Res. 21 for House joint resolution.	H. Rept. No. 214 for House Report No. 214.
S. Res. 50 for Senate resolution.	S. Rept. No. 410 for Senate Report No. 410.
	Ex. Doc. No. 20 for Executive Document No. 20.
	Misc. Doc. No. 16 for Miscellaneous Document No. 16.

**CHRISTIAN NAMES.** Spell out well-known Christian names, except in signatures. When Christian names are abbreviated, use the forms Danl., Edwd., Saml., Thos., etc., without an apostrophe. This rule of abbreviation to apply in all cases except "fol. lit." Alex, Ben, Ed, Fred, and Sam are not always abbreviations, and copy should be followed as regards periods.

**CLOCK TIME.** When immediately connected with figures, use a. m., m., and p. m.

**COMPASS DIRECTIONS.** When abbreviated, use the regular forms, E., W., etc. In compound terms, close up, as SE., NNW., etc.

**CONGRESS, ETC.** In parentheses: Cong. for Congress, as 61st Cong.; sess. for session, as 1st sess. (Note punctuation, as 61st Cong., 3d sess.; 3d sess. 61st Cong.)

**DEGREES.** Express in figures and use degree mark, as 75°, 75° F., etc. This is to apply to latitude, longitude, temperature, angles, dips, strikes, and polariscopic tests.

**FIRM NAMES, ETC.**

Use &, Bro., Bros., Co., (Ltd.), (Inc.), and (Corp.) in all cases in firm or corporate names.

Atlantic & Pacific Telegraph Co.	Pennsylvania Railroad Co.
Brown & Jones Mining & Milling Co.	Rudolph & West Co.
Good & Sweet & Co.	Smith & Bro.
Johnston & Oleson Co.	Washington & Norfolk Steamboat Co.
Jones Bros. & Co.	Washington Flour & Feed Co.
Maryland Steamship Co. (Ltd.).	Washington Gas Light Co.
Merchants & Miners' Transportation Co.	Wells, Fargo & Co.

Use "and" in literary, artistic, scientific, and similar companionships:

Cuvier and Valenciennes. Hay and Nicolay. Smith and De Koven.

**LATITUDE, ETC.** In parentheses, use lat. for latitude and long. for longitude when with figures.

**MISCELLANEOUS TERMS.**

When abbreviated, use the forms here given:

A. M. (anno mundi) for in the year of the world.	ib., ibid., for ibidem (in the same place).
b. o. for buyer's option.	id. for idem (the same).
B. t. u. for British thermal units.	kw. (kilowatt).
c. c. for cubic centimeter; but use cc and cm (no period) in Bureau of Chemistry work.	loc. cit. for loco citato (in the place cited).
c. i. f. for cost, insurance, and freight.	MS., MSS., for manuscript and manuscripts.
C. Cls. for Court of Claims.	n. e. s. for not elsewhere specified.
C. Cls. R. for Court of Claims Reports.	non-pros (v.) for nolle prosequi.
cf. for compare.	nolle-pros (n.).
c. p. a. for certified public accountant.	non-pros for non prosequitur.
C. S. A. for Confederate States of America.	O. K., O. K'd, O. K.ing.
C. S. Army for Confederate States Army.	op. cit. for opere citato (works cited).
d. b. n. c. t. a. for de bonis non cum testamento annexo.	per cent (omitting period) for per centum.
e. g. for exempli gratia.	q. v. (quod vide) for which see.
etc. for et cetera, and so forth, and &c.	sec.-ft. for second-feet.
feet b. m. for feet board measure, when with figures.	ser. for series.
f. a. s. for free alongside.	sp. gr. for specific gravity.
f. o. b. for free on board.	ss for scilicet, as Essex County, ss (no period).
fo for folio, 4o for quarto, 8o for octavo.	St., SS. for Saint and Saints.
	U. S. A. for United States of America.
	U. S. Army for United States Army.
	v. for versus ("against" if copy).
	viz (omitting period) for videlicet.

Fort and Mount should not be abbreviated.

**MONEY.** English money, £2 4s. 6d.; \$2 gold; \$2.50 United States currency; \$3.50 Mexican; ₱ for peso. Copy editors should indicate when abbreviations of other foreign money are to be used. (See also Values of foreign coins, p. 114.)

**MONTHS.**

Spell in text and indexes (except in Congressional Record Index and when used as a citation in parentheses or brackets and followed by day of month), but in all other cases, tabular and leader work, footnotes, cut-in notes, and side notes, when followed by day of month, use:

Jan. for January.	Apr. for April.	Oct. for October.
Feb. for February.	Aug. for August.	Nov. for November.
Mar. for March.	Sept. for September.	Dec. for December.

May, June, and July should not be abbreviated. — *See under Tele.*

**NUMBER.** When preceding figures, use the forms "No." or "Nos."

**PUBLIC LANDS.**

Copy editors should indicate when the following terms are to be abbreviated (note caps, punctuation, and use of plural in the following examples): (1) N.  $\frac{1}{2}$  NE.  $\frac{1}{4}$  sec. 1, T. 2 N., R. 3 W.; fractional secs. 2 and 3, Tps. 4 and 5 N., Rs. 6 and 7 W.; and lot 6, NE.  $\frac{1}{4}$  sec. 4, T. 6 N., R. 1 W., of the Indian meridian. (2) N.  $\frac{1}{4}$  sec. 20, T. 7 N., R. 2 W. of the sixth principal meridian.

When fractions are spelled in land descriptions, use half and quarter, not one-half and one-quarter.

**RAILROADS.** When the words "railroad" and "railway" are abbreviated, use R. R. for railroad and Ry. for railway. (For titles of roads and forms of abbreviation see pp. 121-122.)

**REFERENCES AND CITATIONS.** In parentheses, footnotes, cut-in notes, side notes, and tables use capital letter with Roman numerals, except in the case of p. or pp., observing the following forms:

art. or arts. for article or articles.	pl. or pls. for plate or plates.
ch. or chs. for chapter or chapters.	pt. or pts. for part or parts.
fig. or figs. for figure or figures.	q. or qq. for question or questions.
p. or pp. for page or pages.	sec. or secs. for section or sections.
par. or pars. for paragraph or paragraphs.	vol. or vols. for volume or volumes.

**SOVEREIGNS.** Names of sovereigns are expressed in this manner: George V, Charles I, etc., no period being used after Roman numeral. When prepared to spell out, use this form: George the Fifth, Charles the First, etc.

**STATES AND TERRITORIES.**

Abbreviate after city, town, village, Indian agency, armory, arsenal, barrack, county, fort, navy yard, reservation (forest, Indian, or military), reserve or station (military or naval), cape, island, mountain, river, or any other geographic term when the name is given:

Ala. for Alabama.	Me. for Maine.	Oreg. for Oregon.
Ariz. for Arizona.	Md. for Maryland.	Pa. for Pennsylvania.
Ark. for Arkansas.	Mass. for Massachusetts.	P. I. for Philippine Islands.
Cal. for California.	Mich. for Michigan.	P. R. for Porto Rico.
Colo. for Colorado.	Minn. for Minnesota.	R. I. for Rhode Island.
Conn. for Connecticut.	Miss. for Mississippi.	S. C. for South Carolina.
Del. for Delaware.	Mo. for Missouri.	S. Dak. for South Dakota.
D. C. for District of Columbia.	Mont. for Montana.	Tenn. for Tennessee.
Fla. for Florida.	Nebr. for Nebraska.	Tex. for Texas.
Ga. for Georgia.	Nev. for Nevada.	Vt. for Vermont.
Ill. for Illinois.	N. H. for New Hampshire.	Va. for Virginia.
Ind. for Indiana.	N. J. for New Jersey.	Wash. for Washington.
Ind. T. for Indian Territory	N. Mex. for New Mexico.	W. Va. for West Virginia.
(now Oklahoma).	N. Y. for New York.	Wis. for Wisconsin.
Kans. for Kansas.	N. C. for North Carolina.	Wyo. for Wyoming.
Ky. for Kentucky.	N. Dak. for North Dakota.	
La. for Louisiana.	Okla. for Oklahoma.	

Alaska, Guam, Hawaii, Idaho, Iowa, Ohio, Samoa, and Utah should not be abbreviated.

**STATUTES.** References in parentheses, footnotes, cut-in notes, side notes, and tables: Rev. Stat. for Revised Statutes; Supp. Rev. Stat. for Supplement to the Revised Statutes; Stat. L. for Statutes at Large (but R. S., Stat., Stats., or Stat. L. if so written). Use the foregoing abbreviations for States in State statutes. British statutes: 34 and 35 Vict., 74; 1 Geo. V, 25.

**STREETS.** When referring to Washington, D. C., or cities of like plan, use the forms: First Street NW., Four-and-a-half Street SW., Florida Avenue NE., Seventh Street SW., etc. Spell out First Street east, Third Street west, R Street north, M Street south, etc. (See also Tabular work, p. 36.)

### TEMPERATURES, ETC.

F. for Fahrenheit; C. for centigrade; Cel. for Celsius; R. for Réaumur; B. for Baumé; Twad. for Twaddell.

Use degree marks, as 10° F., 2° R., etc.

### TITLES.

Military, naval, and civil titles given in the following list, when preceding the name, whether Christian name be given or not, should be abbreviated as follows:

Adjt.	Hosp. Sergt.	Messrs. or MM. for mes-	Right Rev. for right rev-
Adjt. Gen.	Hosp. Steward.	sieurs.	erend.
Asst. Surg.	Insp. Gen.	Ord. Sergt. for ordnance	Second Lieut.
Brig. Gen.	Judge Advocate Gen.	sergeant.	Second Sergt.
Bvt. for brevet.	Lieut.	Orderly Sergt.	Sergt.
Capt.	Lieut. Col.	Passed Asst. Surg.	Sergt. Maj.
Col.	Lieut. Commander.	Paymaster Gen.	Supt. for superintend-
Com. Sergt. for com-	Lieut. Gen.	Prof. for professor.	ent.
missary sergeant.	Lieut. Gov. for lieutenant	Pvt. for private.	Surg.
Corpl.	governor.	Q. M. Gen.	Surg. Gen.
Dr. for doctor.	Lieut. (Junior Grade).	Q. M. Sergt.	Surg. Maj.
First Lieut.	M. for monsieur.	Rev. for reverend.	Third Lieut. Engineers.
Gen. for general.	Maj.	Right Hon. for right hon-	Very Rev. for very rever-
Gov. for governor.	Maj. Gen.	orable.	erend.
Hon. for honorable.			

Following surname:

Esq. for esquire.	Fellowships: F. R. S. for Fellow of the Royal Society, etc.
jr. for junior.	
sr. for senior.	Orders of chivalry: K. C. B. for Knight Commander of the Bath.
Degrees conferred by colleges, etc.: LL. D. for doctor of laws; M. A. for master of arts, etc.	
	Use 2d, 3d, etc., for second, third, etc.

**UNITED STATES.** Abbreviate when preceding the name of a Government vessel, as U. S. S. *Brooklyn* (any other designation than "ship" or "steamer" should be spelled, as U. S. monitor *Nantucket*); also in footnotes, cut-in notes, side notes, tables, and citations in parentheses when preceding Army or Navy or any organization thereof, or the name of a department, bureau, commission, service, etc., of the Government.

### FIGURES.

Specific rules that will govern in all cases as to what should be expressed in figures and what should be spelled can not be given. General rules, which will serve as a guide, follow:

Spell all amounts under 10, except enumerations of weight, measure, distance, clock time, money, percentage, degrees, votes, proportion, stocks and bonds, and age; but use figures in groups of enumerations when any one enumeration is 10 or more. Treat alike all numbers in connected groups. Duration of time should be in figures, subject to the provision governing amounts above or below 10 or occurring in groups. (See also Leader work, p. 40, and Reading columns, p. 39.)

In congressional bills, resolutions, and amendments to the same, sums of money should be expressed in figures.

To avoid confusion when two numbers occur together, as "10 12-room houses," "12 6-inch guns," etc., observe the following forms in treatment of qualifying numbers: "Ten 12-room houses," "twelve 6-inch guns," etc.

Spell figures beginning a sentence or immediately following a colon, except in tables, or when ordinal numbers occur at the beginning of paragraphs or sentences in certain cases.

Ordinal numbers: 1. The earth is round. (2) "The sun do move." But when copy reads "1st," etc., spell: First. The moon is not green cheese.

Spell both numbers of two related amounts at the beginning of a sentence in such expressions as "Twenty to twenty-five horses," "Fifty or sixty persons were present," etc.

Numbers greater than 1,000, when spelled, should be expressed thus: One thousand eight hundred and fifty dollars, not eighteen hundred and fifty dollars; one thousand two hundred tons, not twelve hundred tons.

Serial numbers, including years, in which the comma is omitted, when spelled, should be expressed as twelve hundred and six, etc.

Spell numbers mentioned by way of illustration or in connection with serious and dignified subjects, as follows:

In nine hundred and ninety-nine cases out of every thousand.

The Twelve Apostles.

The Seven Sages of Greece.

The thirteen original States.

But, proportion of 1 to 4; 1 : 62,500 (note equal space each side of colon).

Years and sums of \$1 or over should be expressed in figures at beginning of questions or answers in testimony. Observe the following forms:

Q. In what year was that?—A. 1906.

Q. 1906?—A. Yes, sir.

Q. What was the amount involved?—A. \$101.50.

Q. How much was the sum?—A. \$5 (or \$15, \$67).

Q. How many Indians?—A. Fifty Indians.

Q. How many did you say?—A. Fifty or sixty.

**AGE.** My age is 52 years and 6 months; a boy 6 years old; a boy about 6 years old; 3-year-old colt; 3-months-old child; wine 8 years old; wine 4 or 5 years old.

**BONDS AND STOCKS.** Gold is 109; Metropolitan Railroad, 109; 5-20 bonds; 10-40 bonds; 7.30 bonds; 3.65 bonds;  $4\frac{1}{2}$  per cent bonds; 3 per cent bonds;  $3\frac{1}{2}$  percents. When the word "bonds" does not follow the designating expression, spell out, as five-twenties, ten-forties, three-sixty-fives, four-and-a-halves, threes, etc.

**CLOCK TIME.** Use period to separate hours and minutes, as 4.30 p. m.; 4 o'clock and 30 minutes p. m.; half past 4. In scientific work,  $4^h 30^m$ ;  $4^h.5$  or  $4.5^h$ , as indicated.

#### DATES.

June 29, A. D. 1882; December 6, 1846; the 1st of January, 1883; June 12; the 5th instant; the 20th day of March; the 1st (day) of the month; the last of April or the first of May; 4th of July (calendar day); Fourth of July (holiday).

Spell such expressions as "the early seventies," "it occurred in the eighties."

When a fiscal year or a year extending into the following year is intended, use an en dash and contract, except 1900-1901, as 1875-76, 1801-2 (this applies to dates only; in page folios, etc., repeat the number in full); if a period of more than two years is intended, do not contract, as 1875-1879, 1895-1904; if two or more separate years are intended, use comma, as 1894, 1895; 1873, 1876; 1888, 1891, 1894.

**DECIMALS.** Use figures for decimals and supply cipher when there is no unit, as 0.25; 20 ounces of silver, 0.900 fine; it costs \$0.3365 per pound; scrap, at 0.75 cent per pound; referring to caliber of small arms, .30 caliber, .45-caliber Springfield rifle, distinguishing, however, when used to describe the length of a gun, as a 6-inch rapid-fire rifle, 50 calibers.

**DEGREES, ETC.** Longitude  $77^{\circ} 04' 06''$  E., latitude  $49^{\circ} 26' 14''$  N.; a polariscopic test of  $85^{\circ}$ ;  $45.5^{\circ}$  below zero; an angle of  $57^{\circ}$ ;  $25'.5$  or  $25.5'$ , as written.

**DIMENSIONS.** Use the form 8 by 12 inches in text, not 8 x 12 inches nor 8 x 12''.

**DISTANCES.** Express in figures, as 50 miles, 17 yards, 8 leagues, 9 centimeters, 5 feet 6 inches, about 10 miles; but when a fraction of a mile is given spell, as one-half mile.

#### ENUMERATIONS.

Use figures for all enumerations of weights and measures.

In such examples as the following use figures unless under 10, but all the enumerations should be in figures in a group where any one enumeration is 10 or more: There were 20 males and 25 females, 45 in all; six horses; 10 horses; 6 horses, 5 cows, and 26 head of sheep; 25 bulletins, containing 352 pages; the population of Chicago is more than 2,000,000; a hamlet of 18 persons; a 6-footer. When complicated spell, as twenty-five 6-inch guns, two  $\frac{3}{4}$ -inch boards, five 5-cent pieces, seven 8-hour days, etc.

Spell such expressions as the following: Between two and three hundred horses, forty-odd people, one hundred and odd men (not 100 odd men); the population is forty or fifty thousand.

**FRACTIONS.** Spell common fractions when alone. When  $\frac{1}{4}$  is marked "spell," use "one-fourth." If written "one-quarter," do not change, except to secure uniformity. (See also Compound and noncompound words, p. 92.)

**MEASURES.** Use figures in all cases, as 40 bushels, 1 gallon, 6 acres, etc.

**MONEY.**

Express as follows: At \$3 per 200 pounds; 75 cents apiece; 2.5 francs per yard; \$0.7525 per ounce; £2 4s. 6d.; Indian rupees should be Rs. 3,225,644, not Rs. 32,25,644.

Spell such expressions as a million dollars; a million and a half; one or two millions; millions for defense, but not one cent for tribute.

(See also Values of foreign coins, p. 114.)

**PERCENTAGE.** To be expressed as 12 per cent, 25.5 per cent; but one-half of 1 per cent. Never use hyphens in such expressions as 12 per cent interest, etc.

**SCRIPTURAL TEXTS.** Genesis xv, 24; II Samuel viii, 9-13; St. Matthew vii, 5.

**SPECIFIC GRAVITY.** Use the period, as 1.100, 0.980.

**SUPERIORS AND INFERIORS.** Use superior figures for references and footnotes and also with reference letters, as A<sup>1</sup>, A<sup>2</sup>, or a<sup>1</sup>, a<sup>2</sup>, etc. Use inferiors in chemical formulas, as Al<sub>2</sub>O<sub>3</sub>, and always close up.

**VOTES, BALLOTS, ETC.** To be expressed as 5 votes; 50 ballots; 300 voters; 167 Democrats; 4 or 15 majority.

**WEIGHTS.** To be expressed as 12 pounds; 4 hundredweight; 2 ounces, etc.

**TABULAR WORK.**

(See also Abbreviations, p. 32.)

**ABBREVIATIONS.**

Units of quantity (lower-case, except No.) to the right of reading columns and in italic (capitalized) over figure columns should be spelled when possible. When the space available requires a contraction, use the following forms: M, sq. feet, M feet, cu. (for cubic), kilo (for kilogram), dolls., galls., lbs., bbls., and yds.; ft., in., dwt., oz., cwt., doz., and bush. are used for either singular or plural.

When over figure columns, use the forms *a. m.* for antemeridian; *Ft. in.* for feet and inches; *H. m. s.* for hours, minutes, and seconds; *p. m.* for postmeridian; *£ s. d.* for pounds, shillings, and pence; and *Mm.* for millimeter.

In columns of names of persons follow the copy as to abbreviations of given names; but well-known abbreviations of names must be used to save overruns.

Brother, Brothers, or Company, when part of a firm or corporate name, and Railroad, Railway, (Incorporated), (Limited), or (Corporation), when preceded by name, should be abbreviated Bro., Bros., Co., R. R., Ry., (Inc.), (Ltd.), or (Corp.), using parentheses as here given; use & in firm or corporate names.

When width of column will not permit of spelling, the following forms may be used in numbered streets throughout table to save overruns, as 4½ Street NW., 8th Street SE., etc.; the words "street" and "avenue" may also be abbreviated when necessary to save overruns.

Abbreviate months when day of month follows except May, June, and July. This applies also to headings over and notes below tables. Abbreviate months standing alone in narrow boxes.

**BLANKS.** Omit blank lines in table when they carry neither figures nor references; also in divided tables omit the blank lines in each divide.

**BOX HEADS.**

To be solid and borne off an em space above and below rule except when heads run up; centered, except when column is 10 ems or more in width and the matter makes three or more lines, in which case make a hanging indentation. Run-up heads should be indented an en space at the beginning of the line and bear off an en space when reaching the rule at the top; if they make two lines, center the second; if three lines, make a hanging indentation.

To run across wherever practicable; if necessary to run up, reduce to minimum depth. If one head is required to run up, run up all heads over figure columns in the same table. Avoid running up over reading and date columns.

When a single box exceeds the depths of a double or triple box, place the extra space in the lowermost box.

When a head is composed of double boxes or a greater number, the greatest number of lines in the top box will control the depth of all the top boxes, unless by so doing the total depth of the heading is increased; so also in each of the other boxes. Occasionally the top box of a triple box head may be of such depth as to make a better appearance by allowing its bottom rule to align with the bottom rule of the second box.

When a box head is composed of figures, omit the period; also in cases where figures are joined by a word, as 20 to 30, 30 and 35, etc.

In boxes containing two lines, the first line to be the longer when possible; but do not sacrifice good appearance by dividing short words or making two-letter divisions in wide columns.

In parallel tables, where a box head is divided, repeat the box head for each page.

Words divided between pages in heads over parallel tables take no hyphen.

Referring to quantity or things, spell the word "number" in box heads when possible.

Use 8-point quad line between head and body of table when a 6-point box is used over an 8-point table and no unit of quantity is given.

**BRACES.** Braces preferably to be placed on right of rule.

**CENTER HEADS, FLUSH HEADS, AND SUBHEADS.**

Use a full blank line above all center heads in stub. This applies to years used as heads in reading columns. Where a parallel dash, runover, etc., in another column furnishes a blank space above the head do not add an extra blank.

When the center head clears the reading matter below, and there are leaders, use a line of en quads only; if no leaders below and the center head clears at least an en space, omit blank; but if it clears less than an en space, use an en-quad line. Otherwise use full blank below.

When center heads occur in figure columns, use quad line above, but no space below.

Use a colon after a flush head and an em dash after each subordinate head.

(See also Date columns, following.)

**CIPHERS.**

Ciphers should not be used when standing alone in figure columns; use leaders.

In columns where the first number is wholly a decimal, supply cipher at left of point in first instance only and under cross rules.

In columns of figures under the headings "Ft. in.," "£ s. d.," etc., supply ciphers on the right. That is, when an even number of feet is given, supply one cipher under "in.;" when an even number of pounds is given, supply one cipher under "s." and one under "d.;" when only shillings are given, supply one cipher under "d." (See also Miscellaneous examples, p. 40.)

**CONTINUED.** Omit period or colon after a center head, flush head, or subhead when the word "Continued" is used, and always use an em dash between it and the head. Use the abbreviation "Contd." (omitting apostrophe) or "Con." to avoid an overrun. If the head is all small caps, lower-case the terms "continued," "contd.," or "con."

**CONTINUED HEADS.** Continued heads over tables should be condensed into one line if possible. When heads of tables or box heads have a reference and footnote, do not repeat reference when continued. Six-point notes above tables are to go within brackets; they generally do not repeat with continued heads.

**DASHES.**

Do not carry dashes in reading or date columns.

Parallel dashes should be used whenever necessary to cut off from figures below.

**DATE COLUMNS.**

Date columns are not classed as reading columns unless over 7½ ems wide.

In columns cast to 5, 7, or 7½ ems (the last named for inside columns) bear off from the rule an en space, placing the remaining space between the month and the day; when the year is used, put an en comma only between it and the day.

Omit the period at end of line when a 5 or 7 em column is the last one of the table.

When the year is centered in columns consisting entirely of dates or months, use a full blank above, but no space below.

When not followed by leaders, and consisting of years only, and some of the lines have a double year, center each in the column, in the following manner:

1898
1899-1900
1901-2

**DITTO.**

Never use "do." in the first line under a center head, under a line of leaders, or in a column consisting entirely of "Yes" and "No"; but it may be used under a blank space.

Use "do." in reading and date columns only.

Use "do." when intended to mean the last item or date of a braced group, if the items or dates are separate lines.

Capitalize when not preceded by leaders. In the last column of a table capitalize, but do not use leaders.

In columns 6 ems or less in width use  $1\frac{1}{2}$  ems of quads (including the en quad used for bearing off) or  $1\frac{1}{2}$  ems of leaders, as may be required, before the "do."

In columns more than 6 ems in width use 2 ems of quads (in addition to the en quad used for bearing off) or  $2\frac{1}{2}$  ems of leaders.

When a date column of 5 ems or less is the first column of a table, clear the month instead of repeating it or using "Do."

When "do." is used in reading columns under units of quantity, use a 2-em leader on right.

Under units of quantity which are spelled use "do."; repeat abbreviated units. Years centered in date columns do not affect the use of "do." in other columns.

#### DOLLAR MARK.

To be placed close to figure, and repeated under cross rules only. In columns containing mixed amounts, as money, tons, gallons, etc., repeat the dollar, pound, or peso mark, etc., as required, in each instance before sums of money.

In double columns of figures in a single money column, connected by an en dash or the word "to" or similar connecting word, the dollar mark will be required only in the first line at the top of the column, as \$10-\$12, etc.

#### DOUBLE-UP TABLES.

Repeat a center head, flush head, or subhead at the top of the second column, if the matter under it breaks, adding the word "continued." Use an en space only on each side of the parallel rule.

Bear off leaders and dashes an en space when they occur in the last column of the first half in double-up matter.

#### EN-QUADEDDED TABLES.

Omit en quads above and below dashes. Use en quads when rules are used instead of dashes. Use en quads under units in figure columns.

In 8-point en-quadded tables use 8-point en quad under units of quantity.

Example:  $\left[ \begin{array}{l} \text{6-point quads.} \\ \text{Inch.} \\ \text{8-point en quads.} \end{array} \right]$

#### FIGURE COLUMNS.

Bear off the longest line of figures at least an en quad from right of rule. When crowded and only a few figures will touch, close up on the left; if necessary to close up on the right in one figure column, close up in all figure columns.

In double columns of figures in a single column, connected by an en dash or the word "to" or similar connecting word, the en dashes or words should be aligned.

Plus and minus marks, when occurring at left of figures, should be aligned, each column to govern itself.

Words in figure columns should align on right with figures. Capitalize and use a thin period. Mixed figures align on right.

#### FOOTNOTES AND REFERENCES.

Footnotes, cross headings, and notes referring to tables should be solid when table is solid and leaded when table is en quadded.

Footnotes should have the same abbreviations as are used in the table. In a series of short footnotes align the reference figures on the right and the first letters of the notes.

Roman superior figures should be used for references, using a 5-em space bear-off in reading columns and a 3-em space bear-off in figure columns.

Use period between an abbreviation and a reference mark, as St. Louis, Mo.<sup>1</sup>.....

Footnote references should be placed at the right in reading columns and at the left in figure columns.

References in sideheads are to follow colon and precede dashes, as Construction:<sup>1</sup>; Federal work<sup>2</sup>—.

When two or more footnotes are in one line, equalize the space; but at least 2 ems must be placed between notes.

When a reference figure stands alone in parentheses in a figure or date column, it should be centered; in a reading column, it should be borne off an en quad on the left and be followed by leaders, as if it were a word.

Footnotes and notes referring to tables should be in 6-point.

References to footnotes should be numbered across the page from left to right and across both pages if parallel.

#### FRACTIONS.

Common fractions should be borne off an en quad from the rule.

Align decimal points, except in columns containing mixed numbers having irregular decimals; that is, when one number has a decimal of one figure, another four figures, and so on, one representing pounds, another dollars, and another percentage, etc.

Omit commas in built fractions, as  $\frac{1}{1000000}$ .

**ITALIC.**

Units of quantity, etc., when placed over figure columns, should be set in italic; should be used only at the beginning of a new table or at the head of a continued page; and drop down on figures in solid tables. (See table below.)

Names of vessels and scientific names of genera and species should be set in roman.

**LEADERS.** Continue leaders across the entire width of table, except when the last column is a reading column or a 5 or 7 em date column, in which case omit the leaders from that column. Also omit leaders in a 5 or 7 em date column or a figure column when either is the first column of a table.

**LEADING FROM TOP OR BOTTOM LINES.**

When there is only one reading column, leader from the bottom; if more than one, leader from the top, omitting leaders in the run-over line.

Date columns 5, 7, and 7½ ems wide are not to be regarded as reading columns in connection with leading from top line.

In parallel tables, when the lines are numbered on the outside of each page, leader from the top.

**READING COLUMNS.**

To be borne off an en quad from rule. Indention from rule means so many ems in addition to the en quad used for bearing off.

When the last word in a leader line runs close to the rule, use an en leader if space permits; if not, use a thin space, but never use a period except when a reference mark follows an abbreviation. (See also Leader work, p. 40.)

Numerical terms should be expressed in figures, even at the beginning of a sentence: 241 days from Dec. 1; trains 3 times a day.

Overruns are usually 1-em hanging indention.

Figures beginning a stub, when totaled, should be aligned on right.

**SPACING OF WORDS.** Space words only when unavoidable, preferably last word; but space all of a short word rather than part of a long one.

**TABLES IN RULES.**

Bear off all figures an em quad when an em quad can be used on each side of the figures; otherwise bear off an en quad; but the first and the last columns must always be borne off an em quad from outside rules.

**UNITS OF QUANTITY, DASHES, ETC.** (See also Italic, above; Indentions, p. 50.)

*Table showing style in regard to the use of units of quantity in stub and figure columns, dashes, reference figures for footnotes, words in figure columns, plus and minus marks, use of braces, miscellaneous figures, usual form of italic and box heads, etc.*

Articles.	Year ended June 30—					
	1901		1902		1903	
<b>FARM PRODUCTS.</b>						
<i>Animal matter.</i>						
Hides and skins, other than furs.....pounds..	Quantity.	Dollars.	Quantity.	Dollars.	Quantity.	Dollars.
Wool:						
Washed.....do.....	47,223	18,423	\$54.13	49,233	.....	27,643
Unwashed.....do.....		11,521	152,429			22,368
<i>Vegetable matter.</i>						
Cocoa and chocolate, pounds.....	2,746,647	254,452	2,452,452	+ 1 24,942	2,432,264	1 476,242
Coffee.....pounds..	45,842,642	4,279,779	34,263,943	- 64,243	Trace.	Trace.
Fibers, vegetable:						
In raw state—						
Cotton.....bales..	794,342	42,648,335	\$4,982.50	+ 272,894	None.	289,734
Do.....do.....	423	63,094	152,429	- 208,736	None.	1 293,888
Istle or tampico fiber.....pounds..	642	70,124	\$840.26	+ 5,158	.....	None.
Total.....	.....	7,315,784	.....	575,973	( <sup>3</sup> )	1,059,864

<sup>1</sup> Amount estimated.

<sup>2</sup> Other than in raw state.

<sup>3</sup> Not stated.

## LEADER WORK.

To have the same style as tables in the following particulars: "Continued" (the use of), flush heads and subheads, indentions, numerical expressions in reading columns, aligning words in figure columns and figures in reading columns, abbreviation of railroads or railways, firm or corporate names, months when followed by day, and units of quantity at right in reading columns.

Width of figure column to be an en space more than the longest line of figures, but no column less than 2 ems.

When the last column is reading matter, run leaders close up to the word and use period at end of line.

Names of vessels and scientific names of genera and species should be set in italic.

**DASHES.** Use parallel dashes in figure columns when necessary to cut off from figures below. In leaded leader work omit lead above and below dashes.

**DOLLAR MARK.** To be used at beginning of each statement, first line of double-up matter, at the head of a continued statement, and on first line of each cut-in.

**FLUSH HEADS AND SUBHEADS** should clear figure columns.

## UNITS OF QUANTITY.

When a column is composed of a quantity of one kind, and a head is desired, the head should be in 6-point roman, centered over the figure column. The examples below show the style to be observed when there is a short side head to the left (note the lead under 6-point head in solid matter):

Pennsylvania R. R.:	Tons.
Freight carried Jan. 1, 1910.....	21,000
Baltimore & Ohio R. R.:	
Freight carried—	Tons.
In the month of May.....	150,000

When there is no side head:

Freight carried by the Pennsylvania R. R. and the Baltimore & Ohio	Tons.
R. R. in the month of May.....	371,500

## MISCELLANEOUS EXAMPLES.

The following examples show leader work set in half measure and doubled up; when the last column is composed of mixed units of quantity and amounts and words; and the use of ciphers in columns of pounds, shillings, and pence, etc.

Half measure doubled up:

Seedlings:	Inches.	Seedlings—Continued.	Inches.
Black locust.....	27	Osage orange.....	20
Honey locust.....	16	Catalpa.....	16
Green ash.....	7	Black walnut.....	10
Box elder.....	24	Chestnut.....	12

Mixed units of quantity and amounts and words:

Capital invested.....	\$8,000
Value of implements and stock.....	\$3,000
Land under cultivation.....	acres.. 128.6
Orchard.....	do... 21.4
Forest land.....	do... 50
Live stock:	
Horses.....	8
Value.....	\$1,500
Cows.....	18
Weekly production of butter per cow.....	pounds.. 7½
Hogs.....	46
Loss from cholera.....	None.

The use of ciphers in columns of English money, etc.:

Imports:	£	s.	d.
Tobacco.....	98	0	0
Cotton.....		8	10
Exports:			
Tobacco.....		12	0
Cotton.....			7
Live stock.....	20	0	4

ADDRESSES.

Capitalize the principal words in business and residence addresses.

Abbreviate when necessary to the good appearance of a line.

Space with en quads in black-letter, small-cap, cap-and-small-cap, and cap lines. Also observe same spacing when words in caps, small caps, etc., occur in text.

Omit lead when space is clear between date line and address, signature and text, or signature and address.

When end of line is 3 ems or more from dash, omit slug; when less than 3 ems, use slug.

In text, Esq., jr., sr.; in a cap-and-small-cap address or signature, Esq., Jr., Sr.; when address or signature is all caps, Esq., Jr., Sr. When set in caps of type having no small caps, use caps and lower case.

Addresses to be placed either at beginning or end of a letter or paper, as indicated by copy. Set first line flush when at beginning of a letter or paper; indent 1 em when placed at end.

The name of a person or firm, or the title of an official, in an address should be at left of page, in caps and small caps, the title or address following in italic (but "United States Army" or "United States Navy" immediately following a name should be in same line as name, using roman cap and lower case).

Use one lead under an address when at the beginning of a letter.

General addresses should be set in italic, flush, overruns indented 1 em; lower case, except proper nouns:

*To collectors of customs and internal revenue:*

The examples which follow show some of the forms to be observed:

[When italic line is longer than name line, indent italic line 2 ems under name line. Ordinarily where both lines are about same length or the italic line is the shorter, place the italic line so that its center will be at the end of the name line. When an address makes only half a line and does not touch on date or signature, it should be in a line by itself.]

Brig. Gen. W. H. BIXBY, United States Army,  
*Chief of Engineers.*

The CHIEF OF ENGINEERS  
 (Through the Division Engineer).  
The CHIEF OF ENGINEERS UNITED STATES ARMY.

Brig. Gen. W. H. BIXBY,  
 *Chief of Engineers United States Army, Washington, D. C.*

To SMITH & JONES, and  
BROWN & GREEN, Esqs.,  
*Attorneys for Claimant.*

The honorable the SECRETARY OF WAR.

MY DEAR SIR:

MR. REED:

STATE OF NEW YORK,  
*County of New York, ss:*

[Note punctuation in these forms:]

HON. SOUTH TRIMBLE,  
*Clerk of the House of Representatives.*

DEAR MR. CLERK: I have the honor, etc.

Lieut. (Junior Grade) JOHN SMITH,  
*Navy Department:*

The care shown by you, etc.

## SIGNATURES.

Signatures should be at right of page (but names of witnesses to a signature should be at left, as shown in example following) in caps and small caps, indented 1, 3, or 5 ems, according to the number of lines; the title, etc., following to be treated as in addresses. Make two lines when signature, title, etc., together would make more than half a line.

Mr., Mrs., or any title preceding a signature set in caps should be caps and small caps.

In a list of independent signatures align on the left, bearing off longest name 1 em on right when no title follows. Use period after each name, as follows:

On behalf of the Philadelphia Chamber of Commerce.

GEO. W. PHILIPS.  
SAML. CAMPBELL.  
H. H. STROHMEYER & Co.□

[When signature does not make more than half a line and the line of text above is blank:]

JOHN F. MACKEY, *Teacher.*□

Observe quotation marks in signatures, as—

□□□“Very respectfully,

“M. T. JENKINSSON.□  
“ALBERT WARD.”

[Do not run in with paragraph nor in signature line “Respectfully submitted,” “Respectfully,” “Very respectfully,” “Yours, truly,” etc.]

□ Respectfully submitted.

L. A. WRIGHT,□□□  
*United States Indian Agent.*□

□□□ Respectfully,

JAMES STALEY, Jr.,□□□  
*Superintendent.*□

□ The SECRETARY OF THE INTERIOR.

□□□ Very respectfully,

A. F. CALDWELL,□□□  
*United States Indian Agent.*□

[When a person signs for a corporation, etc. Same style to be used when one person signs for another. Do not use lead to separate in this case. Note punctuation:]

UNITED STATES IMPROVEMENT Co.,□  
By JOHN SMITH, *Secretary.*

JOHN L. PENN, *Solicitor,*  
By FREDERICK VAN DYNE,□□□  
*Assistant Solicitor.*□

JOHN SMITH□□□  
(For the Governor of Pennsylvania).□

NORTH AMERICAN ICE Co.,□  
G. Y. ATLEE, *Secretary.*

JOHN W. SMITH□□□  
(And 25 others).□

JOHN (his x mark) SMITH.□

[“Signed” will be separated 3 ems from signature. Note the two cases following:]

(Signed)□□□ PHILIP P. CAMPBELL,□□□  
(Signed) W. S. BENNET,

*Committee on the part of the House of Representatives.*□

[Observe lead.]

(Signed)□□□ WESLEY L. JONES,  
(Signed) KNUTE NELSON,  
*Committee on the part of the Senate.*□

□□□ I am, very respectfully, yours, etc.,

(Signed)□□□ JOHN RANDOLPH,□□□  
*Assistant Clerk Court of Claims.*□

[Eight or more signatures, but not exceeding 20, without titles, should be set in half measure, in caps and small caps, longest line 1 em from right; but when with titles or the number exceeds 20, set in full measure, lower case, indented 5 and 7 ems, as follows:]

- Brown, Shipley & Co.; Denniston, Cross & Co.; Fruhling & Goschen;
- C. J. Hambro & Sons; Hardy, Nathan & Co.; Heilbut, Symons & Co.;
- Harrison Bros. & Co.; Hoare, Miller & Co.

[When signature touches matter above, use a lead to separate:]

- I have the honor to be, very respectfully, your obedient servant,  
JOHN R. KING, *Secretary*.

[In 10-point, "I have the honor to be" should be run in with text, as:]

- when I hear from you. I have the honor to be,  
Very respectfully, your obedient servant, CHAS. H. POINDEXTER.

[The word "seal," when used officially, is indented 1 em from left; when in personal signature put at right. Place 1 em between "seal" and signature:]

- [SEAL.] RICHARD ROE,   
*Notary Public*.
- J. M. WILBUR. [SEAL.]
- BARTLETT, ROBINS & Co. [SEAL.]

[Note style as to witnesses:]

- In presence of—
- A. B. BROWN.
- JOHN DOE.
- Attest:  
RICHARD ROE, *Notary Public*.

[Papers signed by an official, showing approval:]

- By the governor:  
NATHANIEL COX, *Secretary of State*.
- Approved.  
JOHN SMITH, *Governor*.

[In Statutes at Large, at end of proclamations, etc.:]

- By the President:
- PHILANDER C. KNOX,  
*Secretary of State*.

DATE LINES.

Capitalize the principal words.

A date at beginning of letter or paper should be placed at right of page, indented 1, 3, or 5 ems, according to the number of lines.

Dates at end of letter or paper should be placed at left of page, using roman caps and lower case if above signature; caps, small caps, and italic if below signature.

[Above signature.]

[Below signature.]

- Stuebenville, Ohio, July 30, 1910.
- STEUBENVILLE, OHIO, *July 28, 1910.*
- JULY 30, 1906.
- THE WHITE HOUSE,   
*Washington, D. C., January 1, 1910.*
- THE WHITE HOUSE, *July 30, 1910.*
- TREASURY DEPARTMENT,   
OFFICE OF AUDITOR FOR THE STATE AND OTHER DEPARTMENTS,   
*Washington, D. C., May 4, 1910.*
- TREASURY DEPARTMENT, *July 30, 1910.*
- DEPARTMENT OF COMMERCE,   
*July 30, 1910.*
- OFFICE OF JOHN SMITH & Co.,   
*26 Bill Street, New York, N. Y., June 6, 1910.*
- WASHINGTON, *May 20, 1910—10 a. m.*
- THURSDAY, *MAY 5, 1910—2 P. M.*
- WASHINGTON, *December 29, 1909.*   
(Received Jan. 6, 1910.)
- ON BOARD THE U. S. S. "CONNECTICUT,"   
*September 21, 1910.*
- OFFICE COMMISSIONERS DISTRICT OF COLUMBIA,   
*Washington, December 6, 1910.*

## PUNCTUATION.

(See also Testimony, p. 45.)

When a sentence is divided into two clauses the second of which requires a comma, a semicolon should be used after the first clause, as the following: "The gentleman will probably be here to-day; but if he should not be, you will excuse him."

When a sentence is divided and the second clause is complete, with subject and predicate, use comma, although connected by a conjunction (or disjunctive, "or," "but," etc.), as in the following: "He listened to the statement, and he then agreed to the proposition." Otherwise omit comma, as "He listened to the statement and agreed," etc.

In sentences divided by commas, use commas before conjunctions; if divided by semicolons, use semicolons before conjunctions.

Commas before and after phrases separating conjunctions from verbs should usually be omitted. "He listened to the statement and, without further consideration, agreed to the proposition," should be punctuated as follows: "He listened to the statement and without further consideration agreed to the proposition."

Quote anything preceded by the terms "entitled," "the word," "termed," and "marked," but do not quote after the terms "known as" and "so-called" unless the words following are misnomers or slang expressions.

Exclamation and interrogation points, colons, and semicolons should be placed inside the quotation marks when part of the quotation; otherwise outside. For example: He asked, "Who are they?" Did you go on the "Penny"?

In direct address to a person or personified object use "O" (without exclamation point). Use "Oh" in exclamations where no direct appeal or address is made. Examples: "O my friend, let us consider this item." "Oh, but the gentleman is wrong." When strong feeling is expressed, use exclamation point, which is generally carried to the end of the expression, as "O Lord, save Thy people!"

When a city or town and State are used adjectively, put State in parentheses, as Baltimore (Md.) Sun, Boston (Mass.) City Council, etc.

In indexes, etc., observe this form: Brown, A. H., jr.; Brown, A. H., & Sons.

George G. Greene, being sworn and examined, on oath deposes and says:

Isaac Fuller, sworn, and testified as follows:

P. L. Smith, sworn and examined.

Colonel Seventh Cavalry.

Captain, Seventh Cavalry.

John Smith, of New York; President Hadley, of Yale University; Carroll of Carrollton, Henry of Navarre (no comma in cases where the place named has become closely identified with the person).

When the name of the State is given after a duplicate name of a Senator or Representative, omit the comma after the name, as Clark of Wyoming.

Respectfully, yours,

Yours, respectfully,

Congressional, No. 25.

Congressional case No. 25.

Record, case No. 384.

Term No., 625.

Public, No. 37 (in text).

Do not use a dash at the beginning of a line.

In the third session Sixty-first Congress.

In the Sixty-first Congress, third session.

Col. (now Brig. Gen.) Henry G. Sharpe.

Plumbers' Union No. 1.

New York Plumbers' Union, No. 1.

In latitude 40° 19' 12" N., longitude 30° 08' 14" W.

If nothing more can be done, why continue the hearing?

In order to accomplish the work, lose no time now.

Should it be desired to accomplish the work, go at it with a will.

Since the work was accomplished without delay, there is no cause for quibbling.

Since last month there has been a continuance each week.

To stop, the brakes were applied to the front wheels.

To release the brakes, the attendant was summoned.

After all, what need we care for such failures?

Answer this question: How can the work be accomplished?

Have you any interest in this case? If so, what?

Have you any interest in this case? If so, state what.

Have you any interest in this case; and if so, what?

Have you any interest in this case? And if so, state what.

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

Note the omission of the comma in such expressions as \$2 gold, \$2.50 United States currency, \$3.50 Mexican.

Observe punctuation in the following forms:

GENERAL ORDERS, } No. 31.	SPECIAL ORDERS, } No. 42.	EXECUTIVE ORDER } No. 66.
GENERAL ORDER } No. 1.	SPECIAL ORDER } No. 1.	

**TESTIMONY, HEARINGS, ETC.**

(See also Figures, p. 34; Punctuation, p. 44.)

Make one paragraph of question and answer, contracting to "Q." and "A." (see also Court style, p. 44), connecting the question and its answer by an em dash; but when there is an interruption, use 2-em dash only:

Q. Did you see—A. No, sir.

When the answer is not introduced by "A.," "Ans.," or "Answer" in the copy, or when the name or title of a participant is used, make a new paragraph.

In testimony when the stenographer interpolates language into or at the end of the remarks of a witness, use [ ]. Use ( ) for parenthetical phrases or sentences; also to inclose interpolated words following name, question, or answer. If an entire sentence is in ( ) or [ ], the punctuation should be within the ( ) or [ ]; otherwise it should be outside.

The following examples illustrate the use of brackets, colons, and parentheses:

At end of sentence [Laughter.]; within a sentence [laughter].

The paper was as follows [reads]:

I do not know. [Continues reading:]

The CHAIRMAN (to Mr. Smith).

Mr. KELLEY (to the chairman).

SEVERAL VOICES. Order!

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

Q. (By Mr. SMITH.) Do you know these men [handing witness a list]?

(Objected to.)

A. (After examining list.) Yes; I do.

Q. (Continuing.)—A. (Reads:)

A. (Interrupting.)

When necessary to spell "Q." and "A.," the words in parentheses should be lower-cased, the punctuation being outside the last parenthesis, as follows:

Question (continuing).—Answer (reads):

[2 leads.]

By the COMMISSIONER:

[1 lead.]

Observe punctuation in the following paragraph:

The defendant, George Brown, stated to the court, etc.

The following forms show punctuation required:

- |                 |              |                   |                         |
|-----------------|--------------|-------------------|-------------------------|
| 1. X Q.         | Re X Q. 1.   | 24. Q.            | 46th. Cross-int.        |
| X Ques. 1.      | R. X Int. 1. | 24. Question.     | 46. Cross-int.          |
| 1. Add. direct. | 24. X Int.   | X Q. 1.           | 46. Cross-ques.         |
| 2. R. D. Q.     | X Int. 1.    | 24. Int.          | 46. C. Int.             |
| 3. Re D. Q.     | X 20.        | 5. Re X Q.        | 46th. C. Int.           |
| 4. R. X Q.      | 24. X.       | 24th. Cross-ques. | Answer to cross-int. 1. |

When the number precedes "Q.," "X Q.," etc., use an en quad after the number, otherwise use 3-em spaces, except after last period use an en quad.

When spelled out, use the following forms:

- |                      |                         |                          |
|----------------------|-------------------------|--------------------------|
| cross-examination.   | recross-examination.    | redirect examination.    |
| cross-interrogatory. | re-recross-examination. | re-redirect examination. |

## ORTHOGRAPHY, ETC.

Webster's New International Dictionary (1910) should generally be followed in spelling, compounding, and dividing words. The Standard and Century Dictionaries are also used as works of reference. In spelling, follow Webster unless a different form is here given.

In the following list will be found preferred forms as well as the treatment of a number of terms in general use:

afterwards.	dato.	misfire.
aftward.	disk.	Pan American.
agriculturist.	draft.	peas (plural form).
aluminum.	drought.	plat (ground).
among or amongst.	eolian.	program.
anemia.	embed.	reconnoissance.
asbestos.	employee.	reinforced (again put into effect or in force).
awhile (adv.).	fabrikoid.	reinforced (construction work).
blind.	Filipino.	shellac.
bowlder.	flareback.	shellacked.
briquet.	fluorspar.	sirup.
candlepower.	foodstuff.	sometime (adv.).
can not.	fuse.	sloyd.
canyon.	gypsy.	thrash.
carabao (singular or plural).	horsepower.	tonsillitis.
claw.	Igorot.	toward.
clue (hint to mystery).	inclose.	while or whilst.
coconut.	indorse.	
coolie.	insanitary.	

Observe the following forms in the treatment of nationalities:

Argentinian.	Ecuadorian.	Paraguayan.
Brazilian.	Guatemalan.	Part-Hawaiian.
Chilean.	Haitian.	Porto Rican.
Colombian.	Honduran.	Tennessean.
Costa Rican.	Montenegrin.	Venezuelan.
Cuban.	Nicaraguan.	
Dominican.	Panaman.	

## ACCENTS.

Omit the diæresis in such words as aerate, cooperation, preemption, reexamine, zoology, etc., and the accent in "ampere" and derivatives.

Use accents in foreign proper names and words unless otherwise directed, but not in geographic names.

The following is a partial list of words in common use in which accented letters occur:

appliqué.	en arrière.	matinée.	régime.
attaché.	en échelon.	mêlée.	résumé.
café.	en règle.	moiré.	rôle.
chargé d'affaires.	entrée.	née.	rôle d'équipage.
confère.	entrepôt.	papier-mâché.	señor.
coup d'état.	exposé.	porte-cochère.	soirée.
coup de grâce.	façade.	portière.	vis-à-vis.
crèche.	faïence.	procès verbal.	visé, viséed.
crêpe.	habitué.	protégé.	
débris.	matériel.	rôle.	

## AUTHORITIES ON GEOGRAPHIC NAMES.

Omit apostrophes in geographic names, except Chinese and Japanese and St. John's in Newfoundland, Quebec, and Cape Colony.

The following authorities, in the order given, govern the spelling of geographic names.

Correct Orthography of Geographic Names (decisions of the United States Geographic Board).

United States Postal Guide.

Lippincott's Gazetteer of the World.

International Postal Guide (Dictionnaire des Bureaux de Poste).

Rand, McNally & Co.'s Atlas.

**CHINESE AND JAPANESE NAMES.** Follow copy in the use of hyphens and apostrophes.

**INDIAN NAMES.** Follow copy in the use of spaces and hyphens in Indian proper names; also the spelling of tribal names.

**PLURALS OF TITLES.** The plurals of military titles are formed by adding "s" at end, as major generals, lieutenant colonels, surgeon generals, etc., but sergeants major. Civil titles usually add "s" to first part, as Attorneys General, Postmasters General, etc.

**POSSESSIVES AND APOSTROPHES.**

Nouns in the singular, or in the plural when ending with any letter other than "s," require an apostrophe and "s," as man's, men's, child's, children's, Dennis's, Felix's, Burns's, Essex's, witness's, countess's, State's attorney, State's evidence, etc.

Exceptions to the foregoing: Sergeant at Arms' room, for righteousness' sake, for conscience' sake, for goodness' sake, for Jesus' sake. In titles of books the exact form should be used, as Hinds' Precedents.

Plural nouns ending in "s" require only the apostrophe, as the boys' swimming hole, the horses' trough, fingers' ends, the Charleses' reigns, the Joneses' ball, the countesses' reception, the witnesses' testimony.

Do not use the possessive form in such expressions as day labor, quartermaster stores, State prison, the doctrine of State rights.

Use the singular form for such expressions as printer's ink, 125 miner's inches.

**TERMINATION OF WORDS, ETC.**

Proofreaders, compositors, and writers are often confused as to the correct termination of words ending in "ible" or "able." The following list, giving the words terminating in "ible," will be found useful. Other words of this class terminate with "able."

abhorrible.	docible.	incredible.	perfectible.
accendible.	edible.	indefeasible.	permissible.
accessible.	educible.	indefectible.	persuasive.
addible.	effectible.	indefensible.	pervertible.
adducible.	effervescible.	indelible.	plausible.
admissible.	eligible.	indeprehensible.	possible.
affectible.	eludible.	indestructible.	prehensible.
apprehensible.	evaisible.	indigestible.	prescriptible.
audible.	evinible.	indiscernible.	productible.
bipartible.	exhaustible.	indivisible.	producible.
circumscribable.	exigible.	inducible.	protrusible.
coactible.	expandible.	ineffervescible.	putrescible.
coercible.	expansible.	ineligible.	receptible.
cognoscible.	expressible.	ineludible.	redemptible.
cohesible.	extensible.	invasible.	redressible.
collapsible.	extensible.	inexhaustible.	(redressable).
collectible.	fallible.	inexpressible.	reducible.
combustible.	feasible.	infallible.	reflectible.
committable.	fencible.	infeasible.	reflexible.
compactible.	flexible.	infractible.	refrangible.
compatible.	fluxible.	infrangible.	remissible.
compossible.	forcible.	infusible.	renascible.
comprehensible.	frangible.	infrangible.	rendible.
compressible.	fungible.	inscribable.	reprehensible.
conducible.	fusible.	inscriptible.	responsible.
conductible.	gullible.	insensible.	reversible.
confluxible.	horrible.	insubmersible.	revertible.
connectible.	ignitable.	insuppressible.	risible.
contemptible.	illegible.	insusceptible.	seducible.
contractible.	immersible.	intactible.	sensible.
(contractable).	immiscible.	intangible.	spensible.
controvertible.	impartible.	intelligible.	suasible.
conversible.	impassible.	interconvertible.	subdivisible.
(conversible).	(impassable).	intervisible.	submersible.
convertible.	impartible.	invenible.	subvertible.
convincible.	impedible.	inventible.	supersensible.
corrigible.	imperceptible.	invertible.	suppressible.
corrodible.	impermisable.	invincible.	susceptible.
corrosible.	imperscriptible.	irascible.	susceptible.
corruptible.	impersuasible.	iraducible.	tangible.
credible.	implausible.	irrefragable.	tensible.
cullible.	impossible.	irremissible.	terrible.
decoctible.	impressible.	irreprehensible.	traducible.
deducible.	inaccessable.	irrepressible.	transfusible.
deductible.	inadmissible.	irresistible.	transmissible.
defeasible.	inapprehensible.	irreversible.	transversible.
defectible.	inaudible.	legible.	(transversible).
defensible.	inaudible.	mandible.	transvertible.
depressible.	ineircumscribable.	marcescible.	tripartible.
descendible.	incognoscible.	miscible.	unadmissible.
diffusible.	incombustible.	negligible.	unexhaustible.
digestible.	incommisable.	nexible.	unexpressible.
dirigible.	incompatible.	omissible.	unflexible.
discernible.	incomprehensible.	ostensible.	unfusible.
discernible.	incompressible.	partible.	unresponsive.
discrutable.	inconcusible.	passible.	vendible.
dissectible.	inconconvertible.	(passable).	vincible.
distensible.	inconvincible.	perceptible.	visible.
distractible.	incorrigible.		vitrescible.
divertible.	incorrodible.		
divestible.	incorruptible.		
divisible.			

Words ending with the sound of "ize" are variously spelled "ise" or "ize." Of this class, the correct spelling of the following words is "ise." Nearly all others take "ize."

advertise.	demise.	excise.	reprise.
advise.	despise.	exercise.	revise.
afranchise.	devise.	exorcise.	rise.
apprise.	disfranchise.	franchise.	supervise.
arise.	disguise.	improvise.	surmise.
chastise.	divertise.	incise.	surprise.
circumcise.	emprise.	manuprise.	
comprise.	enfranchise.	merchandise.	
compromise.	enterprise.	premise.	

Errors are often found in the plurals of nouns ending in "o." To prevent error, observe the following general rule: If there is a consonant before the final "o," the plural is "es"; but if a vowel precedes the "o," the plural is formed by adding the "s" only. There are, however, some exceptions to this rule, and they are here given, as follows:

albinos.	embryos.	merinos.	sextos.
armadillos.	Eskimos.	mestizos.	siroccos.
cantos.	gauchos.	octavos.	soles.
cascos.	halos.	octodecimos.	tobaccos.
centos.	inamoratos.	pianos.	twos.
didos.	juntos.	provisos.	tyros.
dominos.	kimonos.	quartos.	virtuosos.
duodecimos.	lassos.	salvos.	zeros.
dynamos.	mementos.	sextodecimos.	

Many persons find it difficult or impossible to recollect the relative position of "e" and "i" in such words as "receive," "believe," etc. If they will bear in mind the following rule, it may save them the trouble of referring to a dictionary to determine this point:

When the derivative noun ends in "tion," the verb is spelled with "ei," thus:

conception—conceive.	deception—deceive.	reception—receive.
----------------------	--------------------	--------------------

But when the noun does not end in "tion," the verb is spelled with "ie," as:

belief—believe.

The following rule for using "ei" and "ie" will be found convenient: Bear in mind the word "lice"—"i" follows "l" and "e" follows "c," thus, li-ce.

Following is a list of the words beginning with "s" and followed by "ei" or "ie," the parts of words in parentheses to be joined to the prefix (in heavy type) as a single word:

seiches.	seize (able, er, in, ing, or, ure).
seidlitz.	siege (work).
seigneurial.	sienite (ic).
seignor (age, al, alty, y).	sienna.
seine (er, ing).	Siennese.
seirospore.	sierra.
seismal (mic, mism, mograph, mographic, mo- gram mography, mological, mology, mom- eter, mometric, mometry, moscope, motie).	siesta.
seity.	sieur.
	sieva.
	sieve.

Only three words of our language end in "ceed" (exceed, proceed, and succeed), and one only ends in "sede" (supersede). Therefore "cede" always follows the syllables "pre," "inter," "con," "se," "ac," "ante," "re," and "retro." In adding the suffix "ity" to words of more than one syllable, only one word has a double "l" (tranquillity).

The following is a list of nouns not compounds of "man," though with that termination, the plurals of which are formed by adding "s" and not by the termination "men."

aman.	hielaman.	Mussulman.	talisman.
cayman.	human.	Ottoman.	Thoman.
daman.	khansaman.	quartodeciman.	Turcoman.
dolman.	leman.	queriman.	yarraman.
dragoman.	liman.	Roman.	
German.	monothalaman.	shaman.	

#### USE OF "A" AND "AN."

Use "a" before all consonants and aspirated "h," as a history, a human being; but do not use it before a silent "h," as an honorable man, an honest man.

Use "an" before all vowels except long "u," as in union, and "o," as in one.

**FOL., FOL. LIT., REPRINT, ETC.**

(See also Supreme Court records, p. 51.)

Copy marked "Fol." means to follow signs, symbols, figures, italics, abbreviations, idiomatic words and expressions, and &c. or etc., but not capitalization, punctuation, nor compounds. All orthography in "fol." matter is good that has the sanction of any dictionary.

Copy marked "Fol. lit." means to follow abbreviations, accents, capitalization, figures, italic, paragraphs, punctuation, signs, symbols, spelling, syntax, and compounding of words.

Copy marked "Reprint" means that it should be followed in regard to size and style of type for text, heads, footnotes, abbreviations (but when abbreviations are used they should conform to office style), etc., whether leaded or solid, and general arrangement. Capitalization and compounds should be made to conform to office style, and manifest errors should be corrected. If the reprint is of a technical character or contains exceptions to office style, and it is desired that the exceptions should be followed, the part or parts to be followed should be plainly indicated.

Copy marked "Bill style" means to spell everything except sums of money; "Mr." and "Mrs."; the classification of vessels, as "A 1"; and bill and resolution numbers. Lower-case the word "act" whenever it occurs as a synonym for "bill" or "law."

Copy bearing no preparation should be set to conform to this **STYLE BOOK**.

**ITALIC.**

Names of vessels and floating docks, as cruiser *No. 14*, light vessel *No. 17*, dredge *No. 65*, the *Dewey* (also airships, aeroplanes, and balloons), should be set in italic, except in tables and footnotes to same, indexes, lists set in columns, and Supreme Court work.

In cap, cap-and-small-cap, small-cap, italic, and black-letter center or side heads, in date lines, and in text when set in any of the foregoing type, the names of vessels should be quoted.

The words "see," "see also," etc., should be in italic in indexes only.

Scientific names of species should be in italic; also names of genera when followed by names of species; names of classes, orders, families, etc., and of genera standing alone, in roman.

Italic will not be followed in general work, either for foreign words or to denote emphasis, unless specially prepared. (See also "Italic" under "Congressional Record Style," p. 66.)

**MISCELLANEOUS.****CENTER HEADS.**

Copy editors are responsible for uniformity in center heads, and no changes are to be made without authority.

Use an en space between words in small-cap and two 3-em spaces in cap heads, and an em space when an extended face or spaced caps are used, reducing space after comma.

In lower-case center and side heads capitalize only the first word and proper nouns.

**CITATIONS AND CREDITS.**

In text, to be sentences and in parentheses when occurring at end of a sentence, except when page only is given, in which case use lower-case letter and place period outside parentheses. Credits, when centered, to be in brackets and to follow headings, but they should precede the first of a series of subheads.

Note the following forms, as (18 [not 18th] Stat. L., 25; IV [not IVth] William and Mary, 40; 126 [not 126th] U. S. Repts.).

When names of authorities are given, as Wall. (for Wallace), Wheat. (for Wheaton), etc., copy should be followed; use abbreviated form for States.

**CUTS, LEGENDS TO.** Lead in leaded matter only.

**DIVISIONS.**

Avoid, when possible, the division of words in center heads making two lines only. Frequent division of words is undesirable, but do not avoid it entirely at the expense of uniform spacing.

Do not divide compound words except at the compounding hyphen in any but extreme cases.

Divisions are to be avoided in very wide measures.

Divisions at the ends of three adjoining lines should not be passed by readers, except in extreme cases or in a narrow measure.

Divisions on syllables of two letters should be seldom made.

The last word of a paragraph should not be divided; also it should not break over unless it contains more than three letters.

#### ELLIPSIS SIGNS.

In document measure, "line of stars" means seven asterisks indented 2 ems at each end of the line, dividing the remaining space evenly between the asterisks; but in case two or more sizes of type are used on a page, indent 10-point 2 ems, 8-point  $2\frac{1}{2}$  ems, and 6-point  $3\frac{1}{3}$  ems; in indented matter add extra indentation.

In other than document measure the copy editors should indicate the number of asterisks and the indentions. These should be uniform in all cases. Use three asterisks separated by an em quad to denote an ellipsis in text; if periods are used instead of stars, separate by an en quad. Do not overrun three stars or three periods at end of paragraph.

#### EXTRACTS.

When beginning flush and with a lower-case letter, use an em dash at end of preceding line of text.

#### FOOTNOTES.

Superior figures should be used for references. Reference figures should be borne off a 3-em space in figure columns and footnotes and a 5-em space in reading columns of tables and in text.

Superior letters should be used to indicate references in work containing formulas in which exponents occur.

All footnotes for text, leader work, or tables should be paragraphs and set in 6-point for text type not greater than 10-point, leaded to leaded text; otherwise solid; if centered, do not mark on galley proof. The maker-up and page reviser, however, should see that short notes are run in to save space, with not less than 2 ems between notes in the same line, and that footnotes shorter than a line are centered.

Use two leads above and below the rule preceding a footnote and to separate a footnote from tabular matter. Footnotes remain with tables in make-up. (See also Footnotes and references, p. 38.)

#### INDENTIONS.

In matter wider than document the indentions should be 2 ems; this applies to hanging indentions, signatures, date lines, etc.

Extracts in smaller type should have the same indention, in points, as the text.

Overruns are generally 1 em more than the indention of the item; but to prevent conflict with a following indention, the overrun should be 1 em more than that of the line following.

The usual indention of a total line is 3 ems; but when the indention of the line preceding interferes, indent total an em more. All total lines on same page should have the same indention, if possible.

#### INDEXES.

In indexes, when leaders are used and the page folios overrun, retain only the first folio number in the leader line; but when necessary to save an overrun, figures may be run back to within an em leader of the text. When the overrun folios make two or more lines, indent evenly not less than 7 ems on the left in full measure and  $3\frac{1}{2}$  ems in half measure (but when there are clearances, indent folios 2 ems more than the matter above or below), the folios in excess of even-length lines to be worked into the leader line. When the figures extend back into the leader line, use an en quad between the leaders and the first figure.

Indexes, whether leadered or not, are to conform to general text style, except that names of vessels go in roman. (See also Congressional Record Index style, p. 85.)

Indexes to transcripts of records and Court of Claims cases and briefs are set in 8-point, leaded, with 5-em dash each side.

#### LEADS AND SLUGS.

When extracts, etc., are set in smaller type, separate by using two leads in solid matter and three leads in leaded matter. When, however, solid extracts occur in leaded matter, use two leads only. Before signatures and under date lines in leaded matter use one lead only.

Use full slug before and after centered heads when matter preceding or following does not clear.

When slugs are required, use a slug of same body as type.

**REFERENCES.** When letters are used for references in explaining diagrams, figures, etc., use italic for lower-case references and roman for caps, not quoted: The bolt *a*; a pinion, *B*; angle *ab*; line *CD*; points *a*, *b*, *c*.

**RESOLUTIONS, ETC.**

Each "Whereas" in a preamble should begin a new paragraph, and the "Therefore be it" should be preceded by a colon and be run in with the last "Whereas." "Be it" should run in with the word "Therefore," but should not be supplied when not in copy. Note the following:

Whereas it has been deemed advisable to, etc.: Therefore be it  
*Resolved*, That the committee, etc.

**SHAPES, FORMS, ETC.** In illustrating shapes or forms, as V-shaped, T rails, etc., use caps of case 135 in 10 point, case 134 in 8 point, and case 133 in 6 point; but for the expression I beam use cap of case 14 in 10 point, case 13 in 8 point, and case 12 in 6 point. Use a roman cap letter for X rays. Plural form of T or Y shape, tees or wytes, as 10 tees, 12 wytes.

**SIDE AND CUT-IN NOTES.**

To be treated the same as text paragraphs unless otherwise instructed; that is, first line indented 1 em and the others flush.

Allow 12 ems of 6-point for cut-in notes unless otherwise instructed; bear off at least an em from the body of the note above and below and an em space on the inside.

Commence cut-in on second line of paragraph, if paragraph is of sufficient depth to admit of same. Space words as in tabular work (p. 39).

**SPACING.**

The spacing of matter should be governed by the leading. Solid matter should be spaced with 3-em spaces, and words run up rather than divided. Leaded matter also should be spaced with 3-em spaces, and words divided rather than syllables carried up. In double-leaded matter en quads should be used and divisions avoided if possible.

Avoid when possible very thin or very wide spacing in the first line of a paragraph. Letters used with figures as numbers, either capital, lower case, or italic, should be closed up without a space, as 1A, 1A, 1a, 1a, A1, A1, a1, a1, etc.

Always keep together at the beginning or end of a line such abbreviations as U. S. N., D. C., N. Y., M. D., etc. The contractions Esq., sr., and jr. should always be in the same line as the name they follow.

In tables of contents, etc., when the word "chapter," "figure," or "plate" is used in the first line before numerals in column ("chapter," etc., being cleared in following lines), put an en space between the word and numeral in the first line and range the periods after the numerals.

Enacting and resolving clauses: In document measure space the first line so as to conform to the following examples:

*Be it enacted by the Senate and House of Representatives of the United States*  
*Resolved by the Senate and House of Representatives of the United States*  
*Be it enacted by the Senate and House of Representatives of the United States of America*  
*Resolved by the Senate and House of Representatives of the United States of America*

**COURT STYLE.**

**SUPREME COURT RECORDS.**

(See also Fol., fol. lit., reprint, etc., p. 49.)

Make paragraphs of answers in Q. and A. matter.

The folio number should be flush, in the same line as the first word of the folio; and in a cut-in 3 ems square, except where there is white space above or below, indentions of paragraphs, etc., to be in addition to the 3-em cut-in. In hanging indention of headings carry extra indention to end of heading.

Omit cut-in folio opposite paragraph reading: "Indorsement on cover."

Excepting italic (which stands for errors only), capitalization, and punctuation, follow copy literally. In typewritten records manifest errors of the typewriter are to be corrected, such, for instance, as where a letter has been struck over another or where a space in a word shows that a letter was intended to appear but was not struck

hard enough to leave an impression; but if a good word is used in the wrong place, as "in" for "on" or "boot" for "boat," etc., do not change it or use italic. Words having the sanction of any dictionary are not to be changed.

Use italic letters to indicate errors in orthography—for instance, ourely, meaning surely—except in names of persons, firms, geographic names, and words from foreign languages, when not law terms. Do not correct errors in syntax. Errors in words set in italics should be indicated by roman letters.

Doublets should be indicated by italicizing the repeated portion.

Names of vessels to be set in roman, quoted.

Use apostrophe to indicate the omission of one or more letters in a word; but in well-established abbreviations omit apostrophe and use period.

Use a 3-em quad to indicate the omission of one or more words.

Capitalize the word "The" only in such cases as the following: The said The B. & O. R. R. Co.; The Sun v. The Globe; The City of Washington v. The B. & O. R. R. Co.; the defendant The Davies County Bank.

#### COURT OF CLAIMS OPINIONS, BRIEFS, AND DECISIONS.

Follow copy generally in the use of abbreviations, figures, and other important matters.

The following directions and examples should, however, be observed:

Indian names should be followed as to spelling and the use of hyphen or space.

Do not use superior letters in abbreviations of words unless so prepared.

United States to be used in the plural number.

Spell out the words "Question" and "Answer" and make separate paragraphs.

When questions are numbered, the number should precede the question, as "30. Question." (See p. 45.)

The following examples show capitalization, italic, small caps, abbreviations, etc., generally used in court work:

The Legal Tender cases.

In Clarke's case the court say.

In the case of Clarke.

(Ex parte Robinson, 19 Wall., 304.)

Bowman Act (22 Stat. L., ch. 4, § [or sec.] 4, p. 50).

Act 5th August, 1882 (Supp. Rev. Stat., 284; Stat. L., 28; R. S., 15).

Clarke's case (14 Hun, 14).

WALLACE, J., delivered the opinion.

(31 Stat., 154.)

Follow Rev. Stat., Stats., Stat. L., Stats. L., or R. S., as written.

In *Roe v. Doe* the court ruled.

*United States v. 12 Diamond Rings.*

*The United States v. Forty Hogsheads of Tobacco.*

In titles of cases follow copy as to figures and abbreviations.

Make sentences of single citations occurring at conclusion of sentences or paragraphs, except p. or pp., which should be close up and period outside of parenthesis. When citations follow clauses, the final citation, if occurring at the end of the sentence, will necessarily be closed up. In citations of single lines, use period at end of each line. When citations are run in, use semicolons.

Observe style of the following: The said paper was marked "Defendant's Exhibit No. 4." The defendant's Exhibit No. 4 was thereupon placed on file. (See also Punctuation, p. 44.)

Footnotes to briefs set in 12-point should be set in 10-point, single leaded.

Following are some of the names and abbreviations used by United States Supreme Court reporters in citations of United States Supreme Court Reports:

Cranch (abbreviated Cr.).  
Dallas (abbreviated Dall. or Dal.).  
Howard (abbreviated How.).

Peters (abbreviated Pet.).  
United States Reports (abbreviated U. S.).  
Wheaton (abbreviated Wheat.).

For authority on names and abbreviations of court reports, consult Catalogue of Law Library of the Department of Justice (book 17, pp. v-xlvii, proof-room library).

In all court work follow the capitalization shown in the following and similar examples:

Circuit Court.  
Circuit Court for the Southern District.  
Circuit Court of the United States for the Southern District of New York.  
County Court.  
Court of Appeals of the District of Columbia.  
Court of Claims.  
Court of Commissioners of Alabama Claims.  
Court of Private Land Claims.

district.  
John Smith, United States marshal for the Northern District.  
Southern District.  
Sixth Circuit.  
Superior Court.  
Supreme Bench.  
Supreme Court.  
Supreme Court of the District of Columbia.

COURT OF CLAIMS HEADINGS.

[For records.]

Court of Claims of the United States.

CONGRESSIONAL, No. 13331.

---

GEORGE F. SCHILD v. THE UNITED STATES.

---

EVIDENCE FOR DEFENDANT.

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INDEX.

• [The index should be set in 8-point leaded.]

[For briefs.]

*In the Court of Claims of the United States.*

FRENCH SPOILIATIONS, NOS. 3037 AND 3038.

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SHIP "BRISTOL," EDWARD SMITH, MASTER.

---

DEFENDANTS' BRIEF.

[Title of case.]

THE UNITED STATES OF AMERICA, COM-  
plainant,  
v.  
ERIE RAILROAD COMPANY, DEFENDANT.

} November sessions, 1910.  
No. 87. In Equity.

## SUPREME COURT HEADINGS.

[Supreme Court—Transcript of Record.]

## Supreme Court of the United States.

OCTOBER TERM, 1912.

---

 No. 862.

THE UNITED STATES, INTERSTATE COMMERCE COMMISSION, AND FEDERAL SUGAR REFINING COMPANY, APPELLANTS,

vs.

THE BALTIMORE & OHIO RAILROAD COMPANY ET AL.

---

 APPEAL FROM THE UNITED STATES COMMERCE COURT.

---

 INDEX.

[Set index in 8-point leaded.]

[For briefs (caption).]

*In the Supreme Court of the United States.*

OCTOBER TERM, 1912.

THE DELAWARE, LACKAWANNA & WESTERN Railroad Company, plaintiff in error, } No. 677.  
 v.  
 THE UNITED STATES. }

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IN ERROR TO THE DISTRICT COURT OF THE UNITED STATES FOR THE WESTERN DISTRICT OF NEW YORK.

## NOMINATIONS, REPORTS, DOCUMENTS, ETC.

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### NOMINATIONS.

The rules governing document work apply to nominations and withdrawals, except as here noted.

Matter should be set in 10-point, double leaded.

All nominations take current date.

Spell everything except year, day of month, section, page, and paragraph numbers.

Nominations referred to Committees on Post Offices and Post Roads, Military Affairs, and Naval Affairs should generally be plain paragraphs; but when the copy is an individual nomination having the words "I nominate" in large type, omit these words and indent the paragraph  $6\frac{1}{2}$  ems. This paragraph should be preceded by two 10-point slugs.

"Reinstatement," "Reappointment," or similar statement, when a sentence at the end of a nomination, should be placed in parentheses.

The President's signature indicates the end of a nomination, but is printed only in "Withdrawals" (see Exhibit 4, p. 58) or in a withdrawal and nomination combined. The compositor having the "take" with the signature will add the date, reported, and the committee recommendation lines, which are placed at the end of all nominations.

Capitalize the word "Arm" when synonymous with "Corps," as Cavalry Arm, Infantry Arm, etc.

In post-office nominations, when superior figures are used in connection with the bracketed figure at the left, bear off a 5-em space outside of the bracket. Use black superior figure. (See Exhibit 3, p. 58.)

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### EXHIBIT 1.

77]

IN EXECUTIVE SESSION,

SENATE OF THE UNITED STATES, *December 10, 1910.*

*Ordered,* That the following nominations be referred to the Committee on Military Affairs:

[Two 2-point leads.]

Under the provisions of section 13 of the act of Congress approved March 2, 1899, I nominate the officers herein named for appointment in the Volunteer Army of the United States.

[The above paragraph should be used only when in copy.]

## GENERAL OFFICERS.

*To be first lieutenant with rank of captain.*

[Center heads should be in italic except when followed by a subhead, in which case the first is set in small caps, followed by subhead in italic as above.]

Second Lieutenant James M. Bell to be first lieutenant with rank of captain, May 4, 1910.

Second Lieutenant Thomas H. Barry to be first lieutenant with the rank of captain, June 10, 1910.

*To be major general.*

Brigadier General Lloyd Wheaton, United States Volunteers (colonel Seventh Infantry, United States Army), June 18, 1910, vice Otis, etc.

*To be brigadier general.*

Lieutenant Colonel William H. Bonner, assistant adjutant general,

[Three 10-point slugs.]

[Two 10-point slugs.] , 1910.

Reported by Mr. with a

[Two 10-point slugs.]

recommendation that they be

493]

IN EXECUTIVE SESSION,

SENATE OF THE UNITED STATES, *December 10, 1910.*

*Ordered,* That the following nominations be referred to the Committee on Naval Affairs:

I nominate the following-named midshipmen to be ensigns in the Navy from the 21st day of June, 1910, etc.:

Gerald Howze,

William O. Spears,

Ernest Durr, and

Roy W. Ryden.

[When the conjunction does not occur, use the period after each name.]

[Three 10-point slugs.]

[Two 10-point slugs.] , 1910.

Reported by Mr. with a

[Two 10-point slugs.]

recommendation that they be

512]

IN EXECUTIVE SESSION,  
SENATE OF THE UNITED STATES, *December 10, 1910.*

*Ordered*, That the following nominations be referred to the Committee on Naval Affairs:

[Two 2-point leads.]

Ensign Julius C. Townsend to be a lieutenant (junior grade) in the Navy from the 2d day of May, 1910, upon the completion of three years' service.

Lieutenant (Junior Grade) Julius C. Townsend to be a lieutenant in the Navy from the 2d day of May, 1910, to fill a vacancy existing in that grade on that date.

[Three 10-point slugs.]

, 1910.

[Two 10-point slugs.]

Reported by Mr.

with a

[Two 10-point slugs.]

recommendation that they be

**EXHIBIT 2.**

75]

IN EXECUTIVE SESSION,  
SENATE OF THE UNITED STATES, *December 10, 1910.*

*Ordered*, That the following nomination be referred to the Committee on Public Lands:

[Two 10-point slugs.]

[Indent 6½ ems.] Edwin A. Jones, junior, of Ottumwa, Iowa, who was appointed August 1, 1910, during the recess of the Senate, to be a mineral-land commissioner in Montana. (Reinstatement.)

[Three 10-point slugs.]

, 1910.

[Two 10-point slugs.]

Reported by Mr.

with a

[Two 10-point slugs.]

recommendation that it be

## EXHIBIT 3.

523] 7

IN EXECUTIVE SESSION,  
SENATE OF THE UNITED STATES, *December 10, 1910.*

*Ordered*, That the following nomination be referred to the Committee on Post Offices and Post Roads:

[Two 2-point leads.]

Ignacio Lopez to be postmaster at Las Vegas, New Mexico, in place of Miguel A. Senecal, resigned.

[Three 10-point slugs.]

, 1910.

[Two 10-point slugs.]

Reported by Mr.

with a

[Two 10-point slugs.]

recommendation that it be

## EXHIBIT 4.

458]

IN EXECUTIVE SESSION,  
SENATE OF THE UNITED STATES, *December 10, 1910.*

The following withdrawal was received:

[One 10-point slug.]

*To the Senate of the United States:*

I withdraw the nomination, which was sent to the Senate on the 9th of December, 1910, of Isaac M. Meekins to be postmaster at Elizabeth City, in the State of North Carolina.

WM. H. TAFT.

THE WHITE HOUSE,

*Washington, December 10, 1910.*

or—

THE WHITE HOUSE, *December 10, 1910.*

## REPORTS, DOCUMENTS, AND LAWS.

[In either Senate or House reports follow bill style in titles of or extracts from bills. "Bill style" does not include capitalization. Follow copy in reports on pension bills in regard to vision, as "vision was impaired 20/400," etc.]

[30 points.]

61ST CONGRESS, } HOUSE OF REPRESENTATIVES. { REPT. 1111,  
 3d Session. } [One 2-point lead above parallel rule.] { Part 2.

---

[50 points.]

THE PUNISHMENT OF GOVERNMENT EMPLOYEES FOR  
 FALSIFICATION OF ACCOUNTS, ETC.<sup>1</sup>

[18 points.]

[8 points.]

DECEMBER 6, 1910.—Referred to the House Calendar and ordered to be printed, with  
 illustrations.<sup>2</sup>

[6 points.]

[18 points.]

Mr. HILL, from the Committee on Expenditures in the Treasury  
 Department, submitted the following

[14 points.]

REPORT.

[10 points.]

[To accompany H. R. 25503.]

[14 points.]

The Committee on Expenditures in the Treasury Department, to whom was referred the resolution (H. Res. 582) providing for an investigation of the offices of the surveyor of customs and assistant United States treasurer at St. Louis, Mo., would respectfully report that they have had the same under consideration and find from the testimony taken in the matter the facts to be as follows:

On the 5th day of October, 1906, a shortage of \$61,500 in the accounts of the receiving teller of the Subtreasury at St. Louis was discovered. Exhaustive testimony has been taken by the Committee on Claims in the Sixtieth and Sixty-first Congresses to ascertain where the responsibility for this shortage should be located, and both of these committees have found that no responsibility rested upon the assistant treasurer, Mr. Thomas J. Akins, and have reported bills recommending his relief.

This committee are satisfied with and indorse such recommendation, for the reason that the various charges with reference to it contained in said resolution are not only not sustained, but are effectually and thoroughly disproven.

<sup>1</sup> When title makes more than two lines in 10-point caps, set in 8-point caps.

<sup>2</sup> Should be set as indicated in copy. If illustrations are ordered, add "with illustrations."

# Union Calendar No. 113.<sup>1</sup>

61ST CONGRESS,	}	HOUSE OF REPRESENTATIVES.	}	REPORT
<i>3d Session.</i>				No. 509.

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## CREDIT IN CERTAIN ACCOUNTS OF TREASURER OF THE UNITED STATES.<sup>2</sup>

—————

DECEMBER 10, 1910.—Committed to the Committee of the Whole House on the state of the Union and ordered to be printed.

—————

Mr. PRINCE, from the Committee on Claims, submitted the following

### R E P O R T .

[To accompany H. R. 13517.]

The Committee on Claims, to which was referred the bill (H. R. 13517) authorizing a credit in certain accounts of the Treasurer of the United States, being a bill virtually for the relief of Thomas J. Akins, assistant treasurer of the United States at St. Louis, Mo., after hearings on and careful consideration of all of the questions involved, reports the same favorably and recommends the passage of the bill.

The relief sought in this case is authority to remove from the accounts of the Treasurer of the United States an item credited therein as "unavailable funds, office assistant treasurer, United States, St. Louis," being a shortage of \$61,500, found in the amount of money belonging to the United States while in the custody of Thomas J. Akins, assistant treasurer of the United States at St. Louis, Mo., and who was and is responsible under his official bond for the safe-keeping thereof.

In view of the importance of this case, the committee feels that the Members of the House are entitled to a full statement of all the facts and circumstances in reference to the same, and for this purpose would call your attention to the fact that Thomas J. Akins was appointed assistant treasurer of the United States at St. Louis in December, 1903, and before entering upon his duties as such officer, Thomas J. Akins, as principal, and the Fidelity & Deposit Co. of Maryland, a corporation of the State of Maryland, as surety, entered into a bond to the United States of America, etc.

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<sup>1</sup> Use this type and form only on House reports. The names of the House calendars are "Private," "House," and "Union."

<sup>2</sup> Should the title be amended, make the heading correspond to the amended form.

# Calendar No. 99.<sup>1</sup>

61ST CONGRESS, }  
*3d Session.* }

SENATE.

} REPORT  
 No. 94.

## ESTATE OF JOHN STEWART.

DECEMBER 10, 1910.—Ordered to be printed.

MR. OLIVER, from the Committee on Claims, submitted the following

### R E P O R T .<sup>2</sup>

[To accompany S. 3906.]

The Committee on Claims, to which was referred the bill (S. 3906) for the relief of the estate of John Stewart, deceased, having had the same under consideration, respectfully reports the same back to the Senate with the recommendation that the bill pass without amendment.

The facts upon which this claim is based are fully set forth in the report of this committee presented at the second session of the Fifty-eighth Congress, which report is hereto attached and made a part hereof. The claim as originally presented by Mr. Stewart was for \$5,000, and the payment of this amount was recommended at different times by the Acting Secretary of the Treasury, the Secretary of War, by two successive custodians of buildings and grounds, and by the assistant United States attorney for the District of Columbia, under whose immediate supervision the services which form the basis of the claim were performed, and bills providing for the payment of this sum twice passed in the Senate and once in the House. In the Fifty-eighth Congress, however, for the reason stated in the report of the committee above referred to, the amount was reduced to \$2,000, and while this sum is but meager compensation for the work performed, your committee does not feel justified in advising the payment of a larger amount.

[Senate Report No. 501, Fifty-eighth Congress, second session.]

The Committee on Claims, to whom was referred the bill (S. 803) for the relief of John Stewart, beg to submit the following report:

Your committee are of the opinion that the valuable services of this claimant should be recognized, and that he should receive compensation for those services, as well as remuneration for moneys expended; but in view of the fact that the claimant was in the employ of the Government, etc.

<sup>1</sup> Use this type and form only on Senate reports. There is only one calendar in the Senate.

<sup>2</sup> Should this line read "Adverse report," do not space the words.

61ST CONGRESS, } HOUSE OF REPRESENTATIVES. } DOCUMENT  
 3d Session. } } No. 200.

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[50 points.]

CLAIMS OF POSTMASTERS ACTED UPON DURING 1909.

[14 points.]

[16 points.]

## L E T T E R

FROM

# THE POSTMASTER GENERAL,

[10 points.]

SUBMITTING

[12 points.]

A REPORT FOR THE YEAR ENDED JUNE 30, 1910, ON CLAIMS OF  
 POSTMASTERS FOR CREDITS FOR CERTAIN LOSSES.

[14 points.]

[8 points.]

DECEMBER 10, 1910.—Referred to the Committee on Expenditures in the Post Office  
 Department and ordered to be printed.

[6 points.]

[14 points.]

OFFICE OF THE POSTMASTER GENERAL,  
*Washington, D. C., December 10, 1910.*

SIR: In compliance with the act of Congress approved June 11, 1896, I have the honor to submit herewith a report of the action taken by this department in regard to claims of postmasters for certain losses.

By the acts of Congress approved June 11, 1896, and May 9, 1898, the Postmaster General is authorized to reimburse postmasters in sums not exceeding \$10,000 for losses of Government funds resulting from "fire, burglary, or other unavoidable casualty" at their respective post offices, and for losses of such funds in transit from postmasters to their designated depositaries. The Assistant Attorney General is required by the postal regulations to make examination of this class of cases and advise the Postmaster General as to their allowance. The number of such claims received during the fiscal year just closed was 1,242, an increase of 103. The number of claims allowed was 865, a decrease of 28.

61st CONGRESS, } HOUSE OF REPRESENTATIVES. } DOCUMENT  
 3d Session. } } No. 402.

[50 points.]

SHIP "GLASGOW."

[14 points.]

[16 points.]

LETTER FROM THE ASSISTANT CLERK OF THE COURT OF CLAIMS TRANSMITTING A COPY OF THE CONCLUSIONS OF FACT AND LAW IN THE FRENCH SPOILIATION CASES RELATING TO THE SHIP "GLASGOW," M. ALCORN, MASTER.

[14 points.]

[8 points.]

DECEMBER 10, 1910.—Referred to the Committee on Claims and ordered to be printed.<sup>1</sup>

[6 points.]

[14 points.]

COURT OF CLAIMS,  
 Washington, D. C., December 10, 1910.

SIR: Pursuant to the order of the Court of Claims, I transmit herewith the conclusions of fact and of law filed under the act, etc.

Respectfully,

JOHN RANDOLPH,  
 Assistant Clerk Court of Claims.

Hon. JOSEPH G. CANNON,  
 Speaker of the House of Representatives.

[Court of Claims. French spoiliations. Act of Jan. 20, 1885; 23 Stat. L., 283. Ship *Glasgow*. M. Alcorn, master.]

No. of  
 case.

Claimant.

1806. Horace E. Hayden, administrator de bonis non of the estate of David H. Conyngham, surviving partner of the firm of Conyngham, etc.

On May 29, 1908, the United States Senate, by resolution, referred to the court under the act of March 3, 1887, a bill in the following words:

"[S. 2951, Sixtieth Congress, second session.]

"A BILL For the relief of the State of Oregon.

"Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled, That the sum," etc.

Thereafter the claim was presented to the Fiftieth and subsequent Congresses and was transmitted to the court by resolution of the United States Senate, etc.

BY THE COURT.

Filed December 1, 1910.

A true copy.

Test this 10th day of December, 1910.

[SEAL.]

JOHN RANDOLPH,  
 Assistant Clerk Court of Claims.

<sup>1</sup> Should be set as written. Occasionally the names of two committees appear. When illustrations are ordered, add "with illustrations."

## SAMPLE OF STYLE FOR LAWS.

[PUBLIC—No. —.]

[Two 2-point leads.]

[H. R. 1248.]

[Three 2-point leads.]

[Indent 8 ems.] Brevier paragraph; indent first line 8 ems, as here shown, and capitalize first three words. In joint resolutions the 8-point paragraph is indented only 6 ems, and first three words capitalized. The word "Resolution" must always be printed in connection with "Public" or "Private" in the 10-point cap-and-small-cap line when it is a joint resolution.

[8 points.]

Then follows the law in 10-point, document measure, solid, fol. lit. At the end of the law insert one 2-point lead.

Approved, December —, 1910.

## SAMPLE SHOWING SPACING OF LINES.

[PRIVATE—No. 135.]

[Two 2-point leads.]

[H. R. 1248.]

[Three 2-point leads.]

[Indent 8 ems.] An Act Granting a pension to Katherine S. McCartney, widow of William H. McCartney.

[8 points.]

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,* That the Secretary of the Interior be, and he is hereby, authorized and directed to place on the pension roll, subject to the provisions and limitations of the pension laws, the name of Katherine S. McCartney, widow of William H. McCartney, late captain Company A, Second Regiment Iowa Volunteer Infantry, and pay her a pension at the rate of twenty dollars per month.

Approved, December —, 1910.

# CONGRESSIONAL RECORD STYLE.

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## GENERAL RULES.

The rules governing document work apply to the CONGRESSIONAL RECORD except as may be noted herein. Generally, the variations from document style, with forms peculiar to the RECORD, are given here. All should familiarize themselves with the forms desired.

Care should be taken to mark extracts which are to be printed in 6-point type.

In paragraphs beginning with a bill or resolution number, as H. R. 1296, H. Con. Res. 217, or any other form, use 4-em space after the abbreviations.

In general, operators should avoid wide spacing, especially in break lines and lines containing many points.

In resetting lines in correcting proof, operators should exercise great care to have such lines free from error.

Extreme caution should be used in making changes from copy, and no important change should be made without authority. This applies particularly to Senate copy.

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

Small-cap center heads in speeches, also headings over tables and leader work, should be set in 6-point.

Queries should not be made unless it is known that the author is to see a proof.

## CAPITALIZATION.

(See also Capitalization, p. 21.)

It must be borne in mind that one general style of capitalization is to prevail on RECORD and document work.

In Senate and House proceedings and Senate and House Journals use Rule VI, Rule XVI, etc. Lower-case the sixth rule, the sixteenth rule, etc.

When the name of the CONGRESSIONAL RECORD is mentioned, it should be set in caps and small caps.

When the name of a Senator or a Member is used in connection with a bill or other paper, as the Curtis bill, the Smith amendment, etc., lower-case; but SMITH'S amendment, etc.

The names of Members and Members elect of both branches of the present Congress should be printed in caps and small caps when mention is made of them. This applies also to eulogies, and notices of or references to eulogies, of deceased Senators or Members.

Observe that the names of all persons not certified Members of Congress should be set in lower case; that is, names of secretaries, clerks, messengers, and others.

Names of Members of Congress should be set in lower case in votes, in lists set in columns, in the list of standing and select committees, as contestants or contestees in contested-election cases, and in groups of names of Members and non-Members.

## CONTRACTIONS.

When in a Senator's or a Member's language the copy shows such contractions as "don't," "can't," "won't," "didn't," "couldn't," and "wouldn't," spell in full, as "do not," "can not," "will not," "did not," "could not," and "would not." This is not intended to apply to extracts and anecdotes. The contraction "etc." should be made to read "and so forth," except in extracts.

## FIGURES.

(See also Figures, p. 34.)

When an expression contains two or more enumerations, some definite and others indefinite (or not accompanied by subject), spell the indefinite and put the definite in figures (unless under 10), as four or five thousand spent out of \$6,000 appropriated; \$300 saved and a thousand dollars spent; a hundred dollars is more to me than \$500 to you or one thousand to him; when copy reads "six millions of dollars," it should be changed to read "\$6,000,000."

Use figures for all enumerations of weights and measures.

In such examples as the following use figures unless under 10, but all enumerations should be in figures in a group where any one enumeration is 10 or more: There were 20 males and 25 females, 45 in all; six horses; 10 horses; 6 horses, 5 cows, and 26 head of sheep; 25 bulletins, containing 352 pages; the population of Chicago is more than 2,000,000; a hamlet of 18 persons. When complicated spell, as twenty-five 6-inch guns, two  $\frac{3}{4}$ -inch boards, five 5-cent pieces, etc.

When sums of money are used as adjectives, express in figures, as a 5-cent piece, a \$10 note, a \$1,000 house, a \$1,000,000 expenditure, a \$1,200 clerk (even if copy reads "a twelve-hundred-dollar clerk").

When an expression of weight or measure is used as an adjective, use figures, as a 1-foot rule, a 2-bushel basket, a 5-acre lot, a 4-ton stone, a 3-pint pail, a 1-grain pill.

Follow copy in such expressions as twelve hundred gallons were used, fourteen hundred dollars were expended, or 1,200 gallons were used, \$1,400 were expended; a thousand dollars, a hundred pounds, two thousand million dollars.

In amendments in conference reports follow this **STYLE BOOK** in regard to the use of figures.

## ITALIC.

Names of vessels and generic names should be set in italic, except in tabular matter, indexes, and lists set in columns.

When it is desired that italic should be used other than as provided for herein, the word or words should be underscored and "fol. ital." written on each folio. Do not construe this to mean "*Ordered*," "*Resolved*," "*Be it enacted, etc.*," "*v.*" titles following signatures or addresses, or the part of date lines which should be set in italic.

When a prayer delivered in either House is printed in the proceedings and is prefaced by a quotation from the Bible, use 8-point italic for such quotation; the prayer should be set in 8-point roman.

No italic should be used in small-cap heads.

## MISCELLANEOUS.

Do not quote any communication carrying date and signature.

Indent star lines 2 ems on each side. Use seven stars.

When a title is used as part of the name of an organization, vessel, etc., spell, as General U. S. Grant Post, No. 76, Grand Army of the Republic.

In the **RECORD** proper use only one lead above and below heads and extracts, except the heads "Senate" and "House" and date line, where two leads should be used.

The statement "Here the hammer fell" should always be omitted when appearing in copy in connection with the announcement of the occupant of the chair that "The time of the gentleman has expired."

The order of subdivisions of the Constitution of the United States is as follows: Article I, section 2, clause 3.

When an appendix occurs at the end of a speech, the head "Appendix" should be set in 6-point caps, preceded by a 3-em dash.

In extracts containing votes the names should be run in, as Alexander of New York, Clark, Howell of New Jersey, Needham, etc.

In Senators' or Members' language when the copy indicates "number," use the abbreviation "No.": when the word is "numbered," use that form.

In references to Senate and House reports and Senate and House executive and miscellaneous documents the "No." should always be used, whether in copy or not, as House Report No. 75, Executive Document No. 20, Miscellaneous Document No. 37.

In the Senate, under "House bills referred," "Message from the House," "Enrolled bills signed," "Concurrent resolutions referred," "Presidential approvals," and in

lists of bills and resolutions, the numbers should come first and read "An act," whether copy or not, as "H. R. 722. An act," etc. In the House the same rule applies under "Message from the President," "Enrolled bills signed," "Message from the Senate," "Concurrent resolutions referred," and "Senate bills referred." This means that all bills and resolutions received in the House from the Senate or in the Senate from the House, when in lists, shall have the number begin the paragraph.

Eight-point breaks in 6-point matter should be paragraphed, as follows:

The report goes on to say that—

Observe this closely—

during the fiscal year 1907 there were, etc.

#### NOTATION OF USE OF CAPS AND SMALL CAPS.

On motion by (or of) Mr. CARTER, it was, etc.

The VICE PRESIDENT resumed the chair.

The PRESIDING OFFICER (Mr. GALLINGER in the chair). Shall the bill pass?

The SPEAKER called the House to order.

Mr. HEYBURN'S amendment was adopted.

Mr. PERKINS took the floor and yielded to Mr. CAPRON.

During the roll call,

Mr. MONDELL said: If not paired, I would vote "no" on this bill.

A MEMBER. And debate it afterwards.

SEVERAL MEMBERS. I object.

Mr. WETMORE, Mr. CRANE, and others. Let it be read.

Mr. MARTIN of Colorado objected.

Mr. Cocks of New York, by unanimous consent, was granted leave to print remarks on the bill.

Mr. CANNON addressed the Chair.

Mr. GARDNER of Massachusetts rose.

Mr. CANNON obtained the floor.

Mr. MANN resumed the floor.

The ACTING SECRETARY. In line 11, after the word "*Provided*," it is proposed, etc.

Mr. MCKINLEY of Illinois was recognized.

Mr. MCKINLAY of California was recognized, and yielded his time to Mr. KNOPF.

Mr. CULLOM entered the Chamber.

Mr. DAVIS, a Senator from the State of Arkansas, appeared in his seat to-day.

Mr. KEIFER and Mr. McCALL rose to a point of order.

The SPEAKER proceeded to put the question on the motion of Mr. RANDELL.

The CHAIRMAN appointed Mr. LONGWORTH and Mr. SULZER as tellers.

Mr. AMES. I desire to withdraw my vote of "no" and vote "present."

The Clerk called the name of Mr. AMES, and he answered "Present."

Mr. CURRIER. I will do so. It is as follows—I read from the RECORD:

Mr. LONGWORTH. I think this bill is so well understood that no time will be required for its discussion.

Mr. FITZGERALD. Does this bill come from the Committee on Commerce?

The SPEAKER. It does.

[Note that in 6-point extracts only an en quad is used after the name of the person speaking.]

#### PUNCTUATION.

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.

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.

The bill was ordered to a third reading, and it was accordingly read the third time and passed.

The bill was ordered to a third reading, was read the third time, and passed.

The bill was ordered to be engrossed and read a third time, was read the third time, and passed.

The amendments were ordered to be engrossed and the bill to be read a third time.

The amendment was agreed to, and the bill as amended was ordered to be engrossed and read a third time; and being engrossed, it was accordingly read the third time and passed.

There was no objection, and by unanimous consent the Senate proceeded, etc.

The question was taken, and the motion was agreed to.

The question being taken, the motion was agreed to.

There being no objection, the Senate, as in Committee of the Whole, proceeded to consider the bill, which had been reported from the Committee on Public Lands with amendments.

The Secretary read the bill; and there being no objection, the Senate, as in Committee of the Whole, proceeded to its consideration.

Ordered to lie on the table and be printed.

The Secretary read the bill; and by unanimous consent the Senate, as in Committee of the Whole, proceeded to its consideration.

Mr. SCOTT, by unanimous consent, was granted leave to withdraw from the files of the House, without leaving copies, the papers in the case of John Jones, no adverse report having been made thereon.

Mr. PAYNE. Regular order! [or Division!]

Mr. PAYNE. Regular order, Mr. Chairman.

The Jones bill, to pension soldiers, etc.

My friend the Senator from Massachusetts said it was a mistake.

Mr. LA FOLLETTE addressed the Senate. After having spoken for 35 minutes,

Mr. WETMORE. Mr. President, if the, etc.

After the second call of the roll,

Mr. FISH. Mr. Speaker, etc.

[Note use of interrogation mark in the following:]

Mr. PENROSE. Mr. President, what does this mean?—

We have never received one dollar of this amount.

#### PARENTHESES AND BRACKETS.

Mr. PARSONS. Mr. Speaker, I now yield five minutes to the gentleman from Michigan [Mr. FORDNEY].

[Mr. FORDNEY then resumed and concluded his remarks as above printed.]

Mr. CAPRON. There is no "may not" about it. Here is the form in which they are printed [exhibiting].

Mr. FORNES. I am in hopes we shall be able to secure a vote on the bill to-night. ["Vote!" "Vote!"]

Mr. HAY (at 6 o'clock and 35 minutes p. m.). I move that the House adjourn. ["No!" "No!"]

Mr. HILL (to Mr. GARDNER of Massachusetts). Are these vessels of iron?

Mr. LEVER. The Chair rather gets me on that question. [Laughter.] I did not rise. [Cries of "Vote!" "Vote!"]

Mr. GOULDEN (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. GILLETT. Then he is endeavoring to restrict the liberty of the individual in the disbursement of his own money. [Applause on the Republican side.]

Mr. MADDEN. I move, Mr. Speaker, that the time of the gentleman from New Jersey— [Cries of "Regular order!"]

Mr. NEEDHAM. When you have a national debt that allows the moneyed interests to lock up \$150,000,000 of your bonds from business enterprises, you can not have a healthful prosperity. [Here the hammer fell.] The gentleman from Pennsylvania was right then in his first position to pay the debt [applause], and he is wrong now in his present attitude.

Mr. BELL of Georgia was recognized and said: I will yield three minutes to the gentleman from Wisconsin.

Lay on, Macduff;

And damn'd be him that first cries, "Hold, enough!"

[Laughter.]

The SPEAKER. Is there objection to the consideration of this bill at this time? [After a pause.] There is objection.

The House accordingly resolved itself into Committee of the Whole on the Private Calendar (Mr. MANN in the chair) and proceeded to the consideration of pension business on the Private Calendar.

The CHAIRMAN (rapping with his gavel). Debate is exhausted.

Mr. FLOOD of Virginia (reading)—

When in the course of human events, etc.

[Here the hammer fell.]

[Mr. LAMB addressed the House. He withholds his remarks for revision.]

[Or the following, which the foreman of the RECORD is authorized to insert. Observe that two leads are used on each side of "withhold" lines:]

[Mr. ADAMSON withholds his remarks for revision, and they will appear hereafter.]

[Mr. LAW addressed the committee. His remarks will appear hereafter.]

[Mr. BARCLAY's speech will be published entire after it shall have been completed.]

[Names of Senators or Members, when supplied by reporters in remarks of Members of Congress, should appear in brackets, unless some other title than Mr. be used, when it will be considered that the gentleman speaking mentioned the other gentleman's name, as in the following examples:]

Mr. HEALD. The gentleman from Kentucky [Mr. SHERLEY] stated that he would support the measure.

Mr. HEALD. The gentleman from Kentucky, Col. SHERLEY, stated that he would support the measure.

[See note as to pairs, p. 71.]

### 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 words "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. TAYLOR of Ohio was not agreed to.

So (two-thirds voting in favor thereof) the rules were suspended, and the bill was passed.

The committee divided amid confusion; and after the vote was completed,

The CHAIRMAN. On this question the tellers report—ayes 99, noes 101.

The CHAIRMAN. The gentleman raises the point of no quorum. The Chair will count. [After counting.] One hundred and ten present, a quorum. The noes have it, and the amendment is rejected.

The question being taken on the motion of Mr. FOSTER of Illinois, to suspend the rules and pass the bill, it was agreed to (two-thirds voting in favor thereof).

So (the affirmative not being one-fifth of the whole vote) the yeas and nays were not ordered.

The question was taken by a viva voce vote, and the Speaker announced that two-thirds appeared to have voted in the affirmative and (after a pause) that the bill was passed.

So (two-thirds voting in favor thereof) the motion to suspend the rules was agreed to, and the bill was passed.

Two-thirds voting in favor thereof, the rules were suspended, and the bill was passed.

The question was taken; and in the opinion of the Chair two-thirds having voted in favor thereof, the rules were suspended, and the bill was passed.

The question was taken; and two-thirds having voted in favor thereof, the rules were suspended, and the bill was passed.

The yeas and nays were ordered, there being 33 in the affirmative, more than one-fifth of the last vote.

The question being taken on Mr. HAMILTON'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.

Tellers were ordered, and Mr. McCALL and Mr. ELLERBE were appointed.

The SPEAKER. The Chair appoints as tellers the gentleman from Louisiana, Mr. RANDELL, and the gentleman from Wisconsin, Mr. STAFFORD.

The House again divided; and the tellers reported—ayes 113, noes 33.

On the question of ordering the yeas and nays there were ayes 30.

The yeas and nays were ordered, 55 Members voting in favor thereof.

On the question of ordering the yeas and nays there were—ayes 21, noes 93; less than one-fifth voting in the affirmative.

The question was taken; and there were on a division (demanded by Mr. MANN)—ayes 69, noes 66.

On the question of ordering tellers there were ayes 20, not one-fifth of a quorum.

The question was taken upon ordering tellers, and there were 19 in the affirmative, not one-fifth of a quorum.

Tellers on the yeas and nays were not ordered, only 17 Members voting therefor, not one-fifth of a quorum.

The previous question was ordered, and under the operation thereof the bill was ordered to be engrossed and read a third time; and being engrossed, it was accordingly read the third time and passed.

The previous question was ordered, and under the operation thereof the amendment was agreed to.

The question being taken on the motion of Mr. GRONNA, it was agreed to; there being—ayes 141, noes 14.

### VOTING BY YEAS AND NAYS.

#### SENATE.

The roll call was concluded; and the result was announced—yeas 27, nays 31, as follows:

The yeas and nays were ordered; and, being taken, resulted—yeas 18, nays 32, as follows:

The question being taken by yeas and nays, resulted—yeas 37, nays 29, as follows:

Mr. WARREN called for the yeas and nays, and they were ordered; and, being taken, resulted—yeas 27, nays 23, as follows:

		YEAS—27.	
Bacon	Crane	Gallinger	Perkins
		NAYS—23.	
Bankhead	Culberson	Gamble	Richardson
		NOT VOTING—40.	
Borah	Cullom	Guggenheim	Simmons

#### HOUSE.

The yeas and nays were ordered.

The question was taken; and there were—yeas 76, nays 104, answered “present” 7, not voting 110, as follows:

The question being taken, there were—yeas 97, nays 70, answered “present” 3, not voting 123, as follows:

The question was decided in the affirmative—yeas 93, nays 57, answered “present” 4, not voting 139, as follows:

The question on agreeing to the report of the committee of conference was taken; and there were—yeas 112, nays 82, answered “present” 5, not voting 95, as follows:

The question was taken; and there were—yeas 124, nays 111, answered “present” 2, reported by tellers 1, not voting 151, as follows:

		YEAS—124.	
Alexander, N. Y.	Chapman	Howell, N. J.	Needham
		NAYS—111.	
Alexander, Mo.	Bartlett, Nev.	Brantley	Burleson
		ANSWERED “PRESENT”—2.	
	Finley	Hamilton, Iowa	
		REPORTED BY TELLERS—1.	
		Adamson	
		NOT VOTING—151.	
Acheson	Flood, Va.	Knapp	Padgett

[When the Speaker votes, his name is not used, but at the end of the “yeas” or “nays,” according to his vote, insert: The Speaker.]

#### PAIRS.

[The word “with” must always be used in pairs in the House, not “and”; and copy must be altered to conform thereto, as Mr. SMITH with Mr. JONES—not Mr. SMITH and Mr. JONES.]

The Clerk announced the following pairs:

On this vote:

Mr. OLMSTED with Mr. WEISSE.

Mr. STEENERSON with Mr. TAYLOR of Alabama.

For this day:

Mr. WALDO with Mr. GILL.

Until further notice:

Mr. AMES (who would vote “aye”) with Mr. THOMAS of North Carolina (who would vote “no”).

Mr. CANDLER. Mr. Speaker, I voted, but, being paired with the gentleman from Pennsylvania, Mr. BINGHAM, I withdraw my vote.

Mr. LEGARE. Mr. Speaker, I am paired with the gentleman from Illinois, Mr. FOSTER, so I will withdraw my vote. I desire to announce on behalf of my colleague Mr. CLAYTON that he was called from the Hall a few moments ago. He is paired with the gentleman from Indiana, Mr. CULLOP; but if present and not paired, he would vote "yea."

[In House pairs do not use brackets when Members are referred to by names, as in the above paragraphs; in Senate pairs observe use of brackets.]

Mr. BAILEY (when his name was called). I am paired on this question with the senior Senator from Massachusetts [Mr. LODGE]. If he were here, I should vote "yea."

**CALL OF THE HOUSE.**

Mr. CRAVENS. I move that there be a call of the House.

The motion was agreed to.

The Clerk proceeded to call the roll, when the following-named Members failed to answer:

Candler	Gregg	Lee	Russell, Tex.
Carlin	Hackett	Legare	Sabath
Carter	Hackney	Lenroot	

The SPEAKER. The doors will now be closed, and the Clerk will call the list of absentees for excuses.

The Clerk called the absentees, as follows:

Mr. CANDLER: No excuse offered.

Mr. GREGG.

Mr. FORDNEY. I have been requested to announce that Mr. GREGG felt too unwell to remain in the Hall and was obliged to go to his room. I ask that he be excused for this day.

There was no objection.

Mr. LENROOT: No excuse offered.

**FORMS OF TITLES.**

[Always in roman lower case, flush and hang or center.]

Joint resolution authorizing the Secretary of the Treasury to issue 2 per cent bonds or certificates in exchange for bonds bearing a higher rate of interest.

*Resolved, etc.,* That the Secretary of the Treasury be, and he hereby is, etc.

A bill (H. R. 4487) to authorize the Rock Island & Southwestern Railway Co. to construct a bridge over the Mississippi River at New Boston, State of Illinois.

*Be it enacted, etc.,* That it shall be lawful for the Rock Island & Southwestern Railway Co., a corporation organized under the general incorporations, etc.

[Always abbreviate resolving and enacting clauses of congressional measures as given above, except the following and concurrent resolutions:]

Joint resolution proposing an amendment to the Constitution providing for the election of certain United States officers by the people.

*Resolved by the Senate and House of Representatives of the United States of America in Congress assembled (two-thirds of each House concurring therein),* That the following amendment to the Constitution of the United States be proposed to, etc.

Memorial of the settlers of southern Colorado.

*To the Senate and House of Representatives of the United States in Congress assembled:*

The undersigned executive committee of the settlers of southern Colorado, living on what is called the Las Animas grant, would respectfully represent, etc.

**ADDRESSES AND SIGNATURES.**

*To the honorable Senate and House of Representatives of the United States of America now assembled at Washington, D. C.:*

The undersigned, officers of the Navy of the United States, respectfully show unto your honorable bodies that they are advised that certain persons are, etc.

JOHN L. WORDEN.	JAMES G. GREEN.
A. BRYSON.	W. H. H. SOUTHERLAND.
EDMD. R. COLHOUN.	F. F. FLETCHER.
J. L. DAVIS.	C. C. WILSON.

[When there are 8 or more signatures and not exceeding 20, without titles, they should be set in half measure, longest line 1 em from the end of half measure, as above; but when with titles or the number exceeds 20, run in, in full measure, lower case, indented 5 and 7 ems, as follows:]

Brown, Shipley & Co.; Denniston, Cross & Co.; Fruhling & Goschen; C. J. Hambro & Sons; Hardy, Nathan & Co.; Heilbut, Symons & Co.; Henckel du Boisson & Co.; Hoare, Miller & Co.

## CREDITS.

The collector of the general committee has an alphabetical book which contains the names of persons and the amount each individual is required to pay. (Harian Committee, H. Rept. No. 313, 25th Cong., 3d sess., pp. 250, 251.)

MR. CANNON'S STATEMENT.

[From the Rochester (N. Y.) Democrat and Chronicle.]

No fair-minded person can read the very clear and explicit statement made by Mr. CANNON to a representative of this journal without being convinced, etc.

## EXTRACTS.

[Extracts should be set in 6-point unless ordered otherwise, and the operator will be expected to so set them, whether marked or not, if the copy clearly indicates that they are extracts. This does not refer to casual quotations of a few words in speeches.]

Mr. CURTIS. Let us see what that is:

The stipulations of this treaty are to be a full settlement of all claims of said Creek Nation for damages and losses of every kind growing out of the late rebellion—

I do not think he means that—

and all expenditures by the United States of annuities in clothing and feeding refugee and destitute Indians since the diversion of annuities for that purpose consequent upon the late war with the so-called Confederate States; and the Creeks hereby ratify and confirm—

What?—

all such diversions of annuities heretofore made from the funds of the Creek Nation by the United States; and the United States agree that no annuities, etc.

## FORM FOR SPEECH HEAD.

[Headings over speeches should be set in case 13, caps and lower case, leaded, regardless of the number of lines such headings make. Do not use more leads than are indicated in the following head:]

The Mutability of the Political Atmosphere.

[One lead.]

SPEECH

[One lead.]

OF

[Two leads.]

HON. FRANCIS W. CUSHMAN,

[One lead.]

OF WASHINGTON,

[Two leads.]

IN THE HOUSE OF REPRESENTATIVES,

[Two leads.]

Thursday, January 25, 1906.

[Two leads.]

The House had under consideration the bill (H. R. 7643) to provide for greater permanency in the tenure of elective offices in the United States.

Mr. CUSHMAN. Mr. Speaker, I desire on this occasion, etc.

[One lead.]

["Leave to print" heads read:]

Thursday, January 20, 1910,

On the bill (H. R. 5793) to provide for expenditures, etc.

[Flush and hang if over two lines; otherwise center, unless ending with a colon.]

Mr. CUSHMAN. Mr. Speaker, I desire, etc.

[Always "Mr. Speaker" on "leaves to print" and on speeches delivered before the House; but on speeches delivered when the House is in Committee of the Whole, etc., "Mr. Chairman" is the correct form.]

## CONGRESSIONAL PROCEEDINGS.

[Observe that the headings "Senate" and "House of Representatives" are to be 10-point caps, centered; and the date lines to be 10-point caps and small caps and italic, also centered.]

## SENATE.

MONDAY, *December 12, 1910.*

The Senate met at 12 o'clock m. [Insert only when in copy.]

Prayer by the Chaplain, Rev. Ulysses G. B. Pierce, D. D.

The Journal of yesterday's [or Friday's] proceedings was read and approved.

## PETITIONS AND MEMORIALS.

Mr. FRYE presented the petition of J. C. Rockwood and 30 other citizens of Calais, Me., praying for the passage of the bill (S. 733) to grant additional pensions to those who have lost an arm or a leg in the service of the United States, which was referred to the Committee on Pensions.

[Observe Senate copy in form of petitions and memorials, and put in figures the number of petitioners.

When copy reads "of Senate bill No. 733, granting," etc., instead of as above, follow it.

Observe the following forms of capitalization and punctuation:

The First Presbyterian Church of Boxtown; the Luther Memorial Church, of Carrville; the Woman's Christian Temperance Union of Beansburg; the Moody Temperance Union, of Clayton; General U. S. Grant Post, No. 25, Grand Army of the Republic; Local Union No. 1133, of Bridgeton; Popcorn Grange, No. 47, of Craddock; A. K. Jones and 7 others, of Akron; T. P. Loud and other citizens of Boston; Union No. 6, International Association of Machinists, of Brockton; the Times, of Cass; the Board of Trade of Trenton; the City Council of Princeton; the Braintree Shoe Co., of Braintree; the First National Bank of Bladensburg; the Brady National Bank, of Hyattsville; the Society of Christian Endeavor of Riverdale; and the Yarmouth Bridge Co., of Baltimore, all in the State, etc., praying, etc. When a name and a number or address of a society or institution are given, use the comma before "No." or "of."]

## REPORTS OF COMMITTEES.

Mr. HEYBURN, from the Committee on Finance, to which the subject was referred, reported a bill (S. 2053) to provide a better system for the trial of customs-revenue cases, which was read twice by its title.

Mr. FLINT, from the Committee on the Library, to which was referred the bill (S. 643) for the erection of a monument to the memory of Brig. Gen. Joseph R. Hawley, reported it without amendment and submitted a report (No. 523) thereon.

Mr. CLARK of Wyoming, from the Committee on the Judiciary, to which was referred the bill (S. 469) for the relief of John Smith, submitted an adverse report thereon and moved its indefinite postponement, which was agreed to.

[Observe that the comma is left out after a Senator's or a Member's name when followed by "of" and the State. This applies only to Senators or Members whose names are duplicated, or to enumerations of Senators or Members, as Mr. MARTIN of Virginia, Mr. COLE of Ohio, and Mr. FRENCH of Idaho were appointed, etc., and is not intended to apply to other than Senators or Members, nor when the Christian name or initials are given, as Mr. Blank, of Wyoming; Mr. OLLIE M. JAMES, of Kentucky.

Observe that the "No." is dropped from the title of bills in every case where initials are used, and instead of S. No. 2053, or H. R. No. 4321, it is S. 2053 and H. R. 4321.]

## BILLS AND JOINT RESOLUTION INTRODUCED.

Bills and a joint resolution were introduced, read the first time, and, by unanimous consent, the second time, and referred as follows:

By Mr. CUMMINS:

A bill (S. 5909) authorizing the President to appoint Alexander McCrackin, now a commodore on the retired list of the United States Navy, to the grade of rear admiral on the active list of the United States Navy; to the Committee on Naval Affairs.

By Mr. GALLINGER:

A bill (S. 5910) to amend an act to regulate plumbing and gas fitting in the District of Columbia, approved June 18, 1898 (with accompanying paper);

A bill (S. 5911) to authorize the extension of Columbia Road NW. in the District of Columbia (with accompanying papers); and

A bill (S. 5912) to establish and disburse a public-school teachers' retirement fund in the District of Columbia; to the Committee on the District of Columbia.

By Mr. WARREN:

A joint resolution (S. J. Res. 74) authorizing the Secretary of War to receive for instruction at the United States Military Academy Mr. Juan Torroella y Rooney, of Cuba; to the Committee on Military Affairs.

## ENROLLED BILLS SIGNED.

A message from the House of Representatives, by Mr. McDowell, its Clerk, announced that the Speaker of the House had signed the following enrolled bill and joint resolutions, and they were thereupon signed by the President pro tempore:

H. R. 4710. An act to vacate a certain part of Rock Street in the District of Columbia;  
H. J. Res. 178. Joint resolution directing the Secretary of State to submit certain papers to the Senate; and

S. J. Res. 229. Joint resolution authorizing the Secretary of War to cause survey to be made of certain rivers.

## PRESIDENTIAL APPROVALS.

A message from the President of the United States, by Mr. M. C. Latta, one of his secretaries, announced that the President had, on the 6th instant, approved and signed the following acts:

S. 654. An act granting a pension to Rebecca Reynolds; and  
S. 1420. An act for the relief of Howard University.

## MESSAGE FROM THE HOUSE.

A message from the House of Representatives, by Mr. McDowell, its Clerk, announced that the House had passed the following bill, in which it requested the concurrence of the Senate:

H. R. 4671. An act for the retirement of trade dollars.

## EXECUTIVE COMMUNICATION.

[Note the insertion of "(S. Doc. No. —)" in cases where papers are ordered to be printed as a document. To be inserted only when in copy.]

The PRESIDENT pro tempore laid before the Senate the following message from the President of the United States (S. Doc. No. —), which was referred to the Committee on Foreign Relations and ordered to be printed:

*To the Senate and House of Representatives:*

I transmit herewith a report by the Secretary of State concerning the legislation that is required on the part of the United States under the treaty between the United States and Great Britain, signed on January 11, 1909, providing for the settlement of international differences between the United States and Great Britain, and commonly known as the waterways treaty, etc.

WM. H. TAFT.

THE WHITE HOUSE, *May 24, 1910.*

[All communications from the President should be set in 8-point, but should such communications contain extracts, etc., such extracts should be in 6-point.]

## HOUSE BILLS REFERRED.

The following bills of the House of Representatives were severally read twice by their titles and referred to the Committee on Pensions:

H. R. 361. An act granting a pension to William Heusted; and

H. R. 1443. An act granting an increase of pension to Edgar Lamphier.

H. R. 13735. An act to correct the military record of Macaiah R. Evans was read twice by its title and referred to the Committee on Military Affairs.

## FINDINGS OF THE COURT OF CLAIMS.

The VICE PRESIDENT laid before the Senate communications from the assistant clerk of the Court of Claims, transmitting certified copies of the findings of fact filed by the court in the following causes:

In the cause of the Trustees of the Frederick Presbyterian Church, of Frederick, Md., *v.* United States (S. Doc. No. —);

In the cause of the Trustees of the Cumberland Presbyterian Church (colored) of Huntsville, Ala., *v.* The United States (S. Doc. No. —); and

In the cause of Moyland C. Fox, executor of the estate of Jacob Lawrence, deceased, *v.* United States (S. Doc. No. —).

The foregoing findings were, with the accompanying papers, referred to the Committee on Claims and ordered to be printed.

## VESSEL BRIG "KITTY."

The VICE PRESIDENT laid before the Senate a communication from the assistant clerk of the Court of Claims, transmitting the findings of fact and conclusions of law, filed under the act of January 20, 1885, in the French spoliation claims, set out in the annexed findings by the court, relating to the vessel brig *Kitty*, William Waters, master (H. Doc. No. —), which, with the accompanying paper, was referred to the Committee on Claims and ordered to be printed.

## THIRD READING AND PASSAGE OF A BILL.

MRS. J. P. WILLIAMS.

The bill (S. 710) for the relief of Mrs. J. P. Williams was considered as in Committee of the Whole. It provides for the payment to Mrs. J. P. Williams of \$900.

The bill was reported to the Senate without amendment, ordered to be engrossed for a third reading, read the third time, and passed.

## AMENDMENT, THIRD READING, AND PASSAGE OF A BILL.

DANIEL T. WELLS.

The bill (S. 1480) for the relief of Daniel T. Wells was considered as in Committee of the Whole.

The bill was reported from the Committee on Military Affairs with an amendment to strike out all after the enacting clause and insert:

That all payments made by the paymasters of the Army to Daniel T. Wells, etc.

The amendment was agreed to.

[For punctuation of different actions see pp. 67, 68.]

## FORMS OF AMENDMENTS.

The Senate resumed, as in Committee of the Whole, the consideration of the bill (H. R. 67) to enable national banking associations to extend their corporate existence. The bill was reported from the Committee on Claims with an amendment, in line 6, before the word "thousand," to strike out "twenty-three" and insert "twenty-one," and after "thousand," to strike out "one hundred and fifty" and insert "ninety," so as to make the bill read:

The sum of \$21,090 is hereby appropriated, etc.

The title was amended so as to read: "A bill for the relief of the legal representatives of James E. Montell, of Baltimore, Md."

Mr. MARTIN. At the end of the bill I move to add:

Also a like sum is hereby appropriated upon the same terms and conditions for a site and public building at Abingdon, Va.

The next amendment was, in line 20, after the word "purpose," to strike out "in either case"; in line 21, after the word "the," to strike out "sites" and insert "site"; and in the same line, after the word "said," to strike out the word "buildings" and insert "building."

The amendment was agreed to.

The next amendment was, after line 68, to insert:

For assistant clerk to the Committee on Pensions, under resolution of the Senate of January 30, 1882, \$1,440.

The PRINCIPAL LEGISLATIVE CLERK. It is proposed to add, as a new section to the bill, the following:

SEC. —. That all standard legal-tender coin and coin certificates issued by, etc.

The ACTING SECRETARY. In line 11, after the word "and," it is proposed to insert "such certificates, as also silver certificates," so as to make the clause read:

And such certificates, as also silver certificates, when held by any, etc.

The Acting Secretary read the bill as amended, as follows:

*Be it enacted, etc.,* That the Secretary of the Treasury be, and he is hereby, etc.

Mr. BURKETT. I desire to propose this amendment from the Committee on Territories, which was referred to the Committee on Appropriations:

On page 52, in line 12, after the word "dollars," insert:

"Provided, That the governor, chief justice, and the speaker of the house of representatives, and the president of the council during the last session of," etc.

The reading of the bill was resumed.

The next amendment of the Committee on Appropriations was, in the items for "Geological Survey," in line 15, before the word "clerks," to strike out "three" and insert "four," so as to make the clause read:

Geological Survey:

For compensation of the director, \$6,000; for chief clerk, \$2,500; 4 clerks of class 4, 1 clerk of class 1; in all, \$18,000.

[Figures for enumerations less than 10, as "4 clerks" and "1 clerk," are only to be used in the class of matter here illustrated.]

The Acting Secretary read the resolution reported yesterday by Mr. FRYE from the Committee on Rules, as follows:

*Resolved,* That Rule IV be amended so as to read as follows:

"In the absence of the Vice President, the Senate shall choose a President pro tempore, who, when temporarily absent, may designate, in writing, a Senator to perform the duties of the Chair for the day."

Mr. FRYE. Will he be good enough to take his copy of Rule IV, which he has in his hand, and say whether this meets his view and that of the committee? Let the rule stand as now:

In the absence of the Vice President, the Senate shall choose a President pro tempore, and the Presiding Officer, etc.—

Of course including both—

shall have the right to name a Senator to perform the duties of the Chair; but such substitution—

Now I depart from the present rule and add this language—

when made in the absence of the Presiding Officer from the Senate shall be in writing, and in all cases shall be in force only until the return of the Presiding Officer, and until the Senate shall otherwise order.

The PRESIDING OFFICER (Mr. GALLINGER in the chair). Shall the bill pass?

Mr. CULLOM. I ask for the yeas and nays.

The yeas and nays were ordered, and the Secretary proceeded to call the roll.

Mr. BAILEY (when his name was called). I am paired on this question with the Senator from Vermont [Mr. DILLINGHAM]. If he were here, I should vote "yea."

The roll call was concluded.

Mr. BACON (after having voted in the negative). I am paired with the Senator from Indiana [Mr. BEVERIDGE] who is not present and withdraw my vote.

[For yea-and-nay vote see p. 70.]

The PRESIDING OFFICER. No quorum has voted. The Secretary will call the roll.

The Secretary called the roll, and 45 Senators responded to their names, as follows:

Borah	Gallinger	Lodge	Smoot
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So the amendment was agreed to.

On motion of Mr. BORAH, it was

*Resolved*, That the Senate insist on its amendments disagreed to by the House of Representatives and ask a conference with the House on the disagreeing votes of the two Houses thereon.

By unanimous consent, the Vice President [or President pro tempore or Presiding Officer] was authorized to appoint the conferees, and Mr. GALLINGER, Mr. FRYE, and Mr. TALIAFERRO were appointed.

By unanimous consent, it was

*Ordered*, That the conferees on the part of the Senate be appointed by the President pro tempore.

The PRESIDENT pro tempore appointed Mr. FRYE of Maine, Mr. CULLOM of Illinois, and Mr. NEWLANDS of Nevada.

#### BILLS CONSIDERED AS IN COMMITTEE OF THE WHOLE.

The bill (S. 356) for the relief of the widow of George W. Flood was considered as in Committee of the Whole. It provides for the payment to M. J. Flood of the sum of \$1,500.

By unanimous consent, the Senate, as in Committee of the Whole, proceeded to consider the joint resolution. It proposes to print 20,000 copies of the report of the Director of the Mint.

The PRESIDENT pro tempore. The Reporter will read his notes of what occurred in regard to the application of the five-minute rule.

Mr. T. F. Shuey read from his shorthand notes as follows:

Mr. BEVERIDGE. I ask unanimous consent to apply the five-minute rule to this proposition.

Mr. CULLOM. I move that the Senate do now adjourn.

So the motion was agreed to, and (at 7 o'clock and 8 minutes p. m.) the Senate adjourned.

#### EXECUTIVE SESSION.

Mr. CRANE. I move that the Senate proceed to the consideration of executive business.

The motion was agreed to, and the Senate proceeded to the consideration of executive business. After 58 minutes spent in executive session the doors were reopened, and (at 5 o'clock and 53 minutes p. m.) [or 5.53 p. m., if copy] the Senate adjourned until to-morrow, Tuesday, December 13, 1910, at 12 o'clock meridian [or m. or noon, according to copy].

NOMINATIONS.

*Executive nominations received by the Senate February 24, 1910.*

[Under heading "Postmaster," omit the State subheading when only one nomination or confirmation is given. Under the heads "Nominations," "Confirmations," "Withdrawal," and "Rejection," the following scheme for subheads is to be followed:

- First head..... 8-point caps and small caps.
- With one subhead.... 8-point caps and small caps.  
8-point small caps.
- With two subheads... 8-point caps and small caps.  
8-point small caps.
- With three subheads... 8-point italic caps and lower case.  
8-point caps and small caps.  
8-point small caps.  
8-point italic caps and lower case.  
6-point small caps.]

APPOINTMENTS IN THE VOLUNTEER ARMY.

INFANTRY ARM.

*Sixth Regiment United States Volunteer Infantry.*  
TO BE COLONEL.

Adelbert Ames, of Massachusetts.

*Eighth Regiment United States Infantry.*

John C. Jones to be a major from January 26, 1910.  
TO BE CAPTAIN.

Charles R. Evans, of Tennessee.

POSTMASTERS.

MASSACHUSETTS.

Anson E. Chamberlain to be postmaster at Dalton, in the county of Berkshire and State of Massachusetts, in the place of Martin E. Stockbridge, whose commission expired February 9, 1910.

W. M. Knowles to be postmaster at Brewster, in the county of Barnstable and State of Massachusetts. (Reappointment.)

CONFIRMATIONS.

*Executive nominations confirmed by the Senate February 24, 1910.*

THIRD ASSISTANT SECRETARY OF STATE.

Chandler Hale, of Maine, to be Third Assistant Secretary of State of the United States.

CIVIL SERVICE COMMISSIONER.

John B. Harlow, of Missouri, to be civil service commissioner.

POSTMASTERS.

COLORADO.

J. M. B. Petrikin, Greeley, Weld County.

A. B. Clausen, Glenwood Springs, Garfield County.

WITHDRAWAL.

*Executive nomination withdrawn May 6, 1910.*

Capt. Allen V. Reed to be a rear admiral in the Navy.

REJECTION.

*Executive nomination rejected by the Senate May 18, 1910.*

POSTMASTER.

R. A. Freeman to be postmaster at Burlington, Alamance County, N. C.

INJUNCTION OF SECRECY REMOVED.

The injunction of secrecy was removed from an extradition treaty between the United States and the Dominican Republic. (Ex. C, 61st Cong., 1st sess.)

## HOUSE OF REPRESENTATIVES.

MONDAY, *December 12, 1910.*

The House met at 12 o'clock m. [or meridian or noon]. [Insert only when in copy.]

Prayer by the Chaplain, Rev. Henry N. Couden, D. D.

The Journal of the proceedings of yesterday [or Friday] was read and approved.

## MESSAGE FROM THE SENATE.

A message from the Senate, by Mr. Platt, one of its clerks, announced the passage by that body of the following bill, joint resolution, and concurrent resolution:

H. R. 713. An act granting to the Springfield Street Railway Co. the right to lay tracks in Mill Street, in Springfield, Mass.;

H. J. Res. 176. Joint resolution authorizing the Secretary, etc.; and

Senate concurrent resolution 28.

*Resolved by the Senate (the House of Representatives concurring),* That there be printed 2,500 copies of Senate Document No. 189, Fifty-eighth Congress, third session, being the report of the Public Lands Commission, with appendix, 1,500 copies for the use of the Public Lands Commission, 500 for the use of the Senate, and 500 for the use of the House of Representatives.

[Observe that bills from the Senate to the House read "An act." If the copy should read "A bill," change to "An act," in conformity with this rule, and place number first. Omit "No." in center line of resolutions, but follow copy as to its use in the body of a resolution.]

## MESSAGE FROM THE PRESIDENT.

A message from the President, by Mr. Forster, his secretary, informed the House that the President had approved and signed bills and joint resolutions of the following titles:

On January 31, 1910:

H. R. 6004. An act making an appropriation to construct a road and approaches from Mound City, Ill., to the national military cemetery, and for other purposes; and

H. R. 6225. An act to authorize the changing of alleyways in the city of Washington.

On February 1, 1910:

H. J. Res. 247. Joint resolution to provide for the printing of public documents for binding and distribution to those entitled to receive them; and

H. J. Res. 249. Joint resolution amending a paragraph in the, etc.

[Observe the following form when only one date of signing is given:]

A message from the President, by Mr. Forster, his secretary, informed the House that the President had, on February 3, 1910, approved and signed the following bills:

NOTE.—The following bills, having been presented to the President on May 1, 1910, and not having been returned by him to the House of Congress in which they originated within the time prescribed by the Constitution, have become laws without his approval:

H. R. 4910. An act granting a pension to Cyrus Thomas; and

H. R. 8184. An act granting a pension to Jesse McMillan.

[Observe that bills coming from the President take the form of "An act." This rule must be followed invariably, even if the copy reads "A bill."]

## LUCRETIA R. GARFIELD.

The SPEAKER. The gentleman from Ohio asks unanimous consent to present a bill for consideration, which the Clerk will read.

The Clerk read as follows:

A bill for the relief of Lucretia R. Garfield.

*Be it enacted, etc.,* That the Secretary of the Treasury be, and he is hereby, authorized and directed to pay, etc.

There being no objection, the bill was ordered to be engrossed for a third reading, and it was accordingly read the third time and passed (two-thirds voting in favor thereof).

On motion of Mr. LAFEAN, a motion to reconsider the vote by which the bill was agreed to was laid on [not upon] the table.

## ENROLLED BILLS SIGNED.

Mr. WILSON of Illinois, from the Committee on Enrolled Bills, reported that the committee had examined and found truly enrolled bills and joint resolution of the following titles, when the Speaker signed the same:

H. R. 2006. An act to increase the pension of Harriet C. Gregg, widow of Col. and Bvt. Maj. Gen. John Irvin Gregg, from \$30 to \$50 per month;

S. 1825. An act making appropriation for the purpose of macadamizing a road from the city of New Albany, in the State of Indiana, to the national cemetery near said city; and

H. J. Res. 249. Joint resolution amending a paragraph, etc.

## LEAVE OF ABSENCE.

Pending the motion to adjourn, leave of absence was granted as follows:  
 To Mr. MORSE, for 10 days, on account of important business.  
 To Mr. GARDNER of Massachusetts, for one week, on account of illness.

## LEAVE TO PRINT.

Mr. BINGHAM asked and obtained unanimous consent to have printed in the RECORD remarks made by him on the bill (S. 813) for the purchase or condemnation of land in the city of Philadelphia for public purposes.

## COMMITTEE OF THE WHOLE.

## NAVAL APPROPRIATION BILL.

Mr. FOSS of Illinois. I now move that the House resolve itself into Committee of the Whole on the state of the Union for the further consideration of the naval appropriation bill.

The motion was agreed to.

The House accordingly resolved itself into Committee of the Whole House on the state of the Union, Mr. MANN in the chair.

The CHAIRMAN. The House is now in Committee of the Whole for the further consideration of the bill (H. R. 6616) making appropriations for the naval service for the fiscal year ending June 30, 1911, and for other purposes. The pending amendment is the one offered by the gentleman from Maryland [Mr. MADD], and will be read.

The amendment was read, as follows:

On page 17 of the printed bill strike out all after the word "Provided," in line 25, to and including the word "and," in line 26; also strike out the word "it," in, etc.

The reading of the bill was continued to line 3 on page 9.

## MESSAGE FROM THE SENATE.

The committee informally rose; and Mr. LAWRENCE having taken the chair as Speaker pro tempore, a message, etc.

The message also announced that the Senate had passed the following concurrent resolution, in which the concurrence of the House of Representatives was requested:

## Senate concurrent resolution 3.

*Resolved by the Senate (the House of Representatives concurring),* That the Secretary of War be, and he is hereby, authorized and directed to cause a survey to be made of the Little Contentnea River, etc.

Also:

*Resolved,* That no communications from heads of departments, commissioners, chiefs of bureaus, or other executive officers, etc.

## NAVAL APPROPRIATION BILL.

The committee resumed its session.

Mr. TAYLOR of Ohio moved that the committee rise and report the bill to the House.

The motion was agreed to.

The committee accordingly rose; and the Speaker having resumed the chair, Mr. MANN reported that the Committee of the Whole House on the state of the Union had, according to order, had under consideration the bill (H. R. 6616) making appropriations for the naval service for the fiscal year ending June 30, 1911, and for other purposes, and had directed him to report the same back to the House with sundry amendments.

## PENSION BILLS.

## ELIZA F. PORTER.

The next business on the Private Calendar was the bill (H. R. 6624) granting an increase of pension to Mrs. E. F. Porter.

The bill was read, as follows:

*Be it enacted, etc.,* That the Secretary of the Interior be, and he is hereby, etc.

The report was read, as follows:

The Committee on Invalid Pensions, to whom was referred the bill (H. R. 6624) granting an increase of pension to Mrs. Eliza F. Porter, having had the same under consideration, report as follows:

It appears from the evidence on file with this committee, etc.

The bill was laid aside to be reported to the House with the recommendation that it do pass.

The bill was laid aside to be reported favorably to the House.

The amendment recommended by the committee was agreed to.

The bill as amended was laid aside to be reported favorably to the House.

The title was amended so as to read: "A bill granting an increase of pension to Eliza F. Porter."

[When the title of a bill has been amended so as to affect the caption, always make the latter agree with the amended form, as above. "Amend the title so as to read," etc., should be changed to "The title was amended so as to read," etc., set in 8-point, and placed after the last action.]

## PENSION BILLS PASSED.

The following House bills, reported from the Committee of the Whole without amendment, were severally considered, ordered to be engrossed and read a third time, read the third time, and passed:

A bill (H. R. 2949) granting an increase of pension to William Smith O'Brien (title amended);

A bill (H. R. 2363) granting an increase of pension to Charles McCoy; and

A bill (H. R. 586) granting an increase of pension to Squire J. Carlin.

## SENATE BILLS REFERRED.

Under clause 2 of Rule XXIV, Senate bill and resolutions were taken from the Speaker's table and referred to their appropriate committees, as indicated below:

S. 2742. An act granting a pension to John Jones; to the Committee on Pensions.

Senate concurrent resolution 14.

*Resolved by the Senate (the House of Representatives concurring),* That there be printed 2,000 additional copies of Senate Document No. 151, present session, 1,000 for the use of the Senate and 1,000 for the use of the House of Representatives—

to the Committee on Printing.

Also:

*Resolved,* That no communication from heads of departments, commissioners, chiefs of bureaus, or other executive officers, etc.—

to the Committee on Rules.

## CONFERENCE REPORT AND STATEMENT.

## DIPLOMATIC AND CONSULAR APPROPRIATION BILL.

Mr. FOSTER of Vermont. Mr. Speaker, I present the conference report on the diplomatic and consular appropriation bill for printing under the rule.

The conference report and accompanying statement are as follows:

[Do not change the language or punctuation of amendments in conference reports. Typographical errors should be corrected, and caps, abbreviations, and figures should be used according to this STYLE BOOK. Observe the form "Amendments numbered 1, 2, 3," etc., and when the amendment is to make an independent paragraph, the phrase "And the Senate [or House] agree to the same" will be a paragraph by itself; otherwise it will be run in after the amendment with a semicolon. Examples of each are given in the report following.

In the statement, change "numbered," when in copy, to "No.," as amendment No. 1, but do not supply "No." if omitted in copy; otherwise regular style will prevail.]

## CONFERENCE REPORT.

The committee of conference on the disagreeing votes of the two Houses on the amendments of the Senate to the bill (H. R. 3830) making appropriations for the Diplomatic and Consular Service of the Government for the year ending June 30, 1908, 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 11, 18, 19, 20, 21, 32, 33, 34, 38, 41, 45, 51, and 52.

That the House recede from its disagreement to the amendments of the Senate numbered 1, 2, 3, 4, 5, 6, 7, etc.

That the Senate recede from its disagreement to the amendment of the House to the amendment of the Senate numbered 78, and agree to the same.

Amendment numbered 12 is a reduction, etc.

Amendment numbered 13: That the House recede from its disagreement to the amendment of the Senate numbered 13, and agree to the same with an amendment as follows: In lieu of the sum proposed insert "\$25,000"; and the Senate agree to the same.

Amendment numbered 14: That the House recede from its disagreement to the amendment of the Senate numbered 14, and agree to the same with an amendment as follows: After line 23, page 17 of the bill, insert as an independent paragraph:

"To pay the American Photolithographic Co., of New York City, the sum of \$2,000, which shall be in full of the amount," etc.

And the Senate agree to the same.

D. J. FOSTER,  
A. P. GARDNER,  
RUFUS HARDY,

*Managers on the part of the House.*

WM. P. FRYE,  
NATHAN B. SCOTT,  
CHAS. A. CULBERSON,

*Managers on the part of the Senate.*

## STATEMENT.

The managers on the part of the House of the conference on the diplomatic and consular appropriation bill submit the following detailed statement in explanation of the conference report submitted:

The effect of the action recommended on the amendments of the Senate will be, if ratified by the two Houses, as follows:

On amendments 2, 3, 4, 5, 7, 8, and 9: Provides for ministers resident at the Netherlands and Venezuela, at \$7,500 each; provides for a minister resident and consul general at Bolivia, at \$5,000, and corrects a total.

On amendment 54: Appropriates \$20,000 for publication of consular and commercial reports.

On No. 54, relating to the public schools: Requires, etc.

The aggregate amount of the bill as agreed upon in conference is \$1,256,655, being an increase of \$57,625 over the bill as originally passed by the House.

D. J. FOSTER,  
A. P. GARDNER,  
RUFUS HARDY,

*Managers on the part of the House.*

## AMENDMENTS.

[As figures are now used in bills to express sums of money, amendments involving such expressions should be set in figures, thus: "Strike out \$840 and insert \$1,000," etc. All other enumerations should be spelled out.]

The next business on the Speaker's table was the bill (H. R. 4167) to enable national banking associations to extend their corporate existence, returned from the Senate with sundry amendments.

The SPEAKER. The Clerk will read the amendments.

The Clerk read the amendments, as follows:

First amendment: Page 2, line 20, after the word "law," insert "or unless hereafter modified or repealed."

Mr. MADDEN. I move the following amendment:

Add to line 21 as follows:

"Provided, That soldiers and sailors who lost either an arm or a leg during the late war shall be exempt from paying any special tax as peddlers of tobacco, snuff, or cigars."

[Observe that amendments are quoted when preceded by 6-point introduction.]

The amendments were read, as follows:

In line 3, after the word "condemned," insert "cast-iron cannon."

In line 5 strike out "to be used" and insert "for use and ornamentation."

Page 2, line 14, strike out "southern."

The reading of the bill was resumed.

The next amendment was, in line 25, after the word "clocks," to strike out "six" and insert "eight"; in the same line, before the word "dollars," to strike out "five thousand" and insert "two thousand five hundred," so as to make the clause read:

For purchase of ice, buckets, file holders, book rests, and clocks, \$8,600; \$2,500 of this sum to be expended for shelving and file holders in the Second Auditor's office.

The amendments were agreed to.

The Clerk read as follows:

Amend by striking out the words "from the date of her husband's death."

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.

## RECESS AND ADJOURNMENT.

## RECESS.

The SPEAKER. The hour for the recess has arrived. The Chair will state that should he be absent this evening, the gentleman from Vermont, Mr. FOSTER, will act as Speaker pro tempore.

The hour of half past 4 o'clock having arrived, the House now, in pursuance of its order, took a recess until half past 7 o'clock this evening.

## EVENING SESSION.

The recess having expired, the House reassembled at half past 7 o'clock p. m., and was called to order by Mr. FOSTER of Vermont as Speaker pro tempore.

## ADJOURNMENT.

The motion of Mr. GREENE was then agreed to; and accordingly (at 9 o'clock and 25 minutes p. m.) the House adjourned.

The question being taken on the motion of Mr. VOLSTEAD, that the House adjourn, it was agreed to; and accordingly (at 5 o'clock and 15 minutes p. m.) the House adjourned.

The motion to adjourn was agreed to; accordingly (at 6 o'clock p. m.) the House adjourned.

And then, on motion of Mr. OLMSTED (at 6 o'clock p. m.), the House adjourned.

[Follow copy as to expressing time of adjournment, as 6 o'clock and 25 minutes p. m., or 6.25 p. m. In House copy the small-cap heads "Recess" and "Adjournment" should be supplied, but not in Senate copy.]

## CORRECTIONS.

In the RECORD of December 12, 1910, page 21:

By Mr. ADAMSON: A bill (H. R. 415) to increase the compensation of rural carriers to \$50 per month; to the Committee on the Post Office and Post Roads. It should read:

By Mr. ADAMSON: A bill (H. R. 415) to increase the compensation of rural carriers to \$90 per month; to the Committee on the Post Office and Post Roads.

## EXECUTIVE COMMUNICATIONS, ETC.

Under clause 2 of Rule XXIV, executive communications were taken from the Speaker's table and referred as follows:

21. A letter from the assistant clerk of the Court of Claims, transmitting a list of 27 cases wherein the preliminary examination, etc. (H. Doc. No. —); to the Committee on War Claims and ordered to be printed.

2. A letter from the Acting Secretary of the Treasury, transmitting copies of the decisions of the Comptroller of the Treasury, etc. (H. Doc. No. —); to the Committee on Claims and ordered to be printed.

[Use the following form when but one communication, etc., is submitted:]

Under clause 2 of Rule XXIV, a letter from the assistant clerk of the Court of Claims, transmitting a copy of the findings filed by the court in the case of E. L. Tuggle against The United States (H. Doc. No. —), was taken from the Speaker's table, referred to the Committee on War Claims, and ordered to be printed.

[Note the insertion of "(H. Doc. No. —)" in cases where papers are ordered to be printed as a document. To be inserted only when in copy.]

## REPORTS OF COMMITTEES ON PUBLIC BILLS AND RESOLUTIONS.

Under clause 2 of Rule XIII, bills and resolutions were severally reported from committees, delivered to the Clerk, and referred to the several calendars therein named, as follows:

Mr. PAYNE, from the Committee on the Merchant Marine and Fisheries, to which was referred the bill (H. R. 3038) for the protection of yacht owners and shipbuilders of the United States, reported the same without amendment, accompanied by a report (No. 1451), which said bill and report were referred to the Committee of the Whole House on the state of the Union.

[Use the following form when but one report is submitted:]

Under clause 2 of Rule XIII,

Mr. PARKER, from the Committee on the Judiciary, to which was referred the bill (H. R. 4057) in relation to cigarettes, submitted a minority report (No. 2289) recommending that said bill do pass, which said bill and minority report were referred to the Committee of the Whole House on the state of the Union.

## REPORTS OF COMMITTEES ON PRIVATE BILLS AND RESOLUTIONS.

Under clause 2 of Rule XIII, private bills and resolutions were severally reported from committees, delivered to the Clerk, and referred to the Committee of the Whole House, as follows:

Mr. SMITH of Michigan, from the Committee on Invalid Pensions, to which was referred the bill (H. R. 8952) granting, etc., reported the same with amendment, accompanied by a report (No. 1555), which said bill and report were referred to the Private Calendar.

He also, from the same committee, to which was referred the bill (H. R. 2171) granting a pension, etc.

Mr. BINGHAM, from the Committee on the Post Office and Post Roads, to which was referred House bill 4718, reported in lieu thereof a bill (H. R. 10420) for, etc., accompanied by a report (No. 1558), which said bill and report were referred to the Private Calendar.

[Use the following form when but one report is submitted:]

Under clause 2 of Rule XIII,

Mr. SULLOWAY, from the Committee on Invalid Pensions, to which was referred the bill (H. R. 9260) to increase the pension of Adam Johnson, reported the same without amendment, accompanied by a report (No. 2288), which said bill and report were referred to the Private Calendar.

#### ADVERSE REPORTS.

Under clause 2 of Rule XIII, adverse reports were delivered to the Clerk and laid on the table, as follows:

Mr. COOK, from the Committee on Pensions, to which was referred the bill (H. R. 5851) granting an increase of pension to R. H. Woods, reported the same adversely, accompanied by a report (No. 1319), which said bill and report were laid on the table.

[Use the following form when but one report is submitted:]

Under clause 2 of Rule XIII,

Mr. BURKE, from the Committee on Military Affairs, to which was referred the bill (H. R. 4886) removing, etc., reported the same adversely, accompanied by a report (No. 1203), which said bill and report were laid on the table.

#### CHANGE OF REFERENCE.

Under clause 2 of Rule XXII, committees were discharged from the consideration of the following bills, which were referred as follows:

A bill (H. R. 26072) granting an increase of pension to Frank E. Moore; Committee on Invalid Pensions discharged, and referred to Committee on Pensions.

[Use the following form when but one change of reference is submitted:]

Under clause 2 of Rule XXII, the Committee on Military Affairs was discharged from the consideration of the bill (H. R. 6055) for the relief of John A. Campbell, and the same was referred to the Committee on Naval Affairs.

#### PUBLIC BILLS, RESOLUTIONS, AND MEMORIALS.

Under clause 3 of Rule XXII, bills, resolutions, and memorials were introduced and severally referred as follows:

By Mr. SMITH of Michigan: A bill (H. R. 8384) providing for an additional circuit judge in the sixth judicial circuit; to the Committee on the Judiciary.

Also, a bill (H. R. 8413) to confirm certain cash entries of public lands; to the Committee on the Public Lands.

By Mr. STURGISS: Concurrent resolution (H. Con. Res. 310) providing for the printing of all of the acts, as they appear in the United States Statutes, heretofore passed by Congress imposing duties on imports; to the Committee on Printing.

By Mr. SULZER: Joint resolution (H. J. Res. 264) authorizing the President to accept a regiment of riflemen from the State of New York; to the Committee on Military Affairs.

[Use the following form when but one bill, resolution, or memorial is submitted:]

Under clause 3 of Rule XXII,

Mr. SHACKLEFORD (by request) introduced a bill (H. R. 9462) requiring the use of safety fenders on cars operated by cable or electric power within the District of Columbia, which was referred to the Committee on the District of Columbia.

#### PRIVATE BILLS AND RESOLUTIONS.

Under clause 1 of Rule XXII, private bills and resolutions were introduced and severally referred as follows:

By Mr. SCOTT (for Mr. LANGLEY): A bill (H. R. 6453) for the relief of Ellen Jones, of Covington, Ky.; to the Committee on Invalid Pensions.

By Mr. CANNON (by request): A bill (H. R. 6454) for the relief of Mary E. Bliss, mother of Irvin E. Bliss; to the Committee on Invalid Pensions.

[Use the following form when but one bill or resolution is submitted:]

Under clause 1 of Rule XXII,

Mr. SHERLEY introduced a bill (H. R. 6453) for the relief of Ellen Jones, of Covington, Ky., which was referred to the Committee on Invalid Pensions.

PETITIONS, ETC.

Under clause 1 of Rule XXII, petitions and papers were laid on the Clerk's desk and referred as follows:

By the SPEAKER: Resolution of the Select and Common Councils of Philadelphia, Pa., opposing the filling up of the back channel of League Island, connecting the Delaware and Schuylkill Rivers; to the Committee on Rivers and Harbors.

By Mr. TAYLOR of Alabama: Paper to accompany House bill 7781, to provide an American register for the barge *Black Diamond*; to the Committee on the Merchant Marine and Fisheries.

[In petitions, when "et al." occurs, make it read "and others."]

# CONGRESSIONAL RECORD INDEX STYLE.

## RULES AND EXAMPLES.

Cap lines flush, blue underscore; italic lines, 1 em indentation, red underscore; committee lines, 2 ems indentation; other matter indented 3 ems and overs 4 ems, except as otherwise noted. (See notes 1, 2, and 3, below.)

Abbreviate names of months when followed by day of the month.

Abbreviate States after all geographic names throughout index.

Comma precedes folio figures.

Names of vessels in roman—U. S. S. Brooklyn.

Record, referring to Congressional Record, cap and lower case.

In the semimonthly index use the black-ink figures.

Observe the following forms: (*Omitted in Record.*) (Rept. 349) (S. Rept. 25) (H. Rept. 41) (S. Doc. 23) (H. Doc. 47) (H. J. Res. 26) (H. Con. Res. 5) (H. Res. 7) (S. Res. 7) (S. J. Res. 6) (S. Con. Res. 7).

[Public, No. 16.]

(See bill S. 345—Aldrich bill.)

When the numbers of several bills are given, use this form: S. 24, 2486; H. R. 217, 2287, etc.; that is, do not repeat S. or H. R. with each number. Separate groups by a semicolon.

In cap lines use small-cap "v." for versus.

[One 2-point lead before each flush line.]

CRANE, WINTHROP MURRAY (*a Senator from Massachusetts*).

Attended, 9.

*Amendments offered by, to*

Deficiency appropriation bill: steam launch for Fish Commission at Woods Hole, Mass., 1065.

— repairing wharves, buildings, and other appurtenances of Fish Commission at Woods Hole, Mass., 1065.

[NOTE 1.—Overruns are indented 7 ems.]

*Bills and joint resolutions introduced by*

Bartwell, T. H.: to pension (see bill S. 1), 22.

Boston, Mass.: for transportation of mail by pneumatic-tube system in (see bill S. 5281), 881.

*Motions and resolutions offered by*

Cuba: for protection of American interests in (S. Res. 114), 1614.

*Petitions and papers presented by, from*

Citizens and individuals, 8, 9, 20.

*Remarks by, on*

Success—steamer: registry for, 394.

Tredwell, Frank A.: relief of, 394.

*Reports made by, from*

Committee on Indian Affairs:

Big Three Railroad Co. (Rept. 1819), 1098.

BLACK LEDGE, CONN. *See* NEW LONDON, CONN.

COMMITTEE ON CLAIMS (*House*).

*Reports by*

Dickel, George A., & Co. (H. Rept. 1813), 1053.

COMMITTEE ON CLAIMS (*Senate*).

*Reports by*

Bridges: Boonville & Howard County Bridge Co. (S. Rept. 1868), 1328.

Mobile, Ala.: transmitting draft of bill relative to sewer facilities for public building at (bill S. 21), 532.

— Chicago, Sioux Falls & Pacific Railway Co. (S. Rept. 1756), 830.

[NOTE 2.—Overruns are indented 7 ems.]

CONTESTED ELECTIONS IN HOUSE.

*Myers v. Patterson*: letter of Clerk of House transmitting case of, 2048.

EXECUTIVE NOMINATIONS AND CONFIRMATIONS.

Wier, J. F., to be postmaster at Lansing, Iowa; nominated, 656; confirmed. (*Omitted in Record.*)

LIGHTS, estimate of additional appropriation for Lighthouse Service (H. Doc. 176), 336.

*Florida*: bills to establish joint lighthouse and fog-signal stations on coast of (see bills S. 307, 1416; H. R. 4824).

*New Hampshire*. *See* *Maine*.

[NOTE 3.—Overruns are indented 7 ems.]

## PRESIDENT OF THE UNITED STATES.

Bill to amend and repeal laws relative to election of (see bill S. 492).

*Communications from*

Cuba: requesting Congress to authorize armed intervention to terminate hostilities in (H. Doc. 405), 1298, 1416.

— transmitting consular correspondence relative to affairs in (S. Doc. 230, H. Doc. 406), 3704, 3710, 3814.

Lillie—British schooner: transmitting claim of (S. Doc. 3), 131.

## PUBLIC BUILDINGS.

Bill relative to the labor employed in construction of (see bill H. R. 2822).

*Bills to erect*

Alpena, Mich. (see bill S. 4849).

Remarks in House on public buildings bill (H. R. 1234) by:

Mr. Adamson, 1124.

Mr. Ainey, 1328.

Mr. Anderson, 1180, 1181.

Mr. Ashbrook, 1734.

Mr. Austin, 1090, 1098, 1102, 1103, 1106, 1337.

Mr. Avis, 1592.

Mr. Bailey, 1596.

[Contract titles of bills and resolutions, when run in, omitting the words "Bill for" and "Resolution to," as follows:]

BALL, J. FRANK, 233. (Appendix.)

COX, MARSHALL, honorable discharge (see bill H. R. 12309).

COYLE, PETER, papers referred in House, 2869.

COYNE, JAMES A., pension (see bill H. R. 12578).

Papers referred in House, 2869.

CRACRAFT, JEREMIAH, JR., furnish artificial limb (see bill H. R. 12029).

CRAFT, HENRY G., correct military record (see bill H. R. 12162).

CRAIG, JOHN, remove charge of desertion (see bill H. R. 7424).

CRAMPTON, DAVID T., place on retired list of Army (see bill S. 4521).

CRANDALL, SAM P., promote on retired list of Army (see bill H. R. 6435).

CRAWFORD, RUDISON, captain on retired list of Army (see bill H. R. 12613).

CRAWLEY, L. D., accept foreign decoration (see bill S. 4372).

HARALDSON, TORGUS (*administrator*), relief (see bill S. 1264).

HARBAUGH, J. F., & CO., relief of estate (see bill H. R. 12175).

HARBESON, JANE (*deceased*), relief of heirs (see bill S. 4502).

HARMON & JONES, refer claim to Court of Claims (see bill H. R. 12538).

HARPER, JAMES, AND OTHERS, confirm land claim (see bill H. R. 5160).

HERALD, BOSTON (MASS.), adjudicate claim (see bill H. R. 12445).

HOGAN, DAVID, relief (see bill S. 4471).

Bill to increase pension of (see bill S. 22).

Papers referred in Senate, 311.

Joint resolution to refer claim to Court of Claims (S. J. Res. 153), referred. (*Omitted in Record.*)

[Make paragraphs of matter immediately following flush heads if followed by a subhead which reads back to the flush line. (See first entry at top of page.) Observe that public bills, resolutions, amendments, reports, letters, communications, petitions, and bills relating to corporations, societies, vessels, or like subjects are treated the same as private bills:]

BAKER, DELPHINE P., relief (see S. J. Res. 67).

BROCKENBROUGH, ROBERT A. J., amendment in Senate for appropriation to pay, 2943.

CHESAPEAKE TRADER (*vessel*), relief of owners (see bill H. R. 12566).

CLEMSON, JOHN, report of Court of Claims on claim of estate (S. Doc. 249), 2831.

CLIFTON, TENN., relief of Cumberland Presbyterian Church (see bill H. R. 5207).

**HISTORY OF BILLS.**

S. 285—

To establish a lighthouse and fog signal on Red Rock, San Francisco Bay, Cal.

Mr. Flint, and agreed to, 8.

Mr. Flint; debated and agreed to, 8.

Mr. Flint, and passed Senate, 119.

Mr. Flint, from Committee on Commerce, 119.

Mr. Flint; Committee on Commerce, 188.

Reported back with amendments (S. Rept. 1424), 190.

[In History of Bills follow copy as to the omission of the word "the" in or before committees; follow copy as to the omission of the name of the State after Members' names; use lower case in Members' names; in titles of bills follow document style as to the use of figures and abbreviations; "etc.," not "and so forth."]

# SENATE AND HOUSE JOURNAL STYLE.

## GENERAL RULES.

The Journals are set in 8-point (except votes, which are 6-point when appearing in columns), solid, Record measure, and as a rule Record style prevails.

Abbreviate States as provided on page 33, except in amendments, which should be set in bill style.

In amendments, matter stricken out should be set in roman, quoted; and matter inserted should be set in italic, bill style.

Omit comma between name of Senator or Representative and State, thus: Mr. Clarke of Arkansas.

Use one lead only on each side of small-cap heads.

Omit "(H. Doc. No. 17, etc.)," when appearing in copy in connection with any matter which has been ordered printed as an executive document.

For abbreviations of bills, resolutions, etc., see page 32.

## SENATE.

[Observe the punctuation and paragraphing.]

### MESSAGE FROM THE HOUSE.

A message from the House of Representatives, by Mr. Browning, its Chief Clerk:

*Mr. President:* The House of Representatives has disagreed to the amendments of the Senate to the bill (H. R. 6913) making appropriations for the current expenses of the Indian Department. It asks a conference with the Senate thereon, and has appointed Mr. Dalzell, Mr. Norris, and Mr. Underwood managers at the same on its part.

### ENROLLED BILLS SIGNED.

Mr. Piles reported from the committee that they had examined and found duly enrolled the following bill:

H. R. 2350. An act making appropriations for the Military Academy;

Whereupon,

The President pro tempore signed the same, and it was delivered to the committee to be presented to the President of the United States.

The Senate proceeded, by unanimous consent, to consider the said bill as in Committee of the Whole; and no amendment being made, it was reported to the Senate.

*Ordered,* That it pass to a third reading.

The said bill was read the third time.

*Resolved,* That it pass, and that the title thereof be as aforesaid.

The Senate proceeded to consider, as in Committee of the Whole, the bill (S.1296) for the relief of Andrew Gray; and

On motion by Mr. Depew, and by unanimous consent,

*Ordered,* That it be postponed indefinitely.

Mr. Beveridge called for a division of the question; and

On the question to recede from the amendment No. 87, viz: Insert as an additional paragraph the following:

109. *Iron ore, forty cents per ton,*

It was determined in the negative, {	Yeas .....	22
	Nays .....	55

Mr. Frye: A petition of citizens of Maine in favor of woman suffrage.

Mr. Crane (on behalf of Mr. Lodge): A petition of citizens of Massachusetts, remonstrating against any further extension of the civil-service rules.

To amend Rule VIII of the Standing Rules of the Senate.

On motion by Mr. Davis,

The yeas and nays being desired by one-fifth of the Senators present,

Those who voted in the affirmative are,

Messrs. Davis, Rayner, and Taliaferro.

Those who voted in the negative are,

Messrs. Brown, Burnham, and du Pont.

The question being on the motion of Mr. Gallinger that the Senate recede from its amendment No. 87,  
 Pending debate,  
 Mr. Bacon raised a question as to the presence of a quorum;  
 Whereupon,  
 The Presiding Officer (Mr. Kean in the chair) directed the roll to be called;  
 When,  
 Fifty-nine Senators answered to their names.  
 A quorum being present,

## EXECUTIVE SESSION.

On motion by Mr. Cullom,  
 The Senate proceeded to the consideration of executive business; and  
 After the consideration of executive business the doors were reopened;  
 When,  
 On motion by Mr. Lodge, at 3 o'clock and 40 minutes p. m.,  
 The Senate adjourned.

## HOUSE.

[Observe the punctuation and paragraphing, and that date lines are set in case 2, centered.]

## MONDAY, DECEMBER 12, 1910.

A message from the Senate, by Mr. Bennett, its Secretary, announced that the Senate had passed a bill entitled:

S. 2905. An act for the relief of John M. Smith.

It also announced that the Senate had passed bills of the following titles, in which the concurrence of the House was requested:

S. 2000. An act for the relief of James Robinson; and

S. 2001. An act granting a pension to Sam Jones.

It further announced that the Senate had passed, without amendment, the bill (H. R. 10241) to amend an act making appropriations for rivers and harbors, and for other purposes, approved May 4, 1910.

The committees were called for reports;

When,

Bills were reported, the reports thereon ordered to be printed, and referred to the calendars as follows:

By Mr. Martin of Colorado, from the Committee on Military Affairs, the bill (S. 527) entitled "An act to construct a road to the national cemetery at Dover, Tenn.;" to the Committee of the Whole House on the state of the Union.

The amendments recommended by the Committee of the Whole were then agreed to; and as amended the bill was ordered to be engrossed, was read a third time, and passed.

The Speaker laid before the House the following bill:

S. 1262. An act for the relief of Paul McCormick;

Which was referred to the Committee on Claims.

By unanimous consent leave was granted Mr. Clark of Missouri to file the views of the minority.

The Speaker pro tempore laid before the House the following bill, with amendments of the Senate thereto:

H. R. 3458. An act extending the time for final proof on land claims under the public-land laws.

On motion of Mr. Lever, the amendments were concurred in.

Mr. Heflin, from the Committee on Enrolled Bills, reported that the committee had examined and found truly enrolled bills of the following titles; which were thereupon signed by the Speaker, to wit:

H. R. 868. An act for the relief of John Smith;

S. 1896. An act for the relief of Mrs. Lucinda Brown; and

H. R. 3858. An act to pension John Jones.

By Mr. Sulloway:

Whereas it appears by an act passed June 4, 1894, that the sum of \$10,000 was appropriated to enable the Secretary of War, etc.; and

Whereas it is alleged that trouble exists, etc.;

*Resolved*, That the Committee on Military Affairs be hereby authorized to settle the difficulty—

to the Committee on Military Affairs.

The Committee on Indian Affairs was called;

When,

On motion of Mr. Norris (on behalf of said committee), 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. 6557) providing for opening the Uinta Indian Reservation, in Utah; and after some time spent therein, the Speaker resumed the chair, and Mr. Currier reported that the committee having had under consideration the said bill (H. R. 6557) had come to no resolution thereon;

When the morning hour expired.

The question being on agreeing to the second resolution, to wit:

*Resolved*, That John J. O'Neill was not legally elected and is not entitled to a seat in this House;

And being put,

Will the House agree thereto?

It was decided in the negative,	{	Yeas.....	23
		Nays.....	165
		Not answering.....	168

After further debate,

The Speaker appointed Messrs. Douglas and Flood of Virginia tellers.

The question being put,

Shall the bill be engrossed and read a third time?

The yeas and nays being desired by one-fifth of the Members present,

There appeared,	{	Yeas.....	123
		Nays.....	55
		Answering present.....	1
		Not answering.....	172
		Reported by tellers as present and not answering.....	5

The Speaker laid before the House the following joint resolution of the Senate:

S. J. Res. 91. A joint resolution providing for printing a digest of the laws relating to compensation of officials in United States courts;

Which was referred to the Committee on Printing.

Mr. Allen suggested that the House should take a recess, under Rule XXVI.

And then, in pursuance of Rule XXVI, the House took a recess until 8 p. m.

A message from the President of the United States, by Mr. Latta, one of his secretaries, announced that the President had approved and signed bills and a joint resolution of the following titles:

On May 24, 1910:

H. R. 24701. An act to incorporate the Supreme Lodge of the Knights of Pythias; and

H. R. 30274. An act to authorize the city of Hyattsville, Md., to construct a wagon bridge.

On June 6, 1910:

H. J. Res. 196. Joint resolution to provide temporarily for the expenditures of the Government.

The committee of conference on the disagreeing votes of the two Houses to the bill (H. R. 6518) making appropriations for rivers and harbors do recommend to their respective Houses as follows:

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: Strike out all the matter preceding and insert, on page 77, after line 7, the following as a new item:

*Baltimore Harbor, Maryland: To widen the ship channel to one thousand feet, fifteen thousand nine hundred and sixty-nine dollars and fifty-one cents.*

And the Senate agree to the same.

That the House recede from its disagreement to the amendment of the Senate numbered 20, and agree to the same with an amendment as follows: Strike out "eight hundred dollars" and insert in lieu thereof the following: *three hundred and fifty dollars*; and the Senate agree to the same.

Amend section 2 to read as follows:

SEC. 2. *For an exhibit by the Government of the United States at the Cotton States International Exposition, to be held at Atlanta, Georgia, in the year nineteen hundred and twelve, one hundred thousand dollars.*

And the House agree to the same.

Insert as a new section:

Sec. 3. *That any work performed under this contract, etc.*

Leave of absence was granted to Mr. Howell of New Jersey and Mr. Alexander of New York, indefinitely; to Mr. Kahn, for two days, to Mr. Hanna, until Saturday next; to Mr. Cary, for one week; and to Mr. Allen, for four days.

## REPORTS OF COMMITTEES ON PUBLIC BILLS AND RESOLUTIONS.

Under clause 2 of Rule XIII, bills and resolutions were severally reported from committees, delivered to the Clerk, and referred to the several calendars therein named, as follows:

Mr. Cooper of Pennsylvania, from the Committee on Printing, to which was referred the resolution of the Senate (S. Con. Res. 7) providing for the printing of the proceedings held on the occasion of the dedication of the Stephenson Grand Army Memorial, reported the same without amendment, accompanied by a report (No. 2288), which said resolution and report were referred to the Committee of the Whole House on the state of the Union.

Mr. Smith of Michigan, from the Committee on the District of Columbia, to which was referred the bill of the Senate (S. 9241) to amend an act entitled "An act to revive, with amendments, an act to incorporate the Medical Society of the District of Columbia, approved July 7, 1838," reported the same without amendment, accompanied by a report (No. 2287), which said bill and report were referred to the House Calendar.

Mr. Bates, from the Joint Select Committee on the Disposition of Useless Executive Papers, to which was referred the reports of the heads of the departments, reported the same, accompanied by a report (No. 2292), which said report was referred to the House Calendar.

He also, from the same committee, to which was referred the reports of the heads of the departments, reported the same, accompanied by a report (No. 2293), which said report was referred to the House Calendar.

He also, from the same committee, to which was referred the reports of the heads of the departments, reported the same, accompanied by a report (No. 2294), which said report was referred to the House Calendar.

## CHANGE OF REFERENCE.

Under clause 2 of Rule XXII, committees were discharged from the consideration of the following bills, which were referred as follows:

A bill (H. R. 32918) for the relief of Henry C. Adams and others; Committee on Claims discharged, and referred to the Committee on War Claims.

A bill (H. R. 32915) for the relief of Timothy Donahoe; Committee on Military Affairs discharged, and referred to the Committee on Naval Affairs.

## PUBLIC BILLS, RESOLUTIONS, AND MEMORIALS.

Under clause 3 of Rule XXII, bills, resolutions, and memorials were introduced and severally referred as follows:

By Mr. Law: A bill (H. R. 32985) directing the Secretary of War to cause the superintendence, surveying, and inspecting to be done on the main interior channel of Jamaica Bay, N. Y., and for other purposes; to the Committee on Rivers and Harbors.

By Mr. McLachlan of California: A bill (H. R. 32986) to provide a tactical organization of the mobile forces of the United States and to increase the efficiency of the Army; to the Committee on Military Affairs.

By Mr. Fitzgerald: Memorial of the Legislature of New York, favoring uniformity of treatment to American citizens having passports while traveling in other countries; to the Committee on Foreign Affairs.

By Mr. Higgins: Memorial of the Legislature of Connecticut, favoring the passage of the Sulloway pension bill; to the Committee on Invalid Pensions.

By Mr. Steenerson: A bill (H. R. 32998) to authorize the board of supervisors of the town of Kratka, Pennington County, Minn., to construct a bridge across the Red Lake River; to the Committee on Interstate and Foreign Commerce.

## PRIVATE BILLS AND RESOLUTIONS.

Under clause 1 of Rule XXII, private bills and resolutions were introduced and severally referred as follows:

By Mr. Bennet of New York: A bill (H. R. 32987) granting an increase of pension to Margaret Bleything; to the Committee on Invalid Pensions.

Also, a bill (H. R. 32988) granting an increase of pension to John Lanning, alias William H. P. Roberson; to the Committee on Invalid Pensions.

By Mr. Burke of South Dakota: A bill (H. R. 32989) for the relief of Ráthbun Beachy & Co.; to the Committee on Claims.

By Mr. Kopp: A bill (H. R. 32990) granting an increase of pension to Randall Kinnie; to the Committee on Invalid Pensions.

By Mr. McCall: A bill (H. R. 32991) for the relief of Patrick H. Dolan; to the Committee on Military Affairs.

By Mr. Miller of Kansas: A bill (H. R. 32992) for the relief of Mrs. Lizzie Lynch; to the Committee on Military Affairs.

PETITIONS, ETC.

Under clause 1 of Rule XXII, petitions and papers were laid on the Clerk's desk and referred as follows:

By the Speaker: Memorial of the Iroquois County Farmers' Institute in Illinois, protesting against the trade agreement with Canada; to the Committee on Ways and Means.

Also, memorial of the Legislature of the State of Kansas, protesting against the abolition of the pension agencies; to the Committee on Appropriations.

Also, memorial of the Presbyterian Church of Manteno, Ill., praying for legislation to further restrict interstate transportation in intoxicating liquors; to the Committee on the Judiciary.

Also, memorial of the United Mine Workers of America, of Westville, Ill., praying that the battleship *New York* may be built in a Government navy yard; to the Committee on Naval Affairs.

Also, memorial of E. E. Hadsall and 30 other citizens of Cohoctah, Mich., praying for legislation to further restrict interstate transportation in intoxicating liquors; to the Committee on the Judiciary.

By Mr. Alexander of Missouri: Petition of Joe C. Russell, S. E. Shafer, C. O. Dewey, and others, of Breckenridge, Mo., in favor of the Owen bill for the establishment of a Department of Public Health; to the Committee on Interstate and Foreign Commerce.

By Mr. Burleigh: Petition of protest of Narriamissic Grange, of Orland, Me., against Canadian reciprocity; to the Committee on Ways and Means.

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By Mr. Cooper of Wisconsin, from the Committee on Pensions: The bill (H. R. 23) to pension John Jones. (Rept. No. 10.)

[When only one bill is reported, observe the above form.]

As amended, said bill was passed.

The said bill as amended was read the third time.

reported the resolution (H. Res. 32), which was considered by unanimous consent and agreed to.

said bill was, by unanimous consent, considered.

, which was read the first and second times by unanimous consent and considered as in Committee of the Whole; and no amendment being made, it was reported to the House.

, which was, by unanimous consent, considered and read twice.

So, two-thirds voting in favor thereof, said bill was passed.

By Mr. Smith of Illinois: Resolution (H. Res. 29) to provide revenue, etc.; to the Committee on Ways and Means.

By Mr. Henshaw: Concurrent resolution (H. Con. Res. 46) to recognize the independence of Cuba; to the Committee on Foreign Affairs.

By Mr. Lowden: Joint resolution (H. J. Res. 14) to recognize Greece; to the Committee on Foreign Affairs.

And then,

On motion of Mr. Payne, at 5 o'clock and 20 minutes p. m., the House adjourned.

# COMPOUND AND NONCOMPOUND WORDS.

## COMPOUND WORDS.

(See also Age, Bonds and stocks, and Percentage, pp. 35, 36.)

Follow Webster's New International Dictionary generally in the use or omission of the hyphen or space between words. The Vocabulary of double words (p. 93) and Geologic ages, etc. (p. 25), are inserted for convenient reference. They show some variations which are to be followed. Compound adjectives generally take the hyphen.

all-round man.	joint-stock company.	35-candlepower lamp.
asked-for opinion.	light-green color.	75-horsepower engine.
contested-election case.	national-bank note or notes.	12-inch main.
cotton-boll weevil.	sea-island cotton.	5/8-inch pipe.
iron-ship builder.	State-bank note or notes.	ten 10-horsepower cars.

Do not confuse a qualifying word with a subject word; for instance, a shoemaker may be a German shoemaker. If he makes wooden shoes, he is a wooden-shoe maker. Also observe the following forms: Young school-teacher, common-school teacher, high-school teacher, public-school teacher, etc.

A present or past participle with a noun or an adjective may take a hyphen in such expressions as the following: Always wind-obeying deep; well-dealing countrymen; dark-working sorceress; soul-killing witches; fool-begged patience, etc.

Adverbs ending with "ly" are not usually compounded with the adjectives which they qualify, as a "nicely kept lawn." But words like "above," "ill," "well," "so," etc., are compounded in such expressions as "the well-known writer," "the so-called tariff reform," "this ill-advised expenditure," "the last-named article," etc.

Fractions, when spelled, should be compounded: One twenty-first, one-fifth, eighty-one one-hundredths, one one-hundredth, the one-hundredth part, one one-hundred-and-twentieth, two one-hundred-and-twenty-sixths.

When used adjectively, the expressions "first-class," "second-class," etc., are to be hyphenated; otherwise they should be printed as two words: A first-class passage, a first-class man, a man of the first class, a work of the second class, etc.

In such expressions as the "January-June period," "Washington-Baltimore improvement," etc., when used adjectively, use hyphens; but to indicate the elision of the word "to," in such expressions as "the period January-June," use an en dash.

Mr. So-and-so.

## NONCOMPOUND WORDS.

Omit the hyphen in civil and military titles, as Attorney General, Postmaster General, Paymaster General, brigadier general, lieutenant colonel, etc.

Omit the hyphen in such Latin forms as "an ex officio member," "ante bellum days," "prima facie evidence," "per diem employees," etc.; and also in such cases as "life (or fire) insurance company," "ocean mail lines," "railway rate legislation," "street car lines," etc.

Omit the hyphen in abbreviated terms except "sec.-ft."

## VOCABULARY OF DOUBLE WORDS.

Double words not found in this vocabulary or in the New International Dictionary (edition of 1910) should be separated by a space.

Prefixes are in bold-faced type.

When a suffix is preceded by a hyphen, use a hyphen; if not, make one word.

"The rest take hyphen," "the rest one word," means all others of the same class found in the New International Dictionary.

The abbreviations (a.), for adjective; (adv.), for adverb; (n.), for noun; or (v.), for verb after a word restrict the use of the word to the part of speech indicated.

Words taking the suffix "like" should be one word, unless ending in "ll," when a hyphen should be used, as shell-like, etc.

The elements of many double words may be used separately. Observe the caution as to qualifying and subject words under the heading "Compound words," and do not make a compound unless the sense requires it.

### A.

**aard-vark**, -wolf.  
**abat-vent**.  
**able** (prefix) whackets; the rest take hyphen.  
**about-sledge**.  
**aboveboard**, deck, ground, stairs; the rest take hyphen.  
**absciss-layer**.  
**absent**; compound all double words.  
**acid-proof** (a.), -fast (a.).  
**acre-dale**, -foot, man, staff.  
**actino-chemistry**, -electricity; the rest one word.  
**acute-angled**.  
**adderbolt**, cap, fish, -footed, -spit, wort.  
**adder's-fern**, -flower, -grass, -meat, -mouth, -spear, -tongue.  
**addle** (prefix) plot; the rest take hyphen.  
**afore** (prefix); all one word.  
**after** (prefix)-born, -dinner, -mentioned (a.), -shine, -stampable (a.), -supper; the rest one word, except after sales.  
**afmost**.  
**agateware**.  
**ahorseback**.  
**aid-de-camp**.  
**airbound** (a.), -built, -drawn, -dried, -driven (a.), -dry, -floated (a.), -line (a.), lock (v.), man, ohydrogen, ship, -slaked, -tight, -tightness, ward, way.  
**aitchbone**, piece.  
**alcoholimeter**, meter, ometer, ometry, ophilia.  
**alebench**, berry, bush, conner, cost, hoof, house, tap, taster, whap, wife, yard.  
**alkalimeter**.  
**all-around**, bone, -father, -fatherhood, -fired, -firedly, good, -hail (v.), hallow, hallowmas, hallown, heal, -might, -mouth, -overish, -possessed, -round, seed, spice, where, work.  
**alleyway**.  
**almond-eyed**.  
**aims** (prefix); all one word, except aims fee and alms land.  
**alongships**, shore, side.  
**alpenglow**, horn, stock.  
**altarpiece**, ways, wise.  
**alto-cumulus**, -relievo, stratus.  
**alumroot**.  
**amidships**.  
**amperemeter**, amperometer.  
**amylamine**.  
**amylo** (prefix); all one word.  
**anchor-hold**.  
**andiron**.  
**angel-eyes**, hood, ship.  
**angel's-trumpet**.  
**angleberry**, meter, pod, site, twitch, wing, wise, worm.  
**anglo** (prefix); all one word, unless followed by cap, when use hyphen.  
**aniseroot**.

**ankle-cutter**, jack.

**antacid**, arctic, eater; when meaning anti, all one word.

**ante**; all one word (unless followed by cap, when use hyphen), except ante bellum and ante mortem, which make two words.

**anti-icteric**, -imperialism, -injunction, -trade; the rest one word, unless followed by cap, when use hyphen.

**antivillaged**.

**any** (prefix); all one word.

**appledrane**, drone, jack, john, root, -wife.

**aqua** (prefix); all one word.

**aqueo-igneous**.

**arc-boutant**, -doubleau.

**arch**, **archi** (prefix); all one word.

**argillaceo**, or **argillo** (prefix) take hyphen.

**argus-eyed**.

**aristo**; all one word, except aristo paper.

**armchair**, hole, let, pit, rack.

**armor-bearer**, -clad, -piercing, -plated.

**arrowbeam**, head, headed, leaf, root, stone,

-toothed, wood, worm.

**arsesmart**.

**arteriosclerosis**.

**artilleryman**, ship.

**ashberry**, -colored, -leaved, weed, wort.

**ashpboard**.

**astro** (prefix); all one word.

**athwart-hawse**; the rest one word.

**a-tiptoe**.

**auto-da-fé**, -immunization, -infection, -inoculation,

-intoxication, -ophthalmoscope, -oxidation, -sight;

the rest one word.

**autumn-spring**.

**avant** (prefix); all take hyphen.

**away-going**.

**aweband**, some, -stricken, -strike, -struck.

**awl-shaped**, wort.

**axbreaker**, fitch, hammer, man, seed, stone, tree,

unge, weed, wort.

**axletree**.

**aye-aye**, green.

### B.

**bab-root**.

**babyhouse**.

**backache**, -acting, -angle, band, bite, biter, biting,

-blocker, board, bone, boned, cap, cast (n.),

-cast (a.), chain, door (a.), down (n.), fall, -fire (v.),

-firing (n.), flap, -focus, fold, friend, furrow,

gammon, ground, hand, handed, hander, heel,

house, jaw, joint, lash, lashing, log, piece, plate,

rack, -racket, -raking, rope, saw, set, setting, settler,

shift, side (the rump), slide, slider, sliding, staff,

stairs (a.), stamp, stay, stick, stitch, stock, strap,

-strapped, string, stroke, sword, swording,

swordman, tack, ward, wash, washer, water, way,

woods, woodsman, word, worm, wort.

- badgeman.  
**badger**-legged, weed.  
 baff-end.  
**baggala**, hash, -leaves, man, nut, pipe, piper, piping, reef, room, wig, wigged, worm.  
**baggage**man, -master, -smasher.  
 bailpiece.  
 bain-marie.  
**bakeboard**, house, shop, stone.  
 balancewise.  
**balderown**, -faced, head, -headed (a.), money, pate, -pated, -patedness, rib.  
 balefire, wort.  
**ballfish**, -flower, proof, room, stock, weed.  
**bandbox**, case, master, shaped, string, -tailed, work.  
**bandyball**, -bandy, -legged, man.  
**baneberry**, wort.  
**bangtail**, tailed (a.).  
**bankman**, side, -sided.  
**barbated**, berry, fish, goose, keeper, maid, master, man, mote, post, room, tender, way, wise, wood, -wound.  
**bare** (prefix); all one word.  
**bargeboard**, couple, course, man.  
**barkbound**, ometer.  
**barleybigg**, break, brake, -bree, corn.  
 barmy-brained.  
**barndburner**, stormer, storming, yard.  
 barrenwort.  
 barring-out (n.).  
 basal-nerved.  
**baseball**, board, born, -bred, -burner, -court, -level (v.), man, -minded, -mindedness.  
**basket-flower**, -hilted, wood, work.  
 bas-relief.  
**bass-bar**, wood.  
 basse-taille.  
 basso-relievo.  
**batfish**, -fives, fowl, fowling, horse, man, -money, -mule, wing.  
**bathflower**, house, room, tub.  
**batsman**, wing.  
 battering-ram.  
**battle-ax**, dore, ship, stead, wise.  
 bawdyhouse.  
 bay-antler, berry, bolt, bush, gall, head, man, wood.  
**beachman**, master.  
**bead-flush**, house, man, roll, -ruby, work.  
**beadsman**, woman.  
**beakhead**, iron.  
 be-all.  
**beambird**, filling, -trawl (v.).  
 beamfeast, weed.  
**bearbane**, berry, bind, bine, coot, herd, hound, -lead, skin, -tongue, ward, wood, wort.  
**bear's-bane**, -bed, -breach, -ear, -foot, -head, -paw, -thread.  
**beaucatcher**, clerk, montague.  
**bedbug**, chair, chamber, clothes, cord, cover, fast, fellow, flower, gown, key, -molding, pan, plate, post, quilt, rid, ridden, right, rite, rock, room, screw, side, site, sore, spread, staff, stead, stock, straw, tick, ticking, time, ward, way.  
**beebread**, head, herd, hive, house, keeping, master, way, weed, wort.  
**beechdrops**, nut.  
**beefeater**, head, steak, -witted, wood.  
**beerhouse**, pull.  
**beeswax**, wing, winged (a.).  
**beetle-browed**, bung, head, -headed, stock, stone, weed.  
**beforehand**, said, time.  
**behindhand**, sight.  
 bel-esprit.  
**bellbind**, bottle, -faced, flower, hanger, hanging, house, man, mouth, -mouthed, -shaped, -the-cat, -tongue, topper, ware, wether, wort.  
 belle-mère.  
 belles-lettres.  
**bellyache**, band, blind, -bound, -god, pinch, -pinched.  
 benchman.  
 berberì.  
**bi-iliac**, -ischiatric; the rest one word.  
 bible-babble.  
**big-eye**, -eyed, -gaited, head, horn, root, thatch, wig, wigged.  
**billbeetle**, board, broking, bug, fish, head, hook, man, poster, sticker.  
**billet-doux**, head.
- billingsgate.  
**billyboy**, cock, hood.  
**bindweed**, with, wood.  
**birdbolt**, call, catcher, catching, clapper, -egg, -eyed, -foot, gaze, hood, lime, -mouthed, seed, vetch, weed, -witted.  
**bird's-beak**, -bill, -bread, -eye, -foot, -mouth, -nest (a., v.), -nesting, -pepper, -tongue.  
**birthday**, land, less, mark, night, place, right, root, wort.  
 bitstock.  
**bitterbark**, blain, bloom, bump, bush, head, nut, root, sweet, weed, wood, worm, wort.  
**blackback**, -backed, ball, band, belly, -bellied, berry, bird, birder, birding, board, boy, -blooded, breast, -breasted, -browed, butt, cap, coat, cock, -eyed, -faced, feet, fellow, -figured, fin, fish, fisher, fishing, foot, friar, guard, head, -headed, heart, -hearted, jack, lead (v.), leg, letter (a.), list (v.), mail, mailer, mailing, -mark, -marker, meat, moor, mouth, -mouthed, neb, poll, pot, root, salter, -sander, -seed, smith, smithing, strap, tail, -tailed, thorn, tongue, tree, wash (v.), water, wood, work, wort.  
**bladderfish**, nose, wort.  
**bladebone**, -point.  
 blameworthy.  
 blanmange.  
 blastplate.  
**bleareye**, -eyed, -eyedness, -witted.  
 blendwater.  
 blightbird.  
**blindball**, eyes, fast, fish, fold, folded, folder, -loaded, stitch, story, weed, worm, -your-eyes.  
 blindman's buff.  
 blink-eyed.  
**blockhead**, headed, headedness, house, like, ship.  
**bloodalp**, berry, bird, -boltered, curdling, drop, flower, guilty, guiltiness, guiltless, bound, let, letter, letting, ripe, root, shed, shedder, shedding, shot, -shotten, stain, stanch, stick, stone, strange, stroke, suck, sucker, sucking, thirst, thirsty, thirstiness, ulf, -vascular, -warm, weed, wood, worm, wort.  
**bloodybones**, -minded.  
**blowback**, ball, cock, fish, fly, gun, hard, hole, line, -off, -out, pipe, -through (a.), torch, tube, up (n.).  
**blueback**, beard, bell, belled, -bellied, berry, bill, bird, -black (a.), -blackness, blaw, bonnet, book, bottle, breast, bush, buttons, cap, coat, cup, -devillage, -devilism, -eye (bird), -eyed, fin, fish, gill, gown, -green, hearts, -hot, jack, jacket, joint, nose, noser, -pencil (v.), pointer, -ribboner, -ribbonist, -sailors, -starry, stocking, stone, throat, tongue, weed, wing, -winged, wood.  
**bluff-bowed**, -headed.  
**blunderbuss**, head.  
 boarfish.  
 boar's-foot.  
**boatbill**, house, load, man, swain, -tail, woman, wright.  
 boatsman.  
 bobbin-work.  
**bobcat**, -cherry, fly, sled, sleigh, stay, tall, tailed, wright, white.  
 bodyguard.  
**boberry**, land, sucker, trot, trotter, trotting, wood, wort.  
 boil-over.  
 boilersmith.  
**boldface**, faced (a.).  
 bollworm.  
**bolthead**, rope, strake.  
**bombproof**, shelf.  
**bon-accord**, bon, due, fire, mot.  
**bondholder**, maid, man, slave, stone, woman.  
**bondsman**, woman.  
**bone-ace**, ache, binder, dog, -dry, fish, flower, grace, set, setter, setting, shave, shaw, wood, work, wort.  
 bonnyclabber.  
**bookbinder**, bindery, binding, case, craft, fold, holder, keeper, keeping, land, -learned, lore, maker, making, man, mark, marker, matc, monger, plate, press, rack, seller, selling, shelf, shop, stack, stall, stand, store, wards, ways, wise, work, worm, wright.  
**boomboat**, brace, -cnded.  
**bootblack**, hose, jack, last, laster, leg, legger, legging, lick, licker, maker, making, -topping, -tree.

- borderland.  
**borough**-holder, master, monger, mongering, mongery.  
 botherheaded.  
**bott**-hammer, -stick.  
**bottlehead**, holder, -nest, nose, -nosed.  
 boughpot (vase).  
 bouts-rimes.  
**bowback**, -backed, -bell, bent, -dye (v.), fin, grace, head, knot, leg, -legged, line, man, pin, shot, sprit, staff, string, stringed, wood.  
**boxberry**, bush, fish, haul, hauled, hauling, head, keeper, thorn, wood.  
**brain-fag**, pan, sick, sickly, sickness, stone, -tire, tree, wood, worm.  
 brakeman.  
 brambleberry.  
 branchstand.  
**brand**-new, stickle, tail.  
**brass**-smith, -visaged.  
**brazen**-browed, face, faced.  
 brazilwood.  
**breadfruit**, nut, root, -stitch, stuff, winner, winning.  
**breakaway** (n.), ax, back, bone (fever), -circuit, -down, -in, neck, -off, -promise, stone, -up, water.  
**breastband**, beam, bone, fast, height, -high (a.), hook, mark, pin, plate, plow, rail, roll, rope, summer, weed, wood, work.  
 bred-stitch.  
**breec**block, cloth, clout, loader, girdle, -loading (a.).  
 brewhouse.  
 bric-a-brac.  
**brickbat**, field, filder, kiln, layer, laying, maker, making, -nogged (a.), setter, -timber (tree), wise, work, yard.  
**bride**, **brides** (prefixes); all one word.  
**brideboard**, head, man, master, pot, tree, -ward (n.), ward (adv.), water.  
 bridle-wise.  
 brierwood.  
**bristle**-pointed, tail, wort.  
 brittlewort.  
**broadax**, bill, -bottomed, brim, -brimmed, cast, cloth, -faced, gauge, -headed, horn, -horned, leaf, -leafed, -leaved (a.), man, -minded (a.), mind-  
 edness, mouth, piece, share, sheet, side, -spoken, spread, -spreading, sword, throat, wise.  
**rom**obenzinc, borate, gelatin, iodism, mania, picrin.  
**broncho**-pneumonia; the rest one word.  
**brooklime**, side, weed.  
**broomdasher**, root, staff, stick, weed.  
**brotherhood**, -in-law, wort.  
**browbeat**, beater, bound, post.  
**brownback**, stone, ware, wort.  
**brushman**, -tailed, -tongued, wood, work.  
**buckberry**, board, bush, eye, -eyed, horn, hound, jump, jumper, plate, pot, ram, saw, shot, skin, stall, stay, tail, thorn, tooth, wagon, wash, washer, wheat, wheater.  
 buck's-horn.  
 bufferhead.  
**bufflehead**, -headed, horn.  
**bug** (prefix); all one word.  
 bugleweed.  
 buhrstone.  
 built-up (a.).  
**bulb**-angle, -tee.  
 bulkhead.  
**bullbeggar**, berry, comber, dog, doze, dozer, faced, feast, fighter, fighting, finch, fincher, fist, foot, frog, head, headed, neck, -necked, nose, nut, pates, -poll, pout, -roarer, -rout, rush, weed, whack, wort.  
 bullen-nail.  
**bullethead**, headedness, -proof (a.).  
**bull's-eye**, -eyed, -foot, -heart, -nose.  
**bumblebee**, berry, foot, kite, puppy.  
**bumboat**, wood.  
**bunch**-backed, berry, flower.  
 bunghole.  
**buntline**, whip.  
**burbark**, tree, weed.  
**burghmaster**, moot, mote.  
**burknot**, stone.  
**bushbeater**, fighter, fighting, hammer, -harrow (v.), house, man, ranger, -tailed, whack, whacker, whacking, wood.  
**bushelman**, woman.  
**businesslike**, likeness.  
 busybody.  
**butterball**, bill, bird, box, bump, bur, cup, -fingered, -fingers, fish, flip, flour, flower, fly, head, jag, -leaves, man, milk, nut, root, scotch, toothed (a.), weed, -wife, worker, wort.  
**butt**-head, -joint (v.), stock, -strap (v.), -weld (v.), woman.  
 but-thorn.  
**buttonball**, bur, bush, hold, holder, hole, holier, hook, mold, weed, wood.  
**buzzloak**, nacking, wig.  
**by** (prefix), gone, hand, name (v.), past, path, play, road, stander, time, way, word, work; the rest take hyphen. C.  
 cabman, urn.  
**cabinetmaker**, making, work.  
**cable-laid** (a.), way.  
 cachepot.  
**cakehouse**, walk, walker.  
**calcaeo** (prefix); all one word.  
**calcaro** (prefix); all one word.  
**cale**-sinter, -spar, -tufa, -tuff.  
**calfkill**, skin.  
**calf's-foot**, -head, -snout (plants).  
 calicoback.  
 camber-keeled.  
**camel's-foot** (flower), -hair (a.).  
**camp**fight, master, shed (v.), shedding, sheeting, shooting, shot, shutting, shutting, ward, wards.  
**camstone**, wood.  
 cancan, dock.  
**cancer**-root, weed, wort.  
**candleball**, beam, berry, bomb, fish, holder, light, lighter, lighting, nut, pin, power, rent, shrift, stick, waster, wasting, wick, wood.  
 candytuft.  
 canebrake.  
**cankerberry**, eat (v.), fret, -root, weed, worm, wort.  
 canoe-wood.  
 canvasback.  
**cap**-a-pie, case, sheaf, shore, stone.  
 capeweave.  
**cargoose**, load, lock, man.  
**carbo** (prefix); all one word.  
**cardboard**, case.  
**caretaker**, taking, worn.  
**carnal**-minded, -mindedness.  
**carpetbag**, bagger, bagging, monger, way, weed, carriageway.  
 carrion-flower.  
**carrottop**, weed.  
 carryall.  
**cartload**, man, ware, way, whip (v.), wright.  
 carvel-built.  
**case**-bay, -bearer, harden, hardened, hardening, mate, mated, weed, worm.  
 cashbook.  
 casse-tête.  
**castaway** (n.), -iron (a.), -off (a., n.), -weld (v.).  
**castle**-builder, -building, -built, -guard, -ward.  
**catbeam**, berry, bird, boat, call, -chop, -eyed, fall, fish, footed, gut, -hammer, harping, -haw, head, -hole, hood, -in-clover, -keys, -locks, mint, -o-nine-tails, piece, pipe, -rigged, skin, step, stick, stitch, -tail, -whistles, -witted, wood, word.  
**catchall**, fly, penny, plate, pole, pool, water, weight, word, work.  
**cater**-cornered, -cousin.  
**cat's-claw**, -ear, -eye, -foot, -grass, -keys, milk, -paw, -tail.  
**cattlegate**, man.  
**causeway**, wayed, waying.  
 cavalryman.  
 cave-in.  
 cavo-relievo.  
 cedarware.  
 cellarway.  
**centerbit**, board, -fire (a.), piece, -second (a.).  
**centro** (prefix), -acinar; the rest one word.  
**cerebro** (prefix); all one word.  
 cerecloth.  
 cesspipe, pit, pool.  
**chaifman**, smith, wale, work.  
**chalkcutter**, plate, stone.  
 chambermaid.  
 chance-medley.

**chapbook**, fallen, fallenly, man, woman.

**chapelmaster**.

**char-à-bancs**.

**charterhouse**.

**charwoman**.

**chase-hooping**.

**chasse-café**, -cousin, pot.

**chatterbag**, basket, box.

**cheap-jack**, -john.

**checkbird**, hook, man, mate, rein, road, roar, roll, row, rowed, rower, stone, strap, string, weigher, weighman, work.

**checkerberry**, board, wise, work.

**cheesebowl**, cake, cloth, lip, monger, paring, wood.

**chef-d'œuvre**.

**cherry-pie**, -wood.

**chessboard**, man, tree.

**chestworm**.

**cheval-de-frise**, -vapeur.

**chiaroscuro**.

**chickoree**, -pea, stone, weed, wheat.

**chickenberry**, -breasted, -fighters, -hearted, -heartedly, -heartedness, weed, wort.

**chief-justiceship**.

**chiggerweed**.

**childbearing**, bed, birth, crowing, ridden, ward, wife, chinaware.

**chioramide**, imide.

**chockablock**, -full (a.).

**choirmaster**, wise.

**chokeberry**, bore, cherry, strap, weed, wort.

**chopboat**, -cherry, -chop, fallen, house, -nut, stick, chowchow.

**christcross-row**.

**Christmastide**.

**chromo** (prefix); all one word.

**chrono** (prefix); all one word.

**chub-faced**.

**chuck-a-luck**, -farthing, -will's-widow.

**chucklehead**, headed.

**church-ale**, -bench, -brooms, goer, going, grith, man, -scot, ward, warden, way, woman, yard.

**cinquefoil**, -pace, -spotted (a.).

**circum** (prefix); all one word, unless followed by cap, when use hyphen.

**cirobranchiata**, -cumular, -cumulative, -cumulous (a.), -cumulus (n.), -filum, -macula, -nebula, -stomatous, -strative, -stratus, -velum.

**cis** (prefix); all one word, unless followed by cap.

**citra** (prefix); all one word.

**city-commonwealth**, -state.

**clackdish**.

**clambake**, cracker, shell.

**clapboard**, dish, match, net, trap, wort.

**class-fellow**, man, mate, room.

**claybank**, weed.

**clean-bred**, -cut, -fingered, -handed, -handedness, -limbed, -lived, skins, -limbered, -up.

**clear-boled**, cole, -cut, -eyed, -headed, -headedness, -seeing, -sighted, -sightedness, skins (n.), starch, starcher, story, weed, wing.

**cleft-footed**, -graft.

**clerkale**.

**cliffsman**.

**clinchbuilt**.

**clincher-built**.

**clingfish**, stone.

**clinkclank**, stone.

**clinker-built**.

**clipfish**, -loading.

**clipper-built**.

**clish-clash**.

**cloakroom**.

**clockbird**, face, wise, work, worked.

**clodhopper**, hopping, pate, pated.

**close** (prefix) fisted; the rest take hyphen.

**closed-coil**.

**clotheshorse**, line, pin, press.

**cloudberry**, -built, -burst, -capped, -compeller, -compelling, land, -ring, scape.

**cloven-footed**, -hoofed.

**clove-root**.

**clover-sick**, -sickness.

**clubbist**, fisted, foot, footed, hand, haul, house, link, man, riser, room, root, -rush, -shaped.

**co** (prefix) -allied, -ally, -altitude, -creator -creditor, -curator, -debtor, -directional (a.), -love, -meddle; the rest one word.

**coachfellow**, man, smith, whip, wood, wright.

**coal-black**, fish, fitter, goose, hole, mouse, pit, -whipper, -whipping.

**coarse-grained**, -grainedness.

**coast-lining**, man, ward, ways, wise.

**cobbler's-awl**, -pegs.

**cobcab**, head, loaf, nut, stone, web, webby, work, worm.

**cock-a-doodle-doo**, -a-hoop, arouse, bill, boat, brain, chafer, crow, -crower, crowing, eye, eyed, fight, fighting, head, horse, -laird, light, loft, master, match, mate, pit, roach, shot, shy, -sparrowish, spur, -stone, -stride, sure, sureness, tall, -tailed, -throppled, throwing, up, web, weed.

**cockle-bread**, bur, shell, -wife.

**cockscomb**, combed, foot, head.

**codbait**, fish, fishery, piece, pitchings, ware, worm, codshead.

**coffeehouse**, man, pot, room.

**cofferdam**, work.

**cogwheel**, wood.

**cold-blooded**, -bloodedly, -bloodedness, -drawn, -drawing, finch, -hammer (v.), -hammered, -hearted, -heartedly, -heartedness, -toll, -rolled (v.), -short (a.), -shortness, -shot (a.), -shoulder (v.), -shut (a.).

**cole** (prefix) -rape; the rest one word.

**colicroot**, weed, wort.

**collar-proud** (a.).

**color-blind** (a.), man.

**combbroach**, -brush, -shaped.

**come-along**, -at-able, -at-ableness, -at-ability, back, down, -off, -outer.

**commonplace**, weal, wealth, wealth's-man.

**companionway**.

**compass-headed** (a.).

**concavo-concave**, -convex.

**coneflower**, head, -in-cone, -nose, pate.

**contra-arithmetic**, -debt; the rest one word.

**convexo-concave**, -convex, -plane.

**cookbook**, house, maid, room, shop, stove.

**cool-headed**, -headedness, house (horticulture), weed, wort.

**copemate**, stone.

**copper-belly**, -bottomed, -faced, -fastened, head, headism, -nickel, nose, -nosed, plate, smith, tail, ware, wing, worm.

**copple-crown**, -crowned.

**copsewood**, wooded.

**copyhold** (n.), holder, right, rightable, righter.

**coral-and-pearl**, -bells, berry, -fern, flower, -gem, -rag, -red (a.), root, wort.

**cordleaf**, wood.

**corded-up** (a.).

**corkscrew**, wing, wood.

**corkscrew-flower**, -plant.

**corn-beads**, bell, bind, -binks, bole, brash, cob, -cracker, crib, cutter, cutting, dodger, field, floor, flower, land, loft, pipe, root, stalk, starch, stone.

**cornerbind**, cap, wise.

**cornet-à-pistons**.

**costal-nerved** (a.).

**costermonger**.

**cottonmouth**, seed (a.), tail, weed, wood.

**coughroot**, weed, wort.

**councilman**, men.

**countfish**, -wheel.

**counter** (prefix) -courant, -reformation, -remonstrant, -revolution, -revolutionary, -revolutionist, -revolutionize, -roll; the rest one word.

**countinghouse**, room.

**country-base**, -dance, man, seat, side, woman.

**coupe-gorge**.

**coupstick**.

**court-baron**, bred, craft, house, leet, man, mantle, -martial, noll, -plaster, ship, yard.

**cousin-german**.

**couvre** (prefix); all take hyphen.

**coverlet**, lid, -point, side.

**cowbane**, bell, berry, bind, bird, blakes, boy, catcher, -crackers, -fat, fish, gait, gate, girl, haze, heart, hearted, heel, herb, herd, hide, -hitch, -hocked, itch, leech, leeching, lick, man, -mumble, pea, pen, -pilot, -plant, pox, -puncher, quake, -rattle, skin, slip, slipped, -tail, tongue, weed, wheat.

**coxcomb** (a fop), swain.

**crabcatcher**, -eater, -eating, -faced, hole, sidle (v.), stick, weed, wise, wood, -yaws.

crab's-claw, -eye, -stone.  
 crackjack, brain, -brained, jaw, -loo, -the-whip (n.).  
 crackleware.  
 cracksman.  
 cradleland.  
 craftsman, manship, master.  
 cragsman.  
 cram-full.  
 crampfish.  
 craneman.  
 crane's-bill.  
 crawl-crawl, fish.  
 creamcake, -colored, cups, -faced, -sacs, -slice.  
 creephole, mouse.  
 crève-cœur.  
 crevelwork.  
 crib-bite, work.  
 crinkleroot (n.).  
 croftland.  
 crookback, backed, bill, neck.  
 crooked-foot.  
 crop-ear, -eared, -full, -headed, weed.  
 crottle-crown.  
 cross-armed, band, -banded, bar, beak, beam, -bearer, -bedded, belt, -bench, -benched, -benchedness, -bencher, -bias, -biased, bill (zoology), -bind, bolt, -bond (v.), bones, bow, bowman, bred, breed, -bun, -buttock, -buttocker, -channel, -church, -compound (a.), -country, -crosslet, -curve, cut, cutter, cutting, -examination, -examine, -examiner, -eye, -eyed, -face, -feed, -fertilize, -fertilizable, -fertilization, -filing, -fire (v.), fish, flow, flower, -fox, -garnet, -grained, -grainedness, hackle, hand, -handed, -handled, hatch, hatcher, hatching, haul, head, -headed, -hilted, -interrogate, -interrogation, -interrogatory, jack, -laminated, legs, -legged, -leggedness, -lift, -light, -lighted, line, -locking, -lots, -mate, over, patch, -pawl, -peen, piece, -plov, -point (v.), -pollenize, -pollinate, -pollination, -purpose, -question, -questionable, -reading, -refer, road, row, ruff, -spale, -staff, -stitch, -stone, -stratified, -stratification, tail, tie, -tining, toes, tree, walk, way, weed, -week, wise, wort.  
 crowbar, bell, berry, flower, foot, footed, keeper, -quill, silk, soap, step, stepped, stone, toe.  
 crow's-bill, -foot (n.).  
 crownbeard, land, piece, -post, work.  
 crust-hunt (v.), -hunter (n.).  
 crypto (prefix) -double; the rest one word, unless followed by cap, when use hyphen.  
 cubangle, -drawn.  
 cubby-hole, -house, yew.  
 cubo (prefix); all one word.  
 cuckoo-babies, -bread, bud, -flower, -fool, -maid, -maiden, -mate, -mead, pint, pittle, -shoe, -sour.  
 cuckoo's-eye, -fool, -maid, -maiden, -mate, -meat, -sandy, -sour.  
 cul-de-four, -de-lampe, -de-sac.  
 culverkey, tail, tailed, wort.  
 cumu-cirro-stratus.  
 cumulo-cirrus, -nimbus, -stratus.  
 cupbearer, board, flower, -headed (a.), -marker, meal, -rose, seed, stone.  
 curb-sending, -signaling, stone.  
 cure-all.  
 curlyhead, -pate, -pated.  
 currycomb.  
 cushion-flower.  
 customhouse, -made.  
 cutaway, -grass, -in, lips, -off, -out, -paper, -tail, throat, -toothed, -under, -up, water, weed, work, worm.

## D.

dalrymaid, man, woman.  
 dandy-cock, -hen.  
 daneball, geld, law, wort.  
 dapple-bay, -gray.  
 dareall, -devil, -deviltry.  
 dartman.  
 dartsman.  
 dashboard, plate, pot, wheel.  
 daught-er-in-law.  
 dayberry, book, break, -coal, dawn, dream, dreamer, flower, fly, house, light, lighted, long, man, mare, -peep, shine, spring, -star, tale, taler, tide, time, woman, work, writ.  
 daysman.  
 dead-alive, -and-alive, -alivism, beat (a.) (physics), -beat (a.), -born, -bright, -color, -dipped, -dip-

ping, -drunk (a.), -drunkenness, eye, fall, head, -hearted, -heartedly, -heat, -heater, house, latch, light, look, man, melt, -roasted, -stroke, -tongue (n.), -weight, wood, wort.  
 deaf-dumb, -dumbness, -mute, -muteness, -mutism.  
 dearborn, -bought.  
 deathbed, blow, day, -of-man (n.), -struck, watch.  
 deathsman.  
 death's-head.  
 deckle-edged.  
 deck-piercing.  
 decoyman.  
 deep-browed, -dyed, -grown, -laid, -mouthed, -piled, -rooted, -rootedness, -sea, -seated, -set, -sinker, -walsted.  
 deerberry, -foot, -hair, herd, horn, hound, -neck, -skin, stalker, stalking, -tongue, weed, wood.  
 deer's-hair, -milk, -tongue.  
 delftware.  
 demi-jour, -relief, -relievo, -tasse; the rest one word.  
 dendro (prefix); all one word.  
 dentate-ciliate, -crenate, -serrate, -sinuate.  
 dessert-spoonful.  
 deutero (prefix); all one word.  
 devil-devil, -diver, -dodger, fish, -may-care, wood.  
 devil's-apron, -bit, -bite, -bones, -candlestick, -claw, -club, -coachhorse, -coachwheel, -currycomb, -ear, -eye, -fingers, -garter, -grandmother, -grip, -guts, -hair, -hand, -horn, -milk, -paintbrush, -pitchforks, -plague, -root, -shoestrings, -snuffbox, -stinkpot, -tether, -tongue, -trumpet, -walking-stick.  
 dew-beater, berry, claw, cup, drop, fall, lap, lapped, rot, worm.  
 diamond-back, -backed, -point (a.), -shaped.  
 dicebox, play.  
 die-away (a.), -back, -hard, sinker, sinking, -square, stock.  
 dike-hopper, -louper, reeve.  
 dillydally, dallier.  
 dim-sighted, -sightedness.  
 diner-out.  
 dingdong, -dong (adv.).  
 dingle-bird, dangle.  
 dip-head.  
 direct-acting, -action, -connected, -coupled.  
 dirt-cheap.  
 dishcloth, -faced, -mustard, rag, washer, water.  
 ditch-bur, down.  
 ditty-bag, -box.  
 divi-divi.  
 do-all, -little, -naught, -nothing, -nothingism, -nothingness.  
 dock-walloper, yard.  
 doe-bird, skin.  
 dogbane, -banner, berry, -blow, bolt, bur, cart, -cheap, -day (a.), -draw, -ear, -eared, -faced, fall, fish, -fisher, -gone, -goned, -headed (a.), -hearted, hole, -leg, -legged, mouth, -rose, shore, skin, sleep, stone, -tail (a.), tie, -toes, tooth (a.), trick, trot, vane, watch, -weary, whipper, wood.  
 dog's-bane, -chop, -cullions, -dinner, -ear, -finger, -guts, -mouth, -nose, -poison, -rib, -tail, -tooth (a.), -tongue.  
 dollarfish.  
 domebook.  
 domesbook, day, man.  
 doodlesack.  
 doombbook.  
 doomsbook, day, man.  
 doorbell, brand, case, cheek, frame, keeper, mat, nail, plate, post, sill, step, stone, stop, way, weed, yard.  
 dope-book.  
 dos-à-dos.  
 doublesanger, tree; the rest take hyphen, except double entente.  
 dough-baked, -bird, boy, face, -faced, faceism, nut.  
 dove-colored, cot, cote, -dock, -eyed, house, tail, tailed, taler.  
 dove's-foot.  
 downbeard, cast, castly, castness, come, comer, -draw, -drug, -east, -easter, fall, fallen, falling, flow, haul, hearted, heartedly, heartedness, hill, land, -lie, money, most, pour, right, rightly, rightness, rush, set, share, shoot, side, sitting, stairs, stream, take, throw, thrown, trod, trodden, ward, wardly, wardness, way, weed, weigh.  
 draftboard.

draftsman.  
**dragbar**, bolt, hound, man, net, rope, -saw, staff.  
**draggle**-tail, -tailed.  
**dragonhead**, wort.  
**dragon's-claw**, -mouth, -skin, -tongue, -wort.  
**drainpipe**, tile.  
**drakestone**.  
**dramseller**, shop.  
**draw-arch**, arm, back, bar, bays, beam, bench, bolt, bore, boy, bridge, cut, dock, file, -filing, gate, gear, gloves, head, horse, knife, knot, link, loom, net, plate, rod, shave, sheet, spring, stop, tongs, tube -water, -well (n.).  
**drawing-room**.  
**drayman**.  
**dread-bolted**, naught.  
**dreamland**, world.  
**dredgeman**.  
**dressmaker**, makership, makery, making.  
**driftbolt**, piece, pin, way, weed, wind, wood.  
**drillmaster**, stock.  
**drink-bail**.  
**dripstick**, stone.  
**driveboat**, bolt, cap, head, pipe, screw, way, well, wheel.  
**dronepipe**.  
**dropberry**, -flower, -flue, -forge (v.), head, -kick, -kicker, -light, -out, seed, worm, wort.  
**drove-road**, -way.  
**drug-ice**.  
**drumbeat**, fish, head, skin, stick, wood.  
**dry-as-dust** (a.) -beat, -boned, -bones (n.), -clean, -cleanse, -cure, -dock (v.), -eyed, -grind, -grinder, nurse (v.), -paved, -paving, -rot, -rub, -salt (v.), salter, saltery, -shave, -shod, -stone.  
**dub-a-dub**.  
**duckbill**, -billed, -footed, -legged, meat, stone, weed, wing.  
**duck's-bill** (a.), -foot, -meat, -off.  
**duebill**.  
**dugout**, way.  
**dullhead**; adjectives take hyphen.  
**dumb-bell**, -waiver.  
**dunderhead**, headed, pate.  
**dungfork**, heap, hill, hilly, meer.  
**dustbin**, brush, -devil, man, pan, plate.  
**Dutchman's-breeches**, -pipe (plants).  
**dyehouse**, -leaves, stone, stuff, ware, weed, wood.  
**dynamo** (prefix) -electric, -electrical.

E.

**eagle-eyed**, -sighted, stone, -winged, wood.  
**earache**, bob, -brisk, cap, cockle, drop, drum, lap, -leaved, lock, mark, -minded, -mindedness, pick, piece, piercer, reach, ring, screw, shot, sore, -splitting, tab, wax, wig, wiggly (a.), wigginess (n.), witness, wort.  
**earthbag**, -ball, bank, board, born, -bound, bred, -club, drake, fall, fast, light, nut, pea, quake, shock, star, tongue, wolf, work, worm.  
**earthen-hearted**, ware.  
**earthly-minded**, -mindedness, -wise.  
**Eastertide**.  
**eastbound** (also northbound, southbound, westbound) , -insular, -windy.  
**easy-chair**, -going.  
**eatberry**.  
**eavesdrop**, dropper, dropping.  
**edgebone**, shot, stone, ways, weed, wise.  
**eel-back**, buck, fare, fish, grass, mother, pot, pout, skin, spear, ware, worm.  
**egg-apple**, -bound, eater, -eating (a.), nog, -peg, plant, -shaped, shell, wife.  
**egotheism**.  
**eightfoil**, fold, score, -square.  
**elbowboard**, chair, room.  
**elderberry**, hood, man, woman, wort.  
**electro-analysis**, -engrave, -engraving, -etching; the rest one word, except electro galvanized.  
**elephant's-ear**, -foot, -head (plants).  
**eleuthero** (prefix); all one word.  
**elfhood**, kin, land, lock, -shoot (v.), stricken, wort.  
**elfenfolk**.  
**elkwood**.  
**elliptic-lanceolate**.  
**ellwand**.  
**elsewhere**, whither, wise.  
**ember-geese**.  
**embryologic**, logical, logically, plastic.

**emeto-cathartic**.  
**end-all**, game, -grain (a.), long, most, -organ, -stopped, -stopping, ways, wise.  
**enginemán**, -sized, -turned, -turner, -type (a.).  
**entire-wheat** (a.).  
**entryman**, way.  
**erecto-patent**.  
**erelong**, now, while.  
**erstwhile**.  
**even-close**, down, fall, glome, hand, -handed, minded, song, tide.  
**evening-snow**, -siding.  
**everblooming**, during, glade, green, lasting, lastingly, lastingness, living, more.  
**everybody**, day (a.), how, one (pronoun), thing, when, whence, where, whither.  
**evildoer**, -eyed, -favored, -minded, -mindedness, -starred.  
**ewegang**, -necked.  
**ex** (prefix for former condition or office held); all take hyphen.  
**ex officio**.  
**excito** (prefix); all take hyphen.  
**ex-official**, -voto.  
**expressman**.  
**extra** (prefix) -alimentary, -analogical, -articular, -atmospheric, -axillar, -axillary, -embryonic, -enteric, -inductive, -intellectual, -ocular, -official, -red, -uterine; the rest one word.  
**eyeball**, balm, bar, beam, bolt, bridled (a.), bright, brow, cup, drop, flap, glance, glass, hole, lash, lens, less, lid, mark, -minded, -mindedness, piece, pit, point, reach, root, seed, servant, server, service, shot, sight, sore, -splice, spot, -spotted, stalk, stone, strain, string, tooth, waiter, wash, water, wink, winker, witness, wort.

## F.

**face-arbor**, -bedded, -harden, plate, wise, work.  
**facsimile**.  
**fade-end**.  
**faint-heart**, -hearted, -heartedly, -heartedness, -run.  
**fair-days** (n.), -faced, -grass, ground, -haired, -lead, -leader, -leading, -minded, -mindedness, -natured, -spoken, way, -weather (a.).  
**fairyhood**, land, like.  
**falcon-beaked**, bill, -gentil, -gentle.  
**faldstool**.  
**fal-lal**, -lallery.  
**fallage**, -back, -down, fish, -trap, way.  
**false-heartedness**; adjectives take hyphen.  
**fan-crested**, dangle, fare, fish, flower, foot, light, -nerved, tail, -tailed, -tan, -veined, -work, wort.  
**fancy-free**, -loose, -man, -sick, -woman, work.  
**far-away**, -come, -fetched, -forth, -gone, -off, -reaching, seeing, -sight, sighted, sightedly, sightedness.  
**fardel-bound**.  
**farmhold**, house, stead, steading, yard.  
**fashion-monger**, -monging.  
**fathold**, land.  
**fatback**, bird, -brained, -faced, head, -headed, -headedness, -lean, -witted, wood.  
**father-in-law**, land, -lasher.  
**faultfinder**, finding.  
**faussebraye**, -brayed.  
**fawn-colored**.  
**fernaught**.  
**featherbird**, bone, brain, brained, edge, edged, few, foil, -footed, head, -headed, -heeled, man, pated, -staff, stitch, tongue (v.), top, -veined, -weed, weight, -weighted, wing, work, worker.  
**feeble-minded**, -mindedly, -mindedness.  
**fee-faw-fum**.  
**fellowcraft**, feel, ship.  
**felo-de-se**.  
**fer-de-fourchette**, -de-lance, -de-moline.  
**fernbird**, brake, gale, leaf, shaw, wort.  
**ferro** (prefix); all one word.  
**ferryboat**, -flat, house, man, -master.  
**fetterbush**, lock.  
**feverbush**, few, root, -trap, twig, weed.  
**fiber-faced**.  
**fibrous-rooted**.  
**fiddle-back**, deedee, -faced, -faddle, -faddler, -shaped, stick, string, wood.  
**field-cornet**, fare, piece, work (military).  
**fighting-cock**.  
**figure-four** (trap), head, headless, headship.

figworm, wort.  
 filefish, -hard (a.).  
 finback, fish, foot, -footed, scale, -spined, -toed.  
 fine-ax, -bore, draw, drawn, -headed, spun, -still (n.), still (v.), stiller, top.  
 finger-berry, breadth, smith, stone.  
 firearm, armed, back, ball, bird, board, bolt, bolted, bote, boot, brand, brat, break, coat, -crack (v.), cracker, crest, dog, drake, dragon, -eyed, fang, -fanged, fish, flame, flaight, flirt, fly, guard, -hot, -hunt, -leaves, light, lock, man, master, -new, place, proof, proofing, -raiser, -raising, room, side, stone, tail, -tailed, top, warden, weed, wood, work, worm.  
 first-born (a.), -class (a.), -foot, -hand, ship, -rate, -rater.  
 fishback, -bellied, bolt, bone, -culturist, eye, -eyed, -fag, garth, gig, hook, -joint (v.), line, man, monger, mouth, plate, pond, pool, pound, skin, tail, way, weir, wife, woman, wood, works, worker, worm.  
 fitroot, weed.  
 five-corners (plant), -finger, fold, -leaf, -leaved, -lined, pence, penny, score, -shooter, -sisters (plant), some, -twenty.  
 flagman, pole, root, ship, staff, stone, worm.  
 flame-colored, flower, -of-the-woods.  
 flannel-leaf, mouth.  
 flapdragon, -eared, jack, -mouthed.  
 flareback, -out, -up.  
 flashboard, -light (a.), monger, pan.  
 flatboat, bottom (n.), -bottomed, cap, -compounded, fish, -footed, -footedly, -footedness, head (a.), -headed, iron land, man, -minded, -nosed, -top, ware, ways, wise, weed, woods, worm.  
 flaxbush, -polled, seed, -star, tail, weed, wort.  
 fleabane, bite, bitten, -dock, lugged, seed, weed, wood, wort.  
 fleet-foot, -footed.  
 flesh-colored, -fallen, hook, pot.  
 fleur-de-lis.  
 flight-shot.  
 flimflam, flammer.  
 flint-hearted, lock, ware, wood.  
 flip-flap, -flop, jack.  
 flittermouse.  
 flixweed.  
 floatboard, -feed (a.), man, stone.  
 flockman, master, owner, wise.  
 floodcock, gate, mark.  
 floorcloth, head, walker, wise.  
 flower-de-luce, pot.  
 fluework.  
 fluid-compressed (a.).  
 flukeworm, wort.  
 fluor (prefix); all one word.  
 flushboard.  
 flute-douce, like, mouth, work.  
 fluvioglacial, -marine, terrestrial.  
 flyaway (a.), back, bane, -bitten, blow (n.), blown, boat, boy, -by-night, catcher, -catching, eater, fish, -fisher, -fisherman, flap, flapper, leaf, man, speck, tail, trap, -up-the-creek, wheel, wort.  
 foambow, flower.  
 fogbow, dog, eater, fruit, horn, -logged, man.  
 fold-course.  
 folkfree, land, lore, moot, mote, right.  
 follow-my-leader, -on.  
 foodstuffs.  
 foolfish, hardihood, hardiness, hardy, proof, ship, foolscap.  
 fool's-coat.  
 football, baller, ballist, board, boy, breadth, bridge, cloth, -drop, fall, fight, gang, gauger, gear, halt, hill, hold, -length, licker, lights, lining, lock, -loose, man, mark, note, pace, pad, path, pick, plate, -pound, -pound-second (phys.), print, rill, rope, scald, -second, -side, sore, stalk, stall, step, stick, stock, stone, stool, -sugar, wall, walk, way, wear, work, worm, worn.  
 forasmuch, ever, sooth, spend, swear.  
 fore (prefix) -adapt, -and-aft, -and-after, -announce, -answer, -being, -bemoan, -bespeak, -bless, board, -bowels, -bowline, -conclude, -elder, -fit, -girth, -glide, -gut, -horse, -imagine, -instruct, -intend, -misgiving, -sheet, -tenant, -tooth, -topgallant, topmast, -topsail, -world; the rest one word, except the following, which are two words: bay, bow, cabin, caddie, companion, eccentric, edge, end, part, pillow, plane, quarter, sight (of a gun).

forget-me-not.  
 forkbeard, head, tail, -tailed.  
 forth (prefix); all one word.  
 fortune-hunting, -telling (a.).  
 foul-mouthed, -spoken.  
 fountinhead.  
 four-ball, -cant, -centered, -color, -cornered, -cycle, -dimensional, -eyed, -eyes, fold, -foot, -footed, -hand, -handed, -hander, -horned, -horse, -horsed, -in-hand, -legged, -masted, -oared, -o'clock, -part, pence, penny, -post, -posted, -poster, pounder, score, some, square, -strand, -stranded, -toes, -tooth, -way, -went, -wheel, -wheeled, -wheeler, fowlfoot.  
 foxbane, berry, feet, finger, fish, -furred, glove, hound, -hunt (v.), -hunting, like, ship, tail, tailed, tongue, wood.  
 fracto-cumulus, -nimbus, -stratus.  
 framework.  
 frank-chase, -fee, -ferm, -hearted, -heartedness, -incense, -incensed, marriage, pledge, -tenant, -tenement, -tenure.  
 freeboard, boot (v.), booter, booting, -born, -for-all, -hand, -handed, -hearted, -heartedly, -heartedness, hold, holder, holding, -lance, -living, -loving, man, martin, mason, masonic, masonry, -milling, -minded, -quarter, -quarterer, -soil, -soiler, -spoken, stone, -swimming, -swimmer, -tailed, thinker, thinking, -tongued, -trading, wheel, wheeler, will (a.), -willed, -willer, woman.  
 freedman, woman.  
 freshman, woman, -water (a.).  
 fretwork.  
 friar's-cap, -cowl, -crown, -goose, hood, thistle (plants).  
 friction-tight.  
 frigate-built.  
 frillback.  
 fringe-pod.  
 frogbit, -eye, fish, foot, hopper, land, leaf, mouth, stool.  
 frontiersman.  
 frostbird, bite, -blite, bow, fish, flower, itch, -nail (v.), root, weed, work.  
 froufrou.  
 fruitstalk.  
 fugleman.  
 full; adjectives and adverbs take the hyphen.  
 fundholder, monger, mongering.  
 funnellform.  
 furrow-faced.

G.

gableboard.  
 gadabout, bee, bush, fly, man, wall.  
 gaff-topsail.  
 gag-check (v.), -reined, root.  
 gainsay, sayer, twist.  
 gallbush, flower, fly, nut, stone, weed, -wind, wort.  
 galley-bird, man, -west, worm.  
 galvanic (prefix); all one word.  
 gameball, cast, cock, keeper.  
 gangboard, gang, master, plank, tide, way.  
 gape-gaze, seed, worm.  
 gapingstock.  
 gap-toothed.  
 garbill, board, fish.  
 gargengate (flower).  
 garefowl.  
 garnet-work.  
 gas-fired, light, lighting, lighter, man, -tight (a.).  
 gastro (prefix); all one word.  
 gatchwork.  
 gatehouse, keeper, man, post, ward, way, wise.  
 gavelkind.  
 gay-wings (n.).  
 gazehound.  
 gazingstock.  
 gelatino-bromide, -chloride.  
 gem-fruit.  
 gemsbok, horn.  
 gentlehood, folk, -hearted, man, woman.  
 get-at-able, -away, -off, -up.  
 giddyberry, -head, -headed, -paced.  
 gill-flirt, -flirting, -hooter, house, -netter, -overground -run.  
 gilt-edge, -edged, head, tail.  
 gimcrack, crackery.  
 gimbal-jawed.

gimber-jawed.  
 gimleeyed (a.).  
**ginger-beery**, bread, leaf, nut, root, snap, -work, wort.  
**ginhouse**, shop, -spinner.  
 girdlestead.  
 girtline.  
**give-and-take**, -away.  
**glass-faced**, -glazed, house, maker, man, -paper (v.), -rope, ware, weed, work, worker, worm, wort.  
**glaucous** (prefix); all one word.  
**gleeman**, maiden, woman.  
 glia-cell.  
**globefish**, flower, -trotter, -trotting.  
 globo-cumulus.  
**glowfly**, lamp, worm.  
 gluepot.  
**go-ahead**, -as-you-please, bang, bar, -between, -by, cart, -devil, down, -off.  
**goatbeard**, bush, drunk, fish, herd, -kneed, -pepper, root, skin, stone, sucker, weed.  
**goatsbane**, beard, eye, foot.  
**goats'-hair**, -head, -horn, -leaf, -rue, -thorn, -wheat.  
**godchild**, daughter, father, head, mother, parent, send, wit.  
**God-fearing**, -man, speed, ward (a.).  
**goggle-eye**, -eyed.  
**goldbeater**, beating, -bloom, -brick (v.), bug, -chain, crap, crest, -cup, -filled, finch, finny, fish, -hammer, -laced, -of-pleasure, seed, -shrub, smith, smithery, spink, stone, thread, tit, weed, work, worker.  
**golden-banded**, -crested, -crowned, -eye, -eyed, hair, head, knob, locks, -mouthed, pert, rod, seal, -spoon, wing, winged.  
 gong-gong.  
**good-by**, -fellowship, -humored, -humoredly, -look-ing, man, -natured, -naturedly, -tempered, wife.  
**goody-good**, -goody, -goodyism.  
**goose-beak**, berry, bill, fish, fleshy, foot, herd, house, neck, necked (a.), -rumped, weed, wheat, wing, winged.  
**gospel-like** (adv.), -true.  
**goutweed**, wort.  
**grab-all**, hook.  
 graft-hybridism.  
**grain-burnt**, -cut, field.  
**grandaunt**, child, daughter, dad, daddy, -ducal, father, fatherly, ma, mamma, mother, motherly, nephew, niece, pa, papa, parent, père, sire, son, uncle.  
**grapeflower**, fruit, root, shot, stone, vine, wort.  
**grapho** (prefix); all one word.  
**grasschat**, cut, cutter, flower, -green, -grown, hopper, land, man, nut, plat, work, worker.  
**graveclothes**, digger, stone, yard.  
**gravel-blind**, root, stone, weed.  
**grayback**, beard, coat, fish, fly, head, pate, stone, wacke, wether.  
**greasebush**, fish, horn, wood.  
**great-aunt**, -bellied, -circle (a.), coat, -eyed, footed, -grandchild, -granddaughter, -grandfather, -grand-mother, -grandson, -hearted, -heartedness, -mouthed, nephew, -niece, -uncle.  
**greedy-gut**.  
**greenback**, backer, bone, brier, coat, -eyed, finch, fish (n.), gage, gill, grocer, grocery, head, heart, hide, horn, house, room, -salted, sand, sauce (plant), shank, sick (a.), sickness, side, stick, stone, sword, tail, -tail (a.), weed, wing, -winged (a.), withe, wood, wort.  
 griddlecake.  
 gridiron.  
 grillroom.  
 grindstone.  
**gripman**, sack.  
 gristmill.  
**griitrock**, stone.  
 grogshop.  
 groomsman.  
**grosbeak**, grain.  
 gross-headed.  
 grotto-work.  
**groundberry**, down, -fast, man, mass, needle, nut, sel, sluice (v.), ward, work.  
 grown-up.  
**grubstake**, worm.  
**guardfish**, house, rail, room, stone.  
 guardsman.  
**guess-warp**, work.

guest-rope.  
**guideboard**, book, craft, post, way.  
 guildhall.  
 guilt-sick.  
 gulfweed.  
 gull-catcher.  
**gullyhole**, -raker.  
**gumboil**, digger, digging, drop, resinous, wood.  
**gunboat**, bright, cotton, fire, flint, lock, maker, making, man, paper, powder, powdery, reach, shot, -shy, shyness, smith, smithery, smithing, stiek, stock, stocker, wale.  
 gutta-percha.  
**gutweed**, worm, wort.  
**gutter-blood**, snipe, tree.  
**gypsyweed**, wort.

## II.

**hackbarrow**, berry, man, thorn.  
 hackneyman.  
**hagberry**, boat, bolt, born, bush, fish, ride, seed, weed, -wood.  
 ha-ha.  
**hallstone**, storm.  
**hairbird**, brained, -bramble, -branch (tree), breadth, brush, cap (moss), cloth, -cup (flower), -drawn, dress, dresser, dressing, pin, splitter, splitting, spring, streak, tail, trigger (flower), weed, worm.  
**hairy-foot** (plant).  
**half-and-half**, -baked, beak, -beam, -bent, -blooded, -boot, -bound, -bred, -breed, -caste, cock (v.), -consonant, -cracked, -decked, -decker, -faced, -hardy, -headed, -hearted, -heartedly, -heartedness, -hourly, -inferior, -length, -lop, man, -mast, -moon, pace, paced, penny, pennyworth, -port, -rater, -round (a.), -saved, -seas (a.), -shade, -shrub, -sole (v.), -solid (a.), staff, -strained, strong (phonetics), -sword, -terete, -timbered, -time (a.), -timer, tone (a.), -tongue, -turn (a.), -volley (v.), way, wit, -witted, -world, -yearly.  
**hallboy**, -mark (v.), moot, way.  
 halterbreak (v.).  
**hamfatter**, shackle, string.  
**hammerbird**, cloth, -dress (v.), hard (a.), -harden, -head, -headed, man, -refined, smith, stone, toe, wort, -wrought.  
**handball**, barrow, bill, blow, book, bow, breadth, -broad, cart, clap, clasp, cloth, craft, cuff, -culverin, fast, fasting, fish, -fives, ful, grip, gripping, gun, -hoe (v.), hoer, hold, hole, kerchief, laid, -line (v.), -liner, made, maid, maiden, -me-down, -organist, -out, -pollinate (v.), post (n.), rail, railing, sale, saw, seller, shake, shaking, spike, spoke, spring, stroke, -sweep, -taut, -tight, -tooled, -tooling, waled, warp, wheel, work, workman, -worked, write (v.), writing, -wrought.  
 handlebar.  
**handy-billy**, -dandy.  
**hangbird**, -choice, dog, fire, man, nail, nest, worm, worthy (a.).  
 hanger-on.  
**haplo** (prefix); all one word.  
 happy-go-lucky.  
 hara-kiri.  
**hardback**, bake, beam, -bitted, -boiled, -bound, -cured, -drawn, -favored, -favoredness, -featured, -featuredness, -fed, fern, -fisted, -fistedness, -grained, hack, -handed, -handedness, head, -headed, -headedness, -hearted, -heartedly, -heartedness, -mouthed, pan, -set, -shell, -shelled, ship, -spun, -tack, tail, -upness, -visaged, ware, weed, wood, -wooded.  
 hardwareman.  
**harebell**, brain, brained, brainedly, brainedness, -eyed, foot, -hearted, hound, lip, lipped, -mad, nut.  
**hare's-bane**, -beard, -ear, -foot, -meat, -tail (plants).  
 hartshorn.  
**hart's-tongue** (n.), -ear.  
 harum-scarum.  
 harvestman.  
**hatband**, box, pin, rack, rail, -shag, stand, -tree.  
**hatch-boat**, way.  
**haulabout**, back.  
 hausse-col.  
**hautboy**, goût, pas, -relief.  
**haver-corn**, grass, meal, sack.  
**hawkberry**, bill, -billed, bit, -eyed, -nose, -nosed, nut, shaw, weed.

**hawk's-beard**, -bill (n.).  
 hawser-laid.  
**hay-band**, bird, bote, cock, crome, field, fork, loft, maker, making, mow, rack, rake, rick, -scented, seed, stack, ward.  
**hazelnut**, wort.  
**headache**, -aching, achy, band, bander, -bay, block, board, borough, cap, chair, cheese, chute, clock, cracker, dress, -drop, fish, frame, gear, -hunter, -hunting, kerchief, land, ledge, light, line, long, man, mark, mold, most, note, -on, piece, plate, post, quarters, race, rail, reach, rent, rest, right, ring, room, rope, sail, shake, ship, sill, skin, spring, stall, stick, stock, stone, strong, strongly, strongness, tire, ward, water, way, wear, word, work.  
 headsman.  
 heal-all.  
 hearsay.  
**hearsecloth**, like.  
**heartache**, beat, bird, break, breaking, broken, brokenness, burn, burning, dear, deep, -easing, -eating, felt, -free, grief, -heavy, -heaviness, leaf, -leaved (a.), pea, quake, -rending, -robbing, -scald, seed, -shaped, sick, -sickening, sickness, some, sore, -stirring, stricken, strike (v.), string, struck, -swelling, water, ward, weed, -whole, -wholeness, wise, wood, wort, -wounded (a.).  
**hearthrug**, stone, ward, warming (n.).  
 heartsease.  
**heathberry**, clad.  
**heaven** (prefix); adjectives take hyphen.  
**heavyback**, head (a.), weight; adjectives take hyphen.  
**hedgeberry**, born, bote, hog, pig, row.  
**heel-and-toe**, ball, -cap (v.), path, piece, plate, post, ring, strap, tap, tool, tree.  
 heigh-ho.  
**hellbender**, bind, born, box, bred, -brewed, broth, -cat, -diver, dog, -fire, hag, -haunted, hound, kite, raker, root, ward, weed.  
**helmet-crest**, pod.  
 helmsman.  
 helmwind.  
**helpmate**, meet.  
 helter-skelter.  
**hempsed**, string, weed, wort.  
**hemstitch**, stitched.  
**henbane**, bill, bit, coop, cote, -driver, -feathered, fish, -hearted, house, hussy, peck, roost, wife.  
**henceforth**, forward.  
**henchboy**, man.  
**hepato** (prefix) -pancreas; the rest one word.  
 herb-bane.  
 Hercules'-club.  
**herdbook**, boy, wick.  
**herdsman**, woman.  
**hereabout**, after, at, by, from, in, inafter, inbefore, into, of, on, to, tofore, under, unto, upon, with.  
**heroi-comic**, -comical.  
**herringbone**, -kale.  
**hetero**-albumose, -infection, -inoculable, -inoculation; the rest one word.  
 heyday.  
 hidden-veined.  
**hideaway**, bind, bound.  
**high** (prefix) ball, binder, born, boy, faluting, flyer, flying, -holder, -hoe, land, lander, -low, -mindedly, -mindedness, -muck-a-muck, road, -spiritedness, -stepper, way, wayman; the rest take hyphen.  
**hillberry**, bird, man, side, top, woman, wort.  
**hindberry**, -brain, -gut, most, sight.  
**hiphail**, -hop, shot, wort.  
 hippety-hoppety.  
**hippo** (prefix); all one word.  
**hit-and-miss** (a.), -or-miss (a.).  
**hoarfrost**, stone.  
 hobbyhorse.  
**hob-and-nob**, goblin, nail, nailed, nob.  
 hocus-pocus.  
 hodgepodge.  
**hoecake**, down.  
**hogback**, -backed, -bed, -bite, -brace, -bull, chain, choker, -colt, fish, -frame, -maned, -mouthed, -nose, nose (snake), nut, pen, score, skin, sty, wash, weed, wort.  
**hog's-back**, -bane, -bean, -bread, -fennel, -garlic, -grass, madder, -meat.  
 hogshead.

**hoistaway**, way.  
 hoity-toity.  
 hokey-pokey.  
**holdall**, back, fast, out, up.  
**holder-forth**, -up.  
 holewort.  
**hollow-hearted**, -heartedness, -horned.  
 hollyhock.  
 holus-bolus.  
**holyday**, stone, tide.  
**home-born**, -bound, -bred, -brew, -brewed, come, -coming, -driven, -felt, -keeper, -keeping, land, likeness, made, sick, sickness, spun, stead, steader, ward, wort.  
**homo** (prefix); all one word, except homo mensura.  
**honestone**, wort.  
**honeyballs**, bee, berry, comb, -combing, dew, dewed, drop, -lipped, moon, -mouthed, pod, -pot, -stalks, suckle, suckled, sweet, -tongued, ware (plant), word, wort.  
**hoodcap**, wink, wort.  
**hoofbound**, print, rot.  
**hook-billed**, -nosed, -weed, worm.  
 hooky-crooky.  
**hoopstick**, wood.  
**hop-about**, bine, scotch, -toad, vine (n.), -vine (a.), yard.  
**hornbeak**, beam, bill, blende, block, blower, book, -eyed, fish, -mad, -madness, -pie, pipe, plant, stay, stone, swoggle, tail, tip, work, worm, wort.  
**horny-handed**, head.  
 horror-stricken.  
**horseback**, bane, -chestnut, -eye, fight, fish, flesh, flower, fly, foot, -guardsman, hair, haired, head (fish), herd, hide, hoof (plant), jockey, laugh, laughter, laughter, leech, load, man, manship, mint, play, -pipe, pond, power, pox, -racing (a.), -radish, rake, shoe, shoer, tail, way, weed, whip, whipper, woman, womanship, wood.  
 hose-in-hose.  
**hotbed**, -blooded, -brain, -brained, -drawn, foot, -head, -headed, -hoof, house, -press, -presser, -roll, -short, -shortness, -shot, -spirited, spur, spurred, -tempered.  
 houndfish.  
 hound's-tongue (weed).  
 hourglass.  
**houseball**, -boat (v.), bote, bound, break (v.), breaker, breaking, builder, carl, father, ful, -headship, heating, hold, holder, holding, keep (v.), keeper, keeping, leek, line, maid, master, mate, mating, mother, ridden, room, smith, top, warm (v.), warming, wife, work, wright.  
**howbeit**, -do-you-do (n.), ever, soever.  
 hubble-bubble.  
**huckleback**, backed, berry.  
 hugger-mugger.  
**humanhood**, kind.  
**humpback**, backed, -shouldered.  
 humpty-dumpty (a.).  
**hunchback**, backed.  
**hundredfold**, -pounder (military), weight.  
 hunger-bit.  
**huntsman**, woman.  
**huntsman's-cup**, -horn (plants).  
 hunt's-up (tune).  
 hurdy-gurdy.  
 hurly-burly.  
 hurricane-decked.  
 husbandman.  
 hydra-tainted.  
**hydro** (prefix) -economics, -extract, -extractor; the rest one word.  
**hyper** (prefix); all one word, unless followed by cap, when use hyphen.  
**hypo**-ellipsoid, -iodites, -iodous, -isotonic; the rest one word.

I.

**iceberg**, blink, -bone, bound, -brook, -cold, craft, fall, -fern, fish, -flower, -free, land, man, quake, work.  
 ideal-realism (n.).  
**ileo**-ileostomy; the rest one word.  
**ill-advisedly**, -affectedness, -favoredly, -humoredly, -manneredly, -mindedness, -naturedly, -naturedness, -temperedly, -temperedness, treat, -willer, -wish (v.), -wisher; adjectives take hyphen.  
 imp-pole.

in-and-in, -and-out, -clearer, -clearing, -going; the rest one word.  
 incense-breathing.  
 inchmeal, pin, worm.  
 india-rubber (a.).  
 infantryman.  
 infra (prefix) -auricular, -axillary, -esophageal, -red; the rest one word.  
 inglenook.  
 inkberry, fish, holder, horn, pot, root, stand, stone, well, wood, writer.  
 innholder, keeper, yard.  
 internal-combustion (a.).  
 intra-abdominal, -acinous, -alveolar, -arterial, -articular, -ecclesiastical, -epithelial, -imperial, -vital; the rest one word except intra vires.  
 ironbark, -bound, -cased, -casing, -clad, -fisted, -gray, -handed, -hard, -headed, -hearted, man, master, -sick (v.), monger, mongering, -shod, -shot, -soid, side (n.), -sided (a.), smith, stone, ware, weed, wood, work, -worked, worker, working, wort.  
 islesman.  
 ivorybill, -billed (a.), type, -white, wood.  
 ivybell, berry, -leaved, wood, wort.

## J.

jack-a-dandy, -among-the-maids, ass, at-a-pinch, -at-the-hedge, bird, -booted, -by-the-hedge, daw, fish, fishing, -go-to-bed-at-noon, -head, -in-a-box, -in-office, -in-the-basket, -in-the-box, -in-the-bush, -in-the-green, -in-the-hedge, -in-the-pulpit, -in-the-water, -in-trousers, -jump-about, knife, leg, -light (v.), -of-all-trades, -o'-lantern, -of-the-buttery, -plane (v.), pudding, saw, screw, shaft, shay, slave, snipe, stay, stone, straw, -tar, wood, -yarder.  
 jailbird.  
 jarfly, nut, -owl.  
 jarbone, breaker, fall, fallen, fish, foot, footed, -locked, smith.  
 jayhawk, hawk, -pie, weed.  
 jellyfish, leaf.  
 jerkinhead.  
 jerry-build (v.), -builder, -built.  
 jet-black.  
 jewbush, fish, stone.  
 jewelhouse, weed.  
 jew's-ear, -harp, -stone.  
 jews'-thorn.  
 fibhead, -header, -o-jib.  
 jig-a-jig, -a-jog, jog, -saw (v.).  
 jill-flirt.  
 jimbang, crack, -crow (mach.), sedge.  
 jinglejangle (v.), -jangle.  
 jobbernowl.  
 jobman, master, mistress, monger, smith.  
 Job's-tears.  
 jogglework.  
 johndreams, -apple.  
 johnnycake, -cranes.  
 joint-awned, -bedded, weed, worm.  
 jolly-boat, head, tail.  
 jolterhead, headed, headedness.  
 joulemeter.  
 journeyman, woman, work.  
 judge-made.  
 jugfish, -fishing (n.).  
 junkman.  
 juryman, -rigged, woman.  
 juxta (prefix) -ampullary, -tropical; the rest one word.

## K.

kangaroo's-foot (plant).  
 keelbill, bird, -bully, fat, haul, hauled, -line, man, rake, -rope, vat.  
 keepsake, worthy (a.).  
 kelpfish, ware, wort.  
 kenlore, mark.  
 kennelraker.  
 kernelwort.  
 kero-water.  
 kettlecase, dock, drum, drummer, pins.  
 keyboard, -cold (a.), cold (n.), hole, note, -seat (a.), seater, stone, -stop, -stringed, way.  
 kick-ball, -off, -out, -up.  
 kid-glove, -gloved.  
 kidney-root, -shaped, wort.

kill-cow, crop, deer, -devil, -joy, -pot.  
 kiln-dry (v.), eye, hole, rib, stick, tree.  
 kind-hearted, -heartedness.  
 king-at-arms, bird, bolt, craft, cup, fish, fisher, -head, maker, -of-arms, -pin, -post, -rod, wood.  
 king's (prefix for tree and plants); all take hyphen.  
 kinsfolk, man, people, woman.  
 kipskin.  
 kirkman, yard.  
 kiss-me, -me-quick.  
 Kit-cat.  
 kitchen-garten, -maid.  
 kite-bar, flier, flying.  
 kittenhearted.  
 klipfish.  
 knapsack, sack, sacked, sacking, weed.  
 knee-breeched, brush, cap, -cooking, -deep, -halter (v.), -high, -jointed, pan, piece, -sprung, stone, -tied.  
 knife-bayonet, board, -edge, -edged, -handle, -plaited (a.), smith.  
 knight-errant, -errantry, fish, head.  
 knight's (prefix for plants); all take hyphen.  
 knitwork.  
 knobstick, -root, weed, wood.  
 knockabout, away, down, -knee, -kneed, -off, -out, stone, up.  
 knoberry, grass, head, horn, root, weed, work, wort.  
 know-all, -nothing, -nothingism.  
 knucklebone, -deep, -duster, -joint (v.), -kneed. kohl-rabi.  
 Ku-Klux.

## L.

labor-saving.  
 lac (prefix); all one word, except lac sumac and lac tree.  
 lacebark, leaf, man, pod, wing, -winged, woman, wood, work.  
 lackall, brain, land, luster, lustrous.  
 ladder-backed, way.  
 ladybird, bug, clock, fish, -killer, -killing, like, love.  
 lady's (prefix for botanical names); all take hyphen.  
 lakeland, side, weed.  
 lambale, kill, kin, like, -pie, skin.  
 lamb's (prefix for botanical names); all take hyphen.  
 lampblack, fly, light, lighter, -lit, -post.  
 lance-leaved (a.), man, pod, wood.  
 land-book, -bred, -cast, -end, fall, flood, folk, -grabber, -grabbing, grave, graine, holder, holding, -horse, lady, lock, locked, looker, lord, loup, loup (a.), lubber, man, mark, owner, owning, -poor, revee, right, -sale (a.), scape, slide, slip, storm, ward, -wash, wreck.  
 lantern-jawed, man.  
 lapboard, -budded, -jointed (a.), lap, stone, streak, streaked, streaker, -weld (v.), welded, wing, work.  
 large-acred, -eyed, -handed, -headedness, -hearted, -heartedness, -minded, -mindedness, -mouthed.  
 lark-colored, -heel, -heeled (a.), spur.  
 lassorn.  
 latchkey, string.  
 lathe-bore (v.), revee.  
 lathwork.  
 latter-day, most.  
 lattice-leaf (n.), work.  
 laughingstock.  
 laughworthy.  
 laundryman.  
 law-abiding, breaker, breaking, giver, giving, -hand, maker, making, man, monger, suit, -worthy.  
 lawyerlike.  
 lay-by (n.), -down (a.), man, out, -over, stall, woman.  
 lazyback, -bed, bones, boots.  
 leadback, hillite, man, -off (n.), stone, way, work, wort.  
 leadsman.  
 leafcup, -red, stalk, work; adjectives take hyphen.  
 lean-face (a.), -faced (a.), -to, -witted.  
 leapfrog, frogger.  
 leasehold, holder, holding.  
 leatherback, bark, board, bush, coat, -ear, fish, head, -headed, jacket, leaf, neck, side, stocking, ware, wing, -winged, wood.  
 leave-taking.  
 leangle, board, -bow, ward, way.  
 leechcraft, eater.

- left-eye**, -footed, -footedness, -hand (a.), -handed, -handedness, -hander, most, -off, ward.  
**leg-of-mutton** (a.).  
**lego-literary** (a.).  
**lemon-scented**, weed, wood.  
**leopardwood**.  
**leopard's-bane**.  
**let-alone** (a.), -off, -up.  
**letter-bound**, head, -high, leaf, -learned, -learning, -perfect, press, -winded (a.), -wood.  
**levelman**; adjectives take hyphen.  
**licker-in**.  
**lickety-cut**, -split.  
**lickpenny**, -spit, -spittle.  
**lie-de-vin**.  
**lieo** (prefix); -intestinal; the rest one word.  
**lie-tea**.  
**lifeblood**, boat, cord, -giver, -giving, hold, holder, like, long, mate, rent, renter, -safe (n.), -saver, -saving, -size, spring, string, -tide, time, -weary.  
**light-armed**, boat, -fingered, -foot, -footed, -handed, -handedness, head, -headed, -headedness, -hearted, -heartedness, -heeled, -horseman, house, houseman, -limbed, -minded, -mindedness, -o'love, room, ship, -struck, -tight, weight, -winged, -witted, wood.  
**lighterman**, screw.  
**lign-aloes**.  
**lignum-vitæ**.  
**like-minded**, -mindedness.  
**lily-handed**, -livered, -white, wort.  
**lime-ash**, -bush, -juicer, kiln, light, rock, stone, wash, water.  
**linchbolt**, pin, pinned.  
**linemeter**, man, -out, -riding, -up, work.  
**line-of-battle** ship.  
**linkboy**, man, work.  
**linsey-woolsey**.  
**lintseed**, stock, white.  
**lionfish**, -heart, -hearted, -heartedness, like, -tailed.  
**lion's** (prefix for botanical names); all take hyphen.  
**lip-back**, -born, -deep, fish, -good.  
**liquidambar**.  
**listwork**.  
**litho** (prefix); all one word.  
**live-forever**, long.  
**liverberry**, wort; adjectives take hyphen.  
**liveryman**.  
**lizard's-tail**.  
**loadstar**, stone.  
**loanmonger**.  
**lobcock**, fig, -grass, scouse, scouser, sided, tail (v.), worm.  
**lobefoot**, footed.  
**lobster-tail**, -tailed.  
**lobster's-claw**.  
**lockchest**, -down (n.), fast, jaw, man, out, smith, spit, up, work.  
**loco**; all one word, except loco weed.  
**lodestar**, stone, stuff.  
**loft-dried**.  
**loftsmán**.  
**loganberry**.  
**logcock**, fish, head, headed, man, roll, roller, rolling, way, wood, work.  
**loggerhead**, headed.  
**longbeak**, beard, bill, boat, -distance (a.), ear, fin, hand, head, -headedness, horn, jaw, legs, -lining, -livedness, neck, nose, -off, -on, pod, shanks, shore, shoremán, shucks, -sighedness, some, someness, somely (adv.), spun, spur, -stop, -suffering, -suffrance, -tackle, tail, -tongue, wall, way, ways, windedly, -windedness, wise, wool, work, wort; adjectives take hyphen.  
**lookdown**, -in, out.  
**looker-on**.  
**looking-glass**.  
**loophole**, holed, light, work.  
**loose-bodied**, -jointed, strife, -tongued.  
**lop-ear**, -eared, seed, sided.  
**lof-tree**.  
**lotus-eater**, -eating.  
**loud-mouthed**, -voiced.  
**loup-cervier**, -garou, -the-dike.  
**louseberry**, wort.  
**love-entangle**, flower, lace, lock, lorn, -maker, -making, mate, sick, sickness, some, worthy.  
**loving-kindness**.  
**lowborn**, bred -browed, -down, -downer, land, lander, -lived, -minded, -mindedness, -necked, -pressure, -spirited, -studded, -thoughted, -wood.
- Low-Churchism**, -Churchist, -Churchman, -Churchmanship.  
**lower-case** (a., v.), mast (n.), most.  
**lugmark**, sail, worm.  
**lukewarm** (a.), warmness.  
**lumberjack**, man, some, yard.  
**lumpfish**, sucker.  
**lunar-diurnal**.  
**lungfish**, flower, -grown, -sick, worm, wort.  
**lunkhead**.  
**lurchline**.  
**lute-backed**, string.  
**lying-in**.  
**lynx-eyed**.  
**lyreman**, tail, -tailed.
- M.
- machine-made**, man.  
**macro** (prefix) -axis, -chemistry; the rest one word.  
**mad-apple**, brain, -brained, cap, -doctor, -dog, -headed, house, man, stone, weed, woman, wort.  
**made-up** (a.).  
**magneto** (prefix) -bell, -dynamo, -electric, -electrical, -electricity, -generator, -instrument, -machine, -optic, -optical, -optics (n.), -phonograph, -pointer, -printer, -telegraph, -telephone, -transmitter; the rest one word.  
**maidservant**.  
**maidenhair**, head, hood, weed.  
**mail-cheeked**, clad, man, -shell.  
**main-gauche**, -hamper, land, lander, mast, past, pin, prise, sail, sheet, spring, stay, top, topman.  
**major-domo**, -generality, -generalship.  
**makebate**, -belief, -believe, fast, -game, -peace, -ready, shift, -up, weight.  
**making-up**.  
**maltnan**, worm.  
**mammato-cumulus**.  
**manbot**, bote, -eater, -eating (a.), -god, handle, -hater, hole, -hunting (a.), -killer, -of-war, root, rope, servant, slaughter, slayer, slaying, stealer, stealing, stopping (a.) trap, way, weed.  
**mangel-wurzel**.  
**mantelboard**, piece, shelf, tree.  
**mantuamaker**, making.  
**manberry**, fold, piles, root, where; the rest take hyphen.  
**maple-leaved**.  
**marblehead**, wood, work; the rest take hyphen.  
**Marcelwave**.  
**marchland**, man, pane, -past, -ward.  
**mare's-nest**, -tail.  
**markweed**.  
**marker-off**.  
**marksman**, manship, woman.  
**marlberry**, pit, stone.  
**marlinspike**.  
**marrowbone**, fat.  
**marshbunker**, -fire, fish, flower, land, man, wort.  
**maskflower**.  
**master-at-arms**, -key (v.), piece, work, wort.  
**masthead**, house, man.  
**match-board** (v.), -cloth, -lined, lock, maker, making, wood.  
**matgrass**, weed.  
**matter-of-fact** (a.).  
**maulstick**.  
**mawbound** (n.), mouth, worm.  
**maybe** (adv.), bush, cock, hap, pop, weed.  
**Maybird**, bloom, fair, fish flower, fowl, pole, poling, thorn, tide, time, wort.  
**meadow-bright**, bur, land, sweet, wort.  
**mealberry**, man, monger, mouth, -mouthed, time.  
**mealy-mouth**, -mouthed, -mouthedness, wing.  
**mean-spirited**, -spiritedness, time, tone, while.  
**meatbird**, man.  
**mechanico-chemical**.  
**medico** (prefix); all one word.  
**meetinghouse**.  
**merchantman**.  
**merestead**, stone.  
**mermaid's-glove**, -head, -purse (plants).  
**mery** -andrew, -go-round, make, maker, making, meeting, thought, wing.  
**meshwork**.  
**messman**, mate.  
**metalammonium**, organic.  
**metestick**.  
**metergram**.  
**methylamine**, aniline, anthracene, malonic (a.), sulphuric (a.).

mezzo-relievo, -soprano, tint, tinter, tinto.  
 micaceo-calcareous.  
 micro (prefix) -erg; the rest one word.  
 mid-age, aged, -air, -body, -brain, -carpal, -channel, -course, day, -distance, -earth, -feather, -field, -gut, heaven, -iron, -kidney, land, -life, -main, most (adv.), -movement, night, noon, -ocean, -off, -on, -Pacific, parent, -point, -position, rash, rib, ribbed, riff, -road, -sea, ship, shipman, -side, -sky, stream, summer, -sun, -term, -tide, watch, -water, way, week, -wicket, wife, winter, -workings.  
 middle-aged, -class, most, -rate, -sized, weight.  
 milepost, stone.  
 militiaman.  
 milk-and-water (a), bush, fish, -grass, -livered, maid, man, -sick, sop, sopping, stone, weed, wood, wort.  
 milky-hedge.  
 millboard, dam, -headed (a), house, man, post, rind, -run, -sixpence, stock, stone, work, wright, wrighting.  
 miller's-thumb.  
 millionfold.  
 mincemeat.  
 mindsight.  
 mintman, master, wort.  
 minuteman.  
 mischief-maker, -making.  
 miterwort.  
 mizzenmast, topman.  
 mobcap, capped.  
 mockbird, -heroic, -heroical, -heroically.  
 mockingstock.  
 moldboard, warp.  
 molebut, cast, -catching, -eyed, head, hill, skin, wort.  
 moneybag, -bound, grubber, grubbing, -maker, -making, -monger, -mongering (n., a.), -quake, wise, wort.  
 monk-craft, fish, flower, monger.  
 monkey-board, -cup, -faced, nut, -pot, -puzzle, -rigged, shine, tail, -vine.  
 monkshood.  
 mono-ideism, -ideistic; the rest one word.  
 monte-acid, -jus.  
 moonbeam, bill, blind, blink, calf, creeper, -culminating, -eye, -eyed, face, faced, fall, fish, flower, glade, head, light, lighter, lighting, lit, -loved, madman, man, raker, raking (a.), rise, sail, seed, set, shade, -sheered, shine, shiner, shining, shiny, stone, stricken, struck, wort.  
 moorball, band, berry, burn, land, lander, pan, -sick, wort.  
 mooseberry, wood.  
 moot-hill, man, -stow, worthy.  
 mopboard, -headed, stick.  
 moreover, pork (bird).  
 morning-glory, tide.  
 mossback, -backed, bunker, -green, -grown, head, trooper, wort.  
 moth-eat, -eaten.  
 mother-in-law, hood, land, -of-pearl, -spot, wort, motley-minded.  
 moto-magnetic, phone.  
 motorcyclist, -driven (a.).  
 mouse-colored, -dun, -ear, eared, hawk, hole, kin, tail, trap, web.  
 mouth-blower, -filling, -made, piece, root.  
 muckrake (v.), raker, sweat, weed, worm.  
 mudfish, hole, sill, skipper, stone, sucker, weed, wort.  
 muddlehead, -headed, -headedness.  
 muddy-brained, -breast (n.), -headed, -mettled.  
 mughouse, weed, wort, wump.  
 mulberry-faced.  
 mule-jenny (machine), teer, wort.  
 mumble-the-peg or mumble-ty-peg.  
 mummy-cloth.  
 muscle-bound (a.).  
 muskflower, melon, rat, wood.  
 mutton-chop (a.), head, -headed, -legger, wood.  
 muzzle-loader, -loading, wood.

## N.

nailbrush, head, -headed, sick, wort.  
 namby-pamby, -pambics, -pambines, -pamby-ish, -pambyism.  
 namesake.  
 nape-crest.

narrow-heartedness, mindedness, spiritedness; adjectives take hyphen.  
 naso (prefix); all one word.  
 navelwort.  
 naysay, ward, word.  
 near-by (a.), -legged, most, sighted, sightedness.  
 neatged, -handed, -handedness, herd, herdness.  
 neat's-foot (a.).  
 neckband, cloth, lace, laced, mold, tie, wear, weed.  
 needlebook, bush, case, fish, man, -point (a.), -pointed, stone, woman, wood, work, worker.  
 ne'er-do-well.  
 neo (prefix), takes hyphen when followed by cap; otherwise one word.  
 nerveroat, -shaken (a.).  
 netbraider, fish, maker, veined, -winged, work, wort.  
 netsman.  
 nevertheless, theless.  
 newborn (a.), comer (n.), -create (v.), -fashioned (a.), -front (v.), market (n.), -model (v.), -modeler (n.), -name (v.), -namer (n.).  
 newsboy, -letter, man, monger, paper, paperdom, room.  
 nicked, name.  
 niggerfish, head, toe.  
 night-blooming, cap, capped, dress, -eyed, fall, -faring, -fly (n.), -founded, fowl, gown, hawk, long, mare, shade, shirt, -stool, tide, time, walker, walking, ward.  
 ninebark, -eyed, fold, holes, -killer, -lived, pegs, pence, penny, pin, pins, score.  
 ninnyhammer.  
 nipplewort.  
 nitro (prefix); all one word.  
 no-ball, -being, body, cake, how, way, ways, where, whither, wise.  
 nobleman, -minded, -mindedness, woman.  
 noghead, headed.  
 nol-pros (v.).  
 nolle-pros.  
 non-ego, -pros (v.); the rest one word, unless followed by cap, when use hyphen.  
 nonesuch.  
 nooday, -flower, light, t'ide, time.  
 north (prefix) -northeast (a.), -northwest (a.), polar (a.), -seeking; the rest one word.  
 northbound (also eastbound, southbound, westbound).  
 noseband, bleed, fish, gay, pinch, smart.  
 notwithstanding.  
 notchblock, board, weed, wing.  
 notebook, head, worthy.  
 nowadays, anights.  
 nursehound, maid.  
 nurseryman.  
 nutbreaker, -brown, cracker, gall, hatch, hook, jobber, pecker, shell, -tapper.

## O.

oakberry.  
 oarcock, fish, -footed, lock, man, weed.  
 oarsman, woman.  
 oakcake, meal, seed.  
 occipito-atlantal, -atloid, -axial, frontal, -frontalis (n.), mastoid, nasal, parietal, temporal.  
 odd-come-short (n.), -come-shortly (n.), -pinnate (a.).  
 œil-de-bœuf (n.), -de-perdrix (a.).  
 off (prefix) -bear (v.), -bearer, -chance (n.), -color (a.), -colored, -corn (n.), -drive (v.), -falling (n.), -glide (n.), -go (n.), -going (n.), -handed, -handedly, -handedness, -hitting, -load, -lying, -put (n.), -putter (n.), -reckoning (n.), -white (a.); the rest one word.  
 officeholder.  
 oftentimes.  
 ofttimes.  
 ohmmeter, meter.  
 oilcoat, cloth, fish, man, paper, seed, skin, skinned (a.), stock, stone, -temper (v.), -tempered (v.), -tempering (v.), -tight (a.), -tightness, -tongued (a.), way.  
 old (prefix) -fangled, -fashion (a.), -fashioned, -gentlemanly, -line (a.), -maidish, -soldier (v.), -time (a.), -timer, wife (fish), -wifely, -wifish, -womanish, -womanly, -world (a.).  
 olive-baked, -colored, wood.  
 olla-podrida.  
 omni (prefix); all one word.  
 omnium-gatherum.

oncome, -coming, cost, drive (v.), fall, flow, -go, going (a.), -hanger, -hit (v.), lay (v.), look, looker, looking, rush, rushing, set, setter, -shore, -side (a.), slaughter, stead (n.), to, ward.

oneself, -sidedly, -sidedness, -two (n.), -two-three (n.); adjectives take hyphen.

onionskin (paper).

only-begotten (a.).

open-airishness, -airness, band (a.), bill (bird), cast, -handedly, -handedness, -heartedly, -heartedness, -mindedness, -mouthedness, work, -working, operameter.

orangeman, leaf, -leaf (a.), -peel (a.), -root.

orang-utan.

orchardman.

organ-piano.

othergates (adv.), guise, ness (n.), -self, where, while, whether, wise, world (a.), worldliness, worldly.

out-and-out, -and-outer, bearing (n.), -book, -clearer, -patient, -starter; the rest one word, unless followed by cap; or, adjectively, by "of," in which case use hyphen.

ovate (prefix); all take hyphen.

ovenbrill, peel, stone, wood.

over-all (a.), -arm, -belief, -sea (a.), -spurred (a.); the rest one word.

owl-eyed, glass, head, light, -wide.

oxbane, berry, bird, biter, boy, bow, brake, cart, cheek, -eyed, fly, -foot (a.), gang, goad, harrow, head, heal, heart, hide, hof, horn, house, like, man, pecker, shoe, tail, tongue.

oysterbird, -green, house, man, -shell (a.).

P.

paceboard, maker, making.

packhouse, man, saddle, staff, thread, ware, wax, way.

paddlefish, wood.

padlock, nag.

painstaker, taking, worthy.

paintbrush, root, work.

pair-oar (n.), -oared, wise.

paleface, -faced.

palbearer, holder, -mall.

palmi (prefix); all one word.

paly-bendy (a.).

pan (prefix); all one word, unless followed by cap, when use hyphen, except Pan American and pan fish.

panelwork.

panemonger, -mongering, -strike (v.), -stricken, -struck.

pannierman.

pantryman.

papboat.

paperbark, -boy, -chasing, mouth (fish), shelled.

papier-mâché.

para-anesthesia; the rest one word.

parrotbeak, bill, -toed.

parrot's-bill, -feather (plants).

parti-coated, -colored, -membered, -mortgage (n.), -mortgaged, -named.

party-coated, -colored, -striped, -walled.

passageway.

passer-by.

pass-key, man, over, port, woman, word, wort.

passiontide, wort.

past-due (a.).

pasteboard, -down.

pat-a-cake.

patchwise, work.

paterfamilias (n.), familiar (a.), noster.

pathfinder, way.

patrolman.

pattypan.

pawnbroker, broking, shop.

paymaster, mistress.

peaberry, bird, chick, -coat, cock, fowl, hen, -jacket, nut, stone.

peacebreaker, breaking, maker, making, monger, mongering (a.).

peachblow (but peach blow referring to bloom), -colored, wort.

pearlash, berry, bush, -eyed, fruit, stone, weed, wort.

pearmonger.

peatwood.

peau-d'orange (a.).

pebble-hearted, stone, ware.

peelhouse.

peen-to.

peephole.

pelican's-foot (shell).

pell-mell.

penecraft, dragon, dragonish, dragonship, fish, gun, holder, knife, man, master, rack, stock, trough, wiper, woman.

penny-a-line (a.), -a-liner, cress, leaf, rot, royal, stone, weight, -wise, wort, worth.

penthouse.

pepper-and-salt, box, corn, grass, mint, root, weed, wood, wort.

pepsinhydrochloric (a.).

peri (prefix); all one word.

pesthole, house.

petersham, wort.

petro (prefix); all one word.

phenylacetamide, acetic, amide, amine, boric, glycolic, glyoxylic, hydrazine, methane.

phono (prefix); all one word.

phospho (prefix); all one word.

photo (prefix) -electric, -electrical, -electricity, -electrograph, -electrotype, -engrave, -engraver, -engraving, -epinasty, -epinastic, -epinastically, -etch, -etched, -etching; the rest one word.

phylo (prefix); all one word.

phylo (prefix); all one word.

physico (prefix) -mathematics, -mathematical, -philosophy, -philosophical, -theology, -theological, -theologist; the rest one word.

pianoforte.

pickaback, ax, back, lock, man, maw, -me-up, pocket, thank, -up.

picker-up.

pickle-herring, weed, worm.

piebald, -mag, plant, poudre.

piecemeal, work, worker.

pie-d-winged (a.).

pierhead.

piere-perdu.

piezo (prefix) -electric, -electricity; the rest one word.

pig-back (v.), -eyed, face, -faced, fish, foot, head, -headed, -headedly, -headedness, herd, -jawed, -jump (v.), -jumper, maker, nut, pen, root, sconce, skin, stick (v.), sticker, sticking, sty, tail, -tailed, wash, weed.

pigeon-breasted, -hearted, hole, holer, -toed, weed, wing, wood.

pigeon's-blood.

pikeman, staff.

pilework, worm, wort.

pillowhere, case.

pinball, -borer, case, cushion, -eyed, fallow, feather, featherer, -fire, fish, flat, fold, head, -headed, hold, hole, rail, tail, -tailed, -toed, weed, wheel (v.), work (n.), -work (v.), worm.

pince-nez.

pinchbeck, cock, fist, fisted.

pineapple, house, land, weed.

ping-pong.

pink-eyed, -sterned, weed, wort.

pipe-clay (v.), -clayey, -clayish, fish, layer, laying, -line (v.), man, stem, stone, vine, worm.

pisssabed, asphalt.

pistolgram, graph, -proof.

pitapat, bird, fall, -headed, -hole (n.), man, pan (boat), work (mining).

pitchblende, -faced, fork, -plaster (v.), stone, work (mining).

pit-ter-patter.

place-kick (v.), -kicker, man, woman.

plainback (fabric), -spoken, -spokenness, tail; adjectives take hyphen.

plainsman.

plane-polarized, table (n.), -table (v.), -tabler.

planet-stricken, -struck.

plank-sheer (n.), ways.

plano-concave, -convex, -horizontal, -orbicular, -subulate; the rest one word.

plantsman.

plasterwork.

plattband.

plateband, fish, -glazed, -roll (v.), way.

platterface, -faced.

play (prefix); all one word, except play boy, play club, play pipe, play right.

plein-air (a.), -airist.

**pleuro** (prefix); all one word.  
**plot-proof**.  
**plow** (prefix); all one word.  
**plugman**, tray, -ugly (n.).  
 plutomania.  
**pneumato** (prefix); all one word.  
**pneumo** (prefix); all one word.  
**poekhouse**, mark, -marked, -pit (v.), wood.  
**pocketbook**, knife.  
**point-blank**, -device, -to-point.  
 pointsman.  
**poisonberry**, wood.  
**pokeberry**, -bonneted, root, weed.  
**polex**, axer, burn, cat, man, star, wig.  
 policyholder.  
**poll-evil** (n.).  
**pondbush**, fish, weed, wort.  
 pooh-pooh.  
**poorhouse**, -spirited, spiritedness.  
**pop-eye**, gun, -over (n.).  
**poppy-cock**, head.  
 porkfish.  
**portcrayon**, cullis, folio, hole, hook, man, manteau, -mouthed, reeve, -vent, way.  
**porte-bonheur**, -caustique, -cochère, -crayon, feuille, -lumièrre, monnaie.  
 porterhouse.  
**post** (prefix) -free (a.), -mortem, -obit, -office (a.), -season, -temporal, -tonic, -traumatic, -treaty, -tympanic; the rest one word (unless followed by cap, when use hyphen), except post auger, post bag, post bellum, post boat, post box, post captain, post car, post card, post cedar, post chaise, post chariot, post coach, post croker, post day, post flag, post horn, post horse, post letter, post mill, post note, post oak, post office, post roads, post route, post town, post trader, post truss.  
**potale**, ash, -au-fen, -bellied, -belly, boil, boiler, -bonud, boy, -girl, hanger, herb, hole, hook, hookery, house, hunter, hunting, latch, -lead (v.), leg, lid, luck, man, pie, pourri, sherd, stone, -valiant, -valiance, -valiancy, -valiantly, valiantry, -valor, waller, walling, -walloper, -walloping, ware, work.  
 poult-de-soie.  
**-poundcake**, -folly, -foolish, -foot, keeper, man, master, stone, -worth (n.).  
**pourboire**, parler, point.  
 pousse-café.  
**poverty-stricken** (a.), weed.  
**powder-blue**, flask, horn, mill, -posted.  
 powwow.  
**praiseworthy**, worthiness, worthy.  
**pre** (prefix); all one word, unless followed by cap, when use hyphen.  
**pressboard**, man, mark, pack, room, work.  
**prettyface**, -pretty.  
**prick-eared**, -foot, punch, spur, wood.  
 pricking-up (n.).  
**priestcraft**, -rid, -ridden.  
 princewood.  
 prince's-leather (plant).  
 printing-out (a.).  
 prittle-prattle.  
 privateersman.  
**pro** (prefix); all one word.  
 probe-pointed.  
 prompt-book.  
**prongbuck**, horn.  
 proof-proof (a.).  
**proto** (prefix); all one word, unless followed by cap, when use hyphen.  
**pseudo**-apoplexy, -aquatic, -archaic, -arthrosis, -axis, -erysipelas, -malachite, -monocotyledonous; the rest one word, unless followed by cap, when use hyphen.  
**psycho** (prefix) -biology; the rest one word.  
**public** (prefix); all take hyphen.  
**puckball**, fist, needle.  
 pucker-mouth.  
**puddinghead**, -headed.  
**puddle-ball**, -bar.  
**puffball**, -leg (bird).  
 pug-nosed.  
**pullback**, devil, down (music), -off (gun).  
**puller-in**, -out.  
 pulling-out.  
 pulpboard.  
**puntabout**, -out.  
**puppetman**, master.  
**purpleheart**, lip, wood, wort (plants).

**purse-proud** (a.).  
**pushcart**, pin.  
**putlog**, -off, -out, -up.  
**putter-on**, -out.  
 puttyhead.  
**puzzlehead**, -headed, -headedness, -monkey.  
 pye-dog.  
 pygmweed.  
 pyx-jury.

Q.

**quack-salve**, salver.  
 quagmire.  
**quarry-faced**, man, -rid (n.).  
**quarter-angled**, -boards, -bound (binding), -cast (a.), -cleft (a., n.), -cut, -deck, -decker, -fishes, -hollow, man, master (n., v.), pace, -phase (a.), -pierced, -pointed, -saw, -sawn, -sawed, -sawing, staff, stretch, -vine.  
**quartermaster**; official names all two words.  
**quater-centenary**, -tenses.  
**queenfish**, hood, -post (n.), root, weed, wood.  
**queen's-balm**, -berry, -delight, -flower, -gilliflower, -herb, -lily, -needlewort, -root.  
**quickbeam**, -fire, -firing, foot (adv.), hatch, lime, sand, set, -sighted, -sightedness, silver (n., v.), step (music), thorn, -witted, -wittedness, work (nautical).  
**quillback** (fish), tail, work, wort.  
 quincewort.  
 quinsywort.  
**quintuple-nerved** (botany), -ribbed (botany).  
 quirewise.  
**quitclaim** (n., v.), rent.

R.

**rabbit-ear** (faucet), mouth (fish), -mouthed, root, wood.  
**race-about** (boat), way.  
**rackabones**, arock, board (organ), -lashing, master, -o'-bones, -rent (n., v.) -renter, way, yard.  
 radiate-veined (botany).  
**radio** (prefix) -lead; the rest one word.  
 raftsman.  
 ragamuffin.  
 ragman, picker, shag, stone, tag, time, weed, work, wort.  
**railbird**, head, road, roader, roading, way.  
**rainband**, bow, coat, drop, fall, -proof (a.), storm, -tight, wash.  
**rakehell** (a.), -off.  
**ramline** (nautical), pick, race, rod, shackle.  
**ram's-head**, -horn.  
 ranchman.  
 ran-tan.  
 rapeseed.  
**rap-full** (n., nautical).  
**rapid-fire** (a.), -firer, -firing.  
 rarebit, ripe.  
 raree-show.  
**raspberry**, -pod.  
**rat-a-tat**, fish, line, -tail, -tailed.  
 ratsbane.  
 rat's-tail (n.).  
**ratepayer**, paying.  
**rattlebag**, -bones, box, brain, -brained, bush, head, -headed, nut, pate, -pated, ran, root, skull, -skulled, snake, trap, weed, wort.  
**rattlesnake**, root, -weed.  
 raven's-duck.  
 rawboned, head, hide.  
**razorback**, -backed, bill, -billed.  
 razzle-dazzle.  
**re** (prefix for again) -act, -ally, -collect, -cover, -create, -creation, -creative, -dress, -form, -formation, -lease, -mark, -present, -presentation, -press, -probate, -search, -serve, -sign, -solve, -sound, -store, -strain, -treat, -turn; the rest one word.  
**ready-made** (a., n.), -witted, -wittedness.  
 rear-horse, most, mouse, ward.  
**recto-coxygal**, -colonic; the rest one word.  
**redback**, -backed, beard, belly, -bellied, berry, bill, -billed, bird, breast, -breasted, bud, buck, cap, coat, -crested, eye, -eyed, -figured, finch, fish, -footed, -hand, -handed, -hard, -hardened (v.), -hardness, -hat, head, -headed, hoop, -hot, leg, -legged, -letter, mouth, -necked, poll, root, shank, shirt, -short, -shouldered, skin, start, streak, tail, -tailed, -tape (a.), -taped, -taper, -tapery, -tapish, -tapism, -tapist, throat, top, ware (weed), wing, -winged, wood.

**reedbird**, buck, work.  
**remainderman**.  
**rendrock**.  
**resino-electric**.  
**rest-harrow**, house.  
**return-ball**, -cocked.  
**rez-de-chaussée**.  
**rhinestone**.  
**rhodeswood**.  
**rhomboid-ovate**.  
**rib-band** (v.), roast, wort.  
**ribbonback** (n.), -back (a.), weed, wood.  
**ricebird**.  
**richweed**.  
**rickrack**, staddle, stand, stick, yard.  
**ridgeband**, piece, plate, pole, rope.  
**riffruff**.  
**riflebird**, fish, man.  
**right-sawed**, -sawing.  
**right** (prefix)-about (n.), -hand (a.), -hander (n.), -handedness, -mindedness, ward, wise, wisely, wisdom; adjectives take hyphen.  
**rimbase**, -fire (a.).  
**rinderpest**.  
**ring-around**, bark (v.), bill, -billed, bird, bolt, bone, dove, eye, -fence (v.), head, leader, master, neck, -necked, -porous, -rope, sail, -small, -straked, -streaked, tail, -tailed, taw, toss, wise (adv.), worm.  
**riprap** (masonry), -rap (fireworks), sack, saw.  
**riverhead**, man, side, weed.  
**rix-dollar**.  
**roach-backed** (n.).  
**roadbed**, man, master, side, stead, stones, way, weed, worthy.  
**robe-de-chambre**.  
**robin's-plantain**.  
**rockaway**, -bottom, -bound, -faced, fish, foil, hair, rose, shaft, stall, weed, wood, work.  
**rocking-chair**, -horse.  
**rodman**, wood.  
**roe-buck**, stone.  
**rollback** (n.), -annulus, -top, way.  
**rolleyway**.  
**rolling-pin**.  
**roly-poly**.  
**roof-tree**.  
**roommate**.  
**rootcap**, -mean-square, stock, worm.  
**ropeband**, bark, dancer, dancing, maker, walk, walker, way, work.  
**rope's-end** (v.).  
**rose-a-ruby**, bay, bit, -breasted, bud, bush, -colored, -cut (a.), drop, fish, head, -pink (a.), -red (a.), -ringed, root, -water (a.), wood, wort.  
**rotten-egg** (v.), stone.  
**rough-bore** (v.), cast (n., v.), caster, -coat, draw, dressed (v.), dry, -grind, head, hew, hewer, -house, -leaved, leg, -legged, -plane (v.), -point (v.), rider, scuff, setter, shod, slant, -stone (v.), string, -stuff, -tailed, -winged, work (v.), wrought.  
**roughing-in**.  
**roundabout**, -arm (a.), fish, headed, headedness, house, -iron, line, ridge (v.), -shouldered, tail, top, -up, wood, worm.  
**roundsman**.  
**roustabout**.  
**rowboat**, lock, port.  
**rowelhead**.  
**rubberneck** (n., v.), stone.  
**rubblestone**, work.  
**rubstone**.  
**rubytail**, -tailed, throat, -throated.  
**rudderhead**, hole, post, stock.  
**rule-monger**.  
**rumpad**, padder, pade (v.), puncheon, swizzle.  
**rump-fed**, scuttle.  
**runabout**, agate, around, away, board, by, dale, fish, holder, -off, -on (p. a.), -over, round, -through, way.  
**runner-up**.  
**rush-grown**, light, like, -nut.  
**rustproof**.  
**rutabaga**.

## S.

**saberbill**, -legged, -toothed, wing.  
**sackcloth**, clothed, -doodle (v.).  
**saddleback**, -backed, bag (n., v.), -billed (bird), bow, cloth, -graft (v.), leaf, nose, -shaped, tree, wise.  
**sadiron**.

**safe-conduct** (n., v.), guard (n., v.), -keeping, -pledge (n.).  
**sagebrush**, bush, rose, wood.  
**sailboat**, cloth, fish, maker.  
**sailorman**.  
**saleslady**, man, manship, room, woman.  
**salework**, yard.  
**salmonberry**.  
**saltbush**, cellar, -master, peter, spoon, weed, wort.  
**salverform**, -shaped.  
**sandalwood**.  
**sandbag** (n., v.), bagger, -blast (v.), -blind, -blindness, -burned, fish, -hiller, -lot (a.), man, paper (n., v.), peep, piper, rock, shoe, stone, weed, weld, wood, worm, wort.  
**sang-froid**.  
**saphead**, -headed, sucker, wood.  
**satinwood**.  
**saucelbox**, pan.  
**save-all** (n.).  
**sawback**, -billed, buck, dust, fish, fly, horse, mill, -toothed, wort, -wrest.  
**saxcornet**, horn, ophone, otromba, -tuba, -valve.  
**scaldberry**, fish, weed.  
**scalebeam**, board, fish, pan, work.  
**scaly-winged**.  
**scapegallows**, goat, grace, -wheel.  
**scarecrow**.  
**scarfpin**, skin, wise.  
**scatterbrain**, brained.  
**scèneshifter**.  
**scentwood**.  
**schoolbook**, boy, craft, dame, fellow, girl, house, maid, man, master, mate, mistress, room, -teacher, -teaching, time, ward.  
**scot-free** (a.).  
**scotch-hopper**.  
**scrapbook**.  
**scratchboard**, brush, card, weed, work.  
**screenman**.  
**scrollhead**, work.  
**scrubboard**, grass, land, wood.  
**scytheman**, stone.  
**seabeach**, board, -born (a.), bound, coast, farer, faring, folk, girl (a.), going, -green (a.), -island (a.), man, mark, piece, port, quake, scape, shore, sick, sickness, side, ward, way, weed, worthy, worthiness.  
**seal-brown** (a.), skin, wort.  
**searchlight**.  
**second-class** (a.), -foot, hand (a.), -rate, -sight, -sighted.  
**seesaw**.  
**seedbird**, cake, -lac (n.), time.  
**seedsman**.  
**seek-no-further** (fruit).  
**seerband**, fish, hand, paw, sucker.  
**selectman**.  
**self** (prefix) same, sameness; the rest take hyphen.  
**semi** (prefix) -incandescent, -independence, -independent, -indurated, -inertness, -infinite, -inhibition, -ironical, -water gas; the rest one word except where followed by cap, when use hyphen.  
**series-wound** (a.).  
**serio-comic**, -comical, -comically.  
**sero** (prefix); all one word.  
**serpentwood**.  
**serpent's-tongue** (n.).  
**serrate**-ciliate, -dentate.  
**servo-motor** (n.).  
**sesqui** (prefix); all one word.  
**setback**, bolt, -down (n.), -fair (n.), -off, -out, -over, -stitched, -to, -up, work.  
**setter-grass**, wort.  
**sevenbark**, fold, score, -shooter, -up.  
**sexto-decimo**.  
**shadberry**, bird, bush, flower.  
**shadetail**.  
**shagbark**, -rag.  
**shakedown**, fork, proof, -up.  
**shallow** (prefix); adjectives take hyphen.  
**shamefaced**, flower, -proof, worthy.  
**shard-borne**.  
**sharebeam**, bone, broker, holder.  
**sharp-cut**, -shinned, shooter, shooting, -sighted, -sightedness, -tailed, -witted.  
**shatterbrain**, -brained.  
**sheargrass**, hog, man, mouse.  
**sheatfish**.  
**sheathbill**, -winged.

- she-balsam**, -beech, -oak, -pine.  
**sheepberry**, bush, -faced, fold, -headed, hook, -kneed, man, master, shank, shearer, shearing, -sick (a.), skin, split, walk, walker.  
**sheepshead** (fish).  
**sheep's-bane**, -beard, -foot (printing), -parsley, -scabious, -sorrel.  
**sheetwise**, -pile (v.), work.  
**shellbark**, fish, man, proof, work, worker.  
**shield-shaped**, tail.  
**shillingsworth**.  
**shillyshallier**, -shally.  
**shinglewood**.  
**shinleaf**, plaster.  
**shipboard**, bound, builder, building, holder, -lap, load, master, mate, owner, -rigged, shape, way, worm, wreck, wright, yard.  
**shiver-spar**.  
**shock-dog**, -head, -headed.  
**shoebird**, black, horn, maker, making, pack, -tree.  
**shop** (prefix); all one word, except shop paper.  
**shoreweed**.  
**shortbread**, cake, -circuit (v.), coming, hand, -handed (a.), hander, horn, -horned (a.), -shucks (n.), sighted, stop, -wool; adjectives take hyphen.  
**shotbush**, gun, -ice, -proof.  
**shoulder-clapper**, -shotten.  
**shovelbill**, board, fish, head, nose, -nosed, -penny.  
**show-down**, man, room, -up.  
**shrewmouse**, struck.  
**shrill-edged**, -tongued.  
**shroud-laid**.  
**Shrovetide**.  
**shuffleboard**, wing.  
**shut-down**, -in, -off, -out.  
**shuttlecock**, wise, wound.  
**sicklebill**, -billed, -hocked, man, pod, wort.  
**sideboard**, bone, flash, hill, -line (v.), liner, long, piece, saddle, snake, -slip (v.), -splitting, -step (v.), -taking (n.), track, walk, ward, ways, -wheel, -wheeler, winder, wipe, wiper, wise.  
**siegework**.  
**sighthole**, proof, -seeing, -seer, worthy.  
**signalman**.  
**signboard**, post.  
**silkman**, -stocking (a.), tail, weed, wood, worm.  
**silverback**, beater, belly, berry, bill, -black (a.), boom, fish, -gray (a., n.), -haired, -leaf, -leaved, smith, top, vine, ware, weed, wood, work.  
**simon-pure**.  
**simple-faced**, -hearted, -minded, -mindedness.  
**sinew-shrunken** (a.).  
**sing-sing**, song.  
**single-action**, bar, -driver, -foot, -loader, -phaser, stick, -sticker, ton, tree; adjectives take hyphen.  
**sinkbox**, room, stone.  
**sister-in-law**.  
**sitfast**.  
**six-cut**, fold, -footer, pence, penny, score, -shooter.  
**sketchbook**.  
**skewback**, bald, whiff, wise.  
**skidpan**, proof, way.  
**skill-less**, wise.  
**skimback**.  
**skinbound**, -deep, -flint.  
**skipjack**.  
**skullbanker**, cap, fish.  
**skunkbill**, head, top, weed.  
**sky-blue**, -clad, gazer, -high, lark, larking, light, -planted, rocket, sail, scape, scraper, ward.  
**slab-sided**, stone.  
**slack-salted**, -water (v.).  
**slam-bang**.  
**slang-whang** (v.), -whanger (n.).  
**slap-bang**, dash, jack, -up.  
**slash-grain**.  
**slate-color**, -colored.  
**slaughterhouse**, man.  
**slaveborn**, -grown, holder, holding.  
**sleep-waker**, waking, walker, walking, wort.  
**sleepyhead**.  
**seuthhound**.  
**slickenside**.  
**slideway**, -wire.  
**slipboard**, knot, -on, -sheet (v.), shod, slop, way.  
**slipperwort**.  
**slit-eyed**, shell.  
**sloop-rigged**.  
**slop-built**, dash, -molded, seller, shop, work, worker.  
**slow-burning**, -down, -witted, worm.  
**slungbody**.  
**slubboots**.  
**smallclothes**, pox, sword.  
**smartweed**.  
**smearcase**.  
**smell-feast**, -less.  
**smitheraft**.  
**smock-faced**.  
**smoke-dry**, house, jack, stack, stone, wood; adjectives take hyphen.  
**smoothbore**, -bored, -chinned, -faced, -spoken, -tongued.  
**snaggle-tooth**, -toothed.  
**snailfish**, flower, paced.  
**snakeberry**, bird, fish, head, mouth, neck, piece, root, stone, weed, wood, worm, wort.  
**snake's-head**, -head, -mouth, -tongue (plants).  
**snap-back**, dragon, jack, shot, -shooter, -shooting, weed, wort.  
**snapper-back**.  
**sneeze-weed**, wood, wort.  
**snipebill**, fish, -nosed.  
**snip-snap**.  
**snowball**, berry, bird, -blind, -bound, break, -broth, bush, cap, craft, down, drift, drop, fall, flake, flight, flower, plow, scape, shed, shoe, shoer, slide, slip, storm, -white (a.).  
**snub-nosed**.  
**snuffbox**.  
**so-and-so**, -called (a.), so.  
**soapbark**, berry, bush, -fast, fish, rack, root, stone, suds, wood, wort.  
**sober-minded**, -mindedness, sides.  
**soft-bone**, -finned, -headed, -hearted, -heartedly, -heartedness, horn, rayed, -shell, -spoken, -tack, wood.  
**soi-disant**.  
**soldierwood**.  
**soleplate**.  
**sol-fa**, -faist.  
**solid-drawn**, -hoofed, -horned, unguar, unguarlate.  
**some** (prefix); all one word, except when followed by a vowel, in which case two words.  
**son-in-law**.  
**songbook**, craft, man.  
**soothfast**, say, sayer, saying.  
**sorehead**, -eyed.  
**soundproof**.  
**soupe-maigre**.  
**sourcake**, dook, kit, sop, weed, wood.  
**south** (prefix) -seeking, -southeast, -southerly, -southwest; the rest one word.  
**southbound** (also eastbound, northbound, southbound).  
**southernmost**, wood (tree).  
**sowback**, bane, belly, -gelder.  
**spadebone**, fish, foot.  
**span-counter**, -dog, -new, piece, worm.  
**sparerib**.  
**sparhawk**, piece.  
**sparrowgrass**, tongue, wort.  
**spatterdash**, -dashed, -dock, work.  
**speak-easy**.  
**spearfish**, head, man, mint, wood, wort.  
**specklebelly**.  
**speckled-bill** (n.).  
**spectro** (prefix); all one word.  
**speechcraft**.  
**speed way**, well.  
**spellbind**, binder, bound, work.  
**spendall**, thrift, thrifty.  
**spiceberry**, bush, wood.  
**spick-and-span**, -and-span-new, -span-new.  
**spiderflower**, work, wort.  
**spikebill**, -kill, horn, nard, nose, tail, wise.  
**spileworm**.  
**spindle-legged**, legs, -shanked, shanks, tail, -tailed.  
**spinebill**, tail, -tailed.  
**spiny-finned**, -rayed.  
**spirepole**.  
**spiritual-minded**, -mindedness.  
**spitball**, box, fire, -stick, -sticker.  
**spitcheek**.  
**splashboard**.  
**spatterdash**, -faced.  
**splayfoot**, footed, mouth, mouthed.  
**spleenwort**.  
**splintwood**.  
**splitbeak**, finger, fruit, mouth, saw, -tail, worm.  
**spoilfive**, sport.

- spoilsman, monger.  
 spokeshave.  
 spokesman, woman.  
 spongewood.  
 spoonbill, -billed, drift, -fashion, flower, -food, hutch, -meat, ways, wood, wort.  
 sportsman, woman.  
 spot-barred.  
 sprayboard.  
 spread-eagle.  
 sprig-bit, tail.  
 springant, board, bok, finger, fish, halt, head, -headed, tail, tide, time, worm, wort.  
 spritsail, -tail.  
 spurflower, gall, -heeled, wing, -winged, wort.  
 spurnwater.  
 spyboat, glass.  
 square-built, flipper, head, -headed, -jointed, -rigged, -rigger, -set (mining), tail, -toed, -toes.  
 squawberry, fish, root, weed.  
 squint-eyed.  
 stableboy, man, stand.  
 stackreed, stand.  
 staff-herd, man.  
 stagbush, -evil, -headed, horn, -horned, hound.  
 stagecoach, craft, house, -struck.  
 staggerbush, weed, wort.  
 staircase, head, way.  
 stakehead, holder.  
 stalemate.  
 stalk-eyed.  
 stalking-horse.  
 stall-feed, man.  
 stampsman.  
 stand-by, -off, -offish, -offishness, pater, pattism, pipe, point, post, still, -up.  
 standard-wing.  
 stander-by, grass, wort.  
 star-blind, board, bush, craft, finch, fish, fruit, -gauge, gaze, gazer, gazing, light, lit, monger, nose, -nosed, -proof, shine, shoot, -spangled, stone, throat, wort.  
 stark-naked.  
 statecraft, house, monger, -owned, room.  
 statesman, woman.  
 stavesacre.  
 stavewood.  
 staylace, -plow, sail, ship.  
 steadfast, fastly, fastness.  
 steamboat, -cut (v.), boating, -jacket (v.), ship, -tight, -tightness.  
 steelhead, work, yard.  
 steepgrass, weed, wort.  
 steeplechase, chaser, chasing, -crowned.  
 steerage-way.  
 steersman.  
 stem-clasping, -winder, -winding.  
 stepbrother, child, dame, daughter, -down (a.), father, ladder, mother, motherly, -parent, sister, son, stone, -up (a.).  
 stepping-stone.  
 stereo (prefix); all one word.  
 sternforemost, most, post, ward, way, -wheeler.  
 stewpan, pot.  
 stichwort.  
 stickleback, -run.  
 stickseed, tail, tight, weed.  
 stiff (prefix) -neckedness, tail; adjectives take hyphen.  
 stillbirth, born, -burn, fish (v.), fisher, house, -hunt, room.  
 stingingbull, fish, tail.  
 stinkball, berry, bird, bug, bush, horn, pot, stone, weed, wood, wort.  
 stitchbird, wort.  
 stock-blind, broker, broking, dove, fish, holder, jobber, jobbing, man, -still, stone, work, yard.  
 stokehold, hole.  
 stonebird, bow, brash, break, cast, chat, cray, crop, cutter, cutting, gall, hand, hatch, head, henge, man, mason, pecker, seed, shot, smatch, smith, wall (v.), waller, ware, weed, wood, work, wort, yard; adjectives take hyphen.  
 stopcock, -gap, hound, -off, -open (phonetics), -over, water.  
 storehouse, keeper, keeping, man, master, room, ship.  
 stork-billed.  
 stork's-bill.  
 stormcock, -proof, ward, wind.  
 storybook, -teller, -telling, -writer.  
 stout-hearted, -heartedness.  
 stovehouse, pipe.  
 stowaway, -boating, bord, down, -net, -wood.  
 straddlebug, -legged, wise.  
 straggletooth.  
 straightaway, -cut, edge, forward, forwardly, forwardness, -line (a.), -out, -pull, -spoken, way (a. or adv.).  
 strait-jacket, -laced, lacing, -waistcoat, work.  
 strap-laid, -shaped, work, wort.  
 strathspey.  
 strato-cirrus, -cumulus.  
 straw-bass, berry, board, -colored, mote, -necked, small, smear, worm.  
 streetwalker, walking, ward, way.  
 strike-out (n.).  
 stringboard, course, halt, piece, wood.  
 stringybark (n.).  
 strip-leaf.  
 strokehall.  
 strokesman.  
 strongbark, hand, hold, -mindedly, -mindedness, -water; adjectives take hyphen.  
 stub-bred.  
 stuccowork, worker.  
 stuck-up.  
 studbook, fish, flower, horse, mare, -pink.  
 stumblingblock, stone.  
 stump-bred, -rooted, -tailed.  
 sub (prefix) -base, -basement, -bass; the rest one word.  
 subject-object, -objectivity.  
 suckfish, stone.  
 sud-oil.  
 sugarberry, -cane (a.), -coated, house, loaf (a.), plum.  
 sulpho-urea, uritic; the rest one word.  
 sulphur-bottom, weed, wort.  
 summer-fallow, house, stir (v.), tide, tree.  
 sunbeam, bird, blink, bonnet, bow, burn, -burner, burst, -cracked, dew, dial, down, downer, drops, dry (v.), fish, flower, glass, glow, light, lit, proof, rise, set, setting, shade, shine, shiny, squall, stone, stroke, -struck, up, ward, wise.  
 super (prefix); all one word.  
 supple-jack.  
 supra (prefix); when followed by vowel use hyphen, otherwise one word, except supra grammaticam.  
 sure-enough (a.), -footed, -footedly, -footedness.  
 surface-bent, man.  
 surfboat, boatman, man.  
 sur-royal.  
 swagbellied, belly, man.  
 swallowtail, -tailed, wing, wort.  
 swampweed, wood.  
 swanflower, herd, -hopping, mark, marker, marking, neck, skin, -upper, -upping, wort.  
 swan's-down.  
 swartback, rutter, rutting.  
 swashbuckler, buckclering, buckling, -letters, way, sway-backed.  
 swearword.  
 sweatband, shop, weed.  
 sweepstake, stakes, washer, washings.  
 sweetbread, brier, heart, leaf, meat, root, sop, water, weed, wood, wort; adjectives take hyphen.  
 swellfish, toad.  
 swift (prefix) foot; adjectives take hyphen.  
 swinebread, -chopped, cote, fish, herd, hull, pipe, stone, sty, ward, yard.  
 swine's-bane, -cress, -feather, -grass, -snout, -succory.  
 swingbar, devil, dingle, stock, -swang, tree.  
 swinglebar, tail, tree.  
 swish-swash.  
 switchback, board, man.  
 sword-and-buckler, bill, craft, fish, fishing, man, play, player, -proof, -shaped, smith, stick, tail.  
 swordsman.

T.

tablecloth, -cut (a.), -land, spoon, spoonful, ware, wise.  
 tac-au-tac.  
 tag-end, lock, rag, tail.  
 tail-bay, block, board, ender, flower, piece, pin, race, -rime, stock, ward, -water.  
 tailor-made.

- taintworm.  
 take-all, down, -in, -off, -up.  
 taker-in, -off.  
 taking-off.  
 talebearer, bearing, book, carrier, carrying, teller.  
 talesman.  
 talkee-talkee.  
 tallboy (n.).  
 tallow-face, -faced, -root, -top, -topped, wood.  
 tallyho, man, wag.  
 tangent-cut.  
 tangfish.  
 tangleberry, fish, foot, wrack.  
 tanyard.  
 taphouse, -rivet (v.), room, root, rooted.  
 tapeline, worm.  
 tarboy, -bush, heel, rack, rock, weed, wine, wood.  
 tarso (prefix); all one word.  
 tarry-breeks, -fingered.  
 taskmaster, mistress, work.  
 ta-ta.  
 tattletale.  
 taxgatherer, gathering, man, payer.  
 teaberry, cup, cupful, kettle, pot, poy, spoon, spoonful.  
 teamland, wise, work.  
 tear (prefix) drop, -falling, pit, thumb.  
 teaze-hole.  
 te-hee.  
 teeter-tail.  
 tele (prefix) -iconograph; the rest one word.  
 telltale.  
 tenchweed.  
 tenfold, -forties, -o'clock (n.), penny, pins, -pounder, -sided, -strike.  
 tenderfoot, -hearted, -heartedly, -heartedness, loin.  
 tenderhook.  
 tenthmeter.  
 tentmaker, work, wort.  
 terneplate.  
 terre-tenant, -verte.  
 tête-à-tête (a., n.), -de-mouton, -de-pont, -de-veau.  
 teter-ball.  
 teterwort.  
 textbook, man, -writer.  
 thankworthiness, worthy, -you-ma'am (road making).  
 thanksgiver, giving.  
 thaw-drop.  
 thenceforth, forward.  
 there (prefix); all one word.  
 thermo-inhibitory; the rest one word.  
 thick-and-thin (a.), head, -knee, leaf, lips, set, skin, skull, -stamen, wind; adjectives take hyphen.  
 thimbleberry, -eye, rig, rigger, weed.  
 thin-skinnedness; adjectives take hyphen.  
 thingamabob, amajig, -in-itself, man, umajig, umbob.  
 thirdborough, -class (a.), -penny, -rate (a.), -rater.  
 thistle-down.  
 thornback, bill, but, head, tail; adjectives take hyphen.  
 thorough-brace, bred, fare, foot, going, paced, pin, -stem, wax, wort.  
 thousandfold, -leaf, -jacket; other adjectives take hyphen.  
 thrallborn, -less.  
 threadbare, fin, fish, foot, -needle, -shaped, -the-needle, worm.  
 three (prefix) -bagger, -cornered, -cycle, -decker, fold, -halfpence, -master, -out, pence, penny, -phaser, -plier, -quarter, -ridge, score, some, -spread, -valve; other adjectives take hyphen.  
 thricecock; adjectives take hyphen.  
 throatband, boll, lash, latch, root, wort.  
 throwback, -crook, -off.  
 thrum-eyed, wort.  
 thumb-nail, rope, screw, stall.  
 thunderbird, bolt, burst, clap, cloud, -dirt, fish, flower, head, headed, peal, plump, -proof, shower, squall, stone, storm, strike, stroke, worm.  
 thyro-antitoxin, -arytenoid, -arytenoideus, -epiglottic, -epiglottidean; the rest one word.  
 tickseed, tack, tacktoo, weed.  
 tidbit.  
 tiddledywinks.  
 tideland, race, -rode, waiter, water, way.  
 tidesman.  
 tiebar, beam, -plate, -plater, -rod, -tie, -up, wig.  
 tiers-argent, man.  
 tiger-eye, foot, -footed.  
 tiger's-claw, -eye, -foot, -jaw, -milk.  
 tile-drain (v.), fish, root, seed, stone.  
 tiltboard, -up, yard.  
 timberframe, head, land, man, work.  
 timekeeper, piece, pleaser, saver, saving, server, serving, taker, -table, -work, worn; other adjectives take hyphen.  
 tinclad, -foil (v.), man, mouth, plate (v.), pot (a.), smith, smithing, stone, stuff, type, ware.  
 tine-grass, -tare, man, weed.  
 tipburn, cat, staff, stock, tail, tilt, toe, top, topper, -up.  
 tippybob, toe.  
 tire-larigot, man, smith, woman.  
 tiring-room.  
 titano (prefix); all one word.  
 titbit, lark, mouse.  
 tithingman, penny.  
 title-page.  
 titter-totter.  
 tittle-tattle, -tattling.  
 to-and-fro, -bread, -day, -do, -morrow, -night.  
 toadback, eater, fish, flax, flower, head, pipe, stone, stool.  
 toad's-back, -eye.  
 toastmaster.  
 toe-and-heel, nail.  
 togt-rider, -riding.  
 tollbar, booth, gate, house, man.  
 tomboy, cat, cod, fool, foolery, nobby, -piper, rig, tit, -tom, -trot.  
 tombstone.  
 ton-mile.  
 tonguebird, fence, fish, flower, -flowered, -lashing, -shaped, tacked, -tie, -tied.  
 toolmaker, man, smith, stock.  
 toothache, -ax (v.), bill, -billed (a.), brush, drawer, drawing, flower, pick, shell, wort, -wound.  
 top-armor, -block, -boot, -booted, -card, -chain, -cloth, coat, -drain, -dress, -dressing, gallant, -hamper, -hampered, -heavy, -heaviness, knot, -light, lofty, man, mast, most, -netting, notcher, -pickle, piece, -rail, -rope, sail, -sew, -shaped, side, soil, stone, swarm, tail (v.), -timber, -work (v.).  
 topsman.  
 topsy-turviness, -turvy.  
 torchbearer, light, wood, wort.  
 tort-feasor.  
 tortoise-shell (a.), wood.  
 toss-up, pot.  
 tote-load.  
 touchback, bell, -box, down, hole, -in-goal, -menot, pan, piece, stone, wood.  
 toughbark, -head.  
 tous-les-mois.  
 towboat, cock, head, -headed (a.), -hook, line, mast, net, path, rope, -row, -tail.  
 towerman, wort.  
 townfolk, gate, house, land, scape.  
 townsfellow, folk, man, people.  
 toyman, shop, wort.  
 trackbarrow, -boat, hound, layer, laying, man, master, -road, sick, side, walker, way.  
 trade-mark, master, -union, -unionism, -unionist.  
 tradesfolk, -hall, man, people, -union, -unionism, -unionist, woman.  
 tragi-comedy, -comic, -comical, -comi-pastoral.  
 trainband, bearer, bolt, load, man, -mile, way.  
 tramcar, pot, road, way.  
 trans (prefix); all one word unless followed by cap, when use hyphen.  
 trapball, door, fall, hole, stick.  
 traveler's-joy, -tree.  
 trawlboat, net.  
 trawlerman.  
 treadboard, mill, milling, -softly (n.), wheel.  
 treasure-trove.  
 treble-dated, -geared, -sinewed, tree.  
 treebeard, nail, speeler, worker.  
 trelliswork.  
 trencher-fly, man.  
 trench-plow (v.).  
 tres-tine.  
 trestletree, work.  
 tribesman, people.  
 tricktrack.  
 trigesimo-secondo.  
 trigger-finger.  
 tripe-de-roche, man, stone.

**tripleback**, tail; other adjectives take hyphen.  
**tripsill**.  
**trolleyman**.  
**troopfowl**, ship.  
**trot-line**.  
**trothplight**, plighted.  
**trou-de-loup**.  
**troutbird**, -colored.  
**trucebreaker**.  
**truckle-bed**.  
**truckman**, master.  
**true** (prefix) -heartedness, love, penny; adjectives take hyphen.  
**trumpetleaf**, -shaped, -tongued, -voiced, weed, wood.  
**trundle-bed**, head, shot, tail.  
**trunkback**, fish, -hatch, -hatchway, nose, way, work.  
**trusswork**.  
**truth-lover**, teller, telling.  
**try-house**, -pot, sail, -square, -works.  
**tubeform**, -nosed, rose.  
**tubfish**, man, -sized.  
**tuck-net**, -out, -seine, shell, shop.  
**tue-iron**.  
**tuffhunter**, hunting.  
**tugboat**.  
**tulip-eared**, wood.  
**tumblebug**, -down, dung, weed.  
**tum-tum**.  
**tunhoof**.  
**tup-headed**, man.  
**turbantop**.  
**turkman**.  
**turkeyback**.  
**turnabout**, back, bout, buckle, cap, coat, cock, down, key, out, over, pike, pin, plate, plow, screw, skin, sole, spit, stile, stone, table, tail, -tree, up, vein, wrest.  
**turnip-rooted**, -stemmed, wood.  
**turtleback**, dove, -footed, head.  
**tusk-shell**.  
**tutball**, man, -mouthed, work, worker, workman.  
**tu-whit**, -whooh (v.).  
**tutti-frutti**.  
**twayblade**.  
**'tween-brain**, -deck, -decks.  
**twelfth-cake**, -day, -night, -second, tide.  
**twelffold**, month, pence, penny, score.  
**twentyfold**.  
**twice-born** (a.), -told (a.).  
**twinberry**, born, flower, leaf, -screw (a.).  
**twisted-flower**, -horn, -stalk (plants).  
**'twixt-brain**.  
**two-bagger**, -block, -blocks, -cycle, -decker, -facedness, fold, pence, penny, some, -step, -up, -wheeler; adjectives take hyphen.  
**type-high**, script, setter, setting, write, writer, writing, written.

U.

U-shaped.  
**ultra-agnostic**, -atomic, elliptic, -equinoctial, -intellectual, -red, -violet; the rest one word, except **ultra valorem** and **ultra vires**.  
**un** (prefix); always one word, unless followed by cap letter, when use hyphen.  
**uncalled-for**.  
**uncared-for**.  
**under** (prefix); all one word.  
**unheard-of**.  
**unhoped-for**.  
**unlooked-for**.  
**unmade-up**.  
**untalked-of**.  
**unthought-of**.  
**up** (prefix) -and-over (a.), -over, -put -putting, -to-date (a.); the rest one word.  
**uppercut**, most.  
**urnflower**, -shaped.  
**uva-ursi**.

V.

V-shaped.  
**vainglorious**, gloriously, gloriousness, glory.  
**vanguard**, sire.  
**vare-headed**.  
**vaso-inhibitory**, the rest one word.

**vegeto-alkali**.  
**veinstone**, stuff.  
**velvetbreast**, leaf, seed, weed, work.  
**venthole**.  
**ventro-inguinal**; the rest one word.  
**Venus's-basin**, -bath, -basket, -comb, -cup, -ear, -fan, -flower-basket, -flytrap, -girdle, -golden-apple, -hair, -hairstone, -looking-glass, -navelwort, -needle, -pride, -purse, -shell, -shoe, -slipper, -sumac.  
**vergeboard**.  
**vertebro-arterial**, basilar, costal, -iliac, -sacral.  
**vestryman**.  
**vicecomital**, gerald, gerency, gerent, regal, royal, royalty, versally.  
**viewpoint**.  
**vigesimo-quarto**.  
**vine-clad**, dresser, land, yard, yardist.  
**violet-ear**, -tip.  
**virgin's-bower**.  
**vis-à-vis**.  
**viseman**.  
**vitreo-electric**.  
**vitro-di-trina**.  
**voltammeter**, coulomb, meter.  
**volta-electric**, -electricity, -electrometer, -electrometric, meter, metric, plast, type.  
**volte-face**.  
**volumenometer**, scope.  
**vulvo-uterine**, vaginal, vaginitis.

W.

**waddywood**.  
**wagenboom**.  
**wagework**, worker.  
**wagon-headed**, load, -roofed, wright.  
**wagtail**, wag, want, wanton, wit.  
**wainbote**, rope, wright.  
**waistband**, belt, cloth, coat, coating, -high, line.  
**wait-a-bit**, -awhile, -fee, -service.  
**wake-robin**, time.  
**waldflute**, grave, gravine, horn.  
**walk-around**, mill, out, -over.  
**walbird**, -eye, -eyed, flower, hick, -plat, -sided wort.  
**wampumpeag**.  
**warcraft**, fare, farer, field, -hawk, man, mouth, path, saw, ship, wolf, worn.  
**wardoorn**, holding, mote, robe, room, wit.  
**wardsman**.  
**warehouse**, houseman, room.  
**warm-blooded**, -headed, -hearted, -heartedness, house.  
**wart-herb**, weed, wort.  
**warty-back**, well.  
**washaway**, basin, board, bowl, brew, dish, house, man, -off, out, pot, stand, strake, tail, tub.  
**washerwoman**, woman.  
**wasp-waisted**.  
**wastebasket**, board, way, weir.  
**watchcase**, dog, maker, making, man, mate, tower, word, work.  
**waterbear** (v.), board, -closet, -colorist, -cool, course, cup, -cycle (v.), fall, -fit, fowl, -fronter, -furrow (v.), -horse, -jacketed (v.), -laid, -logged, leaf, man, mark, melon, phone, pot, proof, proofer, proofing, -purple, -rot, scape, -seal (v.), -season, shed, shoot, side, skin, -soak, spout, stoup, -tight, -tightness, way, wood, work, wort; other adjectives take hyphen.  
**wattlebird**, work.  
**wattmeter**.  
**waxberry**, bill, bird, bush, flower, -red, -stitched, weed, wing, work, worker.  
**waybeam**, berry, bill, bird, bung, fare, farer, faring, gang, gate, going, gone, goose, laid, lay, layer, leave, maker, mark, post, side, sliding, -thistle, thorn, ward, warden, wise, worn.  
**weakfish**; adjectives take hyphen.  
**weasel-faced**, fish, snout.  
**weather-bitt** (v.), board, boarding, break, cock, -fend (v.), fish, glass, gleam, head, most, proof, -strip (v.), wise, worn; other adjectives take hyphen.  
**weaverfish**.  
**webeye**, foot, worm; adjectives take hyphen.  
**wedge** (prefix) bill, wise; adjectives take hyphen.  
**weedhook**.

weef-bird, -weet.  
**weigh**beam, bridge, -house, lock, man, master, shaft.  
**well**aday, away, -being, -doer, -doing (n., a.)  
 -drain (v.), -eye, head, hole, -high, spring, strand,  
 -willer, -wish, -wisher; adjectives take hyphen.  
 wentletrap.  
**were**bear, wolf.  
**west**bound (also eastbound, northbound, southbound).  
**wet**bird, -nurse (v.), -season, -shod.  
**whale**back, boat, bone, -built, head, man.  
**wharf**man, master.  
**what**ever, not, soever.  
 whealworm.  
**wheat**bird, ear, land, worm.  
**wheel**band, barrow, bird, -cut, house, man, swarf, way, work, wright.  
 wheelsman.  
**when**as, ever, soever.  
**whence**ever, soever.  
**where**about, abouts, as, at, away, by, fore, from, in, insoever, into, of, on, over, so, soever, through, to, under, upon, with, withal.  
 wherever.  
 whetstone.  
**why**beard, bird, face, faced.  
**whic**hever, soever.  
 whiffletree.  
 whimwham.  
**whin**berry, chacker, chat, check, stone, yard.  
**whip**cat, cord, fish, graft, jack, lash, poorwill, saw, -shaped, stick, stitch (v.), stock, tail, -tailed, -tom-kelly, worm.  
**whip**per-in, snapper.  
**whirl**about, blast, brain, pool, wig, wind.  
**whistle**fish, wing, wood.  
**white**back, bait, bark, beam, beard, belly, bill, -blaze, blow, -bone, bonnet, bottle, boy, cap, capper, coat, comb, corn, crop, -ear, -eye, -face, fish, -foot, head, heart, -lead (v.), -pot, -ribboner, root, rump, sark, seam, side, smith, stone, tail, thorn, throat, tip, top, vein, wall, wash (v.), washer, -water (v.), weed, wing, wood, worm, wort; adjectives take hyphen.  
**whit**finch, flaw, leather, wall.  
 withersoever.  
 whitlow-wort.  
**whole**-heartedly, -heartedness, sale, saler; adjectives take hyphen.  
**whom**so, soever.  
**whore**master, monger, son.  
 whortleberry.  
**whos**o, soever.  
 wickerwork.  
 wicketwork.  
**wide**-awake, gap, spread; other adjectives take hyphen.  
**widow**-bench, hood.  
**wife**-bound, hood, -ridden.  
**wig**maker, tail, wag, wagger, wam.  
**wild**cat (a.), catter, fire, -fowler, -fowling, grave, wood.  
 will-o'-the-wisp.  
**willow**-herb, -thorn, -weed, -worm, wort.  
**willy**-muffy, -nilly, -wagtail, -willy.  
**wind**bag, ball, berry, bibber, bore, -bound, break (n.), -break (v.), -breaker, broach, -broken, -changing, -dog, fall, fallen, fanner, fertilization, -fertilized, firm, fish, flower, gall, galled, hole, hover, jammer, lass, mill, pipe, -plant, -pollination, -rode, row, rower, -shake -shaken, -shock, storm, -sucker, -swift, -taut, -tight, -up, way.  
 windlestraw.  
 windowpane.  
**wine**berry, bibber, bibbing, conner, glass, glassful, man, sap, taster, tree.  
**wing**fish, seed, -shell, -shot; adjectives take hyphen.  
 winnock-bunker.  
 winnow-corb.  
**winter**berry, bloom, fallow, green, -ground (v.), kill (v.), lemon, -marvel, -rig (v.), tide, time, weed; adjectives take hyphen.  
**wired**dancer, dancing, draw (v.), drawer, heel, man, pull (v.), puller, pulling, smith, way, -weed, work, worker, working, works, worm; other adjectives take hyphen.

wiseacre, head, -hearted.  
**wish**bone, -wash.  
 wishy-washy.  
**witch**-bells, craft, -elm, finder, -hazel, -leaf, -tree, wood, work.  
**with** (prefix); all one word.  
 withdrawing-room.  
**wither**band, -wring.  
 wizen-faced.  
**woe**-begone, -worn.  
**wolf**berry, hound, skin.  
**woman**-born, -grown, hood, kind, muckle, -queller, -vested.  
 womenfolk.  
**wonder**land, stricken, struck, work, -worker, -working, -wounded.  
 wonga-wonga.  
**wood**bine, chopper, cock, craft, cut, cutter, cutting, hole, horse, house, land, lander, man, -note, pecker, pile, ranger, reeve, rick, rock, shed, side, stone, work, worker, working, worm.  
**wooden**head, -headed, -headedness, ware.  
 woodsman.  
**wool**-dyed, fell, gathering, grower, growing, head, man, pack, sack, shed, sorter, sower, stock, work.  
**wooly**-haired, -headed.  
**word**-blind, book, -bound, -catcher, -deaf, monger, mongering, play, spite (a.).  
 wordsman.  
**work**aday, bag, basket, bench, box, day, fellow, folk, house, man, master, mistress, people, room, shop, table, ways (adv.), wise (adv.), woman.  
**working**-day, man.  
**world**-self, -weary, -wearily, -wide.  
**worldly**-minded, -mindedness, -wise.  
**worm**-eat (v.), -eaten, -eating, hole, holed, seed, wood.  
 worn-out (a.).  
 wou-wou.  
**wound**wort, worth.  
 wreckfish.  
**wring**bolt, staff.  
 wringing-wet (a.).  
**wrist**band, -drop (n.), fall.  
**wrong**doer, doing, head, -headed, -headedly, -headedness, -hearted, -heartedness, -minded, -mindedness, -timed.

X.

**xantho** (prefix); all one word.  
**xeno** (prefix); all one word.  
**xero** (prefix); all one word.

Y.

Y-shaped.  
**yachts**man, woman.  
**Yankee**-Doodle, land.  
**yard**arm, man, master, stick, wand.  
 yawl-rigged.  
**yaw**root, -weed.  
**year**book, long.  
 yeast-bitten.  
**yellow**-backed, -bellied, -billed, bird, -breasted, -covered, -crowned, -eyed, fish, -headed, root, -rumped, seed, -shafted, -tailed, throated, -vented, weed, wood, wort, -wrack.  
**yelly**-hoo, -hooping.  
**yes**-no (a., v.), -noer, -noism.  
**yester**day, eve, even, evening, morn, morning, night, noon, week, year.  
 yewberry.  
 ylang-ylang.  
**yoke**fellow, mate, -toed.  
 yore-time.  
**ytro**-cerite, -columbite, -tantalite.  
 yuletide.

Z.

zantewood.  
 zebra-wood.  
 Zend-A-vesta.  
**zero**axial, -dimensional  
 zigzag, zagger, zaggy.  
 ziment-water.

# USEFUL INFORMATION.

## MISCELLANEOUS TABLES.

### *Chemical elements and symbols.*

Element.	Symbol.	Element.	Symbol.
Aluminum.....	Al	Molybdenum.....	Mo
Antimony (see Stibium).		Sodium (sodium).....	Na
Argentum (silver).....	Ag	Neodymium.....	Nd
Argon.....	A	Neon.....	Ne
Arsenic.....	As	Nickel.....	Ni
Aurum (gold).....	Au	Niobium (columbium).....	Nb, Cb
Barium.....	Ba	Nitrogen.....	N
Beryllium (glucinum).....	Be, Gl	Norwegium.....	Ng
Bismuth.....	Bi	Osmium.....	Os
Boron.....	B	Oxygen.....	O
Bromine.....	Br	Palladium.....	Pd
Cadmium.....	Cd	Philippium.....	Ph
Cæsium.....	Cs	Phosphorus.....	P
Calcium.....	Ca	Platinum.....	Pt
Carbon.....	C	Plumbum (lead).....	Pb
Cerium.....	Ce	Potassium (see Kalium).	
Chlorine.....	Cl	Praseodymium.....	Pr
Chromium.....	Cr	Radium.....	Ra
Cobalt.....	Co	Rhodium.....	Rh
Columbium (niobium).....	Cb, Nb	Rubidium.....	Rb
Copper (cuprum).....	Cu	Ruthenium.....	Ru
Davyum.....	Da	Samarium.....	Sa, Sm
Decipium.....	Dp	Scandium.....	Sc
Didymium.....	D, Di	Selenium.....	Se
Dysprosium.....	Dy	Silicon.....	Si
Erbium.....	Er	Silver (see Argentum).	
Ferrum (iron).....	Fe	Sodium (see Natrium).	
Fluorine.....	F	Stannum (tin).....	Sn
Gadolinium.....	Gd	Stibium (antimony).....	Sb
Gallium.....	Ga	Strontium.....	Sr
Germanium.....	Ge	Sulphur.....	S
Glucinum (beryllium).....	Gl, Be	Tantalum.....	Ta
Gold (see Aurum).		Tellurium.....	Te
Helium.....	He	Terbium.....	Tb, Tr
Holmium.....	Ho	Thallium.....	Tl
Hydrargyrum (mercury).....	Hg	Thorium.....	Th
Hydrogen.....	H	Thulium.....	Tu
Indium.....	In	Tin (see Stannum).	
Iodine.....	I	Titanium.....	Ti
Iridium.....	Ir	Tungsten (see Wolframium).	
Iron (see Ferrum).		Uranium.....	U, Ur
Kalium (potassium).....	K	Vanadium.....	V
Krypton.....	Kr	Wolframium (tungsten).....	W
Lanthanum.....	La	Xenon.....	Xe, X
Lead (see Plumbum).		Ytterbium.....	Yb
Lithium.....	Li	Yttrium.....	Y
Magnesium.....	Mg	Zinc.....	Zn
Manganese.....	Mn	Zirconium.....	Zr
Mercury (see Hydrargyrum).			

### *Roman numerals.*

I.....	1	IX.....	9	LXX.....	70	D.....	500
II.....	2	X.....	10	LXXX.....	80	DC.....	600
III.....	3	XIX.....	19	XC.....	90	DCC.....	700
IV.....	4	XX.....	20	C.....	100	DCCC.....	800
V.....	5	XXX.....	30	CL.....	150	CM.....	900
VI.....	6	XL.....	40	CC.....	200	M.....	1000
VII.....	7	L.....	50	CCC.....	300	MD.....	1500
VIII.....	8	LX.....	60	CD.....	400	MCM.....	1900

## Values of foreign coins.

[From Circular No. 1 of the Director of the Mint, Oct. 1, 1913.]

Countries.	Standard.	Monetary unit.	Value.
Argentina.....	Gold.....	Peso <sup>1</sup> .....	\$0.965
Austria-Hungary.....	do.....	Crown.....	.203
Belgium.....	Gold and silver.....	Franc <sup>2</sup> .....	.193
Bolivia.....	Gold.....	Boliviano <sup>3</sup> .....	.389
Brazil.....	do.....	Milreis <sup>4</sup> .....	.546
British colonies in Australasia and Africa.....	do.....	Pound sterling.....	4.866
Canada.....	do.....	Dollar.....	1.000
Central American States:			
British Honduras.....	do.....	do.....	1.000
Costa Rica.....	do.....	Colon.....	.465
Guatemala.....	} Silver.....	Peso.....	.435
Honduras.....			
Nicaragua.....			
Salvador.....			
Chile.....	Gold.....	do. <sup>5</sup> .....	.365
		Amoy.....	.713
		Canton.....	.711
		Chefoo.....	.682
		Chin Kiang.....	.697
		Fuchau.....	.660
		Haikwan (customs).....	.726
		Hankow.....	.667
		Kiaochow.....	.691
		Nanking.....	.706
		Newchwang.....	.669
		Ningpo.....	.686
		Peking.....	.695
		Shanghai.....	.651
		Swatow.....	.659
		Takau.....	.718
		Tientsin.....	.691
		Yuan.....	.519
		Hongkong.....	.469
		Dollar.....	.469
		British.....	.483
		Mexican.....	.483
Chinese Republic.....	Silver.....		
Colombia.....	Gold.....	Dollar <sup>6</sup> .....	1.000
Denmark.....	do.....	Crown.....	.268
Ecuador.....	do.....	Sucre.....	.487
Egypt.....	do.....	Pound (100 piasters) <sup>7</sup> .....	4.943
Finland.....	do.....	Mark.....	.193
France.....	Gold and silver.....	Franc <sup>2</sup> .....	.193
German Empire.....	Gold.....	Mark.....	.238
Great Britain.....	do.....	Pound sterling.....	4.866
Greece.....	Gold and silver.....	Drachma <sup>2</sup> .....	.193
Haiti.....	Gold.....	Gourde.....	.965
India [British].....	do.....	Rupee.....	.324
Italy.....	Gold and silver.....	Lira <sup>2</sup> .....	.193
Japan.....	Gold.....	Yen.....	.498
Liberia.....	do.....	Dollar.....	1.000
Mexico.....	do.....	Peso.....	.498
Netherlands.....	do.....	Florin.....	.402
Newfoundland.....	do.....	Dollar.....	1.014
Norway.....	do.....	Crown.....	.268
Panama.....	do.....	Balboa.....	1.000
Persia.....	Gold and silver.....	Kran.....	.170
Peru.....	Gold.....	Libra.....	4.866
Philippine Islands.....	do.....	Peso.....	.500
Portugal.....	do.....	Milreis.....	1.080
Roumania.....	do.....	Leu.....	.193
Russia.....	do.....	Ruble.....	.515
Santo Domingo.....	do.....	Dollar.....	1.000
Servia.....	do.....	Dinar.....	.193
Siam.....	do.....	Pical.....	.371
Spain.....	Gold and silver.....	Peseta.....	.193
Straits Settlements.....	Gold.....	Dollar.....	.568
Sweden.....	do.....	Crown.....	.268
Switzerland.....	do.....	Franc <sup>2</sup> .....	.193
Turkey.....	do.....	Piaster.....	.044
Uruguay.....	do.....	Peso.....	1.034
Venezuela.....	do.....	Bolivar.....	.193

<sup>1</sup> Currency: Depreciated paper convertible at 44 per cent of face value.<sup>2</sup> Member of Latin Union; gold is the actual standard.<sup>3</sup> 12½ bolivianos equal 1 pound sterling.<sup>4</sup> Currency: Government paper convertible at \$0.324 to the milreis.<sup>5</sup> Currency: Inconvertible paper; exchange rate approximately \$0.206.<sup>6</sup> Currency: Inconvertible paper; exchange rate approximately \$1.02 paper to \$1 gold.<sup>7</sup> The actual standard is the British pound sterling, which is legal tender for 97½ piasters.

NOTE.—The coins of silver-standard countries are valued by their pure-silver content at the average market price of silver.

Standard page measurements.

[Hand set.]

WIDTH OF PAGE.

Measures.	10-point.	8-point.	6-point.
	<i>Ems.</i>	<i>Ems.</i>	<i>Ems.</i>
Census.....	51½	64	85¼
Quarto.....	43½	54¾	73
Statutes.....	38½ + ½	48½	64¾
Professional.....	38½	48	64
Octavo (document).....	31½	39½ + ½	52¾
12mo.....	27	33¾	44¾
Law.....	26½	32¾	43½
General order.....	24½	30¾	41
Bill.....	36½	45	60½
Court decisions.....	27	34	46½
Record.....	27	31	42
Half census.....	24½ + ½	30¾ + ½	41½
Half quarto.....	21½	27	36

LENGTH OF PAGE.<sup>1</sup>

Census.....	67½	84	112
Quarto.....	63¾	79½	106
Statutes.....	60	75	100
Professional.....	55	68¾	91½
Octavo (document).....	54	67½	89¾
12mo.....	48	60	79½
Law.....	48	60	79½
General order.....	38½	48	63¾
Bill.....	63¾	79½	106
Court decisions.....	49	61	81½

<sup>1</sup> Does not include head slug or foot slug.

Rule (cut to 6-point) in 8-point tables.

8-pt.	6-pt.	Rule.	8-pt.	6-pt.	Rule.	8-pt.	6-pt.	Rule.	8-pt.	6-pt.	Rule.
1 em = 1½	1½	1½	16 ems = 21½	21½	1½	ems = 2	2	2	16½ ems = 22	22	22
2 ems = 2½	2½	2½	17 ems = 22½	22½	2½	ems = 3½	3½	3½	17½ ems = 23½	23½	23½
3 ems = 4	4	4	18 ems = 24	24	4	ems = 4½	4½	4½	18½ ems = 24½	24½	24½
4 ems = 5½	5½	5½	19 ems = 25½	25½	5½	ems = 6	6	6	19½ ems = 26	26	26
5 ems = 6½	6½	6½	20 ems = 26½	26½	6½	ems = 7½	7½	7½	20½ ems = 27½	27½	27½
6 ems = 8	8	8	21 ems = 28	28	8	ems = 8¾	8¾	8¾	21½ ems = 28¾	28¾	28¾
7 ems = 9½	9½	9½	22 ems = 29½	29½	9½	ems = 10	10	10	22½ ems = 30	30	30
8 ems = 10½	10½	10½	23 ems = 30½	30½	10½	ems = 11¼	11¼	11¼	23½ ems = 31½	31½	31½
9 ems = 12	12	12	24 ems = 32	32	12	ems = 12¾	12¾	12¾	24½ ems = 32¾	32¾	32¾
10 ems = 13½	13½	13½	25 ems = 33½	33½	13½	ems = 14	14	14	25½ ems = 34	34	34
11 ems = 14½	14½	14½	26 ems = 34½	34½	14½	ems = 15½	15½	15½	26½ ems = 35½	35½	35½
12 ems = 16	16	16	27 ems = 36	36	16	ems = 16¾	16¾	16¾	27½ ems = 36¾	36¾	36¾
13 ems = 17½	17½	17½	28 ems = 37½	37½	17½	ems = 18	18	18	28½ ems = 38	38	38
14 ems = 18½	18½	18½	29 ems = 38½	38½	18½	ems = 19½	19½	19½	29½ ems = 39½	39½	39½
15 ems = 20	20	20	30 ems = 40	40	20	ems = 20¾	20¾	20¾	30½ ems = 40¾	40¾	40¾

Names of the months in five languages.

English.	Spanish.	Portuguese.	French.	German.
January.	enero.	janeiro.	janvier.	Januar.
February.	febrero.	fevereiro.	février.	Februar.
March.	marzo.	março.	mars.	März.
April.	abril.	abril.	avril.	April.
May.	mayo.	maio.	mai.	Mai.
June.	junio.	junho.	juin.	Junii.
July.	julio.	julho.	juillet.	Juli.
August.	agosto.	agosto.	août.	August.
September.	septiembre.	setembro.	septembre.	September.
October.	octubre.	outubro.	octobre.	Oktober.
November.	noviembre.	novembro.	novembre.	November.
December.	diciembre.	dezembro.	décembre.	Dezember.

NOTE.—It will be observed in the foregoing list that the names of months are capitalized in English and German, but are not capitalized in Spanish, Portuguese, and French.

*Dimensions of type pages and trim of printed books.*

Measures.	Type page.		Books trim to <sup>2</sup> —
	Width.	Depth. <sup>1</sup>	
	<i>Inches.</i>	<i>Inches.</i>	<i>Inches.</i>
Half census.....	$3\frac{1}{8}$		
Census.....	$7\frac{1}{8}$	$9\frac{1}{8}$	$9\frac{1}{2} \times 11\frac{1}{2}$
Half quarto.....	3		
Quarto.....	$6\frac{1}{8}$	$9\frac{1}{8}$	$9\frac{1}{2} \times 11\frac{1}{8}$
Statutes.....	$5\frac{1}{8}$	$8\frac{1}{8}$	$7\frac{3}{8} \times 11\frac{1}{2}$
Professional.....	$5\frac{1}{8}$	$7\frac{3}{8}$	$9 \times 11\frac{1}{2}$
Army and Navy Register.....	$5\frac{1}{8}$	$8\frac{1}{8}$	$5\frac{1}{2} \times 9\frac{1}{8}$
Bill.....	$5\frac{1}{8}$	$9\frac{1}{8}$	$7\frac{3}{8} \times 11$
Document (octavo).....	$4\frac{3}{8}$	$7\frac{1}{8}$	$5\frac{1}{2} \times 9\frac{1}{2}$
Court decisions.....	$3\frac{1}{8}$	$7\frac{1}{8}$	$5\frac{1}{2} \times 9\frac{1}{2}$
12mo.....	$3\frac{1}{8}$	$6\frac{1}{8}$	$5\frac{1}{2} \times 9\frac{1}{2}$
Law.....	$3\frac{1}{8}$	$6\frac{1}{8}$	$5\frac{1}{2} \times 9\frac{1}{2}$
Speech.....	$3\frac{1}{8}$	$6\frac{1}{8}$	$5\frac{1}{2} \times 9\frac{1}{2}$
General order.....	$3\frac{1}{8}$	$5\frac{1}{8}$	$5\frac{1}{2} \times 7\frac{1}{2}$
Half Record.....	$3\frac{1}{8}$		
Record.....	$7\frac{1}{8}$	$9\frac{1}{8}$	$9\frac{1}{2} \times 11\frac{1}{8}$
Half specifications.....	$2\frac{1}{8}$		
Specifications.....	$5\frac{1}{8}$	$9\frac{1}{8}$	$7\frac{1}{2} \times 10\frac{1}{2}$

<sup>1</sup> Depth includes folio lines.<sup>2</sup> Unless otherwise ordered on jacket.*Number of words and ems to the square inch.*

Sizes of type.	Number of words.		Number of ems.
	Solid.	Leaded.	
14-point.....	11	8	$26\frac{1}{2}$
12-point.....	14	11	36
11-point.....	17	14	43
10-point.....	21	16	52
8-point.....	32	23	81
6-point.....	47	34	144
5-point.....	69	50	207

*Number of words in a line and page and the number of ems in a page.*

Sizes of type and measures.	Number of words in a line.	Number of words in a page.		Number of lines in a page.		Number of ems in a page.
		Solid.	Leaded.	Solid.	Leaded.	
10-point:						
General order.....	10	386	294	38	32	1,050
Document.....	12	693	528	54	45	1,856
Quarto.....	16	1,113	848	63	53	2,992
Census.....	18	1,386	1,056	68	57	3,621
8-point:						
General order.....	12	588	423	48	38	1,643
Document.....	15	1,056	759	67	54	2,920
Quarto.....	20	1,696	1,219	79	64	4,675
Census.....	25	2,112	1,518	84	68	5,696
6-point:						
General order.....	13	864	625	63	48	2,911
Document.....	17	1,551	1,122	90	67	5,141
Quarto.....	24	2,491	1,802	106	80	8,249
Census.....	27	3,102	2,244	112	84	10,115
14-point:						
Bill.....	10		257		25	

The number of words to a page is computed on the basis of the preceding table. This is the standard.

*Relative number of ems in a page.*

Measures.	10-point.	8-point.	6-point.
Census.....	3, 621	5, 696	10, 115
Quarto.....	2, 992	4, 675	8, 249
Statutes <sup>1</sup> .....	3, 480	5, 204	8, 239
Professional.....	2, 242	3, 552	6, 336
Document.....	1, 856	2, 920	5, 141
12mo.....	1, 404	2, 210	3, 915
Laws <sup>1</sup> .....	2, 729	3, 793	6, 014
General order.....	1, 050	1, 643	2, 911
Court decisions.....	1, 484	2, 310	4, 094

<sup>1</sup> Including side notes.

To find how many pages a book set in one size of type will make if set in some other size of type, but same size of page, multiply the number of pages by the number of ems in a page and divide by the number of ems of the type you wish to use.

*Signatures for sixteens.*

1.....Title	60.	.945	119.	.1889	178.	.2833	237.	.3777	296.	.4721
2.....	61.	.961	120.	.1905	179.	.2849	238.	.3793	297.	.4737
3.....	62.	.977	121.	.1921	180.	.2865	239.	.3809	298.	.4753
4.....	63.	.993	122.	.1937	181.	.2881	240.	.3825	299.	.4769
5.....	64.	.1009	123.	.1953	182.	.2897	241.	.3841	300.	.4785
6.....	65.	.1025	124.	.1969	183.	.2913	242.	.3857	301.	.4801
7.....	66.	.1041	125.	.1985	184.	.2929	243.	.3873	302.	.4817
8.....	67.	.1057	126.	.2001	185.	.2945	244.	.3889	303.	.4833
9.....	68.	.1073	127.	.2017	186.	.2961	245.	.3905	304.	.4849
10.....	69.	.1089	128.	.2033	187.	.2977	246.	.3921	305.	.4865
11.....	70.	.1105	129.	.2049	188.	.2993	247.	.3937	306.	.4881
12.....	71.	.1121	130.	.2065	189.	.3009	248.	.3953	307.	.4897
13.....	72.	.1137	131.	.2081	190.	.3025	249.	.3969	308.	.4913
14.....	73.	.1153	132.	.2097	191.	.3041	250.	.3985	309.	.4929
15.....	74.	.1169	133.	.2113	192.	.3057	251.	.4001	310.	.4945
16.....	75.	.1185	134.	.2129	193.	.3073	252.	.4017	311.	.4961
17.....	76.	.1201	135.	.2145	194.	.3089	253.	.4033	312.	.4977
18.....	77.	.1217	136.	.2161	195.	.3105	254.	.4049	313.	.4993
19.....	78.	.1233	137.	.2177	196.	.3121	255.	.4065	314.	.5009
20.....	79.	.1249	138.	.2193	197.	.3137	256.	.4081	315.	.5025
21.....	80.	.1265	139.	.2209	198.	.3153	257.	.4097	316.	.5041
22.....	81.	.1281	140.	.2225	199.	.3169	258.	.4113	317.	.5057
23.....	82.	.1297	141.	.2241	200.	.3185	259.	.4129	318.	.5073
24.....	83.	.1313	142.	.2257	201.	.3201	260.	.4145	319.	.5089
25.....	84.	.1329	143.	.2273	202.	.3217	261.	.4161	320.	.5105
26.....	85.	.1345	144.	.2289	203.	.3233	262.	.4177	321.	.5121
27.....	86.	.1361	145.	.2305	204.	.3249	263.	.4193	322.	.5137
28.....	87.	.1377	146.	.2321	205.	.3265	264.	.4209	323.	.5153
29.....	88.	.1393	147.	.2337	206.	.3281	265.	.4225	324.	.5169
30.....	89.	.1409	148.	.2353	207.	.3297	266.	.4241	325.	.5185
31.....	90.	.1425	149.	.2369	208.	.3313	267.	.4257	326.	.5201
32.....	91.	.1441	150.	.2385	209.	.3329	268.	.4273	327.	.5217
33.....	92.	.1457	151.	.2401	210.	.3345	269.	.4289	328.	.5233
34.....	93.	.1473	152.	.2417	211.	.3361	270.	.4305	329.	.5249
35.....	94.	.1489	153.	.2433	212.	.3377	271.	.4321	330.	.5265
36.....	95.	.1505	154.	.2449	213.	.3393	272.	.4337	331.	.5281
37.....	96.	.1521	155.	.2465	214.	.3409	273.	.4353	332.	.5297
38.....	97.	.1537	156.	.2481	215.	.3425	274.	.4369	333.	.5313
39.....	98.	.1553	157.	.2497	216.	.3441	275.	.4385	334.	.5329
40.....	99.	.1569	158.	.2513	217.	.3457	276.	.4401	335.	.5345
41.....	100.	.1585	159.	.2529	218.	.3473	277.	.4417	336.	.5361
42.....	101.	.1601	160.	.2545	219.	.3489	278.	.4433	337.	.5377
43.....	102.	.1617	161.	.2561	220.	.3505	279.	.4449	338.	.5393
44.....	103.	.1633	162.	.2577	221.	.3521	280.	.4465	339.	.5409
45.....	104.	.1649	163.	.2593	222.	.3537	281.	.4481	340.	.5425
46.....	105.	.1665	164.	.2609	223.	.3553	282.	.4497	341.	.5441
47.....	106.	.1681	165.	.2625	224.	.3569	283.	.4513	342.	.5457
48.....	107.	.1697	166.	.2641	225.	.3585	284.	.4529	343.	.5473
49.....	108.	.1713	167.	.2657	226.	.3601	285.	.4545	344.	.5489
50.....	109.	.1729	168.	.2673	227.	.3617	286.	.4561	345.	.5505
51.....	110.	.1745	169.	.2689	228.	.3633	287.	.4577	346.	.5521
52.....	111.	.1761	170.	.2705	229.	.3649	288.	.4593	347.	.5537
53.....	112.	.1777	171.	.2721	230.	.3665	289.	.4609	348.	.5553
54.....	113.	.1793	172.	.2737	231.	.3681	290.	.4625	349.	.5569
55.....	114.	.1809	173.	.2753	232.	.3697	291.	.4641	350.	.5585
56.....	115.	.1825	174.	.2769	233.	.3713	292.	.4657	351.	.5601
57.....	116.	.1841	175.	.2785	234.	.3729	293.	.4673	352.	.5617
58.....	117.	.1857	176.	.2801	235.	.3745	294.	.4689	353.	.5633
59.....	118.	.1873	177.	.2817	236.	.3761	295.	.4705	354.	.5649



Metric tables.

LENGTH.

Myriameter.....	10,000 meters.....	6.2137 miles.
Kilometer.....	1,000 meters.....	0.62137 mile.
Hectometer.....	100 meters.....	328 feet 1 inch.
Dekameter.....	10 meters.....	393.7 inches.
Meter.....	1 meter.....	39.37 inches.
Decimeter.....	0.1 meter.....	3.937 inches.
Centimeter.....	0.01 meter.....	0.3937 inch.
Millimeter.....	0.001 meter.....	0.0394 inch.

SURFACE.

Hectare.....	10,000 square meters...	2.471 acres.
Are.....	100 square meters.....	119.6 square yards.
Centare.....	1 square meter.....	1,550 square inches.

WEIGHT.

Names.	Number of grams.	Weight of what quantity of water at maximum density.	Avoirdupois weight.
Metric ton, millier or tonneau.....	1,000,000	1 cubic meter.....	2,204.6 pounds.
Quintal.....	100,000	1 hectoliter.....	220.46 pounds.
Myriagram.....	10,000	1 dekaliter.....	22.046 pounds.
Kilogram or kilo.....	1,000	1 liter.....	2.2046 pounds.
Hectogram.....	100	1 deciliter.....	3.5274 ounces.
Dekagram.....	10	10 cubic centimeters...	0.3527 ounce.
Gram.....	1	1 cubic centimeter.....	15.432 grains.
Decigram.....	.1	0.1 cubic centimeter.....	1.5432 grains.
Centigram.....	.01	10 cubic millimeters...	0.1543 grain.
Milligram.....	.001	1 cubic millimeter.....	0.0154 grain.

CAPACITY.

Names.	Number of liters.	Metric cubic measure.	United States measure.	British measure.
Kiloliter, or stere.....	1,000	1 cubic meter.....	1.308 cubic yards.....	1.308 cubic yards.
Hectoliter.....	100	0.1 cubic meter.....	2.837 bushels; 26.417 gallons.	2.75 bushels; 22.01 gallons.
Dekaliter.....	10	10 cubic decimeters.	1.135 pecks; 2.6417 gallons.	8.80 quarts; 2.201 gallons.
Liter.....	1	1 cubic decimeter.	0.908 quart; 1.0567 quarts.	0.880 quart.
Deciliter.....	.1	0.1 cubic decimeter.	6.1022 cubic inches; 0.845 gill.	0.704 gill.
Centiliter.....	.01	10 cubic centimeters.	0.6102 cubic inch; 0.338 fluid ounce.	0.352 fluid ounce.
Milliliter.....	.001	1 cubic centimeter.	0.061 cubic inch; 0.27 fluid dram.	0.28 fluid dram.

COMMON MEASURES AND THEIR METRIC EQUIVALENTS.

Common measures.	Equivalents.	Common measures.	Equivalents.
Inch.....	2.54 centimeters.	Dry quart, United States.	1.101 liters.
Foot.....	0.3048 meter.	Quart, imperial.....	1.136 liters.
Yard.....	0.9144 meter.	Gallon, United States...	3.785 liters.
Rod.....	5.029 meters.	Gallon, imperial.....	4.544 liters.
Mile.....	1.6093 kilometers.	Peck, United States.....	8.809 liters.
Square inch.....	6.452 square centimeters.	Peck, imperial.....	9.087 liters.
Square foot.....	0.0929 square meter.	Bushel, United States...	35.24 liters.
Square yard.....	0.836 square meter.	Bushel, imperial.....	36.35 liters.
Square rod.....	25.29 square meters.	Ounce, avoirdupois.....	28.35 grams.
Acre.....	0.4046 hectare.	Pound, avoirdupois.....	0.4536 kilogram.
Square mile.....	259 hectares.	Ton, long.....	1.0161 metric tons.
Cubic inch.....	16.39 cubic centimeters.	Ton, short.....	0.9072 metric ton.
Cubic foot.....	0.0283 cubic meter.	Grain.....	0.0648 gram.
Cubic yard.....	0.7645 cubic meter.	Ounce, troy.....	31.103 grams.
Cord.....	3.624 steres.	Pound, troy.....	0.3732 kilogram.
Liquid quart, United States.	0.9469 liter.		

## Greek alphabet.

Caps.	Lower-case.	Greek name.	English sound.	Caps.	Lower-case.	Greek name.	English sound.
<i>A</i>	$\alpha$	Alpha.	A.	<i>N</i>	$\nu$	Nu.	N.
<i>B</i>	$\beta$ $\beta$	Beta.	B.	<i>Ξ</i>	$\xi$	Xi.	X.
<i>Γ</i>	$\gamma$	Gamma.	G.	<i>Ο</i>	$\omicron$	Omicron.	O short.
<i>Δ</i>	$\delta$	Delta.	D.	<i>Π</i>	$\pi$ $\varpi$	Pi.	P.
<i>E</i>	$\epsilon$	Epsilon.	E short.	<i>P</i>	$\rho$	Rho.	R.
<i>Z</i>	$\zeta$	Zeta.	Z.	<i>Σ</i>	$\sigma$ $\varsigma$	Sigma.	S.
<i>H</i>	$\eta$	Eta.	E long.	<i>T</i>	$\tau$	Tau.	T.
<i>Θ</i>	$\theta$ $\vartheta$	Theta.	Th.	<i>Υ</i>	$\upsilon$	Upsilon.	U.
<i>I</i>	$\iota$	Iota.	I.	<i>Φ</i>	$\phi$ $\varphi$	Phi.	F.
<i>K</i>	$\kappa$	Kappa.	K.	<i>X</i>	$\chi$	Chi.	Ch.
<i>Λ</i>	$\lambda$	Lambda.	L.	<i>Ψ</i>	$\psi$ $\var�$	Psi.	Ps.
<i>M</i>	$\mu$	Mu.	M.	<i>Ω</i>	$\omega$	Omega.	O long.

## ASTRONOMICAL SIGNS.

♈ Aries.	♐ Capricornus.	♄ Saturn.	♃ Quartile.
♉ Taurus.	♑ Aquarius.	♅ Uranus.	* Sextile.
♊ Gemini.	♒ Pisces.	☾ or ☽ New Moon.	♁ Dragon's Head.
♋ Cancer.	☉ or ☼ Sun.	☾ First quarter.	♃ Dragon's Tail.
♌ Leo.	☿ Mercury.	☉ or ☽ Full Moon.	♀ Ceres.
♍ Virgo	♀ Venus.	☾ Last quarter.	♀ Pallas.
♎ Libra.	♁ or ♁ Earth.	♃ Conjunction.	♃ Juno.
♏ Scorpio.	♂ Mars.	♄ Opposition.	♃ Vesta.
♐ Sagittarius.	♃ Jupiter.	♁ Trine.	♃ or ♃ Neptune.

## MATHEMATICAL SIGNS.

+ plus.	△ triangle.	∫ integration.	∴ because.
- minus.	○ circle.	≅ equivalence.	∞ infinity.
× multiplied by.	∠ angle.	∴∴ proportion.	∝ varies as.
÷ divided by.	⊥ right angle.	≐ geometrical proportion.	√ radical.
= equality.	☐ or > greater than.	∴ difference, excess.	° degree.
± plus or minus.	☐ or < less than.	∴ therefore.	' minute.
□ square.	⊥ perpendicular.		" second.
☐ rectangle.	~ difference.		

## TITLES OF RAILROADS .

Following is a partial list of the railroads in the United States. In abbreviating, use the initial letters, except St. for Saint; Ste. for Sainte; Ft. for Fort; S. W., N. W., etc., for Southwestern, Northwestern, etc.; R. R. for Railroad; Ry. for Railway; usual abbreviation for States when occurring at end of name, as in example (1) following, and insert the word "of." (1) St. L. S. W. Ry. Co. of Tex. for St. Louis Southwestern Railway Co. of Texas; (2) M. & St. L. R. R. for Minneapolis & St. Louis Railroad. The exception to the foregoing rule is the Maine Central Railroad, the abbreviation for which is Me. C. R. R., the Michigan Central Railroad having the abbreviation M. C. R. R.

Abilene & Southern Railway Co.  
 Alabama & Vicksburg Railway Co.  
 Alabama Great Southern Railroad Co.  
 Ann Arbor Railroad Co.  
 Arizona Eastern Railroad Co.  
 Arkansas Central Railroad Co.  
 Atchison, Topeka & Santa Fe Railway Co.  
 Atlanta & St. Andrews Bay Railway Co.  
 Atlanta & West Point Railroad Co.  
 Atlanta, Birmingham & Atlantic Railroad Co.  
 Atlantic & St. Lawrence Railroad Co.  
 Atlantic City Railroad Co.  
 Atlantic Coast Line Railroad Co.  
 Baltimore & Ohio Railroad Co.  
 Baltimore & Ohio Southwestern Railroad Co.  
 Baltimore & Philadelphia Railroad Co.  
 Bangor & Aroostook Railroad Co.  
 Beaumont, Sour Lake & Western Railway Co.  
 Bessemer & Lake Erie Railroad Co.  
 Bloomsburg & Sullivan Railroad Co.  
 Blue Ridge Railway Co.  
 Boston & Albany Railroad Co.  
 Boston & Maine Railroad.  
 Boyne City, Gaylord & Alpena Railroad Co.  
 Brinson Railway Co.  
 Buffalo & Susquehanna Railroad Co.  
 Buffalo & Susquehanna Railway Co.  
 Buffalo, Rochester & Pittsburgh Railway Co.  
 Butte, Anaconda & Pacific Railway Co.  
 Butte County Railroad Co.  
 Camas Prairie Railroad Co.  
 Canadian Northern Railway Co.  
 Canadian Pacific Railway Co.  
 Carolina, Clinchfield & Ohio Railway.  
 Central New England Railway Co.  
 Central of Georgia Railway Co.  
 Central Railroad Co. of New Jersey.  
 Central Vermont Railway Co.  
 Charleston & Western Carolina Railway Co.  
 Charlotte Harbor & Northern Railway Co.  
 Chesapeake & Ohio Railway Co.  
 Chicago & Alton Railroad Co.  
 Chicago & Eastern Illinois Railroad Co.  
 Chicago & Erie Railroad Co.  
 Chicago & Illinois Western Railroad.  
 Chicago & North Western Railway Co.  
 Chicago, Burlington & Quincy Railroad Co.  
 Chicago Great Western Railroad Co.  
 Chicago, Indiana & Southern Railroad Co.  
 Chicago, Indianapolis & Louisville Railway Co.  
 Chicago, Memphis & Gulf Railroad Co.  
 Chicago, Milwaukee & Gary Railway Co.  
 Chicago, Milwaukee & Puget Sound Railway Co.  
 Chicago, Milwaukee & St. Paul Railway Co.  
 Chicago, Peoria & St. Louis Railway Co. of Illinois.  
 Chicago, Rock Island & Gulf Railway Co.  
 Chicago, Rock Island & Pacific Railway Co.  
 Chicago, St. Paul, Minneapolis & Omaha Railway Co.  
 Chicago, Terre Haute & Southeastern Railway Co.  
 Cincinnati, Hamilton & Dayton Railway Co.  
 Cincinnati, New Orleans & Texas Pacific Railway Co.  
 Cincinnati Northern Railroad Co.  
 Cincinnati, Saginaw & Mackinaw Railroad Co.  
 Cleveland, Cincinnati, Chicago & St. Louis Railway Co.

Colorado & Southeastern Railway Co.  
 Colorado & Southern Railway Co.  
 Colorado Midland Railway Co.  
 Colorado Springs & Cripple Creek District Railway Co.  
 Copper River & Northwestern Railway Co.  
 Cornwall & Lebanon Railroad Co.  
 Cornwall Railroad Co.  
 Coudersport & Port Allegany Railroad Co.  
 Cumberland Valley Railroad Co.  
 Dayton & Union Railroad Co.  
 Delaware & Hudson Co.  
 Delaware, Lackawanna & Western Railroad Co.  
 Denver & Rio Grande Railroad Co.  
 Denver, Northwestern & Pacific Railway Co.  
 Detroit & Mackinac Railway Co.  
 Detroit & Toledo Shore Line Railroad Co.  
 Detroit, Grand Haven & Milwaukee Railway Co.  
 Detroit, Toledo & Ironton Railway Co.  
 Dry Fork Railroad Co.  
 Duluth & Iron Range Railroad Co.  
 Duluth, Missabe & Northern Railway Co.  
 Duluth, Rainy Lake & Winnipeg Railway Co.  
 Duluth, South Shore & Atlantic Railway Co.  
 Durham & Southern Railway Co.  
 East Broad Top Railroad & Coal Co.  
 El Paso & Southwestern Co.  
 Elgin, Joliet & Eastern Railway Co.  
 Erie Railroad Co.  
 Florence & Cripple Creek Railroad Co.  
 Florida East Coast Railway Co.  
 Fonda, Johnstown & Gloversville Railroad Co.  
 Fort Worth & Denver City Railway Co.  
 Gainesville Midland Railway.  
 Galveston, Harrisburg & San Antonio Railway Co.  
 Galveston, Houston & Henderson Railroad Co. of 1882.  
 Genesee & Wyoming Railroad Co.  
 Georges Valley Railroad Co.  
 Georgetown & Western Railroad Co.  
 Georgia Railroad.  
 Georgia Southern & Florida Railway Co.  
 Georgia Southwestern & Gulf Railroad Co.  
 Gettysburg & Harrisburg Railway Co.  
 Grafton & Upton Railroad Co.  
 Grand Rapids & Indiana Railway Co.  
 Grand Trunk Western Railway Co.  
 Great Northern Railway Co.  
 Greenwich & Johnsonville Railway Co.  
 Gulf & Sabine River Railroad Co.  
 Gulf & Ship Island Railroad Co.  
 Gulf, Colorado & Santa Fe Railway Co.  
 Gulf Line Railway Co.  
 Harriman & Northeastern Railroad Co.  
 Hocking Valley Railway Co.  
 Houston & Shreveport Railroad Co.  
 Houston & Texas Central Railroad Co.  
 Houston East & West Texas Railway Co.  
 Huntingdon & Broad Top Mountain Railroad & Coal Co.  
 Illinois Central Railroad Co.  
 International & Great Northern Railroad Co.  
 International & Great Northern Railway Co.  
 Iowa Central Railway Co.  
 Jamestown, Chautauqua & Lake Erie Railway Co.  
 Kalamazoo, Lake Shore & Chicago Railway Co.  
 Kanawha & Michigan Railway Co.

- Kansas City, Clinton & Springfield Railway Co.  
 Kansas City & Memphis Railway Co.  
 Kansas City Southern Railway Co.  
 Kentucky & Tennessee Railway.  
 Kewaunee, Green Bay & Western Railroad Co.  
 Lackawanna & Wyoming Valley Railroad Co.  
 Lake Champlain & Moriah Railroad Co.  
 Lake Charles & Northern Railroad Co.  
 Lake Erie & Western Railroad Co.  
 Lake Erie, Alliance & Wheeling Railroad Co.  
 Lake Superior & Ishpeming Railway Co.  
 Lakeside & Marblehead Railroad Co.  
 Lake Shore & Michigan Southern Railway Co.  
 Lehigh & Hudson River Railway Co.  
 Lehigh Valley Railroad Co.  
 Ligonier Valley Railroad Co.  
 Litchfield & Madison Railway Co.  
 Long Island Railroad Co.  
 Lorain & West Virginia Railway Co.  
 Louisiana & Arkansas Railway Co.  
 Louisiana Central Railroad Co.  
 Louisiana Railway & Navigation Co.  
 Louisiana & Northwest Railroad Co.  
 Louisiana & Pacific Railway Co.  
 Louisiana Western Railroad Co.  
 Louisville & Nashville Railroad Co.  
 Louisville, Henderson & St. Louis Railway Co.  
 McCloud River Railroad Co.  
 Macoupin County Railway Co.  
 Maine Central Railroad Co.  
 Manistee & Northeastern Railroad Co.  
 Manitow & Pikes Peak Railway Co.  
 Marshall & East Texas Railway Co.  
 Maryland, Delaware & Virginia Railway Co.  
 Memphis, Dallas & Gulf Railroad Co.  
 Michigan Central Railroad Co.  
 Midland Terminal Railway Co.  
 Midland Valley Railroad Co.  
 Mineral Range Railroad Co.  
 Minneapolis & Rainy River Railway Co.  
 Minneapolis & St. Louis Railroad Co.  
 Minneapolis, St. Paul & S. Ste. Marie Railway Co.  
 Missouri, Kansas & Texas Railway Co.  
 Missouri & Louisiana Railroad Co.  
 Missouri, Kansas & Texas Railway Co. of Texas.  
 Missouri Pacific Railway Co.  
 Mobile & Ohio Railroad Co.  
 Monongahela Railroad Co.  
 Montana, Wyoming & Southern Railroad Co.  
 Montour Railroad Co.  
 Montpelier & Wells River Railroad.  
 Morgan's Louisiana & Texas Railroad & Steamship Co.  
 Morgantown & Kingwood Railroad Co.  
 Nashville, Chattanooga & St. Louis Railway.  
 Nevada County Narrow Gauge Railroad Co.  
 Nevada Northern Railway Co.  
 New Jersey & New York Railroad Co.  
 New Orleans & Northeastern Railroad Co.  
 New Orleans Great Northern Railroad Co.  
 New Orleans, Mobile & Chicago Railroad Co.  
 New Orleans, Texas & Mexico Railroad Co.  
 Newport & Richford Railroad Co.  
 New York Central & Hudson River Railroad Co.  
 New York, Chicago & St. Louis Railroad Co.  
 New York & Long Branch Railroad Co.  
 New York, New Haven & Hartford Railroad Co.  
 New York, Ontario & Western Railway Co.  
 New York & Ottawa Railway Co.  
 New York, Philadelphia & Norfolk Railroad Co.  
 New York, Susquehanna & Western Railroad Co.  
 Norfolk & Western Railway Co.  
 Norfolk Southern Railroad Co.  
 North & South Carolina Railway Co.  
 Northern Central Railway Co.  
 Northern Pacific Railway Co.  
 Northwestern Pacific Railroad Co.  
 Norwood & St. Lawrence Railroad Co.  
 Orange & Northwestern Railroad Co.  
 Oregon Trunk Railway Co.  
 Oregon Short Line Railroad Co.  
 Oregon-Washington Railroad & Navigation Co.  
 Paris & Great Northern Railroad Co.  
 Pecos & Northern Texas Railway Co.  
 Pennsylvania Co.  
 Pennsylvania Railroad Co.  
 Peoria & Eastern Railway Co.  
 Pere Marquette Railroad Co.  
 Perkiomen Railroad Co.  
 Philadelphia & Reading Railway Co.  
 Philadelphia, Baltimore & Washington Railroad Co.  
 Pierre, Rapid City & North Western Railway Co.  
 Pittsburgh & Lake Erie Railroad Co.  
 Pittsburgh, Cincinnati, Chicago & St. Louis Railway Co.  
 Pittsburg, Shamut & Northern Railroad Co.  
 Port Reading Railroad Co.  
 Quanah, Acme & Pacific Railway Co.  
 Raritan River Railroad Co.  
 Richmond, Fredericksburgh & Potomac Railroad Co.  
 Rio Grande & Eagle Pass Railway Co.  
 Rutland Railroad Co.  
 St. Joseph & Grand Island Railway Co.  
 St. Lawrence & Adirondack Railway Co.  
 St. Louis & San Francisco Railroad Co.  
 St. Louis, Brownsville & Mexico Railway Co.  
 St. Louis, Iron Mountain & Southern Railway Co.  
 St. Louis, Rocky Mountain & Pacific Railway Co.  
 St. Louis, San Francisco & Texas Railway Co.  
 St. Louis Southwestern Railway Co.  
 St. Louis Southwestern Railway Co. of Texas.  
 St. Louis, Troy & Eastern Railroad Co.  
 San Antonio & Aransas Pass Railway Co.  
 Salt Lake & Los Angeles Railway Co.  
 San Diego & Cuyamaca Railway.  
 San Diego Southern Railway Co.  
 San Pedro, Los Angeles & Salt Lake Railroad Co.  
 Seaboard Air Line Railway.  
 Sierra Railway Co. of California.  
 South Dakota Central Railway Co.  
 South Georgia Railway Co.  
 Southern Kansas Railway Co. of Texas.  
 Southern Pacific Co.  
 Southern Railway Co.  
 Southern Railway Co. in Mississippi.  
 Spokane International Railway Co.  
 Spokane, Portland & Seattle Railway Co.  
 Standard & Hernando Railroad Co.  
 Staten Island Railway Co.  
 Staten Island Rapid Transit Railway Co.  
 Sullivan County Railroad.  
 Sumpter Valley Railway Co.  
 Syracuse, Binghamton & New York Railroad Co.  
 Tacoma Eastern Railroad Co.  
 Tennessee Central Railroad Co.  
 Texas & New Orleans Railroad Co.  
 Texas & Pacific Railway Co.  
 Toledo & Ohio Central Railway Co.  
 Toledo, Peoria & Western Railway Co.  
 Toledo, St. Louis & Western Railroad Co.  
 Tonopah & Goldfield Railroad Co.  
 Tonopah & Tidewater Railroad Co.  
 Toronto, Hamilton & Buffalo Railway Co.  
 Tremont & Gulf Railway Co.  
 Trinity & Brazos Valley Railway Co.  
 Utah Railway Co.  
 Ulster & Delaware Railroad Co.  
 Union Pacific Railroad Co.  
 United Verde & Pacific Railway Co.  
 Vandalia Railroad Co.  
 Vicksburg, Shreveport & Pacific Railway Co.  
 Virginia & Southwestern Railway Co.  
 Virginia & Truckee Railway.  
 Virginian Railway Co.  
 Wabash Railroad Co.  
 Wabash, Chester & Western Railroad Co.  
 Washington, Idaho & Montana Railway Co.  
 Washington Southern Railway Co.  
 Waynesburg & Washington Railroad Co.  
 West Jersey & Seashore Railroad Co.  
 Western Maryland Railway Co.  
 Western Pacific Railway Co.  
 Western Railway of Alabama.  
 West Side Belt Railroad Co.  
 Wheeling & Lake Erie Railroad Co.  
 Wilkes-Barre & Eastern Railroad Co.  
 Williamsport & North Branch Railroad Co.  
 Yazoo & Mississippi Valley Railroad Co.  
 Yosemite Valley Railroad Co.  
 Youngstown & Ohio River Railroad Co.  
 Zanesville & Western Railway Co.

**STATES, TERRITORIES, AND COUNTIES.**

Note the orthography of names of the following counties:

Alleghany in Maryland and New York.  
 Alleghany in North Carolina and Virginia.  
 Allegheny in Pennsylvania.  
 Andrew in Missouri.  
 Andrews in Texas.  
 Aransas in Texas.  
 Arkansas in Arkansas.  
 Barber in Kansas.  
 Barbour in Alabama and West Virginia.  
 Brooke in West Virginia.  
 Brooks in Georgia and Texas.  
 Brown in all States.  
 Bulloch in Georgia.  
 Bullock in Alabama.  
 Burnet in Texas.  
 Burnett in Wisconsin.  
 Cheboygan in Michigan; Sheboygan in Wisconsin.  
 Clarke in Alabama, Georgia, Iowa, Mississippi,  
 Virginia, and Washington; all others Clark.  
 Coffey in Alabama, Georgia, and Tennessee.  
 Coffey in Kansas.  
 Coal in Oklahoma.  
 Cole in Missouri.  
 Coles in Illinois.  
 Cook in Illinois and Minnesota.  
 Cooke in Texas.  
 Davidson in North Carolina and Tennessee.  
 Davison in North Dakota.  
 Davie in North Carolina.  
 Davies in Indiana, Kentucky, and Missouri.  
 Davis in Iowa and Utah.  
 Dickenson in Virginia.  
 Dickinson in Iowa, Kansas, and Michigan.  
 Dickson in Tennessee.  
 Douglas in all States.

Glasecock in Georgia.  
 Glasscock in Texas.  
 Green in Kentucky and Wisconsin; all others  
 Greene.  
 Johnston in North Carolina and Oklahoma; all  
 others Johnson.  
 Kearney in Nebraska.  
 Kearny in Kansas.  
 Lawrence in all States.  
 Loudon in Tennessee.  
 Loudoun in Virginia.  
 Muscogee in Georgia.  
 Muskogee in Oklahoma.  
 Park in Colorado and Montana.  
 Parke in Indiana.  
 Pottawatomie in Kansas and Oklahoma.  
 Pottawattomie in Iowa.  
 Sanders in Montana.  
 Stanley in North Carolina.  
 Stanly in North Carolina.  
 Starke 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.  
 Vermilion in all States.  
 Woods in Oklahoma; all others Wood.  
 Wyandot in Ohio.  
 Wyandotte in Kansas.

**ALABAMA.**

Autauga.  
 Baldwin.  
 Barbour.  
 Bibb.  
 Blount.  
 Bullock.  
 Butler.  
 Calhoun.  
 Chambers.  
 Cherokee.  
 Chilton.  
 Choctaw.

Clarke.  
 Clay.  
 Cleburne.  
 Coffee.  
 Colbert.  
 Conecuh.  
 Coosa.  
 Covington.  
 Crenshaw.  
 Cullman.  
 Dale.  
 Dallas.  
 Dekalb.  
 Elmore.

Escambia.  
 Etowah.  
 Fayette.  
 Franklin.  
 Geneva.  
 Greene.  
 Hale.  
 Henry.  
 Houston.  
 Jackson.  
 Jefferson.  
 Lamar.  
 Lauderdale.  
 Lawrence.

Lee.  
 Limestone.  
 Lowndes.  
 Macon.  
 Madison.  
 Marengo.  
 Marion.  
 Marshall.  
 Mobile.  
 Monroe.  
 Montgomery.  
 Morgan.  
 Perry.  
 Pickens.

Pike.  
 Randolph.  
 Russell.  
 St. Clair.  
 Shelby.  
 Sumter.  
 Talladega.  
 Tallapoosa.  
 Tuscaloosa.  
 Walker.  
 Washington.  
 Wilcox.  
 Winston.

**ALASKA.** Alaska is divided into 4 judicial districts, and these are divided into 42 recorders' districts.

**ARIZONA.**

Apache.  
 Cochise.

Coconino.  
 Gila.  
 Graham.

Greenlee.  
 Maricopa.  
 Mohave.

Navajo.  
 Pima.  
 Pinal.

Santa Cruz.  
 Yavapai.  
 Yuma.

**ARKANSAS.**

Arkansas.  
 Ashley.  
 Baxter.  
 Benton.  
 Boone.  
 Bradley.  
 Calhoun.  
 Carroll.  
 Chicot.  
 Clark.  
 Clay.  
 Cleburne.  
 Cleveland.  
 Columbia.

Conway.  
 Craighead.  
 Crawford.  
 Crittenden.  
 Cross.  
 Dallas.  
 Desha.  
 Drew.  
 Faulkner.  
 Franklin.  
 Fulton.  
 Garland.  
 Grant.  
 Greene.  
 Hempstead.  
 Hot Spring.

Howard.  
 Independence.  
 Izard.  
 Jackson.  
 Jefferson.  
 Johnson.  
 Lafayette.  
 Lawrence.  
 Lee.  
 Lincoln.  
 Little River.  
 Logan.  
 Lonoke.  
 Madison.  
 Marion.

Miller.  
 Mississippi.  
 Monroe.  
 Montgomery.  
 Nevada.  
 Newton.  
 Ouachita.  
 Perry.  
 Phillips.  
 Pike.  
 Poinsett.  
 Polk.  
 Pope.  
 Prairie.  
 Pulaski.

Randolph.  
 St. Clair.  
 Shelby.  
 Sumter.  
 Talladega.  
 Tallapoosa.  
 Tuscaloosa.  
 Walker.  
 Washington.  
 Wilcox.  
 Winston.

**CALIFORNIA.**

Alameda.  
 Alpine.  
 Amador.  
 Butte.  
 Calaveras.  
 Colusa.  
 Contra Costa.  
 Del Norte.  
 Eldorado.  
 Fresno.

Glenn.  
 Humboldt.  
 Imperial.  
 Inyo.  
 Kern.  
 Kings.  
 Lake.  
 Lassen.  
 Los Angeles.  
 Madera.  
 Marin.  
 Mariposa.

Mendocino.  
 Merced.  
 Modoc.  
 Mono.  
 Monterey.  
 Napa.  
 Nevada.  
 Orange.  
 Placer.  
 Plumas.  
 Riverside.  
 Sacramento.

San Benito.  
 San Bernardino.  
 San Diego.  
 San Francisco.  
 San Joaquin.  
 San Luis Obispo.  
 San Mateo.  
 Santa Barbara.  
 Santa Clara.  
 Santa Cruz.  
 Shasta.  
 Sierra.

Siskiyou.  
 Solano.  
 Sonoma.  
 Stanislaus.  
 Sutter.  
 Tehama.  
 Trinity.  
 Tulare.  
 Tuolumne.  
 Ventura.  
 Yolo.  
 Yuba.

<b>COLORADO.</b>	Crowley. Custer. Delta. Denver. Dolores. Douglas. Eagle. El Paso. Elbert. Fremont. Garfield. Gilpin. Grand.	Gunnison. Hinsdale. Huerfano. Jackson. Jefferson. Kiowa. Kit Carson. La Plata. Lake. Larimer. Las Animas. Lincoln. Logan.	Mesa. Mineral. Moffat. Montezuma. Montrose. Morgan. Otero. Ouray. Park. Phillips. Pitkin. Prowers. Pueblo.	Rio Blanco. Rio Grande. Routt. Saguache. San Juan. San Miguel. Sedgwick. Summit. Teller. Washington. Weld. Yuma.
<b>CONNECTICUT.</b>	Fairfield. Hartford.	Litchfield. Middlesex.	New Haven. New London.	Tolland. Windham.
<b>DELAWARE.</b>	Kent.	New Castle.	Sussex.	
<b>DISTRICT OF COLUMBIA.</b>				
<b>FLORIDA.</b>	Dade. De Soto. Duval. Escambia. Franklin. Gadsden. Hamilton. Hernando. Hillsborough. Holmes.	Jackson. Jefferson. Lafayette. Lake. Lee. Leon. Levy. Liberty. Madison. Manatee.	Marion. Monroe. Nassau. Orange. Osceola. Palm Beach. Pasco. Pinellas. Polk. Putnam.	St. John. St. Lucie. Santa Rosa. Sumter. Suwannee. Taylor. Volusia. Wakulla. Walton. Washington.
<b>GEORGIA.</b>	Cobb. Coffee. Colquitt. Columbia. Coweta. Crawford. Crisp. Dade. Dawson. Deatur. DeKalb. Dodge. Dooley. Dougherty. Douglas. Early. Echols. Effingham. Elbert. Emanuel. Fannin. Fayette. Floyd. Forsyth. Franklin. Fulton. Gilmer. Glascokk. Glynn. Clayton. Clineh.	Grady. Greene. Gwinnett. Habersham. Hall. Hancock. Haralson. Harris. Hart. Heard. Henry. Houston. Irwin. Jackson. Jasper. Jeff Davis. Jefferson. Jenkins. Johnson. Jones. Laurens. Lee. Liberty. Lincoln. Lowndes. Lumpkin. McDuffie. McIntosh. Macon. Madison.	Marion. Meriwether. Miller. Milton. Mitchell. Monroe. Montgomery. Morgan. Murray. Museogee. Newton. Oconee. Oglethorpe. Paulding. Pickens. Pierce. Pike. Polk. Pulaski. Putnam. Quitman. Rabun. Randolph. Richmond. Rockdale. Schley. Screven. Spalding. Stephens. Stewart.	Sumter. Talbot. Taliaferro. Tattnall. Taylor. Telfair. Terrell. Thomas. Tift. Toombs. Townns. Troup. Turner. Twiggs. Union. Upson. Walker. Walton. Ware. Warren. Washington. Wayne. Webster. Wheeler. White. Whitfield. Wilcox. Wilkes. Wilkinson. Worth
<b>GUAM.</b>	Guam Island.			
<b>HAWAII.</b>	Hawaii. Honolulu.	Kalawao.	Kauai.	Maui.
<b>IDAHO.</b>	Blaine. Boise. Bonner. Booneville. Canyon. Cassia. Clearwater.	Custer. Elmore. Franklin. Fremont. Gooding. Idaho. Kootenai.	Latah. Lemhi. Lewis. Lincoln. Mindoka. Nez Perce. Oneida.	Owyhee. Power. Shoshone. Twin Falls. Washington.
<b>ILLINOIS.</b>	Champaign. Christian. Clark. Clay. Clinton. Coles. Cook. Crawford. Cumberland. DeKalb. Dewitt.	Douglas. Dupage. Edgar. Edwards. Effingham. Fayette. Ford. Franklin. Fulton. Gallatin. Greene.	Grundy. Hamilton. Hancock. Hardin. Henderson. Henry. Iroquois. Jackson. Jasper. Jefferson. Jersey.	Jo Daviess. Johnson. Kane. Kankakee. Kendall. Knox. La Salle. Lake. Lawrence. Lee. Livingston.

## ILLINOIS—Con.

Logan.	Massac.	Piatt.	Sangamon.	Warren.
Mc Donough.	Menard.	Pike.	Schuyler.	Washington.
Mc Henry.	Mercer.	Pope.	Scott.	Wayne.
Mc Lean.	Monroe.	Pulaski.	Shelby.	White.
Macon.	Montgomery.	Putnam.	Stark.	Whiteside.
Macoupin.	Morgan.	Randolph.	Stephenson.	Will.
Madison.	Moultrie.	Richland.	Tazewell.	Williamson.
Marion.	Peoria.	Rock Island.	Union.	Winnebago.
Marshall.	Perry.	St. Clair.	Vermilion.	Woodford.
Marshall.		Saline.	Wabash.	

## INDIANA.

Adams.	Delaware.	Jasper.	Newton.	Starke.
Allen.	Dubois.	Jay.	Noble.	Steuben.
Bartholomew.	Elkhart.	Jefferson.	Ohio.	Sullivan.
Benton.	Fayette.	Jennings.	Orange.	Switzerland.
Blackford.	Floyd.	Johnson.	Owen.	Tippecanoe.
Boone.	Fountain.	Knox.	Parke.	Tipton.
Brown.	Franklin.	Kosciusko.	Perry.	Union.
Carroll.	Fulton.	Lagrange.	Pike.	Vanderburg.
Cass.	Gibson.	Lake.	Porter.	Vermilion.
Clark.	Grant.	Laporte.	Posey.	Vigo.
Clay.	Greene.	Lawrence.	Pulaski.	Wabash.
Clinton.	Hamilton.	Madison.	Putnam.	Warren.
Crawford.	Hancock.	Marion.	Randolph.	Warrick.
Daviess.	Harrison.	Marshall.	Ripley.	Washington.
Dearborn.	Hendricks.	Martin.	Rush.	Wayne.
Decatur.	Henry.	Miami.	St. Joseph.	Wells.
Dekalb.	Howard.	Monroe.	Scott.	White.
	Huntington.	Montgomery.	Shelby.	Whitley.
	Jackson.	Morgan.	Spencer.	

## IOWA.

Adair.	Clarke.	Hamilton.	Lyon.	Ringgold.
Adams.	Clay.	Hancock.	Madison.	Sac.
Allamakee.	Clayton.	Hardin.	Mahaska.	Scott.
Appanoose.	Clinton.	Harrison.	Marion.	Shelby.
Audubon.	Crawford.	Henry.	Marshall.	Sioux.
Benton.	Dallas.	Howard.	Mills.	Story.
Blackhawk.	Davis.	Humboldt.	Mitchell.	Tama.
Boone.	Decatur.	Ida.	Monona.	Taylor.
Bremer.	Delaware.	Iowa.	Monroe.	Union.
Buchanan.	Des Moines.	Jackson.	Montgomery.	Van Buren.
Buena Vista.	Dickinson.	Jasper.	Muscatine.	Wapello.
Butler.	Dubuque.	Jefferson.	O'Brien.	Warren.
Calhoun.	Emmet.	Johnson.	Osceola.	Washington.
Carroll.	Fayette.	Jones.	Page.	Wayne.
Cass.	Floyd.	Keokuk.	Palo Alto.	Webster.
Cedar.	Franklin.	Kossuth.	Plymouth.	Winnebago.
Cerro Gordo.	Fremont.	Lee.	Pocahontas.	Winneshiek.
Cherokee.	Greene.	Linn.	Polk.	Woodbury.
Chickasaw.	Grundy.	Louisa.	Pottawattamie.	Worth.
	Guthrie.	Lucas.	Poweshiek.	Wright.

## KANSAS.

Allen.	Dickinson.	Jackson.	Morris.	Saline.
Anderson.	Doniphan.	Jefferson.	Morton.	Scott.
Atchison.	Douglas.	Jewell.	Nemaha.	Sedgwick.
Barber.	Edwards.	Johnson.	Neosho.	Seward.
Barton.	Elk.	Kearny.	Ness.	Shawnee.
Bourbon.	Ellis.	Kingman.	Norton.	Sheridan.
Brown.	Ellsworth.	Kiowa.	Osage.	Sherman.
Butler.	Finney.	Labette.	Osborne.	Smith.
Chase.	Ford.	Lane.	Ottawa.	Stafford.
Chautauqua.	Franklin.	Leavenworth.	Pawnee.	Stanton.
Cherokee.	Geary.	Lincoln.	Phillips.	Stevens.
Cheyenne.	Gove.	Linn.	Pottawatomie.	Sumner.
Clark.	Graham.	Logan.	Pratt.	Thomas.
Clay.	Grant.	Lyon.	Rawlins.	Trego.
Cloud.	Gray.	McPherson.	Reno.	Wabunsee.
Coffey.	Greeley.	Marion.	Republic.	Wallace.
Comanche.	Greenwood.	Marshall.	Rice.	Washington.
Cowley.	Hamilton.	Meade.	Riley.	Wichita.
Crawford.	Harper.	Miami.	Rooks.	Wilson.
Decatur.	Harvey.	Mitchell.	Rush.	Woodson.
	Haskell.	Montgomery.	Russell.	Wyandotte.
	Hodgeman.			

## KENTUCKY.

Adair.	Boyd.	Carroll.	Elliott.	Grayson.
Allen.	Boyle.	Carter.	Estill.	Green.
Anderson.	Bracken.	Casey.	Fayette.	Greenup.
Ballard.	Breathitt.	Christian.	Fleming.	Hancock.
Barren.	Breckinridge.	Clark.	Floyd.	Hardin.
Bath.	Bullitt.	Clay.	Franklin.	Harlan.
Bell.	Butler.	Clinton.	Fulton.	Harrison.
Boone.	Caldwell.	Crittenden.	Gallatin.	Hart.
Bourbon.	Calloway.	Cumberland.	Garrard.	Henderson.
	Campbell.	Daviess.	Grant.	Henry.
	Carlisle.	Edmonson.	Graves.	Hickman.

**KENTUCKY—Con.**

Hopkins.	Lewis.	Meade.	Pendleton.	Todd.
Jackson.	Lincoln.	Meafee.	Perry.	Trigg.
Jefferson.	Livingston.	Mercer.	Pike.	Trimble.
Jessamine.	Logan.	Metcalfe.	Powell.	Union.
Johnson.	Lyon.	Monroe.	Pulaski.	Warren.
Kenton.	McCracken.	Montgomery.	Robertson.	Washington.
Knott.	McCreary.	Morgan.	Rockcastle.	Wayne.
Knox.	McLean.	Muhlenberg.	Rowan.	Webster.
Laure.	Madison.	Nelson.	Russell.	Whitley.
Laurel.	Magoffin.	Nicholas.	Scott.	Wolfe.
Lawrence.	Marion.	Ohio.	Shelby.	Woodford.
Lee.	Marshall.	Oldham.	Simpson.	
Leslie.	Martin.	Owen.	Spencer.	
Letcher.	Mason.	Owsley.	Taylor.	
<b>LOUISIANA</b> (Parishes).	Cameron.	Jefferson.	Pointe Coupee.	St. Tammany.
Acadia.	Catahoula.	Jefferson Davis.	Rapides.	Tangipahoa.
Allen.	Claiborne.	La Salle.	Red River.	Tensas.
Ascension.	Concordia.	Lafayette.	Richland.	Terrebonne.
Assumption.	De Soto.	Lafourche.	Sabine.	Union.
Avoyelles.	East Baton Rouge.	Lincoln.	St. Bernard.	Vermilion.
Beauregard.	East Carroll.	Livingston.	St. Charles.	Vernon.
Bienville.	East Feliciana.	Madison.	St. Helena.	Washington.
Bossier.	Evangeline.	Morehouse.	St. James.	Webster.
Caddo.	Franklin.	Natchitoches.	St. John the Baptist.	West Baton Rouge.
Calcasieu.	Grant.	Orleans.	St. Landry.	West Carroll.
Caldwell.	Iberia.	Ouachita.	St. Martin.	West Feliciana.
	Iberville.	Plaquemines.	St. Mary.	Winn.
	Jackson.			
<b>MAINE.</b>	Cumberland.	Knox.	Piscataquis.	Waldo.
Androscoggin.	Franklin.	Lincoln.	Sagadahoc.	Washington.
Aroostook.	Hancock.	Oxford.	Somerset.	York.
	Kennebec.			
<b>MARYLAND.</b>	Calvert.	Dorchester.	Kent.	Somerset.
Allegany.	Caroline.	Frederick.	Montgomery.	Talbot.
Anne Arundel.	Carroll.	Garrett.	Prince Georges.	Washington.
Baltimore.	Cecil.	Harford.	Queen Annes.	Wicomico.
Baltimore City.	Charles.	Howard.	St. Marys.	Worcester.
<b>MASSACHUSETTS.</b>	Berkshire.	Franklin.	Middlesex.	Plymouth.
Barnstable.	Bristol.	Hampden.	Nantucket.	Suffolk.
	Essex.	Hampshire.	Norfolk.	Worcester.
<b>MICHIGAN.</b>	Cheboygan.	Ingham.	Macomb.	Osceola.
Alcona.	Chippewa.	Ionia.	Manistee.	Oscoda.
Alger.	Clare.	Iosco.	Marquette.	Otsego.
Allegan.	Clinton.	Iron.	Mason.	Ottawa.
Alpena.	Crawford.	Isabella.	Meosta.	Presque Isle.
Antrim.	Delta.	Jackson.	Menominee.	Roscommon.
Arenac.	Dickinson.	Kalamazoo.	Midland.	Saginaw.
Baraga.	Eaton.	Kalkaska.	Missaukee.	St. Clair.
Barry.	Emmet.	Kent.	Monroe.	St. Joseph.
Bay.	Genesee.	Keweenaw.	Montcalm.	Sanilac.
Benzie.	Gladwin.	Lake.	Montmorency.	Schoolcraft.
Berrien.	Gogebic.	Lapeer.	Muskegon.	Shiawassee.
Branch.	Grand Traverse.	Leelanau.	Newaygo.	Tuscola.
Calhoun.	Gratiot.	Lenawee.	Oakland.	Van Buren.
Cass.	Hillsdale.	Livingston.	Oceana.	Washtenaw.
Charlevoix.	Houghton.	Luce.	Ogemaw.	Wayne.
	Huron.	Mackinac.	Ontonagon.	Wexford.
<b>MINNESOTA.</b>	Cottonwood.	Kittson.	Norman.	Sherburne.
Aitkin.	Crow Wing.	Koochiching.	Olsted.	Sibley.
Anoka.	Dakota.	Lac qui Parle.	Otter Tail.	Stearns.
Becker.	Dodge.	Lake.	Pennington.	Steele.
Beltrami.	Douglas.	Le Sueur.	Pine.	Stevens.
Benton.	Faribault.	Lincoln.	Pipestone.	Swift.
Big Stone.	Fillmore.	Lyon.	Polk.	Todd.
Blue Earth.	Freeborn.	McLeod.	Pope.	Traverse.
Brown.	Goodhue.	Mahnomen.	Ramsey.	Wabasha.
Carlton.	Grant.	Marshall.	Red Lake.	Wadena.
Carver.	Hennepin.	Martin.	Redwood.	Waseca.
Cass.	Houston.	Meeker.	Renville.	Washington.
Chippewa.	Hubbard.	Mille Laes.	Rice.	Watonwan.
Chisago.	Isanti.	Morrison.	Rock.	Wilkin.
Clay.	Itasca.	Mower.	Roseau.	Winona.
Clearwater.	Jackson.	Murray.	St. Louis.	Wright.
Cook.	Kanabec.	Nicollet.	Scott.	Yellow Medicine.
	Kandiyohi.	Nobles.		

<b>MISSISSIPPI.</b>	Covington. De Soto. Forrest. Franklin. George. Greene. Benton. Bolivar. Calhoun. Carroll. Chickasaw. Choctaw. Claiborne. Clarke. Clay. Coahoma. Copiah.	Jefferson Davis. Jones. Kemper. Lafayette. Lamar. Lauderdale. Lawrence. Leake. Lee. Leflore. Lincoln. Lowndes. Madison. Marion. Marshall. Monroe.	Montgomery. Neshoba. Newton. Noxubee. Oktibbeha. Panola. Pearl River. Perry. Pike. Pontotoc. Prentiss. Quitman. Rankin. Scott. Sharkey. Simpson.	Smith. Sunflower. Tallahatchie. Tate. Tippah. Tishomingo. Tunica. Union. Warren. Washington. Wayne. Webster. Wilkinson. Winston. Yalobusha. Yazoo.
<b>MISSOURI.</b>	Clark. Clay. Clinton. Cole. Cooper. Crawford. Dade. Dallas. Davies. Dekalb. Dent. Douglas. Dunklin. Franklin. Gasconade. Gentry. Greene. Grundy. Harrison. Henry. Hickory. Holt. Howard. Howell.	Iron. Jackson. Jasper. Jefferson. Johnson. Knox. Laclede. Lafayette. Lawrence. Lewis. Lincoln. Linn. Livingston. McDonald. Macon. Madison. Maries. Marion. Mercer. Miller. Mississippi. Moniteau. Monroe.	Montgomery. Morgan. New Madrid. Newton. Nodaway. Oregon. Osage. Ozark. Pemiscot. Perry. Pettis. Phelps. Pike. Platte. Polk. Pulaski. Putnam. Ralls. Randolph. Ray. Reynolds. Ripley. St. Charles.	St. Clair. St. Francois. St. Louis. St. Louis City. Ste. Genevieve. Saline. Schuyler. Scotland. Scott. Shannon. Shelby. Stoddard. Stone. Sullivan. Taney. Texas. Vernon. Warren. Washington. Wayne. Webster. Worth. Wright.
<b>MONTANA.</b>	Chouteau. Custer. Dawson. Deer Lodge. Fergus. Flathead. Gallatin. Granite.	Hill. Jefferson. Lewis and Clark. Lincoln. Madison. Meagher. Missoula. Musselshell.	Park. Powell. Ravalli. Rosebud. Sanders. Sheridan. Silver Bow. Stillwater.	Sweet Grass. Teton. Valley. Yellowstone.
<b>NEBRASKA.</b>	Colfax. Cuming. Custer. Dakota. Dawes. Dawson. Deuel. Dixon. Dodge. Douglas. Dundy. Fillmore. Franklin. Frontier. Furnas. Gage. Garden. Garfield. Gosper.	Grant. Greeley. Hall. Hamilton. Harlan. Hayes. Hitchcock. Holt. Hooker. Howard. Jefferson. Johnson. Kearney. Keith. Keyapaha. Kimball. Knox. Lancaster. Lincoln.	Logan. Loup. McPherson. Madison. Merrick. Morrill. Nance. Nemaha. Nuckolls. Otoe. Pawnee. Perkins. Phelps. Pierce. Platte. Polk. Redwillow. Richardson. Rock.	Saline. Sarpy. Saunders. Scotts Bluff. Seward. Sheridan. Sherman. Sioux. Stanton. Thayer. Thomas. Thurston. Valley. Washington. Wayne. Webster. Wheelers. York.
<b>NEVADA.</b>	Douglas. Elko. Churchill. Clark.	Humboldt. Lander. Lincoln. Lyons.	Mineral. Nye. Ormsby.	Storey. Washoe. White Pine.
<b>NEW HAMPSHIRE.</b>	Belnap. Carroll. Cheshire.	Coos. Grafton. Hillsborough.	Merrimack. Rockingham.	Strafford. Sullivan.
<b>NEW JERSEY.</b>	Camden. Cape May. Cumberland. Essex. Gloucester.	Hudson. Hunterdon. Mercer. Middlesex. Monmouth.	Morris. Ocean. Passaic. Salem. Somerset.	Sussex. Union. Warren.

<b>NEW MEXICO.</b>	Dona Ana. Eddy. Grant. Guadalupe. Lincoln. Luna.	McKinley. Mora. Otero. Quay. Rio Arriba. Roosevelt.	San Juan. San Miguel. Sandoval. Santa Fe. Sierra.	Socorro. Taos. Torrance. Union. Valencia.
<b>NEW YORK.</b>	Cortland. Delaware. Dutchess. Erie. Essex. Franklin. Fulton. Genesee. Greene. Hamilton. Herkimer. Jefferson. Kings.	Lewis. Livingston. Madison. Monroe. Montgomery. Nassau. New York. Niagara. Oneida. Onondaga. Ontario. Orange. Orleans.	Oswego. Otsego. Putnam. Queens. Rensselaer. Richmond. Rockland. St. Lawrence. Saratoga. Schenectady. Secholar. Schuyler. Seneca.	Steuben. Suffolk. Sullivan. Tioga. Tompkins. Ulster. Warren. Washington. Wayne. Westchester. Wyming. Yates.
<b>NORTH CAROLINA.</b>	Chatham. Cherokee. Chowan. Clay. Cleveland. Columbus. Craven. Cumberland. Currituck. Dare. Davidson. Davie. Duplin. Durham. Edgecombe. Forsyth. Franklin. Gaston. Gates. Graham. Granville.	Greene. Guilford. Halifax. Harnett. Haywood. Henderson. Hertford. Hoke. Hyde. Iredell. Jackson. Johnston. Jones. Lee. Lenoir. Lincoln. McDowell. Macon. Madison. Martin. Mecklenburg.	Mitchell. Montgomery. Moore. Nash. New Hanover. Northampton. Onslow. Orange. Pamlico. Pasquotank. Pender. Perquimans. Person. Pitt. Polk. Randolph. Richmond. Robeson. Rockingham. Rowan.	Rutherford. Sampson. Scotland. Stanly. Stokes. Surry. Swain. Transylvania. Tyrrell. Union. Vance. Wake. Warren. Washington. Watauga. Wayne. Wilkes. Wilson. Yadkin. Yancey.
<b>NORTH DAKOTA.</b>	Cass. Cavalier. Dickey. Divide. Dunn. Eddy. Emmons. Foster. Golden Valley. Grand Forks. Griggs.	Hettinger. Kidder. Lamoure. Logan. McHenry. McIntosh. McKenzie. McLean. Mercer. Morton. Mountrail.	Nelson. Oliver. Pembina. Pierce. Ramsey. Ransom. Renville. Richland. Rolette. Sargent.	Sheridan. Stark. Steele. Stutsman. Towner. Traill. Walsh. Ward. Wells. Williams.
<b>OHIO.</b>	Crawford. Cuyahoga. Darke. Defiance. Delaware. Erie. Fairfield. Fayette. Franklin. Fulton. Gallia. Geauga. Greene. Guernsey. Hamilton. Hancock. Hardin. Harrison.	Henry. Highland. Hocking. Holmes. Huron. Jackson. Jefferson. Knox. Lake. Lawrence. Licking. Logan. Lorain. Lucas. Madison. Mahoning. Marion. Medina.	Meigs. Mercer. Miami. Monroe. Montgomery. Morgan. Morrow. Muskingum. Noble. Ottawa. Paulding. Perry. Pickaway. Pike. Portage. Preble. Putnam. Richland.	Ross. Sandusky. Scioto. Seneca. Shelby. Stark. Summit. Trumbull. Tuscarawas. Union. Van Wert. Vinton. Warren. Washington. Wayne. Williams. Wood. Wyandot.
<b>OKLAHOMA.</b>	Coal. Comanche. Cotton. Craig. Creek. Custer. Delaware. Dewey. Ellis. Garfield. Garvin. Grady. Grant. Greer. Harmon. Harper.	Haskell. Hughes. Jackson. Jefferson. Johnston. Kay. Kingfisher. Kiowa. Latimer. Le Flore. Lincoln. Logan. Love. McClain. McCurtain. McIntosh.	Major. Marshall. Mayes. Murray. Muskogee. Noble. Nowata. Okfuskee. Oklahoma. Okmulgee. Osage. Ottawa. Pawnee. Payne. Pittsburg. Pontotoc.	Pottawatomie. Pushmataha. Roger Mills. Rogers. Seminole. Sequoyah. Stephens. Texas. Tillman. Tulsa. Wagoner. Washington. Washita. Woods. Woodward.

<b>OREGON.</b>	Crook. Curry. Douglas. Gilliam. Grant. Harney. Hood River. Jackson.	Josephine. Klamath. Lake. Lane. Lincoln. Linn. Malheur. Marion.	Morrow. Multnomah. Polk. Sherman. Tillamook. Umatilla. Union. Wallowa.	Wasco. Washington. Wheeler. Yamhill.
<b>PENNSYLVANIA.</b>	Cameron. Carbon. Center. Chester. Clarion. Clearfield. Clinton. Columbia. Crawford. Cumberland. Dauphin. Delaware. Elk. Erie.	Fayette. Forest. Franklin. Fulton. Greene. Huntingdon. Indiana. Jefferson. Juniata. Lackawanna. Lancaster. Lawrence. Lebanon. Lehigh.	Luzerne. Lycoming. McKean. Mercer. Mifflin. Monroe. Montgomery. Montour. Northampton. Northumberland. Perry. Philadelphia. Pike. Potter.	Schuylkill. Snyder. Somerset. Sullivan. Susquehanna. Tioga. Union. Venango. Warren. Washington. Wayne. Westmoreland. Wyoming. York.
<b>PHILIPPINE ISLANDS (Provinces).</b>	Batanes. Batangas. Bohol. Bulacan. Cagayan. Capiz. Cavite. Cebu. Ilocos Norte.	Ilocos Sur. Iloilo. Isabela. Laguna. La Union. Leyte. Mindoro. Misamis. Moro.	Mountain. Nueva Ecija. Nueva Vizcaya. Occidental Negros. Oriental Negros. Palawan. Pampanga. Pangasinan. Rizal.	Samar. Sorsogon. Surigao. Tarlac. Tayabas. Zambales.
<b>PORTO RICO (Municipalities).</b>	Cabo Rojo. Caguas. Camuy. Carolina. Cayey. Ciales. Cidra. Coamo. Comerio. Corozal. Culebra. Dorado. Fajardo. Guayama. Guayanilla.	Gurabo. Hatillo. Humacao. Isabela. Juana Diaz. Juncos. Lajas. Lares. Las Marias. Loiza. Manati. Maricao. Maunabo. Mayaguez. Moca.	Moro vis. Naguabo. Naranjito. Patillas. Penuelas. Ponce. Quebradillas. Rincon. Rio Grande. Rio Piedras. Sabana Grande. Salinas. San German. San Juan. San Lorenzo.	San Sebastian. Santa Isabel. Toa Alta. Toa Baja. Trujillo Alto. Utua. Vega Alta. Vega Baja. Vieques. Yabucoa. Yauco.
<b>RHODE ISLAND.</b>	Bristol. Kent.	Newport.	Providence.	Washington.
<b>SAMOA.</b>	Manua Island.	Tutuila Island.		
<b>SOUTH CAROLINA.</b>	Calhoun. Charleston. Cherokee. Chester. Chesterfield. Clarendon. Colleton. Darlington. Dillon. Dorchester.	Edgefield. Fairfield. Florence. Georgetown. Greenville. Greenwood. Hampton. Horry. Jasper. Kershaw.	Lancaster. Laurens. Lee. Lexington. Marion. Marlboro. Newberry. Oconee. Orangeburg. Pickens.	Richland. Saluda. Spartanburg. Sumter. Union. Williamsburg. York.
<b>SOUTH DAKOTA.</b>	Charles Mix. Clark. Clay. Codington. Corson. Custer. Davison. Day. Deuel. Dewey. Douglas. Edmunds. Fall River. Faulk.	Grant. Gregory. Hamlin. Hand. Hanson. Harding. Hughes. Hutchinson. Hyde. Jerauld. Kingsbury. Lake. Lawrence. Lincoln.	Lyman. McCook. McPherson. Marshall. Meade. Mellette. Miner. Minnehaha. Moody. Pennington. Perkins. Potter. Roberts. Sanborn.	Shannon. Spink. Stanley. Sully. Todd. Tripp. Turner. Union. Walworth. Washabaugh. Washington. Yankton. Ziebach.

**TENNESSEE.**

Anderson.	Davidson.	Henderson.	Marion.	Sevier.
Bedford.	Decatur.	Henry.	Marshall.	Shelby.
Benton.	Dekalb.	Hickman.	Maury.	Smith.
Bledsoe.	Dickson.	Houston.	Melgs.	Stewart.
Blount.	Dyer.	Humphreys.	Monroe.	Sullivan.
Bradley.	Fayette.	Jackson.	Montgomery.	Sumner.
Campbell.	Fentress.	James.	Moore.	Tipton.
Cannon.	Franklin.	Jefferson.	Morgan.	Trousdale.
Carroll.	Gibson.	Johnson.	Oblion.	Unicoi.
Carter.	Giles.	Knox.	Overton.	Union.
Cheatham.	Grainger.	Lake.	Perry.	Van Buren.
Chester.	Greene.	Lauderdale.	Pickett.	Warren.
Claiborne.	Grundy.	Lawrence.	Polk.	Washington.
Clay.	Hamblen.	Lewis.	Putnam.	Wayne.
Cocke.	Hamilton.	Lincoln.	Rhea.	Weakley.
Coffee.	Hancock.	Loudon.	Roane.	White.
Crockett.	Hardeman.	McMinn.	Robertson.	Williamson.
Cumberland.	Hardin.	McNairy.	Rutherford.	Wilson.
	Hawkins.	Macon.	Scott.	
	Haywood.	Madison.	Sequatchie.	

**TEXAS.**

Anderson.	Corvell.	Harris.	McLennan.	Schleicher.
Andrews.	Cotile.	Harrison.	McMullen.	Scurry.
Angelina.	Crane.	Hartley.	Madison.	Shackelford.
Aransas.	Crockett.	Haskell.	Marion.	Shelby.
Archer.	Crosby.	Hays.	Martin.	Sherman.
Armstrong.	Culberson.	Hemphill.	Mason.	Smith.
Atascosa.	Dallam.	Henderson.	Matagorda.	Somervell.
Austin.	Dallas.	Hidalgo.	Maverick.	Starr.
Bailey.	Dawson.	Hill.	Medina.	Stephens.
Bandera.	De Witt.	Hockley.	Menard.	Sterling.
Bastrop.	Deaf Smith.	Hood.	Midland.	Stonewall.
Baylor.	Delta.	Hopkins.	Milam.	Sutton.
Bee.	Denton.	Houston.	Mills.	Swisher.
Bell.	Dickens.	Howard.	Mitchell.	Tarrant.
Bexar.	Dimmit.	Hunt.	Montague.	Taylor.
Blanco.	Donley.	Hutchinson.	Montgomery.	Terrell.
Borden.	Duval.	Irion.	Moore.	Terry.
Bosque.	Eastland.	Jack.	Morris.	Throckmorton.
Bowie.	Ector.	Jackson.	Motley.	Titus.
Brazoria.	Edwards.	Jasper.	Nacogdoches.	Tom Green.
Brazos.	El Paso.	Jeff Davis.	Navarro.	Travis.
Brewster.	Ellis.	Jefferson.	Newton.	Trinity.
Briscoe.	Erath.	Jim Wells.	Nolan.	Tyler.
Brooks.	Falls.	Johnson.	Nueces.	Upshur.
Brown.	Fannin.	Jones.	Ochiltree.	Upton.
Burleson.	Fayette.	Karnes.	Oldham.	Uvalde.
Burnet.	Fisher.	Kaufman.	Orange.	Val Verde.
Caldwell.	Floyd.	Kendall.	Palo Pinto.	Van Zandt.
Calhoun.	Foard.	Kent.	Panola.	Victoria.
Callahan.	Fort Bend.	Kerr.	Parker.	Walker.
Cameron.	Franklin.	Kimble.	Parmer.	Waller.
Camp.	Freestone.	King.	Pecos.	Ward.
Carson.	Frio.	Kinney.	Polk.	Washington.
Cass.	Gaines.	Kleberg.	Potter.	Webb.
Castro.	Galveston.	Knox.	Presidio.	Wharton.
Chambers.	Garza.	La Salle.	Rains.	Wheeler.
Cherokee.	Gillespie.	Lamar.	Randall.	Wichita.
Childress.	Glasscock.	Lamb.	Reagan.	Wilbarger.
Clay.	Goliad.	Lampasas.	Red River.	Willacy.
Cochran.	Gonzales.	Lavaca.	Reeves.	Williamson.
Coke.	Gray.	Lee.	Refugio.	Wilson.
Coleman.	Grayson.	Leon.	Roberts.	Winkler.
Collin.	Gregg.	Liberty.	Robertson.	Wise.
Collingsworth.	Grimes.	Limestone.	Rockwall.	Wood.
Colorado.	Guadalupe.	Lipscomb.	Runnels.	Yoakum.
Comal.	Hale.	Live Oak.	Rusk.	Young.
Comanche.	Hall.	Llano.	Sabine.	Zapata.
Concho.	Hamilton.	Loving.	San Augustine.	Zavalla.
Cooke.	Hansford.	Lubbock.	San Jacinto.	
	Hardeman.	Lynn.	San Patricio.	
	Hardin.	McCulloch.	San Saba.	

**UTAH.**

Beaver.	Davis.	Kane.	San Juan.	Utah.
Box Elder.	Emery.	Millard.	Sanpete.	Wasatch.
Cache.	Garfield.	Morgan.	Sevier.	Washington.
Carbon.	Grand.	Piute.	Summit.	Wayne.
	Iron.	Rich.	Tooele.	Weber.
	Juab.	Salt Lake.	Uinta.	

**VERMONT.**

Addison.	Caledonia.	Grand Isle.	Rutland.	Windham.
Bennington.	Chittenden.	Lamoille.	Washington.	Windsor.
	Essex.	Orange.		
	Franklin.	Orleans.		

<b>VIRGINIA.</b>	Charlotte.	Greensville.	Montgomery.	Roanoke.
Accomac.	Chesterfield.	Halifax.	Nansemond.	Rockbridge.
Albemarle.	Clarke.	Hanover.	Nelson.	Rockingham.
Alexandria.	Craig.	Henrico.	New Kent.	Russell.
Alleghany.	Culpeper.	Henry.	Norfolk.	Scott.
Amelia.	Cumberland.	Highland.	Northampton.	Shenandoah.
Amherst.	Dickenson.	Isle of Wight.	Northumberland.	Smyth.
Appomattox.	Dinwiddie.	James City.	Nottoway.	Southampton.
Augusta.	Elizabeth City.	King and Queen.	Orange.	Spotsylvania.
Bath.	Essex.	King George.	Page.	Stafford.
Bedford.	Fairfax.	King William.	Patrick.	Surry.
Bland.	Fauquier.	Lancaster.	Pittsylvania.	Sussex.
Botetourt.	Floyd.	Lee.	Powhatan.	Tazewell.
Brunswick.	Fluvanna.	Loudoun.	Prince Edward.	Warren.
Buchanan.	Franklin.	Louisa.	Prince George.	Warwick.
Buckingham.	Frederick.	Lunenburg.	Prince William.	Washington.
Campbell.	Giles.	Madison.	Princess Anne.	Westmoreland.
Caroline.	Gloucester.	Mathews.	Pulaski.	Wise.
Carroll.	Goochland.	Mecklenburg.	Rappahannock.	Wythe.
Charles City.	Grayson.	Middlesex.	Richmond.	York.
	Greene.			
<b>WASHINGTON.</b>	Columbia.	King.	Pend Oreille.	Stevens.
Adams.	Cowlitz.	Kitsap.	Pierce.	Thurston.
Asotin.	Douglas.	Kittitas.	San Juan.	Wahkiakum.
Benton.	Ferry.	Klickitat.	Skagit.	Walla Walla.
Chehalis.	Franklin.	Lewis.	Skamania.	Whitcom.
Chelan.	Garfield.	Lincoln.	Snohomish.	Whitman.
Clallam.	Grant.	Mason.	Spokane.	Yakima.
Clarke.	Island.	Okanogan.		
	Jefferson.	Pacific.		
<b>WEST VIRGINIA.</b>	Gilmer.	Logan.	Nicholas.	Summers.
Barbour.	Grant.	McDowell.	Ohio.	Taylor.
Berkeley.	Greenbrier.	Marion.	Pendleton.	Tucker.
Boone.	Hampshire.	Marshall.	Pleasants.	Tyler.
Braxton.	Hancock.	Mason.	Pocahontas.	Upshur.
Brooke.	Hardy.	Mercer.	Preston.	Wayne.
Cabell.	Harrison.	Mineral.	Putnam.	Webster.
Calhoun.	Jackson.	Mingo.	Raleigh.	Wetzel.
Clay.	Jefferson.	Monongalia.	Randolph.	Wirt.
Doddridge.	Kanawha.	Monroe.	Ritchie.	Wood.
Fayette.	Lewis.	Morgan.	Roane.	Wyoming.
	Lincoln.			
<b>WISCONSIN.</b>	Dodge.	Juneau.	Outagamie.	Shawano.
Adams.	Door.	Kenosha.	Ozaukee.	Sheboygan.
Ashland.	Douglas.	Kewaunee.	Pepin.	Taylor.
Barron.	Dunn.	La Crosse.	Pierce.	Trempealeau.
Bayfield.	Eau Claire.	Lafayette.	Polk.	Vernon.
Brown.	Florence.	Langlade.	Portage.	Vilas.
Buffalo.	Fond du Lac.	Lincoln.	Price.	Walworth.
Burnett.	Forest.	Manitowoc.	Racine.	Washington.
Calumet.	Grant.	Marathon.	Richland.	Waubesa.
Chippewa.	Green.	Marquette.	Rock.	Waukesha.
Clark.	Green Lake.	Marquette.	Rusk.	Waupaca.
Columbia.	Iowa.	Milwaukee.	St. Croix.	Wauwasha.
Crawford.	Iron.	Monroe.	Sauk.	Winnebago.
Dane.	Jackson.	Oconto.	Sawyer.	Wood.
	Jefferson.	Oneida.		
<b>WYOMING.</b>	Carbon.	Hot Springs.	Niobrara.	Uinta.
Albany.	Converse.	Johnson.	Park.	Washakie.
Big Horn.	Crook.	Laramie.	Platte.	Weston.
Campbell.	Fremont.	Lincoln.	Sheridan.	Yellowstone
	Goshen.	Natrona.	Sweetwater.	National Park.



## APPENDIX.

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### MAKING-UP.

The selection of the face and size of type for the text of a book is in most cases a matter of individual preference, but roman type is commonly used in Government publications, the size generally used for text letter being 10-point, with extracts in 8-point and tabular matter and footnotes in 6-point.

The size of the type page is governed by the size of the trimmed book; for instance, in the printing of an octavo book, the width of the type page being  $4\frac{3}{8}$  inches, or about  $26\frac{1}{2}$  picas, the trimmed leaf should be  $5\frac{7}{8}$  by  $9\frac{1}{8}$  inches, leaving a margin of 9 picas to be divided between the two sides of the type page. This margin should be divided so as to allow 4 picas in the back and 5 picas on the outside. With a running title, the page should have the same margin at the head as in the back. The length of the trimmed page being  $9\frac{1}{8}$  inches, or  $54\frac{2}{8}$  picas, the type page would be  $47\frac{1}{2}$  picas; leaving margins of  $3\frac{1}{8}$  picas at the top and 4 picas at the bottom. In making up the page, a pica slug should be included in the length of the gauge, thus allowing a pica blank at the bottom.

In general, whatever the margins may be, they should be so divided that in the completed book the printed matter will be a pica nearer the top than the bottom and a pica nearer the back than the front.

When a top center folio is used, the bottom folio also should be placed in the center, but inclosed in parentheses.

When type is made up for curved plates, care should be taken that no flush pages are made.

The blank, or sink, at the head of each new odd or even page should be 6 picas, and kept uniform throughout the book. "Contents," "List of illustrations," "Preface," or any other matter that makes a page in itself should be placed in the center of the page. (See also Press revising, p. 19, par. 14 et seq.)

Caption lines, whether in black face, caps, small caps, or italic, should have more space above than below. Equal spacing should be maintained throughout the page; if this is not possible, reduce the space above and below the center lines, commencing at the bottom.

### IMPOSITION.

A page is considered the unit of a signature; the two companion pages the unit in imposition. Whether the imposition is from the outside or inside, a long or a broad form, work and turn, sheetwise or tumble, these companion pages are never separated; their position is determined by the fold.

To further illustrate the fact that these companion pages are the unit of imposition, it will be found when determining margins that these two pages are always printed in the center of the untrimmed sheet when it is divided into halves, quarters, eighths, or sixteenths. For example, a sixteen is to be made up to 24 by 38 inch paper, the half of which the 24-inch way is 12 inches. The width of the two type pages, say, is 48 picas, or 8 inches, and the back is 10 picas, or  $1\frac{4}{8}$  inches, leaving  $2\frac{2}{8}$  inches to be used as margin, one-half of which is to go on the outside of each printed page ( $1\frac{1}{8}$  inches, or 7 picas), making 12 inches in all.

The other two companion pages that go to make up the quarter of the sixteen are likewise printed in the center of the quarter sheet, which is 19 inches, one-half of the 38-inch way. It will thus be observed that two pages were used to get the outside margins and another multiple of two (four) to get the bottom margins.

The margins should be governed by the trimmed book and not by the untrimmed sheet. The back margin should be such that it will bring the pages nearly in the center of the open printed book without using fractional parts of a pica, putting the excess space in the cut, or outside, margins, except in books that are to be side stitched with wire, in which case enough allowance must be made for white that will be taken up, which should be 1 pica. In no case make the margins such that when the book is delivered from the binder the inside margin is greater than the outside. The allowance of wide margins for artistic effect should not be made unless ordered by the Public Printer. In adopting the type page and trim allowances stated herein, the economical use of stock has been considered. The type page has been made as large as possible. The top margin of the trimmed book should be at least 3 picas and the bottom margin at least 4 picas. The outside margin should be at least 1 pica greater than the inside, but should not be wider than the bottom margin.

When a running title is used, the head margin should be the same as the back; but when there is a center folio, that line and the slug below it should be counted as part of the margin.

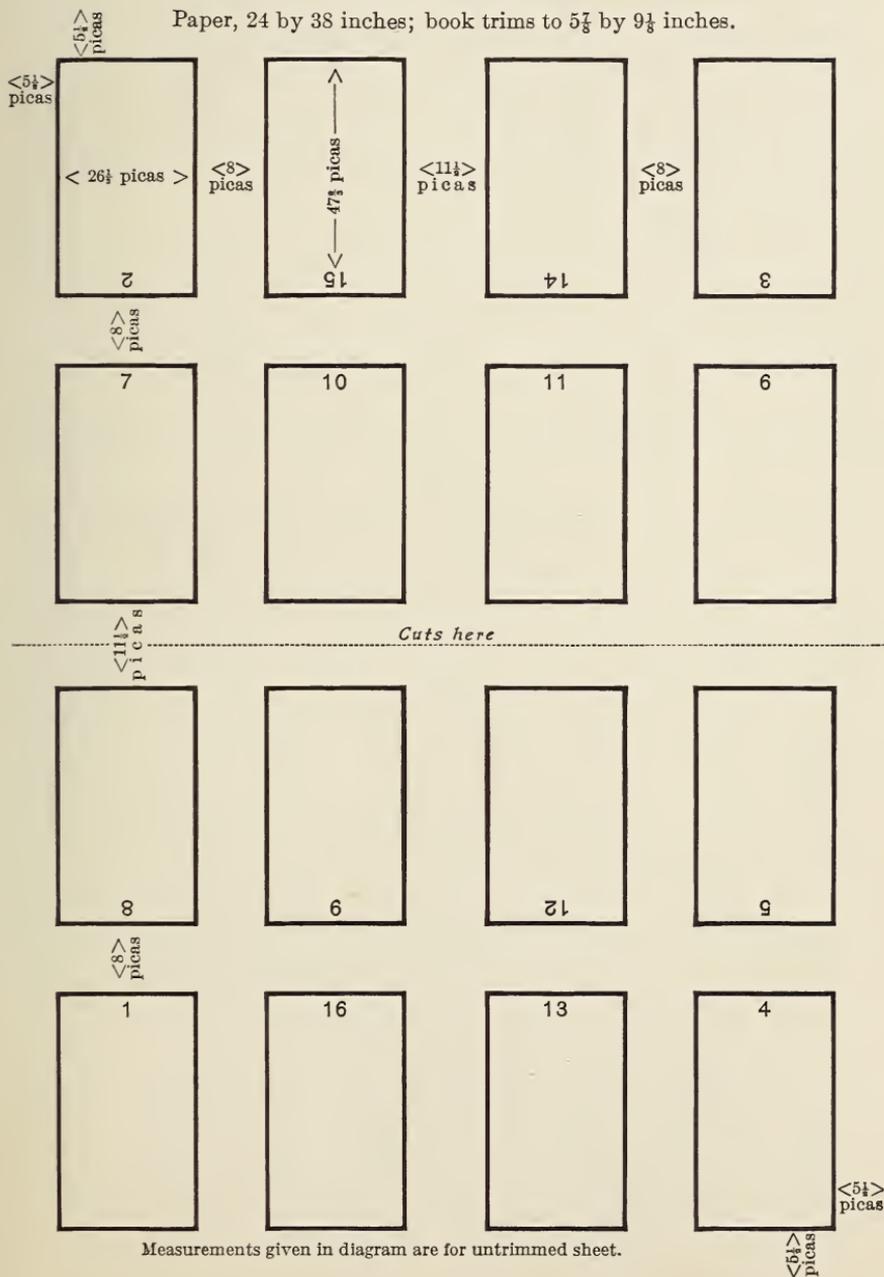
When a book makes less than 64 pages and is not to be sewed, it should be imposed as an inset.

In the following pages will be found diagrams of imposition. The maximum length of each page is shown; that is, the number of picas from top to bottom includes the folio line, the slug below that line, and an allowance for a slug at the bottom of the page.

DOCUMENT.

IMPOSITION OF 16-PAGE FORM WHICH BACKS ITSELF.

Paper, 24 by 38 inches; book trims to  $5\frac{7}{8}$  by  $9\frac{1}{8}$  inches.



Measurements given in diagram are for untrimmed sheet.

IMPOSITION OF 16-PAGE FORMS OTHER THAN DOCUMENT.

In the following classes of work the imposition for a 16-page form which backs itself is the same as given on the preceding page; therefore only the size of paper, size of the trimmed book, and space between pages (head and back), are noted here:

**BULLETIN BUREAU OF STANDARDS.** Paper,  $30\frac{1}{2}$  by 41 inches; book trims to 7 by 10 inches. Head, 17 picas; back, 13 picas. Make up to paper.

**CENSUS.** Paper, 38 by 48 inches; book trims to 9 by  $11\frac{1}{2}$  inches. Head, 11 picas; back, 11 picas. Make up to paper.

**FISH BULLETIN.** Paper,  $31\frac{1}{2}$  by  $45\frac{1}{2}$  inches, book trims to  $7\frac{7}{8}$  by 11 inches. Head, 17 picas; back, 13 picas. Make up to paper.

**GENERAL ORDER.** Paper, 21 by 32 inches; book trims to  $5\frac{1}{8}$  by  $7\frac{3}{4}$  inches. Head, 11 picas; back, 9 picas. Make up to paper.

**MONTHLY CATALOGUE OF PUBLIC DOCUMENTS.** Paper, 24 by 38 inches; book trims to  $5\frac{3}{4}$  by 9 inches. Head, 12 picas; back, 11 picas. Make up to paper.

**OPINIONS OF THE ATTORNEY GENERAL.** Paper, 24 by 38 inches; book trims to  $5\frac{7}{8}$  by  $9\frac{1}{8}$  inches. Head, 13 picas; back, 12 picas. Make up to paper.

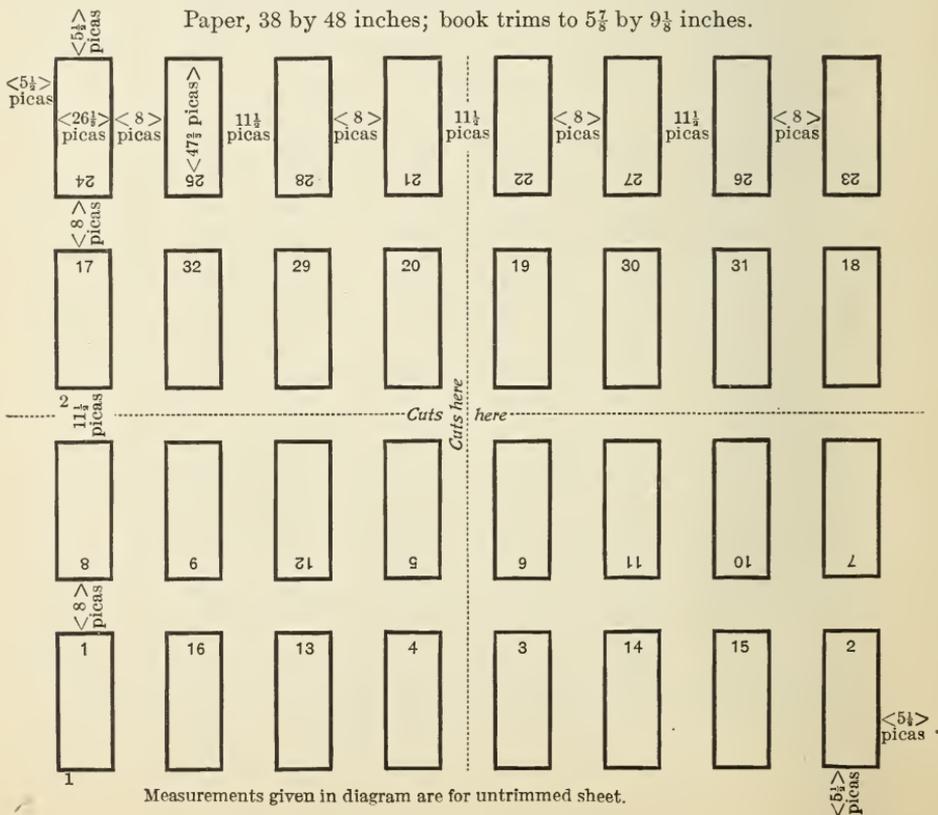
**SESSION LAWS—STATUTES.** Paper, 32 by 48 inches; book trims to  $7\frac{5}{8}$  by  $11\frac{1}{2}$  inches. Head, 17 picas; back, 15 picas. Make up to paper.

**SUPREME COURT BRIEFS,** and all court-decision measures that trim to octavo. Paper, 24 by 38 inches; book trims to  $5\frac{7}{8}$  by  $9\frac{1}{8}$  inches. Head, 12 picas; back, 11 picas. Make up to paper.

DOCUMENT.

IMPOSITION OF 32-PAGE (TWO SIXTEENS) FORM WHICH BACKS ITSELF.

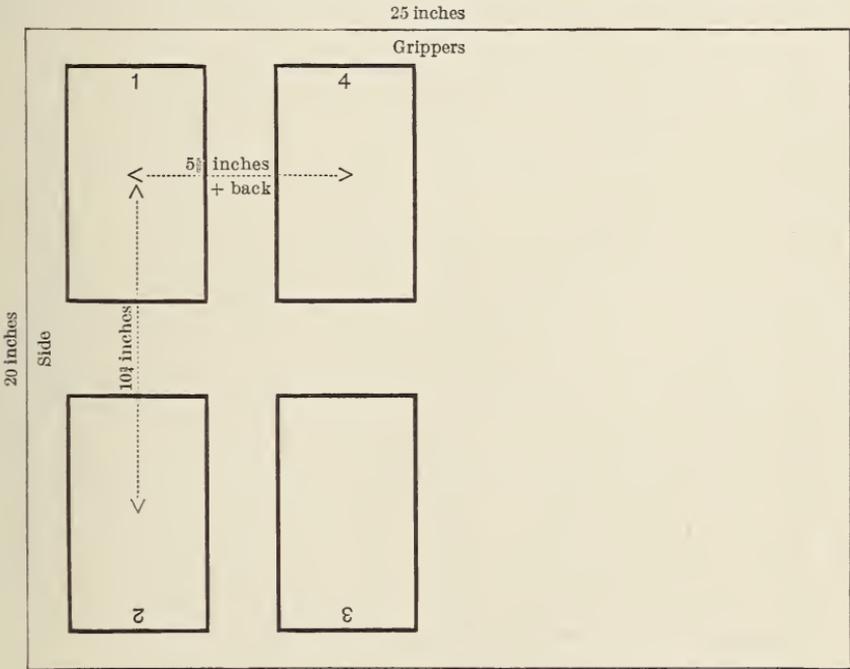
Paper, 38 by 48 inches; book trims to  $5\frac{7}{8}$  by  $9\frac{1}{8}$  inches.



Measurements given in diagram are for untrimmed sheet.

## OCTAVO COVER.

Four-page form which backs itself, and which prints on a sheet 25 by 20 or  $12\frac{1}{2}$  by 20 inches, and can be used on all books up to 250 pages on 48-pound paper.



Heads all out.

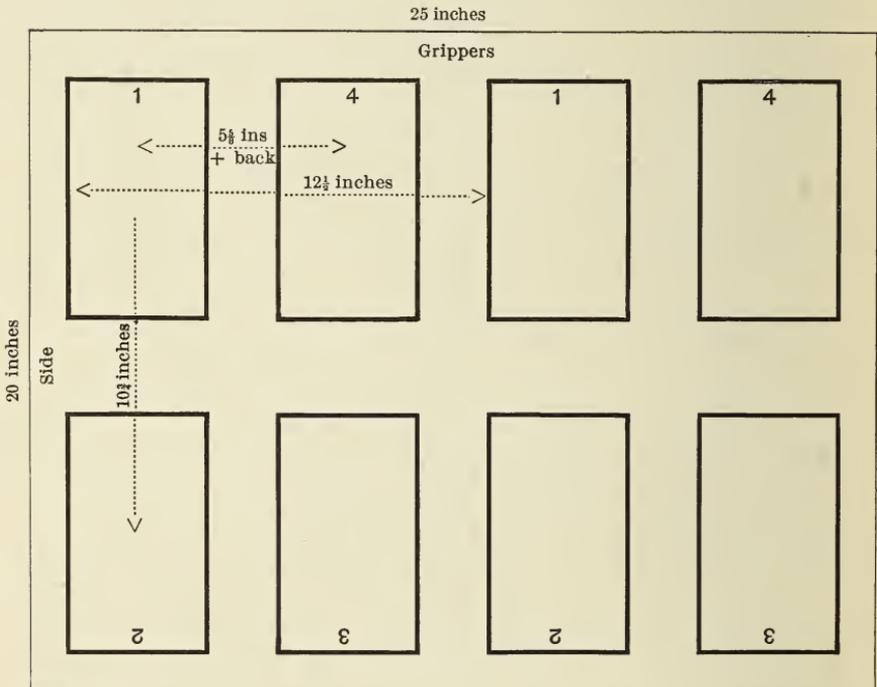
Ten and three-fourths inches from center to center the long way.

Five and five-eighths inches from center to center the narrow way. The thickness of the book to be added to this.

Trim stock to  $19\frac{3}{8}$  inches (one side).

## OCTAVO COVER.

Four-page, two-up, which prints on a sheet 20 by 25 inches, and which can be used on all books up to 250 pages on 48-pound paper.



Heads all out.

Ten and three-fourths inches from center to center the long way.

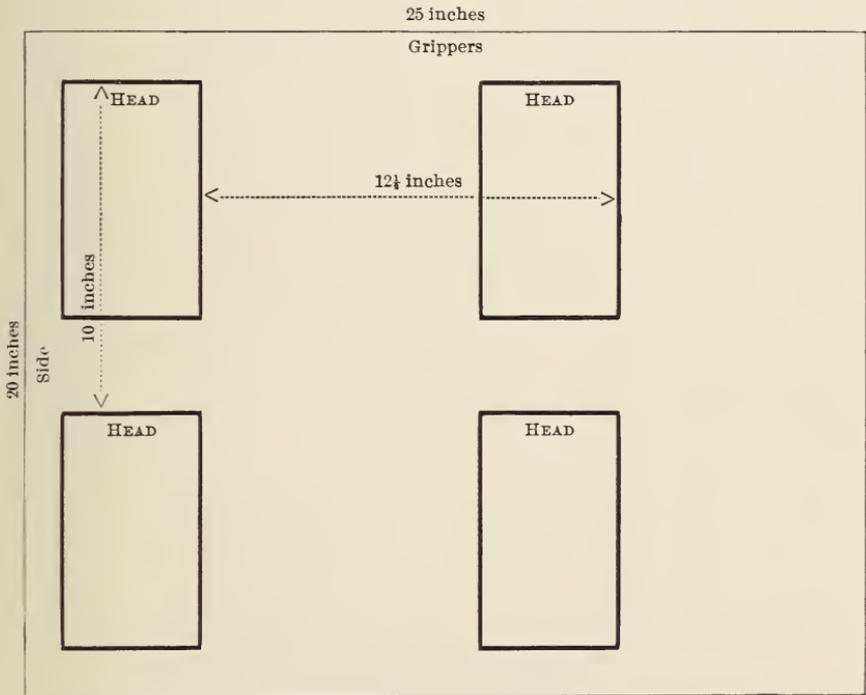
Twelve and one-half inches from page 1 to second page 1.

Five and five-eighths inches from center to center of companion pages. The thickness of the book to be added to this.

Trim stock to  $19\frac{3}{4}$  inches (one side).

OCTAVO COVER.

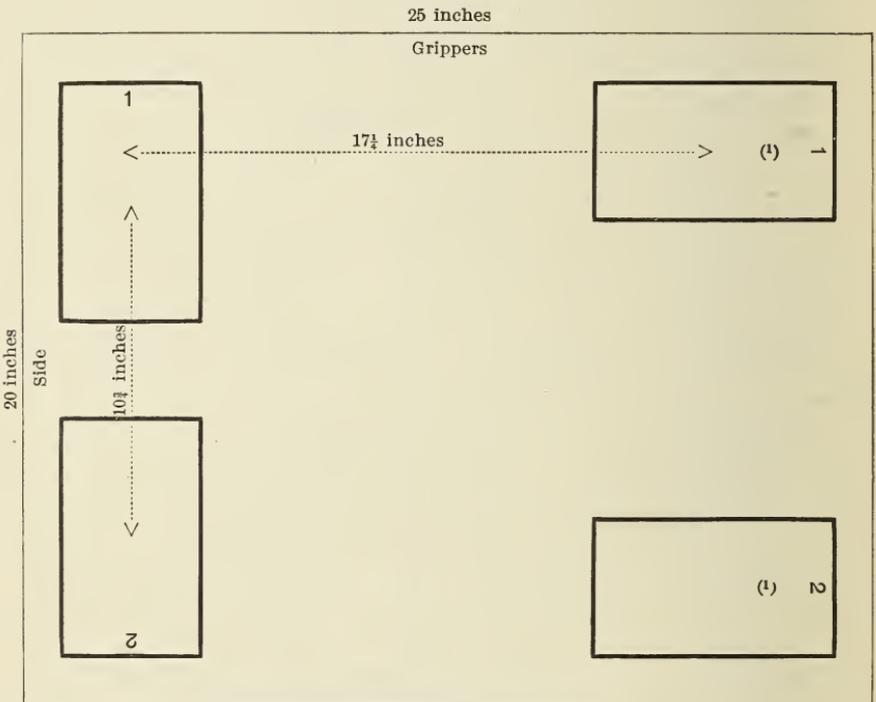
Four-up, which prints on a sheet 20 by 25 inches, and which can be used on all books up to 250 pages on 48-pound paper.



Heads all one way.  
Ten inches from head to head.  
Twelve and one-half inches from side to side.

OCTAVO COVER.

Pages 1 and 2 (three to a sheet) which prints on a sheet 20 by 25 inches, and which can be used on all books of from 250 to 1,000 pages on 48 or 70 pound stock.



<sup>1</sup> Page 2 is omitted when the first side is printed. To back up, take out page 1 and insert page 2.

Heads all out.

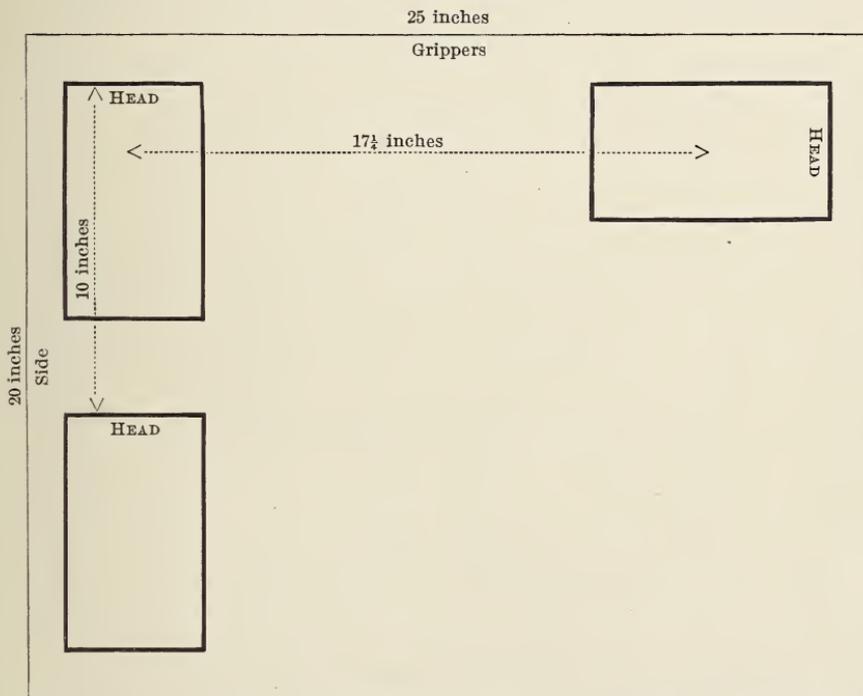
Seventeen and one-fourth inches from center to center the 25-inch way of the sheet.

Ten and three-fourths inches the 20-inch way of the sheet.

Trim stock to 19 <sup>3</sup>/<sub>4</sub> by 24 <sup>3</sup>/<sub>4</sub> inches.

## OCTAVO COVER.

Single page, three-up, which prints on a sheet 20 by 25 inches, and which can be used on all books of from 250 to 1,000 pages on 48 or 70 pound stock.

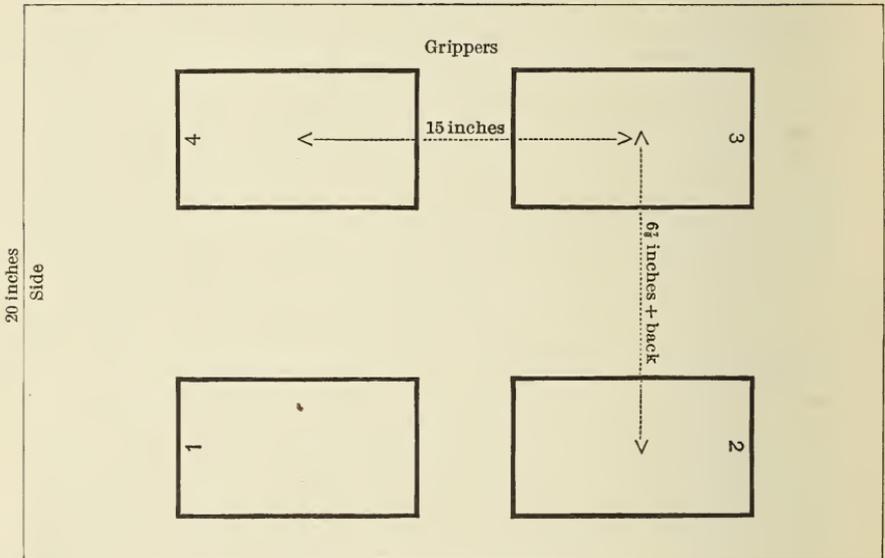


Seventeen and one-fourth inches from center to center the 25-inch way of the sheet.  
 Ten inches from head to head the 20-inch way of the sheet.  
 Trim stock to  $24\frac{3}{8}$  inches (one end).

## COVER FOR BULLETIN BUREAU OF STANDARDS.

Four-page, which prints on a sheet 20 by 25 inches; book trims to 7 by 10 inches.

25 inches



Heads all out.

Fifteen inches from center to center the long way.

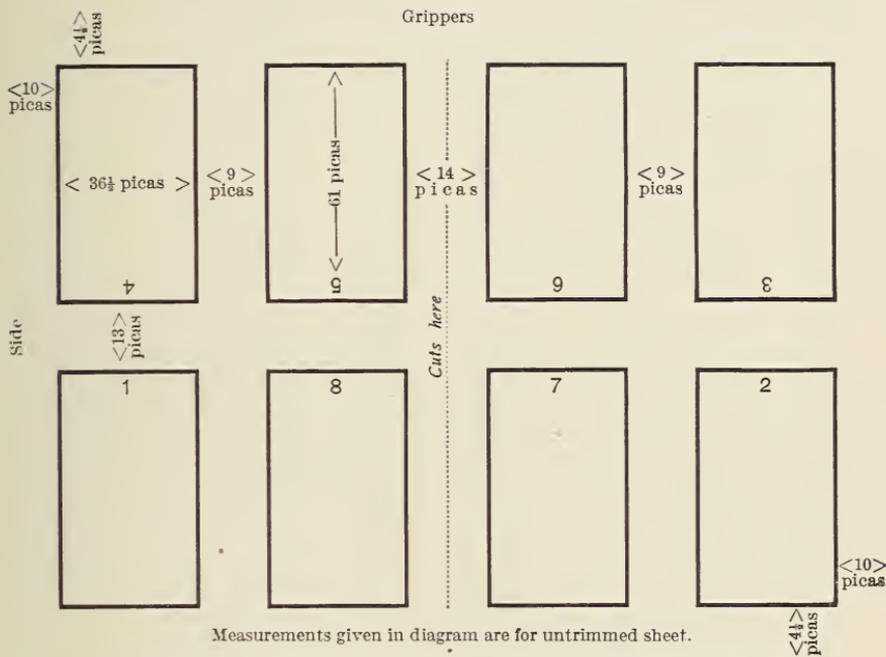
Six and seven-eighths inches from center to center of companion pages. The thickness of the book to be added to this.

Trim stock  $19\frac{3}{4}$  by  $24\frac{1}{4}$  inches.

SENATE AND HOUSE CALENDARS.

IMPOSITION OF 8-PAGE FORM WHICH BACKS ITSELF.

Paper, 24 by 32 inches; book trims to  $7\frac{1}{2}$  by  $10\frac{3}{4}$  inches.



IMPOSITION OF OTHER 8-PAGE FORMS WHICH BACK THEMSELVES.

In the following classes of work the imposition for 8-page forms which back themselves is given above; therefore only the size of paper, size of the trimmed book, and space between pages (head and back) are noted here:

**BILLS.** Paper, 24 by 32 inches; book trims to  $7\frac{3}{8}$  by  $10\frac{3}{4}$  inches. Head, 13 picas; back, 15 picas. Make up to paper.

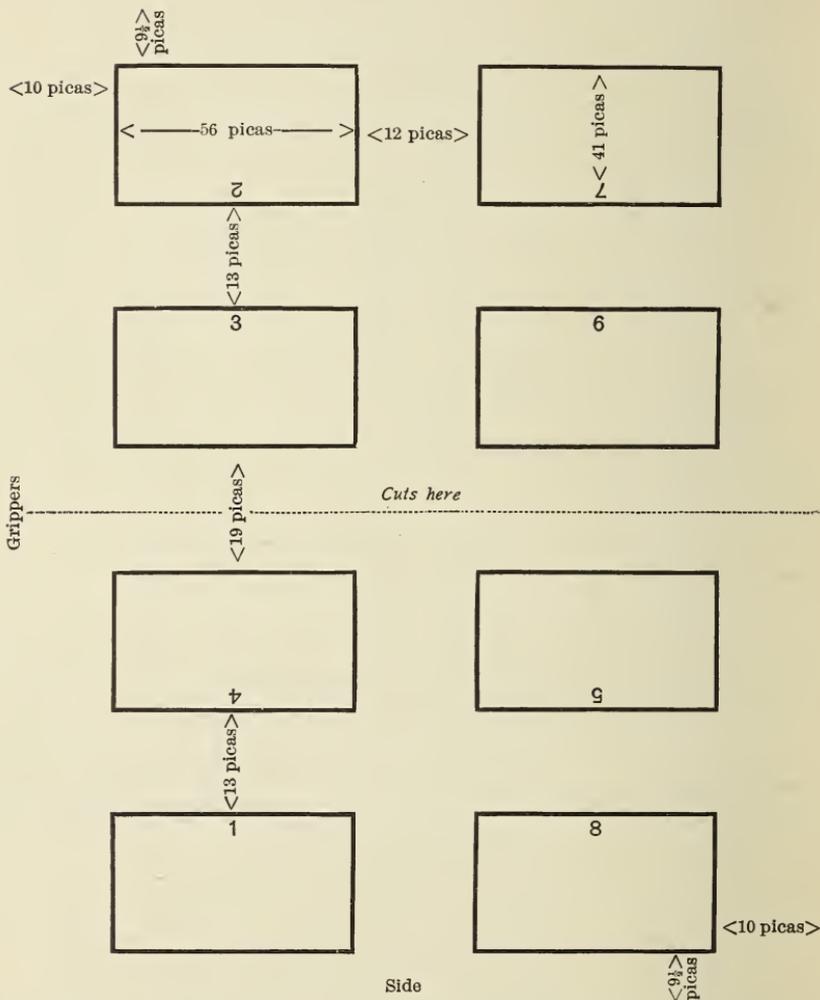
**LIGHTS, BUOYS, AND DAYMARKS.** Paper, 38 by 48 inches; book trims to  $7\frac{7}{8}$  by  $10\frac{7}{8}$  inches. Head, 14 picas; back, 18 picas. Make up to paper.

**ADVANCE MONTHLY SUMMARY—DOMESTIC BREADSTUFFS.** Paper, 24 by 38 inches; book trims to  $9\frac{1}{4}$  by  $11\frac{1}{2}$  inches. Head, 11 picas; back, 11 picas. Make up to paper.

## BROAD.

IMPOSITION OF 8-PAGE FORM WHICH BACKS ITSELF.

Paper, 24 by 38 inches; book trims to 9 by 11½ inches.

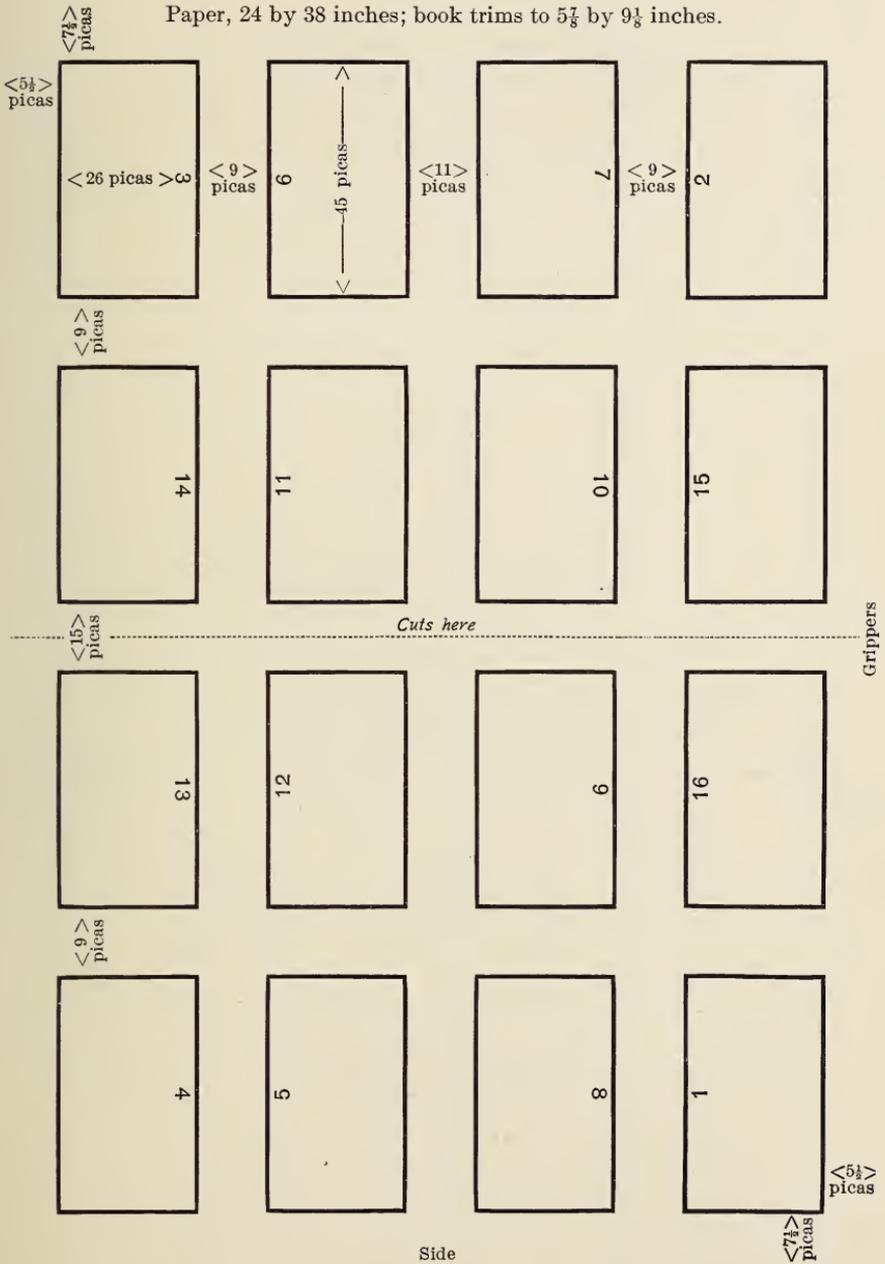


Measurements given in diagram are for untrimmed sheet.

BROAD.

IMPOSITION OF 16-PAGE FORM WHICH BACKS ITSELF.

Paper, 24 by 38 inches; book trims to  $5\frac{1}{8}$  by  $9\frac{1}{8}$  inches.

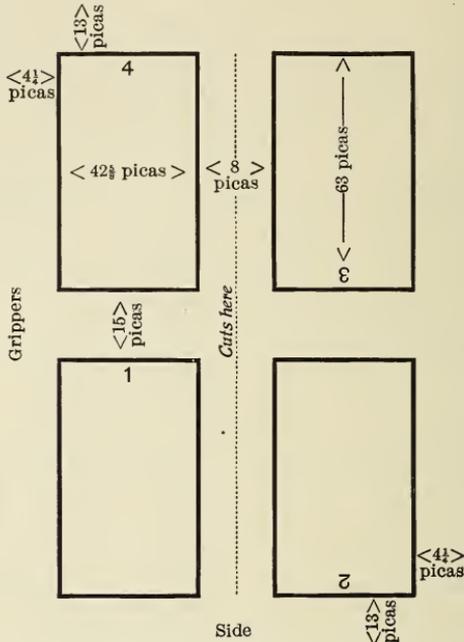


Measurements given in diagram are for untrimmed sheet.

POST-OFFICE SPECIFICATIONS.

IMPOSITION OF 4-PAGE FORM WHICH BACKS ITSELF; LEGAL FOLD.

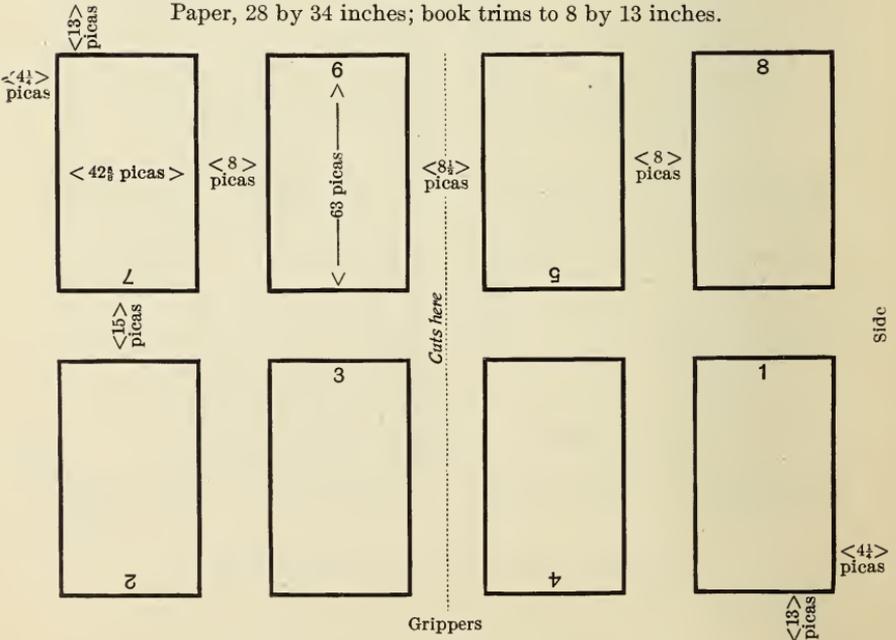
Paper, 17 by 28 inches; book trims to 8 by 13 inches.



Measurements given in diagram are for untrimmed sheet only.

IMPOSITION OF 8-PAGE FORM WHICH BACKS ITSELF; LEGAL FOLD.

Paper, 28 by 34 inches; book trims to 8 by 13 inches.

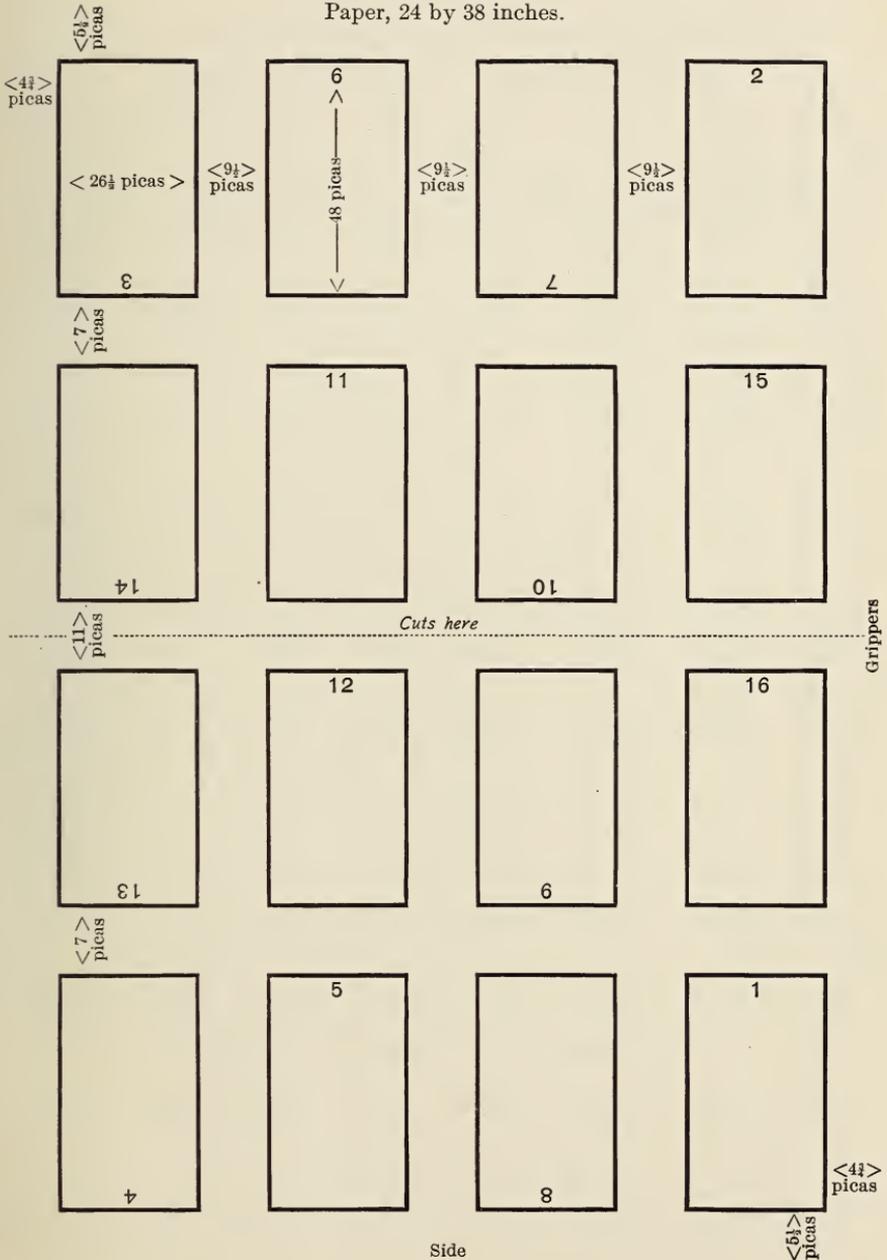


Measurements given in diagram are for untrimmed sheet.

LEGAL FOLD.

IMPOSITION OF 16-PAGE FORM WHICH BACKS ITSELF.

Paper, 24 by 38 inches.

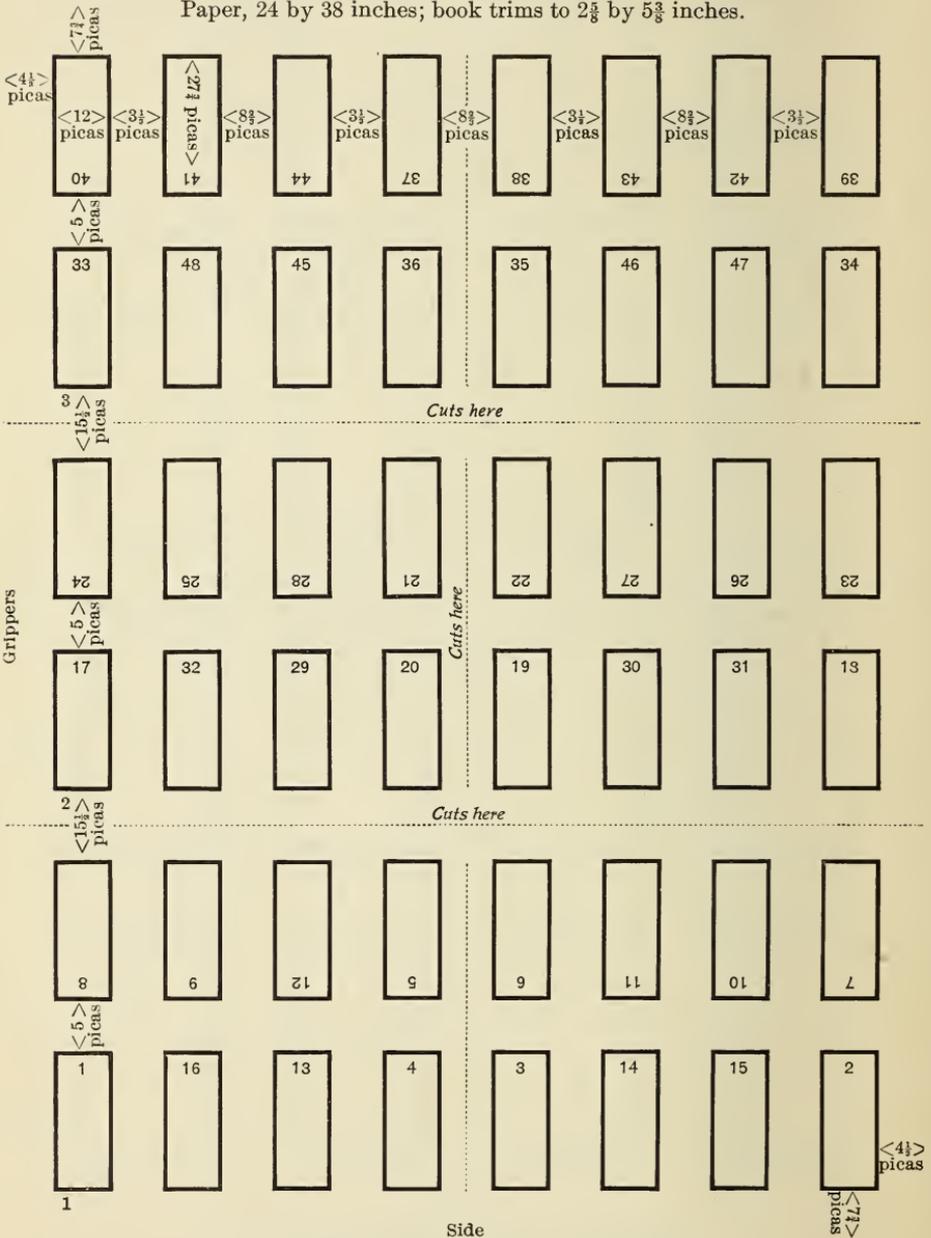


Measurements given in diagram are for untrimmed sheet. Six inches from page to page the narrow way.

VEST-POCKET MANUAL.

IMPOSITION OF 48-PAGE (THREE SIXTEENS) FORM WHICH BACKS ITSELF.

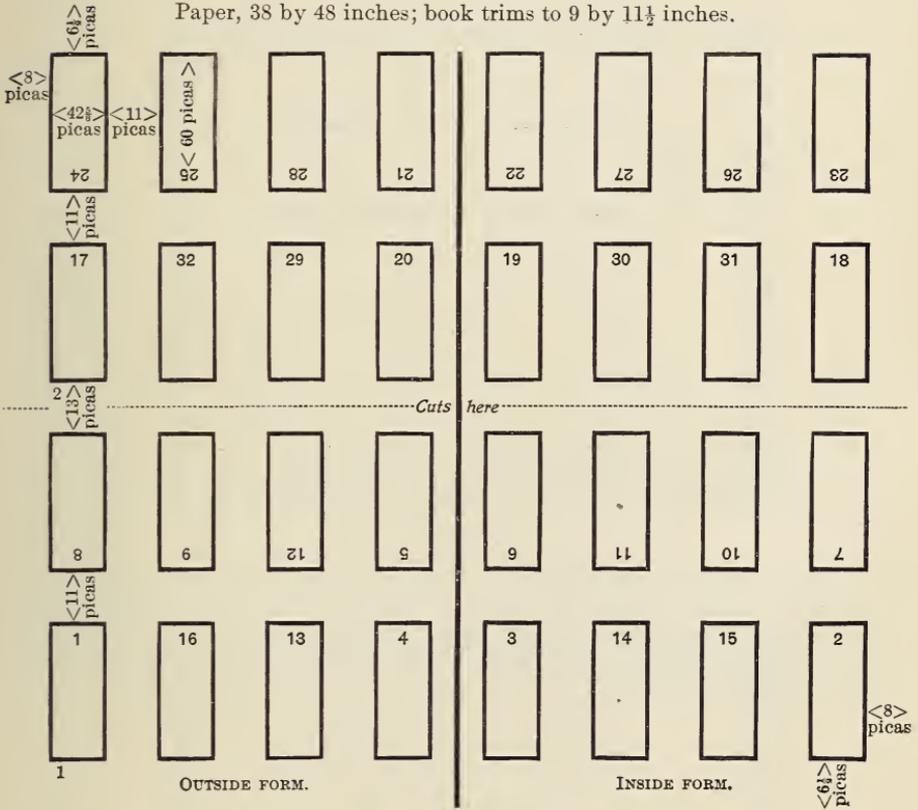
Paper, 24 by 38 inches; book trims to  $2\frac{5}{8}$  by  $5\frac{3}{8}$  inches.



CENSUS.

IMPOSITION OF 32-PAGE (TWO SIXTEENS) FORM, SHEETWISE.

Paper, 38 by 48 inches; book trims to 9 by 11½ inches.

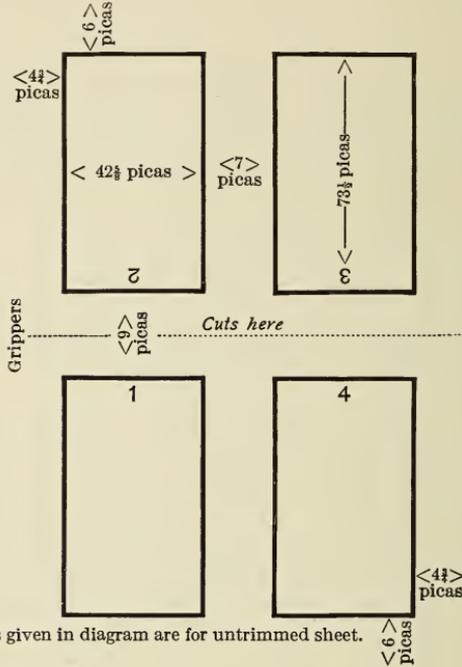


Measurements given in diagram are for untrimmed sheet.

NAVY SCHEDULES.

IMPOSITION OF 4-PAGE FORM WHICH BACKS ITSELF.

Paper, 17 by 28 inches; book trims to 8½ by 14 inches.



STANDARD SIZES OF BOOKS.

Books are usually described with regard to size of leaf, as folio, quarto, octavo, 12mo, 16mo, 32mo, etc. Folio means a sheet of paper of standard size folded once, so as to make 2 leaves or 4 pages; quarto, a sheet folded twice, so as to make 4 leaves or 8 pages; and octavo, the sheet folded again, so as to make 8 leaves or 16 pages. All the other sizes are determined by the number of times the sheet is folded.

*Sizes of the untrimmed leaf.*

[Based on sheet of royal, 19 by 24 inches.]

	Inches.		Inches.
Folio .....	12 by 19	Octavo.....	6 by 9½
Quarto .....	9½ by 12	16mo.....	4¾ by 6

*Standard sizes of paper.*

	Inches.		Inches.
Cap.....	14 by 17	Double folio.....	22 by 34
Double cap.....	17 by 28	Medium.....	18 by 23
Demy.....	16 by 21	Double medium.....	23 by 36
Double demy.....	21 by 32	Royal.....	19 by 24
Folio.....	17 by 22	Double royal.....	24 by 38

## ELECTROTYPING AND STEREOTYPING.

## LOGOTYPES.

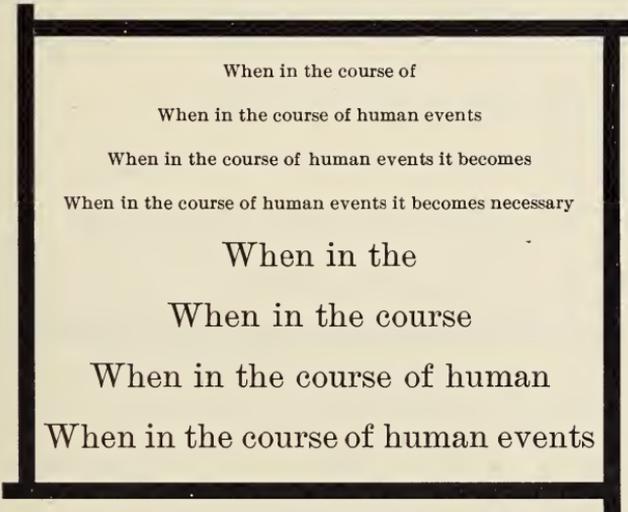
Imposition of lines for logotypes should be made according to their respective lengths, the shortest line first, grouping each size of type separately, according to the body.

Insert 10 points between each separate line, additional to the size of the body upon which the line is to be mounted. This 10 points additional space is required by the finisher when sawing the lines into separates, leaving sufficient margin for final smooth shaving to point system or exact size of body desired.

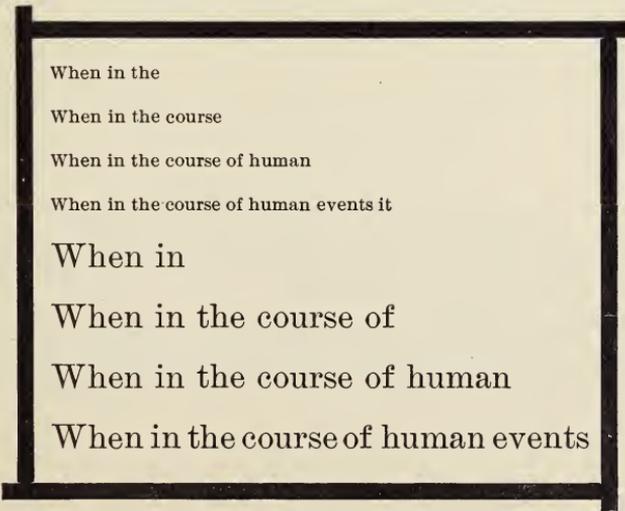
Observe the following samples:

*Sample No. 1.*

The following diagram shows the lockup for logotypes to be centered on any desired length of body:

*Sample No. 2.*

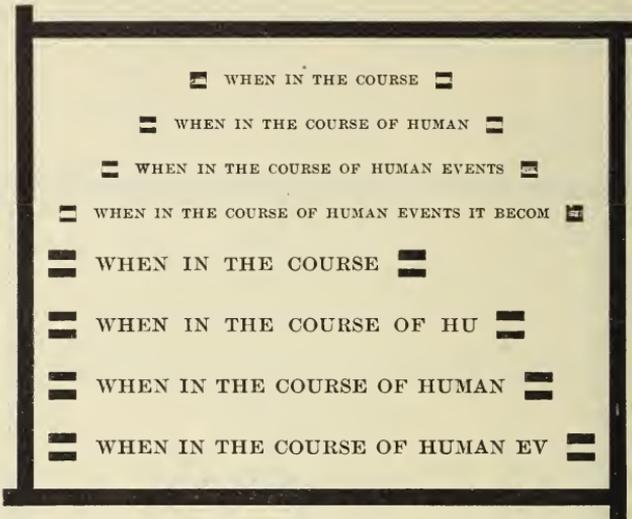
The following diagram shows the lockup for logotypes to be placed at end of slug on any desired length of body:



*Sample No. 3.*

The following diagram shows the lockup for logotypes where shoulder is required at top and bottom of type line on finished product.

Inverted type must be placed at each end of line of type in cases where a shoulder is required at top and bottom of type line on the finished logotype. The inverted type is necessary for the guidance of the finisher in trimming and shaving lines to required size.



The form must not be made larger than the actual size of face of type or longest line.

The foundry will mount the type line on any given length of slug in ems or inches desired by the printer.

Do not impose in the same form subjects of which different number of plates are required; that is, do not lock in the same form subjects requiring six, eight, or more casts of one subject and only one cast of another.

The following table gives the number of times each line should be set when more than five casts of each line are required:

Copies.	Times set.	Copies.	Times set.
5.....	1	60.....	8
10.....	3	70.....	10
20.....	3	80.....	10
30.....	5	90.....	10
40.....	5	100.....	10
50.....	8		

**STEREOTYPING ILLUSTRATIONS WITH TEXT.**

When illustrations are to be made up with the text, the cuts or illustrations should be forwarded to the foundry, for mounting on metal bases, at the same time that the copy is placed in the hands of the printer.

It is necessary to mount the cuts on metal bases for the purpose of properly drying the mold, which is dried by heat passing through the type or other substance from the bottom upward, as wood bases would not transmit a sufficient amount of heat for the drying-out operation. By observing this rule considerable time will be saved.

## ILLUSTRATIONS FOR THE CONGRESSIONAL RECORD.

Illustrations which are to appear in the Congressional Record should be mounted on metal bases by the contractors furnishing such illustrations.

## USE OF NEW AND OLD RULES IN GENERAL WORK.

In work where rules are used for blank lines, as in job work, new and old rules should never be used together. Use all new or all old rules in each job.

## PLATE DIMENSIONS.

The following dimensions represent the measurement of the reverse, or back, of plates, including the bevel:

*Dimensions of finished electrotype or stereotype plates.*

Measures.	Width.	Length.
	Inches.	Inches.
Document.....	4 $\frac{3}{8}$	8 $\frac{1}{2}$
Revised Statutes.....	5 $\frac{3}{8}$	8 $\frac{1}{8}$
Quarto.....	6 $\frac{3}{8}$	9 $\frac{3}{8}$
Census.....	7 $\frac{1}{8}$	10 $\frac{1}{2}$
Sailing vessels.....	7 $\frac{1}{8}$	8 $\frac{1}{2}$
General order.....	7 $\frac{1}{8}$	5 $\frac{7}{8}$
12mo.....	9 $\frac{1}{8}$	7 $\frac{3}{8}$
Court decisions.....	4	7 $\frac{1}{8}$
Bill.....	4 $\frac{1}{2}$	7 $\frac{3}{8}$
Professional.....	5 $\frac{1}{8}$	9 $\frac{3}{8}$
Pamphlet speech.....	5 $\frac{3}{8}$	8 $\frac{3}{8}$
Pamphlet.....	3 $\frac{1}{2}$	6 $\frac{3}{8}$
Obituary.....	4 $\frac{1}{2}$	6 $\frac{7}{8}$
Record.....	7 $\frac{3}{8}$	10 $\frac{1}{2}$

*Standard thickness of electrotype and stereotype plates in use in the Government Printing Office.*

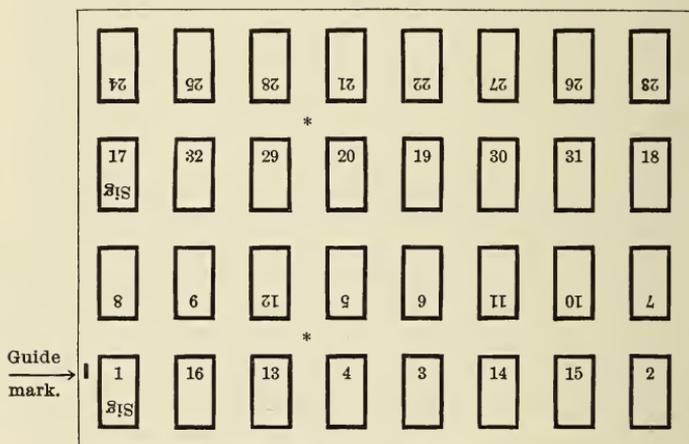
Plates.	Thickness.		Diameter of press cylinder.
	Flat.	Curved.	
Book.....	Inch. 160/1000	Inch. 183/1000	14.9 inches.
Job.....	156/1000		
Card press.....		236/1000	14 $\frac{3}{8}$ inches.
Record.....		306/1000	
Speech.....		446/1000	14.9 inches.
Harris press.....		183/1000	5 $\frac{5}{8}$ , 7 $\frac{3}{8}$ , and 11 $\frac{1}{8}$ inches.
Cap press.....		177/1000	8.538 inches.
Demy press.....		177/1000	9.811 inches.
Money order.....		177/1000	6.2917 inches.
Post card (new Potter).....		170/1000	12.06 inches.
Harris press (remodeled).....			Do.
Bindery stamp.....	356/1000		

## MAXIMUM SIZE OF PLATES.

The following sizes of chases are the largest which can be used for imposing forms for the foundry: Electrotyping, 24 by 30 inches; stereotyping, 19 by 24 inches.

## PRESSWORK.

In imposing plate forms, great care should be taken with regard to margins, guide marks, folding points, and the proper position of the signature page so far as it relates to the fold. For instance, on a thirty-two—or, more properly speaking, two long sixteens—the signature page of the first sixteen should be in the lower left-hand corner, next to the grippers; the signature page of the other sixteen in the lower left-hand space, on the third row. The folding points should be in the fold margin nearest the center on the left side, 19 inches apart, and centered from the corners of the four plates indicated by the asterisk (\*). The guide mark should be so placed that it will print on the edge of the sheet exactly where the sheet touched the guide when fed in. If there is any variation in the trim of the sheet, it will be overcome by making guides and guide marks hit the sheet at the same point. The guide mark being close to the gripper indicates at once to the boxer, the folding-machine operator, or the cutter which edges of the printed sheet are to be used in making his calculations for properly forwarding the work. The guide must invariably be used on the near side, next to the feeder, for the first printing, and on the far side for the second printing. This rule applies in sheetwise work as well. If, however, the inside of the sheetwise form for any reason be printed first, the guide and the guide mark must be used on the far side of the press.



The asterisk (\*) indicates the folding point.

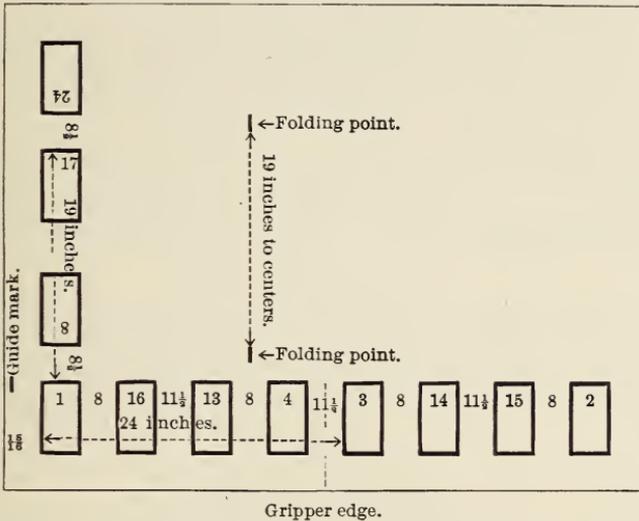
In order that the folding-machine operator may fill his hopper with several signatures from various presses at the same time, it is advisable on all work of the same size to maintain the same guide margins. For example, on the thirty-twos, or two long sixteens octavo, the drop-guide margin should be  $8\frac{3}{4}$  inches from the top of the running head line, on the row of pages next the grippers, to the gripper edge of the sheet and fifteen-sixteenths of an inch from the side of type to the side-guide edge of sheet. The same measurements apply to a half form, sixteen octavo, except that the application is reversed, fifteen-sixteenths of an inch on the gripper margin and  $8\frac{3}{4}$  inches from top of running head to side guide, and so on in all multiples of octavo make-ups.

On quarto, census, statutes, speech, specifications, and the various other forms in use these margins vary and should be 6 points more than the center cut either way unless otherwise specified. (See directions for margin, pp. 133 and 134.)

A 32-page octavo, or two long sixteens, is the most difficult layout now in use in the office, with the possible exception of the Use Book (48 pages). The first and most important move is to find the proper gripper margin. Taking it for granted that the base is clear of catches, put on page 3, if you are working with the first signature, at the gripper edge, twenty-three twenty-fourths of an inch to the right of the center of the base and approximate its distance from the gripper edge, which should be  $8\frac{3}{4}$  inches from the running head on the plate to the edge of the sheet.

Page 1 should be laid to the extreme left of base, 24 inches from the left side of page 3 to the left or folio side of page 1. Page 4 should be laid  $11\frac{1}{2}$  picas to the left of page 3, and page 2 to the extreme right of base, 24 inches from the right or folio side of page 4 to the right or folio side of page 2. Then lay in pages 16, 13, 14, and 15 in positions centering on the multiple of 24; that is, 8 picas between pages 1 and 16, 13 and 4, 3 and

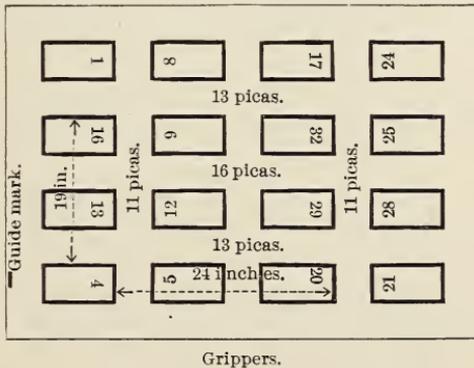
14, 15 and 2;  $11\frac{1}{2}$  picas between 16 and 13, 14 and 15. The first, or gripper, row now being complete, lay page 8 directly over page 1, with  $8\frac{1}{2}$  picas between heads. Directly above page 8 lay page 17, with the head 19 inches from the head of page 1, and above this lay page 24, with  $8\frac{1}{2}$  picas between heads, and the head of the upper page (24) 19 inches from the head of page 8. If the pages now laid are in perfect alignment, the



pressman has two sides of a perfect square as a guide for the layout of the other rows, and the remainder of his task is simple. The principle involved in this layout can be readily applied to any form made up on these bases. The measurements will be different, of course, but the procedure will be identical.

**SHEETWISE FORMS.**

The layout illustrated below is the standard for regular sheetwise forms. It will be noticed that page 1 is laid opposite the grippers and not next to them, as the thirty-twos are laid. Feed to near guide on outside form. This is done to suit the folding machines.



The Blue Book make-up is similar to census, except that the head and back margins should be 10 picas each.

Too much care can not be exercised in the maintenance of proper margins on patent bases. Experience has shown that a variation in bevels on plates often necessitates the shifting of a page here and there on the base to obtain a perfect register. When the next form is dropped into the position indicated by the catches, another variation in bevels makes another shift necessary. If the catches thus moved are not brought

back into position each time a new set of plates is put on and the marginal gauges and rule applied, the pressman soon discovers that his form has spread to such an extent that it does not compare with his original, or pattern, sheet. The same is true of the drop-guide margin. When registering a sheet that has been exposed overnight to moisture or extreme heat, it is often necessary to move these guides. If they are not readjusted on the next form, the chances are that the  $8\frac{3}{4}$  inches from top of running head line to edge of sheet has stretched to 9 inches or shrunk to  $8\frac{1}{2}$ , thus causing a readjustment of the folding-machine gauges and a loss of time, to say nothing of a spoilage, if the variation is not quickly discovered by the folding-machine operator.

Inset forms, before being issued to the pressman, will be prepared in the order in which they are to be laid, and they should always be laid as received.

Pressmen and those detailed to keep a standard color should examine all sheets of the book under the same light.

When a correction is to be made in a portion of a form requiring the unlocking and pulling out of such form on the bed of the press, the pressman should do the unlocking and place the form in such a position as will secure its safety and at the same time be as convenient as possible for the corrector. The pressman should also replace the form and lock it up again.

#### PAPER.

The pressman should always examine the paper delivered to him to see that it corresponds with the issue blank in quality, color, size, and quantity, the latter to be approximated, for he is not supposed to count any but the broken part of a ream. It sometimes happens that one shipment of paper is off-color, and if this becomes mixed with another shipment the difference will be clearly apparent in the completed book.

#### WEB LAYOUTS.

##### *Potter web—Document.*

OUTSIDE CYLINDER.						INSIDE CYLINDER.									
For 8 pages—duplicate.															
8	1	4	5	8	1	4	5	7	2	3	6	7	2	3	6
For 16 pages.															
9	8	1	16	13	4	5	12	10	7	2	15	14	3	6	11
For 24-page inset.															
17	8	1	24	21	4	5	20	18	7	2	23	22	3	6	19
13	12	9	16	13	12	9	16	14	11	10	15	14	11	10	15
For 32-page inset.															
25	8	1	32	29	4	5	28	26	7	2	31	30	3	6	27
17	16	9	24	21	12	13	20	18	15	10	23	22	11	14	19
For 40-page inset.															
33	8	1	40	37	4	5	36	34	7	2	39	38	3	6	35
25	16	9	32	29	12	13	28	26	15	10	31	30	11	14	27
21	20	17	24	21	20	17	24	22	19	18	23	22	19	18	23
For 48-page inset.															
41	8	1	48	45	4	5	44	42	7	2	47	46	3	6	43
33	16	9	40	37	12	13	36	34	15	10	39	38	11	14	35
25	24	17	32	29	20	21	28	26	23	18	31	30	19	22	27
For 56-page inset.															
49	8	1	56	53	4	5	52	50	7	2	55	54	3	6	51
41	16	9	48	45	12	13	44	42	15	10	47	46	11	14	43
33	24	17	40	37	20	21	36	34	23	18	39	38	19	22	35
29	28	25	32	29	28	25	32	30	27	26	31	30	27	26	31
For 64-page inset.															
57	8	1	64	61	4	5	60	58	7	2	63	62	3	6	59
49	16	9	56	53	12	13	52	50	15	10	55	54	11	14	51
41	24	17	48	45	20	21	44	42	23	18	47	46	19	22	43
33	32	25	40	37	28	29	36	34	31	26	39	38	27	30	35

*Potter speech—Document.*

For 8 pages—duplicate.

1 8 5 4 1 8 5 4 2 7 6 3 2 7 6 3

For 16 pages.

1 16 9 8 3 14 11 6 2 15 10 7 4 13 12 5

For 32-page inset.

21 12 1 32 17 16 5 28 22 11 2 31 18 15 6 27  
3 30 19 14 7 26 23 10 4 29 20 13 8 25 24 9

*Hoe web—Speech.*

For 8 pages.

1 8 3 6 1 8 3 6 2 7 4 5 2 7 4 5

For 16 pages.

1 16 3 14 5 12 7 10 2 15 4 13 6 11 8 9

**MISCELLANEOUS LAYOUTS.**

The Record layout varies according to the number of pages.

*Congressional Record.*

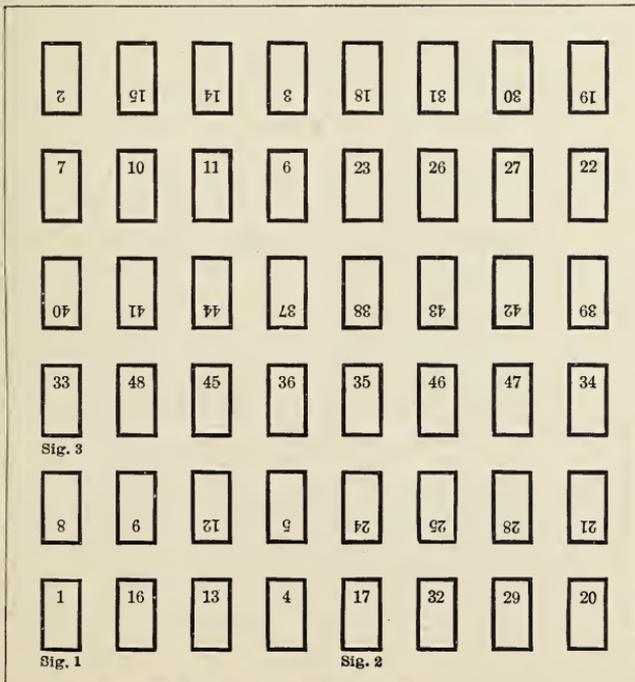
For 8 pages.

1 8 5 4 3 6 7 2

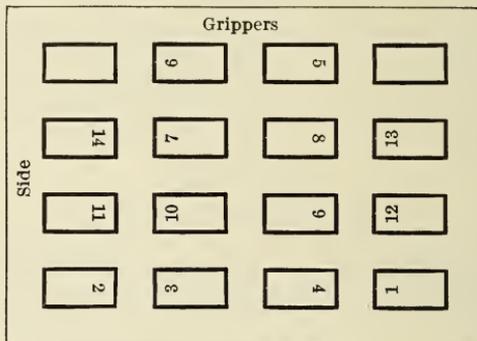
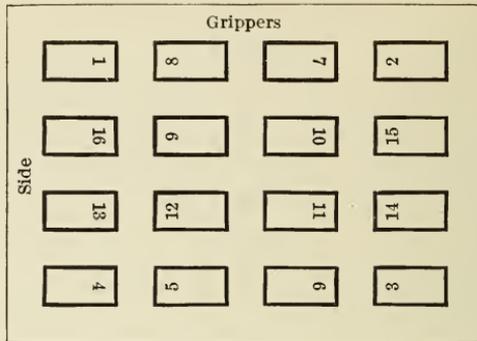
For 16-page inset.

1 16 13 4 3 14 15 2  
5 12 9 8 7 10 11 6

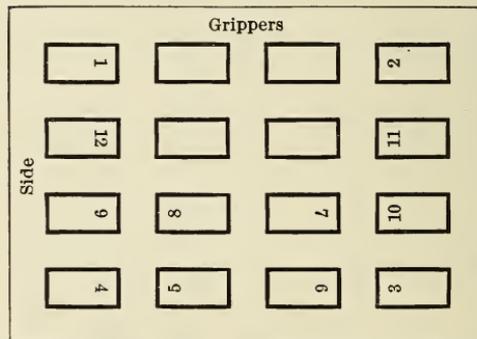
The following form (plated) shows a 48-page turn sheet, which is used on the Use Book or any similar publication of over 5,000 copies. The third signature should be reimposed for back up.



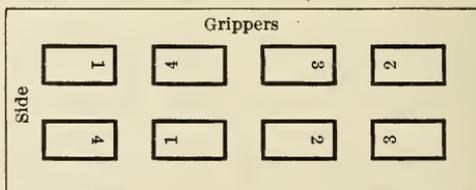
For the guidance of those who have doubts concerning the proper pages to drop out in fractional parts of sixteens, the following forms have been arranged:



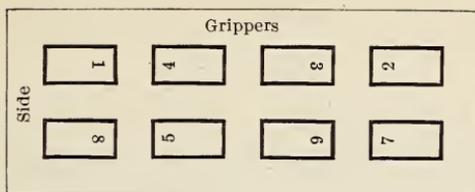
Fourteen pages, blank in front.



Drop four pages out of center to make a twelve out of a sixteen.



Two fours.



### BOOKBINDING.

The styles of binding in the Government Printing Office embrace paper-cover work, cut-flush work, manifold work, cloth work in its various branches, and full and half leather work, each style comprising many forms.

Pamphlet work includes stitching by wire, covering, and trimming. The cover page should register correctly with the inside title-page. In trimming, if pattern is not furnished, the margins must correspond to the rules for making-up given on pages 133 and 134.

Cut-flush work is work on which all binding is done prior to trimming, including stub and form work.

Manifold work is a style of binding peculiar to itself, some having squares and others being cut flush. It is generally received in the bindery collated and numbered. When not numbered by the presses, it is numbered on the numbering machines in the bindery. Manifold work is stitched with wire through a lined board hinged by a linen guard.

In half-bound leather-case work, the books are prepared the same as full cloth. The cases being made in parts, the same preparations for board cutting are followed as in cloth cases.

### BLANK-BOOK WORK.

The methods of binding blank books differ greatly from those of binding printed work. The operations generally required for a blank book are ruling, numbering, indexing, forwarding, and finishing.

The principal styles of binding used on blank work are half russia, full russia, full canvas, and russia ends and bands. The principal sizes are cap, demy, double cap, double demy, medium, double medium, royal, and superroyal.

Blank books are covered in various ways, such as full leather, full canvas, half leather, and russia ends and bands; the operations covering full leather and full canvas being almost identical. Half-russia work is only different in that the sides and backs are put on separately.

When sheets have been ruled and printed, they are folded into sections (not signatures) of from four to six sheets, according to the thickness and weight of the paper, the sheets constituting a section being folded at one time.

The most recent method of sewing blank books, not including machine sewing, entails the use of patent guards, each section being sewed on an independent guard before sewing together, which insures a perfectly flat opening of the book.

The operation on russia ends and bands, designated "R. E. & B.," differs considerably from full and half bound work, requiring greater time for completion.

The full canvas or duck blank book is finished in the same manner as a full-russia book in so far as general operations are concerned, except that ink is used for lettering and embellishing.

The finishing of a half-russia blank book differs from a full-bound book in that the book requires cloth or paper sides similar to the siding of printed work, the operation being performed in the same manner.

The "R. E. & B." book differs from any of the others, both in respect to style and the execution of work, and is in a manner the combination of russia and sheep finishing, the russia being finished in gold and the flesher in blanking.

When blank books are indexed through, they should be graduated as follows:

*Scale for indexing.*

Index letters.	Number of leaves allotted to each letter in books of from 50 to 400 leaves.															
	50	60	70	80	100	120	132	150	176	200	222	256	274	300	350	400
A.....	2	2	2	3	4	5	5	6	6	8	10	10	11	12	14	16
B.....	3	4	5	5	7	9	10	12	12	15	16	18	20	22	27	30
C.....	3	4	5	6	7	9	10	12	12	15	17	18	20	22	27	30
D.....	2	3	2	3	4	5	5	6	6	8	8	10	10	10	13	16
E.....	2	2	2	3	4	4	4	5	6	7	8	10	9	10	12	14
F.....	2	2	2	3	4	4	4	5	6	7	8	10	9	10	12	14
G.....	2	3	2	3	4	5	5	6	6	8	8	10	10	10	13	16
H.....	3	4	6	6	7	9	10	12	14	16	18	18	20	22	28	32
I.....	1	1	1	1	1	2	2	2	2	2	2	3	3	4	4	4
J.....	1	2	1	2	2	3	3	3	4	4	5	6	6	7	8	8
K.....	2	2	3	3	4	5	5	6	6	8	9	10	11	11	13	16
L.....	2	2	3	3	4	5	5	6	6	8	9	10	11	11	13	16
M.....	4	4	6	6	7	9	10	12	14	16	18	18	22	25	28	32
N.....	1	2	2	3	3	4	4	4	6	6	6	8	8	8	10	11
O.....	1	2	2	3	3	4	4	4	6	6	6	8	8	8	10	11
P.....	2	2	2	3	4	4	5	6	6	7	7	8	10	10	12	13
Q.....	1	1	1	1	1	1	2	2	1	2	2	3	3	5	5	5
R.....	2	2	3	3	4	4	5	6	6	7	9	12	12	12	13	14
S.....	3	4	6	6	7	9	10	12	14	16	18	20	22	24	26	32
T.....	2	3	3	3	4	4	5	6	6	7	9	12	10	10	14	14
U.....	1	1	1	1	1	1	2	2	3	2	2	3	3	5	5	5
V.....	1	1	1	1	2	1	2	2	3	2	2	3	3	6	6	6
W.....	4	4	6	6	7	9	10	12	14	16	18	20	22	24	26	32
X.....	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Y.....	1	1	1	1	2	2	2	2	3	3	3	3	5	5	5	6
Z.....	1	1	1	1	2	2	2	2	3	3	3	3	5	5	5	6

These indexes are made of leather, cloth, or paper, and are of two kinds, "cut-in" and "extended."

For a "cut-in" index the pages are cut according to the scheme desired and the index letter pasted inside of the book. In an "extended index" the pages are not cut, but tabs are attached to the pages in a manner that will expose the letters without making it necessary to open the book.

### EQUIVALENTS OF PAPER.

If the size and weight of a certain paper are given, and the size of the paper which is to be used is known, to ascertain the weight of the latter multiply the width by the length of the size to be used, which will give the number of square inches in the sheet; then multiply by the weight of the known paper and divide the product by the number of square inches in the known weight; the result will give the weight of the size to be used.

### INCREASE OF TEXT BY USING LEADS.

If leaded with 2-point leads—

6-point type is increased one-third.

8-point type is increased one-fourth.

10-point type is increased one-fifth.

11-point type is increased two-elevenths.

12-point type is increased one-sixth.

## NOTES ON SPECIFICATION STYLE.

The punctuation and hyphens in specification copy should be followed strictly, except in the first paragraph, called the "preamble," which is to be prepared by the copy editor. The main features of a preamble will be seen in the following sample:

*To all whom it may concern:*

Be it known that I, [we, if there are more than one inventor,] JOHN JONES, citizen [or a citizen] of the United States, residing at New York, in the county and State of New York, have made a new and useful Invention Relating to Steam-Engines and the like, of which the following is a specification.

*Reference letters and figures.*—Where copy has capitals use Roman capitals and where copy has lower-case letters use lower-case italic, as: "The wheel A has a rim *a* and spokes *b*. The hub B is of iron."

Quote reference letters and figures, if copy, as: The frame "A" consists of uprights "1" and "2."

*Superiors*—*Multiple mark, cipher, and degree mark.*—Where the references have superiors, as 1<sup>a</sup>, 2<sup>b</sup>, 8<sup>c</sup>, etc., and the superior letters "x" and "z" appear anywhere in the copy, as 9<sup>x</sup>, 10<sup>z</sup>, the superior "x" should be used where copy has 7<sup>x</sup>, 11<sup>x</sup>, etc., as 7<sup>x</sup>, 11<sup>x</sup>, etc. Where the letters do not run to "y," "z," use a superior multiple, as 4<sup>x</sup>, 20<sup>x</sup>, etc. Where the references have superior figures, as a<sup>1</sup>, b<sup>2</sup>, c<sup>3</sup>, f<sup>4</sup>, h<sup>5</sup>, k<sup>6</sup>, g<sup>7</sup>, l<sup>8</sup>, d<sup>9</sup>, m<sup>0</sup>, the "0" should be printed a cipher, not a degree mark or superior "o." Where there are superior letters, as 1<sup>a</sup>, 2<sup>b</sup>, 3<sup>c</sup>, running through to 8<sup>m</sup>, 9<sup>n</sup>, etc., a superior letter "o" should be used, not a cipher or degree mark.

Where copy has a<sup>1</sup>, a<sup>2</sup>, 1<sup>a</sup>, 1<sup>b</sup>, etc., set thus: a<sup>1</sup>, a<sup>2</sup>, 1<sup>a</sup>, 1<sup>b</sup>, etc. Copy should be followed in respect to the prime mark or superior "1," thus: "The wheels a' and a<sup>2</sup>" or "The wheels a<sup>1</sup> and a<sup>2</sup>." Some type-writers use the prime mark for "1" after passing "0," as a<sup>0</sup>, a<sup>1</sup>, a<sup>2</sup>, etc., which should be changed to a<sup>10</sup>, a<sup>11</sup>, a<sup>12</sup>, etc. These latter cases should be indicated by the copy editor. Follow inferiors where so used in copy, as: a<sub>1</sub>, a<sub>2</sub>, etc.

*Chemical terms.*—The forms of spelling adopted by the Chemical Section of the American Association for the Advancement of Science should be followed in chemical terms in specifications. These terms are so varied and at times so confusing that the preparer should see that the copy is properly marked. The *Standard Dictionary* contains the latest forms for these words. The general rule is to drop the final "e" in words ending "in" or "id," as: bromid, not bromide; bromin, not bromine; chlorid, not chloride; chlorin, not chlorine; iodid, not iodide; iodin, not iodine, etc.

*Century Dictionary* must be followed as to spelling. A few words which occur frequently in specifications and with which operators should be familiar follow:

<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;">                 afterward, backward, downward, forward, inward, outward, toward, upward, aline, alining, alinement, beveled, beveling, signaling, stenciling, traveling, center, not centre. clench, not clinch. conveyer, not conveyor.             </td> <td style="vertical-align: middle; padding: 0 10px;">                 } not afterwards, etc.                   } not align, etc.                   } not bevelled, etc.             </td> </tr> </table>	afterward, backward, downward, forward, inward, outward, toward, upward, aline, alining, alinement, beveled, beveling, signaling, stenciling, traveling, center, not centre. clench, not clinch. conveyer, not conveyor.	} not afterwards, etc.  } not align, etc.  } not bevelled, etc.	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;">                 coöperate, not co-operate or cooperate. disk, not disc. diagrammatic, not diagramatic. distributor, not distributor. crosswise, edgewise, endwise, lengthwise, sidewise, electromagnet or electro-magnet, as copy; change electro magnet to electromagnet. envelop, not envelope. felly, not fellow. gage, not gauge. incasing, not encasing. inclosing, not enclosing. oxid, not oxide. reëngage, not re-engage or reengage. reinforce, not re-inforce or reënforce.             </td> <td style="vertical-align: middle; padding: 0 10px;">                 } not crossways, etc.             </td> </tr> </table>	coöperate, not co-operate or cooperate. disk, not disc. diagrammatic, not diagramatic. distributor, not distributor. crosswise, edgewise, endwise, lengthwise, sidewise, electromagnet or electro-magnet, as copy; change electro magnet to electromagnet. envelop, not envelope. felly, not fellow. gage, not gauge. incasing, not encasing. inclosing, not enclosing. oxid, not oxide. reëngage, not re-engage or reengage. reinforce, not re-inforce or reënforce.	} not crossways, etc.
afterward, backward, downward, forward, inward, outward, toward, upward, aline, alining, alinement, beveled, beveling, signaling, stenciling, traveling, center, not centre. clench, not clinch. conveyer, not conveyor.	} not afterwards, etc.  } not align, etc.  } not bevelled, etc.				
coöperate, not co-operate or cooperate. disk, not disc. diagrammatic, not diagramatic. distributor, not distributor. crosswise, edgewise, endwise, lengthwise, sidewise, electromagnet or electro-magnet, as copy; change electro magnet to electromagnet. envelop, not envelope. felly, not fellow. gage, not gauge. incasing, not encasing. inclosing, not enclosing. oxid, not oxide. reëngage, not re-engage or reengage. reinforce, not re-inforce or reënforce.	} not crossways, etc.				

*Plurals.*—Follow copy in the Latin or English form for plurals where *Century Dictionary* recognizes both forms. A few are:

abacus, pl. abaci.  
antenna, pl. antennæ.  
apex, pl. apices or apices.  
callus, pl. calli.  
candelabrum, pl. candelabra.

helix, pl. helices or helices.  
matrix, pl. matrices, not matrixes.  
spatula, pl. spatulas.  
speculum, pl. specula.  
stylus, pl. styli.

*Gothics.*—All letters and figures referring to shape should be in gothic, except **I**, which should be clarendon. Where copy has tee shape, change to **T** shape; ell, change to **L**; in the form of an **A**; the **A** frame; the **Y**; in the shape of an 8. Do not quote gothics, as “**A**” frame—if quotes are in copy, omit them.

*Capitalization.*—Capitalize “Letters Patent” always. Where followed by the number capitalize “Patent,” as: “Patent No. 680,180,” “Patent Number 680,180,” “in my Patent, Number 680,180,” etc. Lower-case “In my patent numbered 680,180.”

Follow copy and capitalize thus: plaster Paris, plaster of Paris, Paris green. Note capitals: Kansas City, Jersey City, Jefferson City, etc.; Washington city, New York city, Oklahoma city, etc.; Prince George county.

Proper nouns that modify another noun should be capitalized, as:

Oxford shoe.  
Blucher shoes.  
Congress boots.  
Argand burner.  
Artesian well.  
Axminster rug.  
Japan varnish.  
Babbitt metal.  
Belgian block.  
Bunsen burner.  
Britannia goods.

Bessemer steel.  
Minié rifle.  
Mansard roof.  
Wilton carpet.  
Portland cement.  
Vandyke brown.  
Jacquard loom.  
Jacquard motion.  
Fourdrinier machine.  
Manila paper.  
Venetian blind.

Some exceptions are:

india rubber.  
india ink.

castile soap.  
canton flannel.

Proper nouns of the class given above are not capitalized when standing alone, as: “To make an oxford, I proceed as follows.” “My method of making bluchers will now be described.” “The rope is made of manila.” “The book is bound in morocco.” “The jacquard.” “I use babbitt.”

*Figure.*—Referring to the drawings and followed by a numeral, the word “Figure” should be spelled the first time it occurs in a specification and abbreviated thereafter throughout the specification, as: “Figure 1 is a side view, Fig. 2 an end elevation, and Figs. 3 and 4 views in perspective, of my machine.”

*Possessive case.*—Throughout the specification the copy should be corrected, if necessary, to conform to the plural or singular, as: “A horse’s blanket,” “horses’ blankets,” “a barber’s chair,” “barbers’ chairs,” etc. Printers’ ink is an exception.

*Italics.*—Italics should be used in Latin names of plants, moss, trees, birds, animals, fishes, and insects, following copy, thus: *Quercus alba* or *Q. alba*.

The names of vessels, books, and magazines should be printed in italic.

Put in italic:

*ad libitum.*  
*bona fide.*  
*de novo.*  
*en masse.*  
*en route.*  
*et al.* (Use point.)  
*ex parte.*  
*in situ.*  
*in transitu.*  
*in vacuo.*  
*modus operandi.*

*nil.*  
*nom de plume.*  
*pari passu.*  
*per se.*  
*personnel.*  
*prima facie.*  
*seriatim.*  
*vide.*  
*vis a tergo.*  
*vis viva.*

*Roman.*—Roman should be used in the frequently-used words: et cetera, in intaglio, per annum, per cent., percentum, per diem, résumé, via, and vice versa.

Roman should be used in the Latin names of medicines, diseases, anatomical terms, chemicals and coloring-matter, and geological and mineralogical terms.

A short list of words which may aid the operator follows:

- accessible.  
 aging, not ageing.  
 albumen (white of egg).  
 albumin (animal or vegetable albumin).  
 aline, not align.  
 alkalis, not alkalies.  
 aluminium, }  
 aluminum, } follow copy.  
 anthraquinone, not anthraquinon.  
 around, not round (passing around the wheel).  
 auger.  
 ax, not axe.  
 Babbitt metal, not Babbit metal.  
 banjos.  
 barrette.  
 Baumé, not Beaumé.  
 benzene (follow copy).  
 benzin, not benzine.  
 bib.  
 bib cock.  
 bluing, not blueing.  
 brick, }  
 bricks, } pl., follow copy.  
 briquet, }  
 briqueted, } not briquette, etc.  
 briquetting, }  
 bromid.  
 bromin.  
 Bunsen burner.  
 bur, not burr.  
 burnt alum. }  
 burnt clay, } not burned alum, etc.; other-  
 burnt lime, } wise follow copy, as: burnt  
 burnt sienna, } matches; the material is  
 burnt sugar, } burnt (or burned).  
 burnt umber, }  
 caffen, not caffeine.  
 cantaliver, not cantilever.  
 canton flannel.  
 carbid, not carbide.  
 carbureter, not carburetter.  
 carbureting.  
 carcass.  
 carmine, not carmin.  
 casein.  
 castile soap.  
 catchup, }  
 catsup, } follow copy; not ketchup.  
 chauffeur.  
 chiffonnier.  
 chime, }  
 chine, } follow copy.  
 chlorid.  
 chlorin.  
 chock, }  
 chuck, } follow copy.  
 cipher.  
 cithern, }  
 zither, } follow copy.  
 clarinet, not clarionet.  
 clench, not clinch.  
 clevis.  
 coca (a drug).  
 cocain, not cocaine.  
 cocoa (product of chocolate tree).  
 colter, not coulter.  
 condensable.  
 conductible.  
 connectible.  
 controllable.  
 conveyer, not conveyor.  
 coöperate.  
 correlated, not co-related or corelated.  
 corrodible.  
 crosswise, not crossways.  
 cyanid, not cyanide.  
 decomposable.  
 deflectable.  
 depressor, not depresser.  
 desiccate.  
 despatch, not dispatch.  
 detector.  
 dextrin.  
 died out, }  
 dieing out, } stamping or punching with dies.
- dike.  
 dilater, }  
 dilator, } follow copy.  
 discal.  
 disk, not disc.  
 distention, not distension.  
 distil.  
 distortion.  
 distributor, not distributor.  
 divergible.  
 dominoes.  
 draft, not draught.  
 draftsman.  
 dram, not drachm.  
 draughts (checkers).  
 drier, not dryer.  
 dryly.  
 electrolysis.  
 electrolyte.  
 embedded, not imbedded.  
 E. M. F., if copy, not e. m. f.; E. M. F.'s.  
 employee.  
 encumbrance.  
 endwise, not endways.  
 engageable.  
 envelop, not envelope.  
 enzym, not enzyme.  
 erasable.  
 scalloped.  
 exhibitor.  
 eyeleted.  
 faceted.  
 farther (distance).  
 fascia (pl., fasciæ).  
 feldspar.  
 felly, not fellloe.  
 fermentable.  
 flexion.  
 fier.  
 floatage.  
 flotation.  
 fluorin.  
 font (in all cases except drinking-fount).  
 frusto, not frustro.  
 frustum, not frustrum.  
 fulfil.  
 fullers' earth.  
 further (time or degree).  
 fusel, not fusil (oil).  
 fuzzi.  
 gage, not gauge.  
 gasify, not gasify.  
 gasolene, not gasoline.  
 gassing.  
 gelatin, not gelatine.  
 German silver.  
 girt, }  
 girth, } follow copy.  
 Glauber salt.  
 glycerin.  
 gram, not gramme.  
 gray (color).  
 grill (broiler).  
 grille (grating).  
 gromet, not grommet.  
 Habana, not Havana.  
 heddle, not headle or heald.  
 hewed, }  
 hewn, } follow copy.  
 hoeing.  
 H. P., for horse-power, if copy, not h. p.  
 hypotenuse, not hypothenuse.  
 hysteresis.  
 igniter.  
 ignitable.  
 in any wise.  
 inasmuch.  
 incandescing.  
 incasing, not encasing.  
 inclosing, not enclosing.  
 indelible.  
 india ink.  
 india rubber.  
 indispensable.  
 inflater.  
 infold, not enfold.

- in no wise.  
 insertible.  
 in so far.  
 insomuch.  
 inspissation.  
 installed.  
 installing.  
 instalment.  
 interceptor.  
 interposable.  
 invertible.  
 iodid.  
 iodin.  
 Jacquard loom, } capitalize; lower-case all  
 Jacquard motion, } others, as: jacquard  
                           } card, etc.  
 jamb (of a door).  
 jam nut.  
 Kafir corn.  
 kilogram, not kilogramme.  
 kilos.  
 kinematograph.  
 lamina (pl., laminæ).  
 laundried.  
 laundry (v. and n.).  
 laundrying, not laundering.  
 legging.  
 lengthwise, not lengthways.  
 lighted, not lit.  
 liquefy, not liquify.  
 liter, not litre.  
 lodgment.  
 loupe (jeweler's).  
 machinable.  
 magnetos.  
 mandrel, not mandril.  
 maneuver.  
 manila.  
 Marcel wave.  
 mold, not mould.  
 morphin, not morphine.  
 mortise.  
 mosquitos.  
 naphtha, not naptha.  
 naught (cipher).  
 negligée.  
 nickel, not nickle.  
 nicotin, not nicotine.  
 ocher.  
 oleomargarin.  
 oleo-stearin.  
 oxid, not oxide.  
 oxidation, } follow copy.  
 oxidization, }  
 papier mâché.  
 Pará rubber, gum, etc.  
 parallelepiped.  
 partible.  
 pastel (crayon).  
 pastil (odor).  
 peanut or pindal.  
 pendant, } follow copy.  
 pendent, }  
 per cent. (Use point.)  
 percentum.  
 phone.  
 pincers, not pinchers.  
 pitman rods.  
 pitmen, not pitmans.  
 plait, not pleat.  
 pliers.  
 plow, not plough.  
 porcelain.  
 portière.  
 practice (noun).  
 practise, practised, practising (verb).  
 presser, } follow copy.  
 pressor, }  
 program.  
 projectable.  
 pumice stone.  
 puppet valve, not poppet valve.  
 putrefy, not putrify.  
 quinin, not quinine.  
 quinone, not quinon.  
 rabbit, not rebate.  
 racket (tennis).  
 rarefy, not rarify.  
 ratan.  
 ratch, } follow copy.  
 ratchet, }  
 reeve, not reave.  
 reëxhaust.  
 reinforce, not reënforce or re-inforce.  
 repellent.  
 replaceable.  
 resin, } follow copy.  
 rosin, }  
 resister, } follow copy.  
 resistor, }  
 retractable.  
 revoluble, not revolvable.  
 rivet, riveted.  
 rotary, } follow copy.  
 rotatory, }  
 rotatable, not rotable.  
 saccharine (sugar).  
 saccharin (coal-tar).  
 salable, not saleable.  
 sanatorium, not sanitarium.  
 sash, } pl., follow copy.  
 sashes, }  
 sawed, not sawn.  
 scallop, not scollop.  
 seize, not sieze.  
 selvage, not selvedge.  
 serviceable.  
 sewage (matter).  
 sewerage (structure).  
 sheave, not shieve.  
 shellac, shellacked, shellacking.  
 sidewise, not sideways.  
 sieve, not seive.  
 silicious, not siliceous.  
 singeing.  
 siphon, not syphon.  
 skee, not ski.  
 skilful.  
 slaked, not slacked (lime, etc.).  
 smolder, not smoulder.  
 sown, not sowed.  
 spoiled, } follow copy.  
 spoilt, }  
 spoonful.  
 stalk, } stem of a plant, follow copy.  
 stock, }  
 stile (window or door).  
 sulfur, sulfureted, sulfureting.  
 swingletree, not singletree.  
 taximeter.  
 templet, not template.  
 tier (to tie).  
 torpedoes.  
 toward.  
 transferable.  
 tumblerful.  
 Turkey red.  
 twyer, not tuyere.  
 tying, not tieing.  
 upward.  
 vaseline.  
 Venturi tube.  
 vial, not phial.  
 violoncello, not violincello.  
 vise.  
 vitreous.  
 vitrify, not vitrefy.  
 vizor, not visor (of caps, etc.).  
 wabble, not wobble.  
 wainscot, wainscoting.  
 whirl, not whori or wharle.  
 wineglassful.  
 woolen.  
 woolly.  
 X ray.  
 yolk, not yelk.  
 zincate.  
 zinced.  
 zinkiferous.  
 zinkite.  
 zinky.  
 zither, } follow copy.  
 cithern, }

## PRINCIPAL HEADLETTERS.

CASE No.	NAME AND FACE.	SIZE.
12-pt. Roman	WHEN IN THE - 123456789 - MONO. ROMAN WHEN IN THE - 12345679 - LINO. ROMAN	12 pt.
1	WHEN IN THE COURSE OF HUMAN - 123456789 - Foundry Antique	6 pt.
2	WHEN IN THE COURSE - 123456789 - Mono. Antique	8 pt.
	WHEN IN THE COURSE - 1234567890 - Lino. Antique	
3	WHEN IN THE - 1234567890 - Mono. Antique	10 pt.
	WHEN IN THE - 1234567890 - Lino. Antique	
12	WHEN IN THE COURSE OF HUMAN - 1234567890 - Mono. Clarendon	6 pt.
	WHEN IN THE COURSE OF HUMAN - 1234567890 - Lino. Clarendon	8 pt.
13	WHEN IN THE COURSE OF - 123456789 - Mono. Clarendon	
	WHEN IN THE COURSE OF - 1234567890 - Lino. Clarendon	10 pt.
14	WHEN IN THE COURSE - 123456 - Mono. Clarendon	
	WHEN IN THE COURSE - 123456 - Lino. Clarendon	
17	WHEN IN THE COURSE OF HUMAN EVEN - 1234567890 - Mono. Aldine	6 pt.
	WHEN IN THE COURSE OF HUMAN EVEN - 1234567890 - Lino. Aldine	8 pt.
18	WHEN IN THE COURSE OF - 123456789 - Mono. Aldine	
	WHEN IN THE COURSE OF - 123456789 - Lino. Aldine	10 pt.
19	WHEN IN THE COURSE - 1234 - Mono. Aldine	
	WHEN IN THE COURSE - 12345 - Lino. Aldine	
21	WHEN IN THE COURSE OF - 1234567890 - Foundry Boldface	6 pt.
	WHEN IN THE COURSE OF - 1234567890 - Lino. Boldface	8 pt.
22	WHEN IN THE COURSE - 12 - Foundry Boldface	
	WHEN IN THE COURSE - 12345678 - Lino. Boldface	10 pt.
23	WHEN IN THE - 1234 - Foundry Boldface	
	WHEN IN THE - 123456 - Lino. Boldface	
21½	WHEN IN THE COURSE OF HUMAN - 1234567890 - Mono. Title	6 pt.
22½	WHEN IN THE COURSE OF - 1234567890 - Mono. Title	8 pt.
23½	WHEN IN THE COURSE - 1234 - Mono. Title	10 pt.
26	<i>WHEN IN THE - 1234 - Foundry Boldface Italic</i>	8 pt.
27	<i>WHEN IN - 12345 - Mono. Boldface Italic</i>	10 pt.
29	WHEN IN THE COURSE OF - 12345678 - Mono. Fullface	6 pt.
30	WHEN IN THE - 123456789 - Foundry Fullface	8 pt.
31	WHEN IN - 123456 - Foundry Fullface	10 pt.

CASE No.	NAME AND FACE.	SIZE.
32	WHEN IN THE COURSE OF - 1234567 - Mono. Half Title	6 pt.
33	WHEN IN THE - 1234567890 - Mono. Half Title	8 pt.
34	WHEN IN - 12345678 - Mono. Half Title	10 pt.
35	WHEN - 123 - Mono. Half Title	12 pt.
40	WHEN IN THE - 123456 - Foundry Roman Ex.	6 pt.
41	WHEN IN - 12345 - Foun. Roman Ex.	8 pt.
42	WHEN - 123 - Foun. Rom. Ex.	10 pt.
43	WHEN - 123456 - Foun.	12 pt.
66	WHEN IN - 123 - FOUN. LIGHTFA. TITLE	9 pt.
67	WHEN - 1234 - FOUN. L'TFA. TITLE	10 pt.
68	WHEN - 123 - FO. L'TFA. TITLE	12 pt.
91	WHEN IN THE COURSE OF - 12345 - FOUNDRY L. F. COND.	9 pt.
92	WHEN IN THE COURSE - 12345 - FOUNDRY L. F. COND.	10 pt.
93	WHEN IN THE - 123 - FOUNDRY L. F. COND.	12 pt.
97	WHEN IN THE - 1234567890 - MONO. L. F. COND.	10 pt.
98	WHEN IN THE - 123 - MONO. L. F. COND.	12 pt.
110	WHEN IN THE - 123 - FOUNDRY L. F. COND.	10 pt.
111	WHEN IN - 123 - FOUND. L. F. COND.	12 pt.
120	WHEN IN THE COURSE - 123456 - Mono. Century Expanded	8 pt.
121	WHEN IN THE COURSE - 12345 - Mono. Cent. Ex.	10 pt.
122	WHEN IN THE - 12345 - FOUND. CENT. EX.	11 pt.
123	WHEN IN THE COUR - 12 - Mono. Cent. Ex.	12 pt.
124	WHEN IN THE - 12 - Mono. Cen. Ex.	14 pt.
119 $\frac{1}{2}$	WHEN IN THE COURSE OF HUMAN - 1234567890 - Mono. Century Bold	6 pt.
119 $\frac{3}{4}$	WHEN IN THE COURSE OF HUMAN - 12 - Mono Century Bold Italic	6 pt.
120 $\frac{1}{2}$	WHEN IN THE COURSE OF - 123456 - Mono. Century Bold	8 pt.
121 $\frac{1}{2}$	WHEN IN THE COURSE - 1234 - Mono. Cent. Bold	10 pt.
122 $\frac{1}{2}$	WHEN IN THE - 12345 - Mono. Cent. Bold	12 pt.
123 $\frac{1}{2}$	WHEN IN - 12345 - Mono. Cent. Bold	14 pt.
133	WHEN IN THE COURSE OF HUM - 12345678 - Mono. Lightface Gothic	6 pt.
134	WHEN IN THE (NO L.C.) - 123456 - MONO. L. F. GOTHIC	8 pt.
135	WHEN IN THE - 123456 - Mono. Lightface Gothic	10 pt.
150	WHEN IN THE COURSE OF HUMAN - 1234567890 - Foundry Cardinal	6 pt.
151	WHEN IN THE COURSE OF - 1234567890 - Foundry Cardinal	8 pt.
152	WHEN IN THE - 1234567890 - Foundry Cardinal	10 pt.

CASE No.	NAME AND FACE.	SIZE.
159	WHEN IN THE COURSE OF HUMAN - 12345678 - Mono. Cushing O. S.	6 pt.
160	WHEN IN THE COURSE OF - 1234 - Mono. Cushing O. S.	8 pt.
161	WHEN IN THE COURSE - 123456 - Foun. Cushing O. S.	9 pt.
162	WHEN IN THE - 12345 - Mono. Cushing O. S.	10 pt.
163	WHEN IN THE - 123456 - Mono. Cushing O. S.	11 pt.
164	WHEN IN - 12345 - Mono. Cushing O. S.	12 pt.
169	WHEN IN THE COURSE OF HU - 1234567890 - Foundry O. S. Antique	} 6 pt.
	WHEN IN THE COURSE OF HU - 1234567890 Lino. O. S. Antique	
170	WHEN IN THE COURSE - 123456 - Foundry O. S. Antique	} 8 pt.
	WHEN IN THE COURSE - 12345678 - Lino. O. S. Antique	
171	WHEN IN THE - 1234 - Foundry O. S. Antique	} 10 pt.
	WHEN IN THE - 12345678 - Lino. O. S. Antique	
172	WHEN IN THE - 12 - Found. O.S. Ant.	12 pt.
179	WHEN IN THE COURSE OF HUMAN EVENTS - 1234567 - Mono. Cheltenham	6 pt.
180	WHEN IN THE COURSE OF - 1234567890 - Mono. Cheltenham	8 pt.
181	WHEN IN THE COURSE - 12345 - Mono. Cheltenham	10 pt.
183	WHEN IN THE - 123456 - Mono. Cheltenham	12 pt.
184	WHEN IN - 12345 - Mono. Cheltenham	14 pt.
198	WHEN IN THE COURSE OF HUMAN EVENTS - 123456 - Mono. Caslon Old Style	6 pt.
199	WHEN IN THE COURSE OF HUMAN - 123 - Mono. Caslon Old Style	8 pt.
200	WHEN IN THE COURSE - 123 - Mono. Caslon Old Style	10 pt.
201	WHEN IN THE - 123456 - Mono. Caslon O. S.	12 pt.
202	WHEN IN - 1234 - Mono. Caslon O.S.	14 pt.
227	WHEN IN THE COURSE OF HUMAN - 123456 - Foundry Jenson Condensed	8 pt.
228	WHEN IN THE COURSE - 1234 - Foundry Jenson Condensed	10 pt.
229	WHEN IN THE COURSE - 123 - Foundry Jenson Cond.	12 pt.
258	WHEN IN THE COURSE OF HUMAN = 1234567890 = Mono. De Vinne	} 6 pt.
	WHEN IN THE COURSE OF HUMAN = 1234567890 = Lino. De Vinne	
259	WHEN IN THE COURSE = 1234567890 = Mono. De Vinne	} 8 pt.
	WHEN IN THE COURSE = 1234567890 = Lino. De Vinne	
260	WHEN IN THE = 1234567890 = Mono. De Vinne	} 10 pt.
	WHEN IN THE = 1234567890 = Lino. De Vinne	
314	WHEN IN THE - 1234567890 - FOUN. O. S. COND.	10 pt.
315	WHEN IN THE - 12345 - FOUN. O. S. COND.	12 pt.
343	WHEN IN THE COURSE - 12345 - Foun. Lightface Celtic	6 pt.
344	WHEN IN THE - 12345 - Mono. Ltface Celtic	8 pt.
345	WHEN IN - 123 - Foun. Ltface Celtic	10 pt.



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