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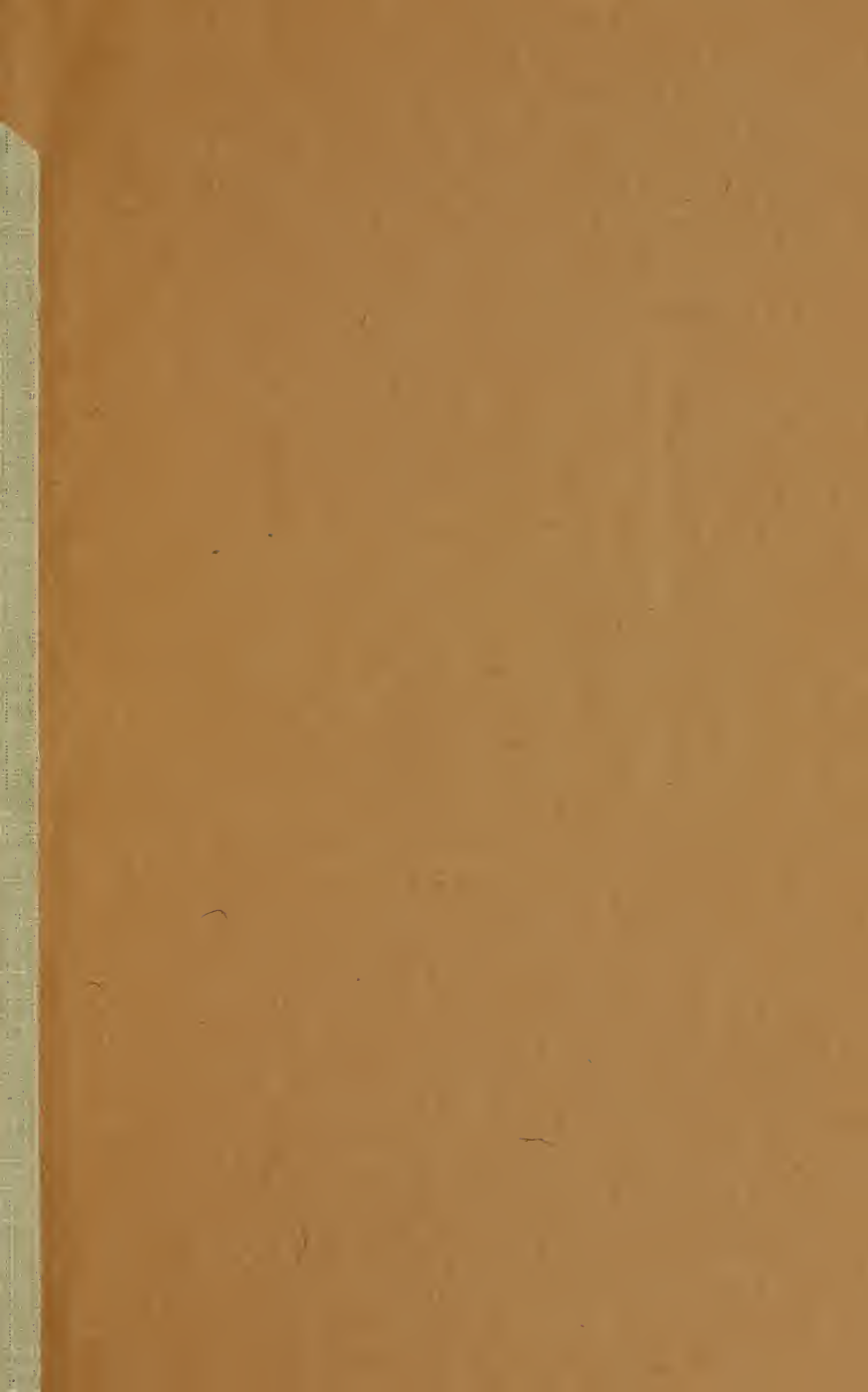
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STYLE BOOK

A COMPILATION OF RULES GOV-
ERNING THE STYLE USED IN
SETTING THE PUBLICATIONS
OF THE H. W. WILSON COMPANY,

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THE H. W. WILSON COMPANY
NEW YORK CITY

1921

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STYLE BOOK

THE UNIVERSITY OF CHICAGO
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Published September, 1921

Printed in the United States of America

STYLE BOOK

PREFACE

This second edition of the Style Book is offered as the result of cooperative effort on the part of the editors of the various publications issued by the company and also of the proofreading department. It is intended as a guide in matters of style and make-up on all the publications, and should be followed, except where special directions are given.

It is not to be expected that this Style Book will be free from errors and omissions. Doubtless many points will arise from time to time which have not been covered and which will need to be defined and set down for future editions. It has not been possible to include many specific examples of usages decided upon. For this reason every left-hand page has been left blank for corrections and additions.

A brief section on Alphabetering has been included in the new edition of this style book. In the main the "Rules for Filing Cards" prepared by the Carnegie Library of Pittsburgh will be used as a guide, and this section serves principally to call attention to the deviations to be made from the Pittsburgh rules.

Where special rules of style exist in typewritten form for a particular publication or groups of publications, such as the Public Affairs Information Service, or the Handbook Series, they have not been incorporated in this style book. Copies of these special rules may be consulted if occasion arises, on application to the editors in charge of these publications.

June 30, 1921.

465116

STYLE BOOK

A COMPILATION OF RULES GOVERNING THE STYLE USED IN SETTING THE PUBLICATIONS OF THE H. W. WILSON COMPANY

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STYLE BOOK

THE UNIVERSITY OF CHICAGO
PRESS

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STYLE BOOK

ABBREVIATIONS

Omit period after abbreviations in collations, i.e. that part of a magazine entry other than the author's name and the title of the article; or that part of a book entry other than the author's name, the title of the book and the publisher. Omit period after "Mr" "Mrs" "St" and "Dr", and the French equivalents "M" "Mme" and "Mlle". In all other cases follow an abbreviation by a period. Exception: always follow abbreviation by a period in the Handbooks and the Study Outlines.

Never divide abbreviations.

Omit the space between two abbreviated words making one abbreviation: i.e., not i. e.; Ph.D., not Ph. D., also N.Y., U.S., P.A.I.S., Y.M.C.A.

4to, 8vo, 12mo, 16mo are not abbreviations.

Never begin sentence with an abbreviation, except in bibliographical references.

See also Abbreviations under the general section Alphabeting.

Choosing Abbreviations

In adopting abbreviations for bibliographical references and formal lists use as authorities A.L.A. and Cutter's rules, and Webster's dictionary.

For abbreviations of publications indexed, do not distort name; adopt abbreviations that will make name recognizable without referring to list of abbreviations. Omit periods.

Use com. for committee, comm. for commission, and comr. for commissioner.

Use bur. for bureau.

Bible, Books of

In Scripture references citing chapters and verse use the following:

Old Testament

| | | | |
|--------|----------|--------------|-------|
| Gen. | 1 Kings | Eccles. | Obad. |
| Exod. | 2 Kings | Song of Sol. | Jonah |
| Lev. | 1 Chron. | Isa. | Mic. |
| Num. | 2 Chron. | Jer. | Nahum |
| Deut. | Ezra | Lam. | Hab. |
| Joshua | Neh. | Ezek | Zeph. |
| Judges | Esther | Dan. | Hag. |
| Ruth | Job | Hos. | Zech. |
| 1 Sam. | Ps. | Joel | Mal. |
| 2 Sam. | Prov. | Amos | |

New Testament

| | | | |
|--------|----------|---------|--------|
| Matt. | 2 Cor. | 1 Tim. | 2 Pet. |
| Mark | Gal. | 2 Tim. | 1 John |
| Luke | Eph. | Titus | 2 John |
| John | Phil. | Philem. | 3 John |
| Acts | Col. | Heb. | Jude |
| Rom. | 1 Thess. | Jas. | Rev. |
| 1 Cor. | 2 Thess. | 1 Pet. | |

Apocrypha

| | | |
|----------------|-----------------------|-----------------|
| 1 Esdras | Wisd. of Sol. | Bel and Dragon |
| 2 Esdras | Ecclus. | Pr. of Manasses |
| Tobit | Baruch | 1 Macc. |
| Judith | Song of three childr. | 2 Macc. |
| Rest of Esther | Susanna | |

Christian names

Spell out Christian names, except where initials only are given. Alf, Sam, Fred, Alex are not abbreviations.

Compass directions

N., E., S., W., SE., NNW., SW.

Contractions

Omit apostrophe in such contractions as assn, comr, mfg, bldg, ptg, etc. Avoid contractions whenever possible.

Degrees

When degrees, minutes, etc., are expressed in figures use symbols ° ' ". Use per cent, never %, except in tables, and in bibliographical reference when the sign occurs in a title.

Firm names

In bibliographical references abbreviate and lower case "co." In subject headings lower case company but follow the usage of the firm as to abbreviation. In directories abbreviate and capitalize.

Measures. See Weights and measures

Money

English money £3 4s. 6d.

Omit periods in bibliographical references.

Months

In collations use A. L. A. abbreviations for months as follows: Ja., F., Mr., Ap., My., Je., Jl., Ag., S., O., N., D. In other bibliographical references use the following:

| | | | |
|-------|-------|-------|------|
| Jan. | April | July | Oct. |
| Feb. | May | Aug. | Nov. |
| March | June | Sept. | Dec. |

Spell out months in straight text matter.

Names

See Christian names, Firm names, States, Names of, under the general section Abbreviations.

Ordinals

Use 1st, 2d, 3d, 4th—not 2nd, 3rd. These should not be followed by periods.

Use Henry VIII, Henry the Eighth, never Henry the VIII.

Plurals

Use p for page and pages, ms. singular; mss plural. In all other cases add s to abbreviations for plural unless preceded by a number.

See page 11 under weights and measures

Saint, Sainte

Use St for Saint in English and American surnames, names of places, churches, etc., as St Paul, St John; but spell out when used in connection with French proper names, as Saint Jean, Sainte Beuve. Do not abbreviate when name is used in subject headings in inverted form, as Paul, Saint.

States, Names of

When city or other geographical name is followed by state use the following abbreviations, except in subject headings, when states are to be given in full:

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

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

Streets and avenues

In publishers' directories and formal lists abbreviate street St, and avenue Av, omitting period. In all other cases spell out.

Thermometers

Use F., C., Cel., R., B., Twad.

Time

A.D., B.C., capitals; a.m., p.m., lower case.
Place A.D. before date and B.C. after date.

Titles, Military and civil

Abbreviate military and civil titles preceding full name, as: Dr J. C. Brown, Lieut. John Smith; but Doctor Brown, Lieutenant Smith. Omit period after "Mr," "Mrs," "St" and "Dr."

United States

Spell out United States in subject headings, and elsewhere except in naval and military titles and bibliographical references

Weights and measures

Use lb., oz., for both singular and plural.
Metric system: cc. mm. kg.

ACCENTS, DIPHTHONGS, ETC.

Accent all foreign words, except those that have become anglicized. When in doubt, follow Webster.

Omit accents and hyphens in words like cooperate, aerate, etc.

Supply accents in titles of books, articles, etc., if they have been omitted in original because display type was used.

Omit all accents over capital letters.

Do not use digraphs, æ, œ, except in titles quoted verbatim. In Latin words use ae oe; in English words e only.

ALPHABETING

Follow the Pittsburgh "Rules for Filing Cards" with the following exceptions and additions.

Page numbers refer to the Pittsburgh "Rules."

Abbreviations

"Mr" and "Mrs" to be arranged as if spelled out.

Abbreviations in Publishers' Directory and Lists of periodicals to be alphabetized as they stand.

Anonymous books

I accuse, Author of
The crime.

I accuse; by a German.

Author arrangement

1. Author's complete or nearly complete works.
"Poems" and "Poetical" works are alphabetized with the titles of single works unless the collection comprises the complete or nearly complete works of the author.
2. Extracts from complete works.
Selections are filed with single works when there are few entries under the author's name.
3. Single works written, translated, compiled or edited by him alone.
Translation of an author's work is arranged after the title of the original work.
Works about a single book are also placed after the title of the book except that in the Readers' Guide the criticisms of single dramas are arranged in (5) with works about the author.
4. "See" References (editor, joint author, and translator.)
5. Works about the author.
6. Works written in conjunction with others.
—"and others" should come after other joint author entries.

MEMORANDUM

TO : THE PRESIDENT

FROM : THE SECRETARY OF STATE

SUBJECT: [Illegible]

[Illegible text]

[Illegible text]

[Illegible text]

[Illegible text]

Bible

- I. In arranging books about the Bible, miscellaneous material is put first without a specific subhead.
- II. Old Testament. Arrange collections as follows: Hexateuch, Pentateuch, Historical Books, Prophetical Books, Minor Prophets. Selections from a collection are placed after the name of the collection. Selections from a single book are placed after the name of the book.
- III. New Testament. Arrange collections before single books: Gospels, Gospels—Selections, About the Gospels; Epistles, Epistles—Selections, About the Epistles; Single books.

Excerpts

Excerpts are alphabeted immediately after the original work.

Geographical names (p 15)

Exception. Arrange: New York (city), New York (county), New York (state).

Joint author. See Author arrangement.

Numerals

Alphabet numerals over 1000 according to the usage in pronouncing, e.g., \$2500 houses—alphabet as if spelled out, Twenty-five hundred; 1623 examples—alphabet as if spelled out, one thousand six hundred twenty-three.

Personal names (p 20)

Alphabet Lloyd family after Lloyd George, David.

Place etc. (p 22)

Arrange San Francisco, San Diego, etc., as one word.

Place (country, state, city) (p 22 addition)

Arrange Government bureaus and offices subordinate to a department under their own names (preceded by or as a subhead under the name of the country, state, or city) rather than under the name of the department. Invert the first part of the name when necessary in order that the important words may come first, e.g., United States. Standards Bureau of.

Place (country, state, city) (p 23)

2. Arrange works about a particular publishing department of a government immediately after the works by this department, i.e., arrange them in the author alphabet rather than in the subject alphabet. This applies only to the C. B. I. since the periodical indexes do not enter government bodies as authors.

Place (country, state, city) (p 24)

In filing cards under New York, arrange

1. New York (city) first by author, second by subject, third by title or association.
2. New York (colony).
3. New York (county).
4. New York (state) first by author, second by subject, third by title or association.
5. New York as title or association without state or city following or inserted.

Shakespeare (p 26 addition)

Arrange Selections after Collected works.

Subject (as subhead)

File inverted headings as Chemistry, Medical after Chemistry—Tables, and before a title, Chemistry and physics.

Titles (p 29 addition)

Identical titles followed by initials of authors' names are to be alphabeted according to the surname. This applies to the periodical indexes.

Initials of names occurring in titles are to be regarded in alphabeting.

Translations (p 30)

Translations are alphabeted immediately after the original work.

ARTICLES

For list of articles in foreign languages consult Pittsburgh Rules for Filing Cards, 2d ed p 7.

In bibliographical references omit definite and indefinite articles at beginning of title, except when necessary to the sense. When the article is used let it stand first but ignore it in alphabeting. In the case of titles in foreign languages or the Middle English **ye** the articles should be retained.

See also Boldface.

BOLDFACE

In Cumulative Book Index, Readers' Guide, International Index, Digest subject index, Fiction Catalogs, Agricultural Index, and Industrial Arts Index set both members of a compound word in boldface, but alphabet according to first word only.

Set in boldface two or more words forming one place name, as **New York**, not **New** York; but **Mr** Brown, not **Mr** Brown.

Initial articles of foreign titles are retained in title entries, printed in roman and the word following printed in boldface.

Set main head only in boldface. Roman after *See*, as:
Jones, John. See Brown, James.

Set "pseud." in boldface if matter following it is boldface, otherwise roman.

Set figures in subject entries and headings that are part of name in boldface, as: **Class of 1907**; **War of 1812**; but **European War, 1914-**. This principle also applies to italic subheads.

CAPITALIZATION

Academic degrees and terms

Capitalize academic degrees and titles: Ph.D., LL.D., F.R.G.S., but doctor of philosophy, fellow of the Royal geographical society, doctor's degree, bachelor's hood, a freshman.

Art terms

Lower case schools of art: cubism, post-impressionism; but Preraphaelitism

Articles, Initial

In the titles of anonymous books the word following an initial article is not capitalized, but is printed in bold-faced type.

See also Titles of books and periodicals under the general section Capitalization.

The when a part of a place name is to be capitalized: The Hague, The Dalles (Oregon)

Astronomical bodies

Capitalize names of astronomical bodies: Milky way, Saturn, Pleiades, Great Bear.

Bible and other sacred books

Capitalize names of the Bible and other sacred books: Scriptures, Holy Writ, Holy Scriptures, Book of books, Koran, Vedas, Upanishads, Apocrypha; but biblical, scriptural, vedic, talmudic, apocryphal.

Capitalize names of the books and parts of the Bible: Pentateuch, Exodus, Book of Job, Gospel of Luke, Acts of the apostles, Epistle to the Romans, Apocalypse, Lord's prayer, Commandments, Ten commandments, Old Testament, Beatitudes, Fourth Gospel, Sermon on the mount; but prophets, minor prophets, synoptic gospels, pastoral epistles.

Lower case English versions of the Bible: authorized version, revised version, King James version; but Vulgate, Douay.

Books, Titles of. See Titles of books and periodicals under the general section Capitalization.

Buildings

In names of buildings, etc., capitalize both parts of the name except where the second part is distinctly a generic term: White House, Covent Garden, Eaton Hall, Castle Garden, Drury Lane; but McAlpin hotel, Citizens' bank, Orthopedic hospital, Woolworth building, Monadnock block, Peace monument, Capitol.

In foreign languages follow local usage: l'Hôtel de ville, tour des Ventés.

Church Fathers

Capitalize "Fathers," meaning church Fathers: The early Fathers.

Churches and schools of philosophy, etc.

Capitalize nationally organized churches and names of churches: Church of Rome, Church of England, Church of the Redeemer, St. Paul's church, Roman Catholic church, Christendom; but the church (organized Christianity), state church, established church.

Capitalize names of religious denominations or sects, philosophical schools and their adherents: Christian, Protestantism, Evangelical Lutheran, Catholic, Reformed, Greek, Methodism, Christian science, Neoplatonist, Theosophist, Jew, Epicurean, Stoic, Gnosticism, Protestant Episcopal church, Methodist Episcopal church; Salvation army; but lower case any form of these names used in the general sense: puritanical ideas, deist, epicurean tastes, stoic endurance, platonic love. Do not capitalize dervish except when used to denote a follower of the religion.

Civil war terms

Capitalize Union, Confederate, Rebel, (adjectives), Confederates, Rebels, Yankees, Dixie. Do not capitalize federal, southern, northern, confederacy, rebeldom. Capitalize union (noun) only when it means the United States, not when it refers to union of the states, Civil war period.

Committees

Capitalize the first word in the titles of committees of Congress and independent committees, e.g., the Committee of forty-eight, but do not capitalize committees of societies.

Compounds

In general, the second half of a compound word is subject to the same rules that govern the first part: Vice-President Marshall, Consul-General Taylor, but the governor-general, a lieutenant-colonel. Exception: President-elect. When however the first part of the compound is a regular prefix as ex, ante, trans, etc. the second part alone is capitalized: ex-President Cleveland, trans-Siberian; but transatlantic.

When two names in a foreign language are connected by a hyphen capitalize both.

Creeds and confessions of faith

Follow the general rule for documents: Apostles' creed, Augsburg confession, Thirty-nine articles.

The first part of the history of the
... ..
... ..
... ..

The second part of the history of the
... ..
... ..
... ..

The third part of the history of the
... ..
... ..
... ..

The fourth part of the history of the
... ..
... ..
... ..

The fifth part of the history of the
... ..
... ..

Days and months

Capitalize names of months, days of week, etc., in English and Dutch only: Saturday, May, but samedi, donnerstag, mai.

Deity

Capitalize nouns and adjectives used to designate God or the members of the Christian Trinity and all pronouns referring to them when not closely preceded or followed by a distinctive name: the Almighty, the Absolute, Father, Son, Holy Ghost, the Spirit, Savior, Messiah, the Logos, King of kings, Lord of lords, Sacred heart; but (God's) fatherhood, (Jesus's) sonship, messiahship, messianic prophecies, christological.

Documents, Treaties, Bills, etc.

Capitalize titles of treaties, acts, bills, etc.: Treaty of Verdun, Edict of Nantes, Declaration of independence, Magna charta, Corn laws, Reform bill, Fourteenth amendment, Peace of Utrecht. Do not capitalize constitution.

Epithets

Capitalize epithets used as substitutes for proper names, or affixed to a name; the Pretender, Richard the Lion-hearted, Alexander the Great, the Black Prince, the Great Elector.

Explanatory words

Do not capitalize an explanatory word following subject entry; as Cold (disease).

Fanciful names

Capitalize all arbitrary, fanciful or otherwise purely individual epithets, including such words as have lost their original meaning: Star and Garter inn, Court of Ayer and Terminer, Covent Garden (the theater), Inner Temple, Tammany Hall, Boston Common, Old Glory, Round Table, Black Hand. Exceptions: fairyland, utopia.

Firm names

Capitalize "Company," "Co.," "Inc.," "Ltd.," in firm names when appearing in publisher's directory, or lists of firm names; but lower case when used in headings or as a part of the entry.

French names

Capitalize the particles "le," "la," "de," "du," when not preceded by a Christian name or title: Le Bossu, La Torre, La Rochelle, De Coligny, Du Maurier; but, René la Mossu, Miguel de la Torre, Gaspard de Coligny, Thomas d'Aubigne; or, Monsieur de la Torre, le comte de Nemours, le duc d'Orleans. In the case of French names that have been anglicized follow the author's practice.

Geographic names

- (1) In compound geographical names capitalize both parts of the name except when the last part of the name is a generic term, as ocean, bay, sea, river, mountain, sound, county: Atlantic ocean, Baffin's bay, Cook county, Bronx river, Northwest territory; but Philippine Islands, Hawaiian Islands, Virgin Islands, Long Island, United States, United Kingdom, Republic of the United States of Brazil, Confederate States of America, Great Lakes, Holy Land, Holy City, Sleepy Hollow, Back Bay, Spanish Main, Celestial Empire, Western Reserve, Republica Mexicana.
- (2) When, however, a compound geographical name, including the generic term, is used adjectively capitalize both parts: Mississippi Valley flora, Rocky Mountain goat, South Sea islands.
- (3) When the generic word precedes and does not form an integral part of the commonly used form of the name, it is not to be capitalized: borough of Manhattan, city of Boston.

- (4) Capitalize designations in common use as substitutes for names of places, and the terms North, East, South, West, etc., when used to denote a definite portion of the United States; the Empire state, the Middle kingdom, la terre Jaune, Middle West, l'empire du Milieu, the West, Far East, Old Northwest, East side, North pole, the Orient, Keystone state, the Union, the Republic (U.S.), the Pole, the Dominion, Death Valley; but arctic regions, oriental customs, southern states, western hemisphere, equator.
- (5) In names of streets, avenues, squares and similar designations the generic word is not as a rule to be capitalized: Madison square, Chicago drainage canal, Brooklyn bridge. When, however, the name is used figuratively to represent something that the place stands for, both parts of the name are to be capitalized: Fleet Street (newspapers); Wall Street (finance); Darning-needle Street; Grub Street, Park Row, Chancery Lane, Back Bay, Main Street.

See also Proper adjectives under the general section Capitalization.

Geological epochs

Lower case names of geological ages and strata: (cretaceous, carboniferous, tertiary, mesozoic, pleistocene) except where they are derived from place names, as Cambrian, pre-Cambrian, Ordovician, Devonian, Permian, Jurassic, Laurentian and Silurian.

German nouns

Lower case all German nouns except proper names.

Governmental departments

In the case of names of legislative, judiciary and administrative bodies capitalize the first word when name appears as the official title: Congress, House of commons, House of representatives, Supreme court, Parliament; Duma; Reichstag; Children's bureau, U.S. Department of state; also words standing instead of the official name of a body: the rulings of either House; but lower case when used in a general sense: national assembly, state legislature, upper house, Dutch diet, the department, the board.

Greek letter societies

Capitalize the first word only: Sigma phi, Gamma phi beta.

Historical events and periods

Lower case names of important events: revolution (French), battle of Gettysburg, Louisiana purchase, middle ages, crusades, renaissance, reformation, inquisition, commonwealth (Cromwell's), commune (Paris), whisky insurrection.

See also Wars under the general section Capitalization.

Historical terms

Capitalize political alliances, and such terms for secular or ecclesiastical history as have acquired special significance: Holy alliance, Triple alliance, the Roses, the Roundheads, Central powers, Entente, Little entente.

Holidays

Capitalize civic and ecclesiastical feast days: Fourth of July (the Fourth), Labor day, Thanksgiving day, Easter, Passover, New Year's day.

Languages

Capitalize names of languages in English and Dutch only: French, Maleisch, but français, deutsch. Exception: When an adjective is used without or instead of the noun to signify the people, it should be capitalized except in Spanish, Portuguese and the Scandinavian languages, e.g. les Allemands, les Français.

Manuscripts

Capitalize the first word only, as Codex alexandrinus, Ex Codice vaticano.

Months. See Days under the general section Capitalization.

Number

The abbreviation no. followed by figures should be lower case in bibliographical references; capitalize otherwise.

Ordinals

Capitalize ordinals used to designate sessions of Congress, names of regiments: Fifty-third Congress, Second Illinois regiment; but eighteenth dynasty, twentieth century.

Organizations. See Societies under the general section Capitalization.

Periodicals, Titles of. See Titles of books and periodicals under the general section Capitalization.

Political divisions

Lower case numbered political divisions: eleventh congressional district, first ward, second precinct.

Political parties

Capitalize names of political parties and their adherents: Democratic party, Democrats, Whigs, Progressives, Bolshevist or Bolsheviki (only when used in reference to the Bolshevist party of Russia); but republican form of government, single taxer, soviet, bolshevism.

Proper adjectives

Adjectives derived from geographical names are to be capitalized in English and Dutch only: the Austrian succession, de Indische fabel; but rheinische schiffahrt, la société parisienne.

Do not capitalize geographical adjectives that have lost their original signification: india ink, gum arabic, roman numerals.

Capitalize the German indeclinable adjectives ending in *er*: die Naunheimer mundart.

Capitalize adjectives used alone in place of the full names of buildings: la Vaticana, la Palatina.

Adjectives derived from names of persons, unless used in a generic sense, are to be capitalized in English and Dutch. In other languages follow local usage: Machiavellian theories, Riemannsch oppervlak; but epicurean tastes, Società dantesca italiana.

See also Races and tribes under the general section Capitalization.

Quoted matter

Follow original copy exactly, including capitalization.

Races and tribes

Capitalize names and epithets of peoples, races, and tribes:
Kafir, Hottentots, Zulus, Igorrotes, Indians.

Adjectives used substantively to denote a race or individual members of a race or people are to be capitalized in the chief European languages, exceptions being Spanish, Portuguese, and the Scandinavian languages: the English, une Française, gli Italiani; but los españoles, danskerne, tyskarne.

Religious orders

Capitalize names of monastic orders and their members:
Dominicans, Jesuits, Black friars.

Scientific names

Lower case names of botanical and zoological families, genera and species: vertebrata, reptilia, crustacea, cryptogamia, filices, diatomaceae araucaria brasiliensis, porella platyphyla.

Capitalize name of discoverer attached to name of species:
diplodocus Marsh.

Societies

Capitalize the first word of the official title of social, religious, educational and industrial organizations: University club, Young people's society of Christian endeavor, Associated charities, Red cross, Smithsonian institution, Harvard university, University of Pennsylvania, Washington Irving high school, International congress of criminology, Associated press, Typographical union no. 16, New York, New Haven and Hartford railroad, Macmillan company, Salvation army; but Knights Templar.

Theological terms

Do not capitalize day of judgment, eucharist, heaven, hell, holy communion, paradise, purgatory.

Titles of address

Capitalize titles of address, whether written in full or abbreviated, except in German and the Scandinavian languages: Monsieur, Madame, Signor, Señor, Don, Donna, Mrs, Mlle, but herr, fröken, fru, jomfru.

Titles of books and periodicals

Capitalize names of serials, disregarding the initial article in straight reading matter: American Review of Reviews, New York Times, the Century. Capitalize the word Magazine if it is part of the name, as Popular Magazine. But in bibliographical references capitalize first word only: Review of reviews, New York times. Do not use italics or quotation marks.

Names of books in straight text matter, notes or credits and citations should be capitalized and put in quotation marks, without italics. In the case of titles of articles from periodicals, capitalize the first word only. Do not capitalize titles (except the first word) in bibliographical references.

Titles of honor

In English and Dutch, capitalize titles of honor and distinction immediately preceding a person's name. With exception of "Saint" they are not to be capitalized when placed after the name. In French, German, Italian, Spanish, and the Scandinavian languages such titles are to begin with a small letter whether they precede or follow the name: Saint Luke, King Edward, President Wilson, Earl Spencer, Lieutenant-General Grant, Bishop of Albany, Kolonel Sloterdijk, Catherine, Saint, of Alexandria; John Stanley, earl of Derby, Edward, prince of Wales, sainte Brigitte, le duc de Guise, l'abate Antonio Coppi, Otto fürst von Bismarck. Such titles when used in a general sense and not in place of the name of a specific person should not be capitalized: as president of the United States, pope of Rome. Do not capitalize his majesty, his holiness, etc.

Von and Van

Lower case "von" in German names and "van" in Dutch names: Hugo von Martins, Ludwig van Beethoven; but capitalize "Van" in anglicized Dutch names: Stephen Van Rensselaer.

Wars, Names of

Capitalize the first word in names of wars: Thirty years' war, Revolutionary war, War of independence (American), War of 1812, Civil war (American), Great war, World war.

COMPOUND WORDS

Adjectives

Hyphenate two or more words (except proper names forming a unity in themselves) combined into one adjective preceding a noun, as: eight-hour day, coal-tar colors.

See also Compounds under the general section Capitalization.

Book, house, mill, etc.

As a general rule, compounds of "book," "house," "mill," "room," "shop," and "work" should be printed as one compact word, without a hyphen, but should be printed as two separate words when the first word contains two syllables or more; as handbook, schoolbook, notebook, textbook; pocket book, story book, reference book.

Nouns

Omit the hyphen whenever possible, giving preference, whenever authority can be found, to the one word.

Examples: Compound nouns written as one word or two:

One word

| | |
|------------|-------------|
| airship | brickmaking |
| baseball | bulkhead |
| battleship | corncob |
| blueprint | eyestrain |

One word

| | |
|--------------|--------------|
| farmhouse | proofreading |
| fluorspar | railroad |
| flytrap | rainfall |
| flywheel | schoolhouse |
| folklore | searchlight |
| foreman | serumtherapy |
| hairdressing | spillway |
| handbook | standpipe |
| horsepower | steamboat |
| hummingbird | teamwork |
| intake | textbook |
| ironwork | turntable |
| lifeboat | wallboard |
| manhole | warship |
| nasopharynx | washout |
| Neoplatonism | waterworks |
| popcorn | |

Two words

| | |
|-----------------|-------------------|
| air chamber | mid air |
| balance wheel | motor car |
| ball bearing | oil cup |
| camp fire | pig iron |
| cast iron | power plant |
| coal dust | pressure gage |
| double track | safety valve |
| dust guard | sheet iron |
| friction clutch | steam pipe |
| gas engine | store room |
| job work | surface elevation |
| machine shop | trade mark |
| metal work | |

Semi, demi, tri, bi

"Semi," "demi," "bi," "tri," etc., do not ordinarily demand a hyphen, as: semiannual, demigod, biweekly, bichromate, bi-metallist.

Today, viewpoint, etc.

Omit the hyphen from "today," "tomorrow," "tonight," "viewpoint," "standpoint."

When in doubt

Consult Webster's Dictionary, Government Style Book, and A.L.A. List of Subject Headings.

DIVISION OF WORDS

The unnecessary division of a word should always be avoided. The whole word should be carried over whenever possible.

More than two divisions in successive lines should be avoided. Never in any case allow more than three to follow one another.

A division at the end of the last full line of a paragraph must be avoided.

A divided word that will appear on the last line of one page and the top line of the next page is to be avoided.

A word should be divided in accordance with its natural division in correct pronunciation, rather than according to derivation: e.g. knowl-edge, not know-ledge; but divide according to meaning and derivation as far as is compatible with good spacing and pronunciation: e.g., dis-pleasure, not displeas-ure.

Follow the Standard dictionary (not Webster) for syllabication, except in cases where its practice conflicts with the following rules. Divisions should not be changed after they are set, if there is any dictionary authority for them.

"c" and "g"

The letters c and g must never be separated from the vowels e, i, and y upon which their soft sound depends: e.g. re-li-gion, ca-pa-ci-ty, etc.

Compound words

In compound words additional hyphens should be avoided: e.g. music-lesson, not music-les-son.

Consonants

A single consonant between two vowels should be joined with the first vowel if short, but with the latter if long: e.g. riv-er, ri-val; but avoid dividing words as short as these if possible.

When two consonants come together between two vowels the consonants should be divided: e.g. mil-lion, struc-ture.

When three consonants come together between two vowels the first of which is short, the division comes after the first consonant: e.g. han-dle, chil-dren, frus-trate, etc.

Divisional marks

Separating a divisional mark (a) or (b) from the matter to which it pertains should be avoided.

Figures

An amount that is stated in figures should not be divided. Where figures are connected by a hyphen, or are preceded by the word No., as No. 1-2, the group should not be divided.

Foreign languages

German

(From *Reglen für die deutsche Rechtschreibung*. Hrsg. in Auftrage des Kgl. Preussischen Ministeriums der Unterrichts-Angelegenheiten. Berlin, 1903.)

When words consisting of several syllables have to be divided the main rule is to divide according to slow pronunciation, for example: Wor-ter-ver-zeich-nis, Ge-schlech-ter, Freun-des-treue, Über-lie-fe-rung.

In simple (not compound) words, a single consonant is carried over to the next line, as tre-ten, na-hen. Ch, sch, ph, th, indicate only one sound and are never separated, for example: Bü-cher, So-phie, ka-tholische. X and z are treated like simple consonants, for example: He-xe, rei-zen.

When there are several consonants the last one is carried over to the following line. Example: An-ker, Fin-ger, War-te, Rit-ter, Was-ser, Knos-pe, tap-fer, kaemp-fen, Ach-sel. Only st will always remain undivided. Example La-sten, Be-ste, Ko-sten, Klo-ster, mei-ste.

In simple foreign words the phonetic combinations of b, p, d, t, g, k, with l and r are, as a rule, carried over to the next line. Example: Bi-bliothek Pu-blikum, Me-trum.

Compound words are separated according to their elements, and the elements are divided in the same way as the simple words. Example: Diens-tag, Bau-auf-se-her, and Emp-fangs-an-zei-ge. This rule is applied irrespective of the pronunciation of the words. Example: war-um, her-ein, hin-aus, voll-en-den, be-ob-achten.

Foreign compound words are treated in the same way as such German words. Example: Atmo-sphaere, Mikro-skop, Inter-esse.

If the elements of the foreign words are unknown, follow the rule given above for simple words.

French

(From Whitney's French Grammar.)

A single consonant between vowels always belongs to the following vowel. Thus, fi-ni, ai-me-rai, dé-cou-ra-ger, gé-né-reu-se-ment, i-ni-mi-ta-bi-li-té.

Also two consonants, if they are such as may begin a French word, belong to the following vowel. Thus, a-près, ré-gler, a-bri, é-clos, a-droit, trè-fle, ou-tre, ou-vris. Such groups have l or r as their final member; they are, br, bl, cr, cl, dr, fr, fl, gr, pr, pl, tr, vr.

A consonant digraph, or group of two consonants representing a single sound, is treated as if one consonant only; such are ch, ph, th, gn. Thus, a-che-ter, pa-thé-ti-que, a-gneau.

Other groups of two consonants are divided, the former consonant going to the preceding vowel, the latter to the following vowel: Thus, al-ler, frap-per, in-su, es-pé-rance, and ad-mi-ra-ble.

Groups of three or more consonants follow the same principles of division. Thus, com-bler, per-dre, in-stant.

A few exceptional cases occur: x belongs to the preceding vowel, as ex-ample; n and h (in words of compound origin) are divided, tho the h is silent, as bon-heur.

Italian

(From F. P. Schulze's "Hjælpebog for Vaerks-og Avis-Saettere."
Kristiania 1903.)

In Italian, consonants can be separated with the exception of ch, gh, and gl. Division can be made after any vowel followed by a consonant. Two vowels are not to be divided, in spite of the fact that they belong to separate syllables and are pronounced separately. Buonarotti, for example, is not divided Bu-onarotti, but Buo-narotti; it is not Castiglione, but Casti-glione. St. is separated, as, for example, res-ta, cas-tigli.

Spanish

(From "Manual of Style" of U.S. Government Printing Office.)

It is intended that all syllables, if possible, should end with a vowel; therefore, a single consonant, ch, ll, rr, and n, occurring between vowels, is joined to the vowel following; as, mo-ti-vo, re-ba-ño, mu-cha-cho, ba-ta-lla, ba-rre-ño, ci-ga-rro.

The letters l and r when preceded by any consonant except s must not be separated from the consonant, except when uniting parts of compound words; as, ha-blar, pu-drir. But sub-lu-nar, sub-ra-yar.

Two or more consonants may be divided, but if s appears between two consonants, place the hyphen after it; as, ab-sol-ver. But abs-te-ner.

Do not separate diphthongs nor triphthongs; Apre-ciación, es-tu-dian-te, gra-cio-so, pre-ciais, etc.

Do not divide on one letter; and two-letter divisions should be avoided, if possible.

Latin

(From Allen & Greenough's Latin Grammar, 1894)

Every word has as many syllables, as it has vowels or diphthongs. A single consonant between two vowels is to be written and pronounced with the second. This rule applies also to v and consonant i.

This rule is sometimes extended to double consonants or any combination of consonants that can be used to begin a word, as ho-spes, ma-gnus, di-xit.

In compounds the parts should be separated, as, ab-est, ob-latus.

Ical

Adjectives ending in -ical should be divided upon the i: e.g. musi-cal not music-al or mu-sical.

Ing, en, ed, er, est &c

When used as terminations, ing, en, ed, er, est, and the plural es are considered as syllables, except when the preceding consonant is doubled, or when they follow c or g soft: e.g. speak-ing, tak-en, long-er; but lat-ter, for-cing, ran-ging.

Initials

The separation of two initials of a person's name or such combination as B.C. A.M. should be avoided.

Past tense

A word in the past tense pronounced as one syllable should not be divided: e.g. beamed.

Prefixes, roots, etc.

Keep prefixes, roots, suffixes, etc., as distinct as possible.

Tion, sion, etc.

The terminations tion, sion, tial, cial, tive, etc., are treated as one syllable.

Two-letter divisions

Two-letter divisions must always be avoided. These words should never be divided: eleven, heaven, power, faster, finer, houses, given, flower, prayer, soften, liken, verses, listen, often, voyage, nothing, even, etc.

Vowels

Whenever practicable, and always when the pronunciation of a word is peculiar, the division should come upon the vowel: e.g. pro-duct, colo-nel, sepa-rate, peo-ple, pro-gress.

Exceptions: words ending in able and ible, which should carry the vowel over into the next line.

Word of four letters

A word of four letters is not divisible. Dividing words of five or six letters should be avoided if possible.

“x,” “j” and “q”

X must never begin a syllable, j must never end one, and q must not be separated from u, which invariably follows it.

FOOTNOTES

Use superior figures for footnote references. No space before them in the text; but a thin space following in the footnote itself. In footnotes to tables use superior letters for references, and let the footnotes follow immediately after the table. In other cases put footnote at bottom of page to which it belongs, but measure in page length.

Begin separate numbering for footnotes on each new page, i.e., the first footnote on each page should be numbered ¹, the second ², etc.

Always have footnotes solid. In 10 point and 8 point use 6 point for footnotes. In 6 point use 5 point.

Separate footnotes from text by three leads; do not use dash.

Footnotes should always be paragraphed, unless there is only one short line, when it should be centered.

GEOGRAPHIC NAMES**Authorities:**

U.S. Geographic Board.

U.S. Bureau of American Ethnology for Indian names.

Jour. Geog. 13:110-11 D '14: List of unfamiliar names in geography of Europe both in vernacular and English, with locality.

English form preferred

When both English and vernacular forms are used for foreign place names choose English form (contrary to A.L.A. rule 130; but more convenient for majority of users).

Names changed by war

Use Petrograd in place of St Petersburg, Strasbourg, not Strassburg.

State names after cities

Omit name of state after that of the following cities, to save time, space, and type:

| | | |
|-----------|------------|---------------|
| Baltimore | Cincinnati | Philadelphia |
| Berlin | London | Rome |
| Boston | New York | St Louis |
| Chicago | Paris | San Francisco |

But always use state with name of *small* city or town, and when places in different states have same name i.e., Paris, Maine; Springfield, Massachusetts, Springfield, Illinois; Cambridge, England, Cambridge, Massachusetts.

ITALICS

Avoid the use of italics wherever possible.

Books, plays, paintings, etc.

Names of books, plays, paintings, steamships, etc., should be in roman type capitalized and, except in bibliographical references, with quotation marks.

Continued heads

Italicize "continued" in running heads and at top of pages.

Cross references

See, See also are italic when introducing a paragraph of cross references; elsewhere roman.

Foreign words and phrases

Foreign words and phrases that have become anglicized are in roman; otherwise in italics.

Mathematical formulae

Italicize letters in mathematical formulae.

Periodicals, Names of

Names of periodicals should be in roman, not quoted, but capitalized. When the name of a periodical appears in its own columns, it should be spaced.

Sources for citations

Italicize the source when it directly follows the citation; separate by dash.

Sub-divisions

Italicize letters used as subdivisions: (*a*) (*b*) *a*; *b*.

MAKE-UP

First page, and pages having no running head are to be sunk three picas below first reading line of page.

One pica should follow running head.

Continued lines are used on first column of left hand page only, except in the annual cumulations where continued lines should be run on the first column of the right hand page also.

Items of four lines or more may be broken from one column to another, and from one page to another if necessary. But do not break entry from an odd page to an even page if it can possibly be avoided.

No column or page should start with last line of a paragraph, nor end with the first line of a paragraph in bibliographic items.

Avoid beginning a column with a subhead where there is no continued head; or with a line beginning with a dash.

Leading

In monthly numbers of Cumulative Book Index, Guide, International Index, Industrial Arts, Agricultural Index and P.A.I.S. put one lead between two foldface lines coming together; two leads before center heads, one lead after center heads, one lead before a subject heading followed by or preceded by centered subhead.

Do not use leads elsewhere, except to balance columns. If leads are necessary to balance columns, put one lead before boldface headings, or additional leads before center heads.

In annual cumulations of the bibliographical publications put one lead before every boldface line; two leads before center heads; one lead after center heads; omit leads before title entries, unless two boldface lines come together. (A title entry has the first word only in boldface. It is to be distinguished from a cross-reference by the fact that it does not contain "See" or "See also.")

Never put a lead before a boldface line beginning with a dash.

Explanatory matter in smaller type is never to be separated by a lead from the matter to which it belongs.

Do not use cardboards or leads in unled matter to make up a space.

In handbooks or other bookwork, let pages go short, if necessary, indicating same on proof.

In Digest put three leads before each author's name; one lead after hanging indented paragraph, and one lead after each boldface credit line. Never break column after hanging-indented paragraph, nor separate credit line from matter to which it belongs.

NUMERALS

Cardinal numbers less than 100 and ordinal numbers less than thirteen are to be spelled out, except in bibliographical references and when used in groups of three or more sets of figures of statistical nature.

Spell out indefinite amounts and round numbers.

Spell out eighteenth century, etc., unless title is reproduced verb. et lit.

In everything except bibliographical references and formal lists spell out numbered streets, precincts, etc.

Citations

In Scripture citations and references to plays, etc., use arabic numerals only, using the comma to indicate subdivisions: as, Gen. 1, 3; Julius Caesar 1, 3, 5.

Comma, Use of

Use a comma in all figures of four or more numbers except dates and folios.

Dates

In dates use January 20, 1914; not 20th January or January 20th; but 20th of January.

Decimals and fractions

Use figures for numbers containing decimals or fractions.

Money, dimensions and measures

Always use figures for sums of money, dimensions, measures, etc.

Per cent

Use figures with **per cent**. Do not use % symbol except in tables. No period after **per cent**.

Roman numerals

Do not use period after roman numerals.

Sentences, Beginning of

Never begin a sentence with figures, except in collations and bibliographical references.

Time of day

Use figures for time of day followed by a.m. and p.m., as 1:30 p.m., but one o'clock.

PAGING, DATE AND VOLUME REFERENCES

In magazine references, use inclusive paging except in case of an article of two pages where only a small portion of the article appears on the second page; in this case the number of the first page only is given. In printing paging avoid unnecessary repetition, as: 321-5; but repeat units under 20, as: 311-15.

Independent monographs or those with complicated paging, indexed chiefly in the International Index, should be paged thus: 160p, not p 1-160. Government serials such as the Farmer's Bulletins, and Circulars of the Bureau of Standards should be paged as formerly, e.g., 100:1-160.

When paging is scattered, give inclusive paging for the first group of consecutive pages, followed by + if page containing the remainder of the article is in the advertising section, or by the page number if the page is in the body of the magazine. Exception: When the article is continued on parts of two or more pages, do not indicate extra pages at all unless the matter altogether equals or exceeds one page. When there are two or more parts, put number of part after volume number, without punctuation, v 2 pt 3; or in periodical references, 2 pt 1:46-9.

When the date of a magazine bears the name of two or more consecutive months, use abbreviations for first one only in the collation. Ex. January-February, Ja. not Ja.-F.

PERSONAL NAMES

It is the practice in the Cumulative Book Index and Book Review Digest, when authors do not use their full names, to enter under the form commonly used, followed by full name, e.g. Bennett, Arnold i.e. Enoch Arnold; not Bennett, (Enoch) Arnold or Bennett, Enoch Arnold; but with a cross reference from Bennett, Enoch Arnold.

In the periodical indexes, the practice is to put the entry under the form of name commonly used. In the case of authors who are not consistent in the number of forenames they use, the entry is put under the most complete form used.

In abbreviating middle names beginning with St or De, use St or De followed by initial of following words, with thin space only between, i.e. John St John Hill = J: St J. Hill. For middle names beginning with "Mc," "O'" or "Van," use initial only.

In case of diversity of spelling of proper names, agree on one form for *all* publications.

See also Titles of honor.

All cases of doubt in regard to personal names shall be referred to a standing committee composed of the editors of the Cumulative Book Index, Book Review Digest and the Readers' Guide.

Foreign and anglicized names

Enter surnames with prefixes under the part following the prefix, except (a) in English, (b) in French when the prefix consists of or contains an article; (c) in Italian or Spanish when the prefix consists only of an article; (d) when the prefix and name are written as one word. Naturalized names with prefixes should be treated according to the rules for the language adopted.

Write out the German prefix von, not v.

In the case of Russian names transliterated use **v** in place of **ff** at the end of the word. In general, in transliterating Russian names follow Library of Congress rules as given on p 73 of the A.L.A. catalog rules, but use discretion in the use of such well-known names as Tchaikowsky, not Chaikovski; Gorky, nor Gorkii. As a rule, however, **Ch** not **Tch** should be used in Russian names. In case of doubt refer to the committee on names.

In the case of historical personages or characters with no surname, enter under English rather than vernacular form, with cross reference from vernacular, i.e. Joan of Arc, with reference from Jeanne d'Arc. This applies also to sovereigns and popes.

Married women

When the husband is well known give his name in parenthesis after the name of the wife, i.e. Cotes, Sara Jeannette (Duncan) (Mrs Everard Cotes); make a reference from husband's name, preceded by Mrs.

Real names and pseudonyms

As a general rule enter under the real name.

Any publication using a name for the first time shall use real name unless our office practice is divided or there is very strong reason for using pseudonym. These exceptional cases shall be referred to the standing committee on names.

Any new name coming up for the first time in this office shall be entered under real name if the standard reference books give real name or the publisher or magazine in question announces real name.

Any publication desiring to change from its former use of name shall consult the standing committee on names.

A change from pseudonym to real name should not be made upon first bit of information, but only after satisfactory evidence has been obtained.

Any author writing under both his real name and pseudonym shall be entered under his real name.

PUNCTUATION

Avoid double punctuation when possible, i.e., do not follow colon by dash; avoid comma after period following abbreviation when the meaning is clear without it.

Punctuate Publishers' directories and Lists of periodicals as follows:

Heath. D. C. Heath & Co., 50 Beacon St, Boston; 231 W 39th St, N. Y.; 623 S Wabash Av, Chicago

Dial—Dial. \$5. The Dial Pub. Co., 152 W 13th St, New York

Colon

Use colon between hours and minutes in indicating time; as 1:30 p.m.

Use colon to separate volume number from inclusive paging in periodical entries.

Comma

Use comma before *etc.* as, Liberty, equality, fraternity, etc.

Omit comma after *etc.*, *e.g.*, *viz.*, and similar expressions when reading matter follows.

Use comma before *and* when two titles are joined; as, Castle Rackrent, and The absentee.

Dash

Use a dash to separate the word Bible from subdivisions following; also between the name of certain classic authors and the title of the individual work; as Bible—New Testament—Matthew; Shakespeare, William—Single plays—Macbeth.

Do not begin a line with a dash, unless unavoidable.

Leaders

Use three periods only, separated by en-space. Do not add fourth period for full stop at the end of a sentence.

Parentheses and brackets

Reserve brackets for enclosing matter interpolated in a quotation, to supply an omission and for parentheses within parentheses; in all other cases use parentheses.

In case of both brackets and parentheses if the expression enclosed is complete in itself, punctuation should follow inside the brackets or parentheses.

Use parentheses always to enclose a series note.

Use parentheses to enclose (city) and (state) used to distinguish names of a city and state when they are identical, e.g. New York (city) Washington (state) university.

Use parentheses to indicate the maiden names of married women.

In straight reading matter, when a city with a state following is used adjectively, put state in parentheses: as Detroit (Mich.) City Council.

Period

In bibliographical entries use periods after name of author and title but omit them in the collation; as, Native American. J. G. Cannon. il Ind 112:787-8 Ap 5 '16; Coester, A. L. Literary history of Spanish America 150p \$2.50 '16 Macmillan. Exceptions: In Handbooks and Study Outlines use periods in collation.

See also Abbreviations.

Quotation marks

Use quotes around book titles in straight text matter, in notes and in credits or citations; never in bibliographical entries.

Do not use quotes in magazine titles.

The period and comma are placed inside of quotation marks always; the colon, semicolon, question mark and exclamation mark are placed inside if they are part of the quotation only, but outside if they belong to the entire sentence.

Semicolon

In case of titles having two or more clauses of equal rank not connected by conjunctions, separate the clauses by semicolons, regardless of the punctuation used in the original source.

Use semicolons before phrases supplementary to the title; as In the home stretch; poem.

Use semicolons after the first title in case of alternate titles; as Levana; or, The doctrine of education.

Use semicolon before "edited by," "translated by," "illustrated by," etc. as Moated houses; il. by H. Railton.

Use semicolons to separate items of contents.

QUOTED MATTER

When a complete paragraph is quoted, set in next smaller size type, without quotation marks, if text is in type sizes larger than 6 point. In 6 point leaded set quotations 6 point solid. In 6 point solid use quotation marks at the beginning of each quoted paragraph.

1. The first part of the memorandum discusses the current status of the project and the progress made since the last meeting. It is noted that the initial phase of the project has been completed successfully, and the data collected is being analyzed.

2. The second part of the memorandum outlines the proposed schedule for the next phase of the project. It is suggested that the work be completed by the end of the month, and that a final report be submitted to the committee.

3. The third part of the memorandum discusses the resources required for the project, including personnel and equipment. It is noted that the current resources are sufficient for the project, but that additional resources may be required for the final phase.

4. The fourth part of the memorandum discusses the risks associated with the project, including the possibility of delays and the loss of data. It is suggested that the project be monitored closely, and that contingency plans be developed in the event of a problem.

5. The fifth part of the memorandum discusses the benefits of the project, including the potential for new discoveries and the development of new technologies. It is noted that the project is of high priority, and that the results will be of great value to the organization.

6. The sixth part of the memorandum discusses the conclusions of the project, and the recommendations for the future. It is suggested that the project be continued, and that the results be published in a journal of science.

7. The seventh part of the memorandum discusses the appendixes, which include a list of references, a list of figures, and a list of tables. It is noted that the appendixes are complete, and that they provide a comprehensive overview of the project.

8. The eighth part of the memorandum discusses the distribution of the memorandum, and the date of the meeting. It is noted that the memorandum is being distributed to all members of the committee, and that the meeting will be held on the 15th of the month.

9. The ninth part of the memorandum discusses the signature of the author, and the date of the memorandum. It is noted that the memorandum is signed by the author, and that it is dated the 10th of the month.

SPACING, INDENTIONS, ETC.

Except in collations always use an em quad to separate sentences.

Use an en quad after semicolons and colons.

1 2 (a) (b) a b in subdivisions, follow by en quad, not em.

Avoid wide spacing, except where a bad division would result.

Indent paragraphs 1 em in measure up to 20 ems; 1½ ems 20 to 25; 2 ems wider measure.

Always use a thin space after dash indicating omission of a complete word.

Do not use space between x and figures: 10x12 in.

SPELLING

Follow usually the preferred spelling given in Webster's unabridged.

See also Accents, diphthongs, etc., Compound words.

Æ, œ, etc.

Use e instead of æ or œ in such words as archeology, esthetics, homeopathic, orthopedia, etc.

Afterward, etc.

afterward, forward, toward, etc., no s.

Beside and besides

Beside=by the side

Besides = in addition to

Canyon—not cañon.

Catalog, etc.

Use catalog, decalog, dialog, monolog, prolog, pedagog

Center, etc.

Use center, meter, theater, etc.—not centre, metre, theatre, etc.

Chemical terms

In chemical terms follow rules of A. C. S, using sulfur instead of sulphur; chlorine, bromine, sulfide, phenol, glycol, etc., acetyl, anyl, ethyl, etc.

Coquet, briquet, etc.

Use coquet, briquet, epaulet, etiquette, omelet, quartet, quintet, septet, sextet, etc.

Data, contents

Data—plural

Contents—of book, singular

Draft

Use draft, not draught.

Farther and further

Farther = physical distance

Further = in addition to

Figures in straight text matter

Spell out all figures in round numbers, also all figures of four digits or less unless they are odd numbers or occur in groups of three or more.

Spell out figures beginning a sentence; if this is awkward, rewrite the sentence.

Exception: In case of percentages use figures with the word per cent.

Ise and ize

Following words end in ise, all others ize:

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

Judgment, etc.

Drop the "e" after "dg" in such words as abridgment, judgment, acknowledgment.

Miscellaneous

Use carbureter, coconut, dispatch, gasoline, gilds, gipsies, gage, dike, molding, envelop, rime, etc.

Use whisky, not whiskey.

Use cooperate, not co-operate or coöperate.

Plural of foreign words

In anglicized foreign words always use English plural — except in data, phenomena, addenda, memoranda, as: indexes, appendixes, mediums, seraphs, formulas, vortexes.

Single consonant

Use single consonant where permissible, as skilful, stenciling, etc.

Thoro, thru, etc.

Drop ugh in thoro, thoroly, thru, thruout, altho.

STATES, NAMES OF

See under the general section Abbreviations.

TYPE

See under the general sections Boldface, Italics.

TITLES OF HONOR

Omit the titles D.D., M.D., Rev. in headings. Enter bishops by family name, followed by the word bishop if American, and by bishop of — (name of see), if English.

Give foreign titles of honor in the vernacular, i.e. graf *not* count.

INDEX

The index is planned to be used as a guide to alphabetizing, capitalization and spelling. For that reason each word in the index begins with a lower-case letter unless, according to the rules of the Style Book, it should be capitalized.

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