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HANDBOOK OF STYLE

In use at The Riverside Press
Cambridge, Massachusetts

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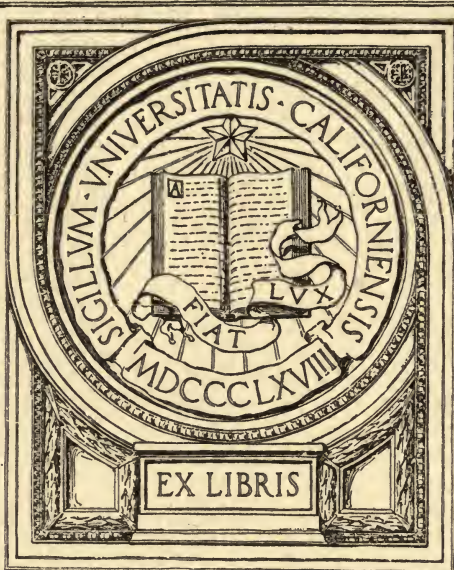
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HANDBOOK OF STYLE

In use at The Riverside Press
Cambridge, Massachusetts



UNIVERSITY OF
CALIFORNIA

BOSTON AND NEW YORK
HOUGHTON MIFFLIN COMPANY

The Riverside Press Cambridge

1913

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PREFACE

Men differ so radically in their preferences as to spelling, punctuation, capitalization, and other typographical matters, that it is impracticable to frame a set of inflexible rules for printing. This Handbook merely sets forth the general custom of one large printing-office, — a custom which is the result of many years of widely varying experience. While all the rules here given are believed to be sound, and in general are to be followed exactly, many of them are not considered altogether inviolable. Much must be left to the purpose and feeling of the writer whose work is being printed, and the application of rules must be elastic enough to meet all cases. The printing art is servant to the author, not his master.

Absolute completeness has not been aimed at; the dictionary has not been displaced; common-sense and good judgment must always be used by compositors and proof-readers. It is hoped, however, that the Handbook will prove of practical use in standardizing work and preventing misunderstandings.

The constant aim in preparing it has been to express the traditions and customs that have grown up at The Riverside Press during more than half a century of work. On many points, however, the style manuals of several other large printing offices have been consulted (especially those of the University of Chicago Press, the Government Printing Office, the Plimpton Press, the Norwood Press, and R. R. Donnelley & Sons Company), and grateful acknowledgment is here made of the help they have afforded. Particular credit should be given to the very thorough and excellent *Manual of Style* published by the University of Chicago Press.

March 31, 1914.

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SUGGESTIONS TO AUTHORS AND EDITORS

In order to insure accuracy in printing and to avoid unnecessary expense, copy should be made as nearly perfect as possible before it is sent to the printer. Changes in type are costly, especially so after the type has been made up into pages.

The paper used should be in sheets of uniform size and good quality, neither very slippery nor very shiny. If practicable, copy should be typewritten. When it is written by hand, erasures and interlineations should be avoided as far as possible, and special care should be used to make all proper names and foreign words unmistakable.

Quotations should be clearly marked and verified, and in all cases of considerable length and importance the source should be given fully and exactly.

Footnotes should be put at the bottom of the page, or separated from the text by lines running across the page above and below each note. In handwritten manuscripts, notes may be written with ink of a different color. The word in the text to which the note belongs should be marked by a superior figure corresponding to the number of the note.

All paragraphs should be distinctly indicated, and none should be left in the copy that are not to be followed in printing.

Unless an author intends to leave the printer free to follow the style of the office in regard to spelling, punctuation, and capitalization (see pp. 8, 21, and 30 of this Handbook), it is important that he should prepare the copy with careful consistency and inform the printer of his preference.

Every book MS. should contain copy for a title-page, giving at least the exact title of the book and the author's name as he wishes it to appear, with any desired designation of his official position. There should also be a table of Contents (which may be subject to change), and a memorandum stating whether there will be a Dedication, a Preface, or an Introduction (if these are to be furnished later). If the book requires an Index, the author should state whether he intends to prepare it or wishes the publisher to

have it made, the cost to be charged to the author's royalty account.

Copy should be written on only one side of the paper, and the sheets should be numbered consecutively, but not fastened together. They should be sent to the publisher or the printer flat; never rolled or folded. When it is necessary to attach one piece of paper to another, good mucilage should be used, rather than pins or clips.

An author should always retain one copy of a MS., and not run the risk of absolute loss by sending away his only copy; but he should submit to the publisher the original of a typewritten MS. and not the carbon copy, as the latter is likely to be less legible and harder to handle.

When pages of magazines or papers are used for book copy, duplicates of each page should be supplied, so that compositors will not have to use both sides of the copy.

If possible, the author should make all necessary corrections in the galley proof, where changes involve the least labor and expense. Plate corrections should be made only when of the utmost importance. All queries made by the proof-reader should be definitely answered, so that there may be no doubt of the author's intention.

Proofs should be read and returned promptly, accompanied by the copy, as it may be of importance for the proof-reader to refer to this in connection with the final reading.

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ABBREVIATIONS

In General. Abbreviations as a rule are not acceptable in the text of a book, though they may be employed in tabulated statements, in lists of names, or in other places where it is desirable to save space. In technical matter and scientific works, abbreviations are of course desirable.

Forms of Address. The following abbreviations are to be used in all cases:—

Mr.	M.	Jr.	Esq.
Mrs.	Mme.	Sr.	Rev.
Messrs.	Mlle.	Dr.	Hon.

Do not set the **Rev.**, the **Very Rev.**, the **Right Rev.**, or the **Hon.**, the **Right Hon.**, except in quoted matter.

Military and Naval Titles are to be spelled out in all cases, except in tabular work, indexes, etc., where the saving of space is an object; so with **Superintendent**, **Professor**.

Proper Names. Christian names should always be spelled out, except where the abbreviated form is used in quoted matter, or in original signatures. Note that **Alex**, **Ben**, **Ed**, **Fred**, and **Sam** are not always abbreviations. Copy should always be followed as regards the period. In tabular or other matter, where abbreviations must be used, the following forms are preferred:—

Benj.	Dan.	Geo.	Jos.	Thos.
Chas.	Edw.	Jas.	Sam.	Wm.

Do not separate initials before a name, but put them together either at the end of one line or at the beginning of the next; as, "**J. H. | Smith**," not "**J. | H. Smith**."

In English or American family names, names of places or of church buildings, schools, etc., abbreviate **St.** for **Saint**; but where used in connection with French proper names, spell out in full; as, **St. Paul, Minnesota**, but **Sainte-Beuve, Saint-Denis, Saint-Jean**.

Firm Names. The character **&** is proper in the exact rendering of the signature or the authorized business name of a firm or corporation; but is not used in any other connection except in the facsimile reproduction of quoted matter. In firm names it is used between names of persons or with **Co.**, **Bro.**, or **Bros.**

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Brother, Brothers, and Company are abbreviated only when following **&**.

Numerals with the names of sovereigns are printed in roman capitals without a period, as **Edward VII**, etc. The form **Edward the Seventh** may be used, but not **Edward the VIIth**.

Spell out **United States**, except in quoted matter, or in such cases as **General Nelson A. Miles, U.S.A.**; **U.S.S.S. Massachusetts**; or in footnote references: as, **U.S. Dept. of Agriculture**.

Names of the Months. In tabular matter and side-notes the names of the months may be abbreviated as follows: —

Jan.	Mar.	Aug.	Oct.	Dec.
Feb.	Apr.	Sept.	Nov.	

May, June, and July are not abbreviated.

Books of the Bible. References to the Scriptures should be made according to the following list: —

Old Testament

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

New Testament

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

Apocrypha

1 Esdras	Wisd. of Sol.	Susanna
2 Esdras	Ecclus.	Bel and Dragon
Tobit	Baruch	Pr. of Manasses
Judith	Song of Three	1 Macc.
Rest of Esther	Childr.	2 Macc.

States and Territories. In ordinary text, spell out; as, Cambridge, Massachusetts, etc. In tabular matter, or in cases where the saving of space is necessary, the following forms are to be used, — without space, as shown here, where there are two words in the name: —

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

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

Do not abbreviate **Railroad** (or **Railway**), **Mount**, or **Fort**.
Print: **Boston & Maine Railroad**; **Mount Everest**; **Fort Warren**.

Points of the Compass. Abbreviate compass directions, with period; as, **E.**, **W.**, **N.**, **S.**; and use capitals close up for compound terms, as, **S.E.**, **N.N.W.**, etc. These forms, of course, are used only in nautical or geographical matter, not in ordinary text.

Print the symbolic letters **I O U** without full points.

MS. = manuscript (noun) is to be used in the printing of bibliographical details, but not when used adjectively. Print the plural form **MSS.**

Print **P.S.** for postscript or postscriptum; **S.S.** for steamship.

Print **X-rays**; and **ME.** and **OE.** in philological works for Middle English and Old English.

Print references to plays as follows: —

2 Henry VI, III, ii, 14.

Do not separate abbreviations like **A.M.**, **e.g.**, **i.e.**, **A.D.**, **M.D.**, **Ph.D.**, **Litt.D.**, etc.

In text matter where a number of subdivisions are made, as, (1), (2), (a), (b), etc., do not end a line with the divisional mark, but carry it over with the matter to which it belongs.

Time and Date. Abbreviate **A.D.** and **B.C.**, **A.M.** and **P.M.**, and set in small caps without space between letters. Where roman letters are used, in text or footnotes, to express dates, use small caps.

Signs and Symbols. Algebraic quantities are expressed by italic letters, lower-case.

Geometrical diagrams are usually lettered in italic capitals, though roman capitals are sometimes used. Where practicable, in text references to the diagram, the style of letter used should match that used in the diagram.

Chemical symbols are always set in plain roman caps and lower-case.

The abbreviations for the various thermometers and hydrometers are set in roman as follows: —

F. Fahrenheit	Cel. Celsius	B. Baumé
C. Centigrade	R. Réaumur	Twad. Twaddell

Metric System. The abbreviations for the metric system are set in roman lower-case without space between letters: —

100 cc. 200 mm. 5 l. 2 kg.

English Money. In indicating English money, use the forms **£2 6s. 4d.**; or **2l. 6s. 4d.** Note that the abbreviations for pounds,

shillings, pence are in italics and are set close to the figures, without space.

Note that \$ and £ are set close to the number, except in mathematical work, when they are separated by a 5-em space.

Sizes of books. There is no acceptable abbreviation for folio. The smaller sizes are expressed as

4to 8vo 12mo 16mo 24mo, etc.

Number is abbreviated when preceding a serial number; as, **No. 1836**. In lines consisting of capital letters, spell out **Number**.

Always use the form **etc.**, not **&c.**, except in quoted matter where instructions have been given to follow copy exactly, or where a reprint is to be made reproducing exactly the original.

Latin abbreviations. Treat these as indicated in the following table:—

ad loc. Italic	op. cit. Italic	i.e. Roman
ca. Italic	s.v. Italic	inst. Roman
circa. Italic	v. Italic	per cent. Roman,
et seq. Italic	vide. Italic.	without period
ibid. Italic	cf. Roman	prox. Roman
idem. Italic	e.g. Roman	ult. Roman
loc. cit. Italic.	etc. Roman	viz. Roman

At the beginning of a footnote, do not use **i.e.** or **e.g.**, but spell out: "That is," or "For example."

Footnotes, Bibliographies, etc. In literary references, in footnotes, bibliographies, indexes, etc., the following forms are to be used:—

vol. I, bk. I, part II, no. 2, chap. II, art. III, sec. 4, p. 5, col. 6, vs. 7, st. 8, l. 9, n. 6; pp. 5-7; pp. 5 f.; pp. 5 ff.; Fig. 4. The plurals of the above forms are vols., bks., nos., chaps., arts., secs., pp., cols., vss., sts., ll., nn., Figs.

CAPITALIZATION

Capitalize —

Proper nouns and adjectives derived from proper nouns; as, **John, Germany, Victorian, French.**

Words of common usage, originally proper names, and their derivatives, in whose present, generalized acceptation the origin has become obscured, and generally all verbs derived from proper names, are not capitalized; as, **utopia, china, bohemian, philistine, titanic, platonic, quixotic, bonanza, morocco, vandal, procrustean, macadamize, christianize**; also adjectives and verbs derived from proper names, and ending with **ed, ify, ing, ize, etc.**, such as **anglicized, frenchified, romanized, gallicized, etc.**

Epithets used as substitutes for proper names, or affixed to names; as, **the Pretender, Alexander the Great, Richard the Lion-hearted.**

The preposition preceding proper names in foreign languages, such as **van, von, de, d', da, della, di**; as, **Van Rensselaer, Von Martius, De Thou, D'Orsay, Da Ponte, Della Crusca, Di Cesnola.**

Do not capitalize these prepositions when they are preceded by a forename, except in the case of **Van**; as, **Charles de Blé, Cardinal da Ponte, Marquis de Lafayette, M. de Thou, M. d'Orbigny, Señor de Ysnaga, etc.** Note that **Van** is always capitalized in Dutch names, and that **von** is never capitalized in German names, following a forename, as **Stephen Van Rensselaer, Hugo von Martius.** The usage, however, varies with English and American family names having a foreign origin. For example, **Thomas De Quincey, Henry van Dyke** (author).

All official titles, civil and military, and all titles of nobility or honor, when preceding the name; as, **King George, President Wilson, General Miles, Admiral Evans, Governor Foss, Secretary Bryan, Sir Edward Grey, the Earl of Derby, Bishop Brooks, Deacon Smith**; the titles **President, King, Emperor (Kaiser), Czar, Sultan, and Pope**, when standing alone, if they refer to the present rulers or incumbents; distinctive titles attached by law or custom to certain offices or dignities, used without the name of the person,

Capitalize—

whether in direct address or otherwise; as **His Majesty, Her Grace, His Holiness, Your Excellency, Your Honor, Your Lordship**; words indicating relationship, when used with the name of the person addressed or spoken of; as, **Father William, Mother Hubbard, Brother James, Aunt Mary, Uncle John.**

In the case of governmental officers, the title when following the name; as, **William H. Taft, President of the United States; George V, King of England; Eugene N. Foss, Governor of Massachusetts.**

Titles like **Ph.D., M.P., and F.R.G.S.** (such abbreviations to be set without space between the letters).

Adjectives and nouns used, singly or in conjunction, to distinguish definite regions or parts of the world; as, **Old World, Western Hemisphere, North Pole, Equator, Bad Lands, Cherokee Strip, Continental Divide, the North, South, East, West, Middle West, Central West, Northwest, Orient, Occident, the Continent (continental Europe).**

Sections of the world, as, **Circle, Hemisphere, and Pole,** when preceded by a name; also **the Antarctic, the Arctic, Free Zone, Frigid Zone.**

The following terms, singular or plural forms, when immediately following a name or when part of a name: **Aqueduct, Archipelago, Bay, Bayou, Branch, Building, Butte, Camp, Canal, Canyon, Cape, County, Crater, Creek, Dalles, Desert, Dome, Draw, Falls, Fork, Fort, Gap, Glacier, Gulch, Harbor, Head, Hill, Hollow, Island, Isle, Mesa, Mount, Mountain, Narrows, Oasis, Ocean, Parish, Park, Pass, Peak, Plateau, Point, Port, Range, Reservoir, Ridge, River, Run, Sea, Shoal, Spring, Square, Strait, Street, Tunnel, Valley, Volcano.**

But words of this class, when simply added by way of description to the specific name, without forming an organic part of such name, are not capitalized; as, **the river Charles, the island of Cuba.**

The following terms when standing alone and used as synonyms for well-known geographical names; also when used as adjectives: **Canal Zone (Panama), Delta (of the Mississippi or the Nile), Falls (Niagara), Gulf (of Mexico), Isthmus (of Panama or Suez), Lakes (Great Lakes), Sound (Long Island), Peninsula (Spain).**

Generic terms for political divisions:—

(a) When the term is an organic part of the name; as,

Capitalize —

Holy Roman Empire, German Empire, French Republic, Indian Territory, Middlesex County, City of Mexico, New York City,¹ Washington City.¹

(b) When, with the preposition *of*, it is used as an integral part of the name, or to indicate certain administrative subdivisions in the United States; as, **Empire of Russia, Duchy of Anhalt, State of Massachusetts, Borough of the Bronx** (but the boroughs of **Greater New York**).

(c) When used singly as the accepted designation for a specific division, as, **the Union, the States, the Republic, the Dominion** (of Canada).

(d) When it is part of a fanciful or popular appellation used as if it were a real geographical name; as, **Keystone State, Garden City, Holy Land**, etc.

Titles of specific charters, treaties, statutes, etc.; as, **Magna Charta, Constitution** (of the United States, when standing alone or referred to as a document), **Articles of Confederation, Bill of Rights, Treaty of Paris, Statute of Frauds, Interstate Commerce Act.**

Conventions, congresses, expositions, etc.; as, **Council of Nice, Parliament of Religions, Peace Congress, Louisiana Purchase Exposition.**

Government and Administration, used as nouns, when referring to a definite group of officials exercising executive or administrative powers, or when used to indicate the legislative, executive, and judicial powers taken together; the word **State or States**, when used as a noun, referring to any of the States of the United States, or to a subdivision of any foreign country having the title **State**; but **state and government**, when used as adjectives, as in **state election, government monopoly**, should not be capitalized.

The names of all governmental departments and their branches, and of all legislative, judicial, and administrative bodies; as, the **Executive, the Department of Justice, the Treasury Department, the Cabinet, Congress, Parliament, the Reichstag, the Corps Législatif, the Senate, the House** (of Representatives or Commons), the **Supreme Court, the Court of Appeals, the Census Bureau, the Interstate Commerce Commission.**

Synonyms of the flag of a nation; as, **the Stars and Stripes,**

¹ The word "City" is capitalized only when it is part of a corporate name. The two cases here given are exceptions.

Capitalize —

Star-Spangled Banner, Old Glory, the Lilies of France, the Union Jack, etc.

The names of political parties, religious denominations or sects, and philosophical, literary, and artistic schools, and their adherents; as, **Republican, Whig, Mugwump, Christian, Catholic, High Churchman, Theosophist, Pharisee, Gentile, Boxer, Epicurean, Realist, Impressionist.**

Do not capitalize such words as **socialist, abolitionist, anarchist, etc.**, in their general sense, but only as applied to a distinct party organization or sect.

Political alliances, and such terms from secular or ecclesiastical history as have, through their associations, acquired special significance as designations for parties, classes, movements, etc.; as, **Protestant League, Holy Alliance, Dreibund, the Roses, Roundheads, Cavaliers, Papacy (but papal), Independents, Nonconformists).**

The official titles of civil, military, social, religious, educational, political, commercial, and industrial organizations and institutions; as, **Exchange Club, Associated Press, New York Central Railroad, Ninth Regiment, Sixth Corps, Third Battery of Field Artillery, Knights of Pythias, Knights Templars, Associated Charities, Paris Lyceum, Young People's Society of Christian Endeavor, English High School, Masons' Union No. 27.**

Ordinals used to designate Egyptian dynasties, sessions of Congress, political divisions, etc.: as, **Eighteenth Dynasty, Fifty-fourth Congress, Ninth Congressional District, Second Ward.**

Nouns and adjectives used to designate the Supreme Being or Power, or any member of the Christian Trinity (except in extracts from the Bible); as, **God, Lord, Creator, Father, the Almighty, the Infinite, the All-Wise, Infinite One, Supreme Being, Most High, Everlasting Father, etc.**; also **Heaven and Providence** (when they are synonymous with the Deity, but not otherwise), **Saviour, the Messiah, the Anointed, the Son, Son of Man, Redeemer, Holy One, Master, Holy Trinity, Holy Spirit, Holy Ghost, Virgin Mary, Holy Virgin, Mother of God.**

But do not capitalize such expressions and derivatives as : **(God's) fatherhood, (Jesus') sonship, messianic hope, christological (but Christology).**

The pronouns **Thee, Thou, He, Him**, referring to God or the Saviour, except in extracts from the Bible; but do not capitalize **thine and his.**

Capitalize —

The word **church** when representing organized Christianity, or when part of the name of a sect, congregation, or building; as, **Church of Rome, Church of England, High Church, Church of the Holy Sepulchre, Fifth Avenue Baptist Church, First Methodist Church.**

Names for the Bible and other sacred books; as, **Word of God, Scriptures, Koran, Gospel.** Also versions of the Bible; as, **King James's Version, Revised Version,** etc. Books and divisions of the Bible and other sacred books; as, **Old and New Testament, Book of Job, Beatitudes,** etc. Biblical parables; as, **the parable of the Prodigal Son;** and such miscellaneous terms as the **Ten Commandments, Sermon on the Mount, Lord's Supper, Golden Rule,** etc.; such adjectives as **Biblical, Koranic, Vedic,** etc.

Do not capitalize words like **book, gospel, epistle, psalm,** in such connections as **the five books of Moses, the first forty psalms,** etc.

Creeds and confessions of faith; as, **Apostles' Creed, Nicene Creed, Augsburg Confession, Thirty-nine Articles.**

The names of monastic orders and their members; as, **Black Friars, Trappists, Jesuits.**

Names applied to a personal being supposed to be the incarnation of evil (but not when used as an expletive or as a general name for any demon); as, **Devil, Evil One, Old Boy, Satan, the Fiend, Archfiend,** etc.

Geological terms, as, **Cretaceous, Jurassic, Miocene,** etc.

The scientific (Latin or latinized) names of classes, orders, families, and genera. In the names of species and subspecies, consisting respectively of two and three parts, the first part (the generic name) is always capitalized; in zoölogy the second and third parts (the specific and subspecific names) are never capitalized even when derived from a proper noun. In botany usage varies in respect to specific and subspecific names which are proper nouns or proper adjectives or taken from the names of genera, and copy should be followed; but the first part is *always* capitalized, and the others usually not. Examples: **Vertebrata, Reptilia, Felis leo, Falco columbarus richardsoni; Clematis Virginiana; Pinus rigida.**

In astronomical work, the names of the bodies of our solar system (except **sun, earth, moon, stars**); as, **the Milky Way, the Great Bear,** etc.

Capitalize —

Commonly accepted appellations for historical epochs, periods in the history of a language or literature; as, **Renaissance, Middle Ages, The Crusades, Restoration, Inquisition, Commune.**

Names for important events; as, **Revolutionary War, the Revolution, Mexican War, the Rebellion, Civil War, Spanish-American War, the Creation, the Flood, the Fall, Louisiana Purchase.**

Civic and ecclesiastical feast-days; as, **Washington's Birthday, Fourth of July (the Fourth), Memorial Day, Easter, Passover, Feast of Tabernacles, New Year's Day, Lord's Day, Founder's Day, Commencement Day, Good Friday, Black Friday** (a famous day).

Nature, Fortune, and similar words when personified.

The pronoun **I** and the interjection **O**, but not the form **oh**.

The first word of direct quotations; as, **He** said, "**In fine, nothing is said now that has not been said before**"; also, of sentences, not direct quotations, but written in that form, as, **The question is, Shall the bill pass?**

Nouns and adjectives only, in tables of contents, headings, etc.

In titles of books, plays, etc., as a rule, **nouns and adjectives only.** In exceptional cases, such as, **What Will He Do with It, The Men Who Made the Nation,** it may be better to capitalize all the words in the title except the prepositions, conjunctions, and articles.

In citing names of periodicals, as, the **Boston Post, the Springfield Republican,** etc., the article **the** is not to be included as a part of the name.

The second element of a compound word, if a noun, when the first element is capitalized; otherwise not. When a title is double, and its component parts are connected by a hyphen, as in **Major-General,** both words are to be capitalized.

The names and epithets of peoples, races, and tribes; as, **Kafir, Hottentot, Creole, Caucasian, Negro,** etc., but **gypsy, quadroon,** etc.

DIVISION OF WORDS

There is no system of dividing words that is wholly acceptable to all writers and printers. The general rule of the Riverside Press is to follow the divisions used in the full-faced type in the Vocabulary of the latest edition of Webster's International Dictionary; but divisions sanctioned by other authorities may be used if bad spacing can thus be prevented.

Avoid turning over a final syllable of only two letters, except in narrow measure.

Avoid dividing a compound word except between its component parts.

Avoid dividing a word in the last line of a page.

Avoid divisions in more than three successive lines, unless very bad spacing would result.

THE USE OF FIGURES

Spell out, in ordinary reading matter, all round numbers and numbers of less than three digits, unless of a statistical or technical character, and unless occurring in groups of six or more, following one another in close succession. Treat all numbers in connected groups alike: if the largest contains three or more digits, use figures for all.

Spell out words to express ages; as, **The school ages are from five to eighteen.**

Spell out numbers of centuries, of sessions of Congress, of political divisions, of streets, avenues, etc., and references to particular decades, unless the saving of space is essential; as, **eighteenth century; seventeenth-century writers; Second Dynasty; Sixty-first Congress, First Session; Second Congressional District; Eighth Ward; Fifty-ninth Street and Ninth Avenue; in the early eighties.**

Spell out numbers of army corps, divisions, brigades; use figures for regiments; as, **Sixth Corps, First Division, Second Brigade, 41st Massachusetts, 2d Cavalry, 1st Battalion.** But where only an isolated reference is made to one or more regiments, and the corps or divisions are not mentioned, the spelled-out form is proper; as, **The Seventh New York Regiment; the Twentieth Ohio.**

Sums of money, occurring in isolated cases in ordinary reading matter, should be spelled out; as, **The admission was two dollars.** Where several such numbers occur close together, and in all matter of a statistical character, use figures; as, **Admission: Men, \$2; women, \$1; children, 25 cents.**

The time of day is best spelled out when it occurs in ordinary reading matter; as, **at four; at half-past two in the afternoon; at seven o'clock.** In statistical matter, in enumeration, and always in connection with **A.M.** and **P.M.**, use figures; as, **at 4.15 P.M.** (omit "o'clock" in such cases).

All numbers that begin a sentence in ordinary reading matter should be spelled out; if this is impracticable, the sentence itself should be reconstructed.

Figures should be used with **per cent**, in matter of a statistical character, but not in other cases. Do not use the $\%$ sign in any case.

Figures are used to express degrees of heat; as, **71° F.**; or specifications of gravity; as, **The specific gravity of lead is 11.352.**

Records of votes, and of time in a race, are expressed more clearly in figures; as, **20 yeas to 41 nays; one mile in 2 minutes, 23½ seconds.**

Numbers containing decimals or fractions are usually put in figures; but do not use a fraction alone, except a decimal. For example, **145.1 cm.; .1 cm.; 2½ yards;** but not **½ mile.**

In dates omit **d, th, and st** after figures; as, **October 2, 1902; November 1, December 4.** Use the forms **2d of November, 1st of March, 4th of June,** etc., when the day precedes the month.

Where numbers are spelled out, express the amount by hundreds rather than by thousands; i.e., **twenty-eight hundred and sixty,** rather than **two thousand eight hundred and sixty.**

In printing connected consecutive numbers, omit the hundreds from the second number, and use an en dash between the figures; as, **1910-11; 230-33.** But, of course, **299-301.** Note that in indexes and footnotes, the citations of immediately consecutive pages are sometimes to be printed thus: **33, 34, 35; 33, 34;** and sometimes thus: **33-35; 33-34;** the distinction being that, where the figures are connected by the dash, the subject is treated continuously on the pages referred to, whereas the disconnected figures show that the subject is mentioned on each page cited, but not to the exclusion of other subjects. The copy must be followed strictly in such cases.

Use commas with five or more than five figures; as, **10,579, 153,700;** but **2634.** This rule does not apply to tabular work, where in any column there are more than four figures. In such cases, the use of the comma with the larger number requires its use throughout the column.

Numbered paragraphs or sub-sections should begin: **(1) (2)** or **1. 2.** The proper space after these is an en quad after the period, and a 3-em space after the parenthesis.

FOOTNOTES

Footnotes should be set in 9 point for 12 point text; in 8 point for 11 and 10 point text; and in 6 point for 9 and 8 point text.

Reference signs are no longer used, but the general practice is to use superior figures in both text and notes. In special cases the asterisk, dagger, etc., or superior letters, may be used. The copy is to be followed in such cases.

Separate the reference figure in a note from the first letter by a 3-em space. In the text, if the figure follows a period or comma, no space is required; otherwise, separate it from the character preceding by a 5-em space.

If notes are short, and the measure permits, two or more may be put in one line, with at least 2 ems between. If this is not practicable, where two or more occur on the same page, none of which is a full line in length, centre the longest line, and align the shorter ones with it. If there be on the page but one note of a single short line, this should be centred.

If in the text there are extracts in the same or nearly the same size of type as the notes, coming at the bottom of the page, a full-width single rule should be used to separate the notes from the extracts.

In wide measure, the notes may be set to advantage in half-measure, with blank space of an eight-point em between the columns. This method of composition frequently saves space, and gives a more compact page, when the notes are short. When this method is used, the half-measure should not be used for a single note unless it makes at least two full lines.

Where references to the same work follow each other closely and without other references intervening, use *ibid.* instead of repeating the title. The full reference should, however, be repeated where it appears as the first note on a succeeding page; or, if the title is long, repeat the author's name, with *loc. cit.* or *op. cit.*

Footnotes to tabular work should be set in 6 point, and should invariably be placed at the foot of the table, and not at the foot of the page, if text type intervenes.

The following are examples of the most usual method of citing authorities in footnotes :—

¹ U. S. Grant, *Personal Memoirs*, vol. II, p. 204.

² *Southern Magazine*, vol. xv, p. 300.

³ Herbert Spencer, *Social Statics*, chap. III, p. 62.

⁴ *Ibid.*, chap. IV.

⁵ Grant, *loc. cit.*

⁶ Gibbon, *The Decline and Fall of the Roman Empire* (Milman ed.), vol. I, chap. XXIX.

⁷ Morris Schaff, "The Battle of the Wilderness," *Atlantic Monthly*, June, 1909.

ITALICS

Italicize —

Words and phrases to which it is desired to lend emphasis.

Words and phrases from foreign languages, occurring in the text, except when they are quoted, or form part of a conversation. Do not italicize foreign words of everyday occurrence. Words in the following list need not be italicized:—¹

aide-de-camp	doctrinaire	niche
apropos	éclat	papier maché
attaché	élite	per annum
bas-relief	ennui	per capita
beau-ideal	entrée	per cent
bric-à-brac	exposé	personnel
café	façade	pro and con(tra)
chargé d'affaires	facsimile	protégé
chiaroscuro	fête	queue
clientèle	habitué	régime
confrère	innuendo	rendezvous
connoisseur	levee	résumé
cortège	literati	réveillé
coryphée	littérateur	rôle
criterion (-a)	massage	savant
cul-de-sac	matinée	sobriquet
data	mêlée	soirée
débris	menu	tête-à-tête
début	motif	umlaut
décolleté	naïve	valet de chambre
dénouement	née	via
dépôt (= depository)	negligee	vis-à-vis

Titles of books, pamphlets, etc., in prefaces, introductions, footnotes, and end-notes, and in Educational Department publications, unless otherwise indicated, in both text and footnotes. Also in the text in cases where the copy is so marked, and special instructions have been given to follow the copy.

Names of genera and species in zoölogical and botanical matter, and names of stars in constellations in astronomical matter. Medical terms are not italicized.

The words *See* and *See also*, when used for purposes of cross-reference in indexes.

Letters used to indicate subdivisions; as, (a) (b) (c). And a, b, c, etc., affixed to figures; as, 114a.

Letters used in algebraic and other mathematical work.

¹ See also the list of Latin abbreviations on page 7 *supra*.

Italicize —

Letters in mottoes to illustrations, or in the text referring to corresponding letters in accompanying illustrations.

References to particular letters; as “the letter *a*”; “the cockney dropping of the *h*.”

The word **continued** in headlines or titles; and **To be continued** at the end of an installment of a serial in periodicals.

The words, phrases, and abbreviations used in literary and legal references, and in indicating English money, as specified in the section on Abbreviations, pages 6 and 7.

PUNCTUATION

In the following pages we have noted the preference of The Riverside Press in matters of punctuation that come up frequently. Where the punctuation of a manuscript is consistent, and when the sense of the text is not affected, the punctuation should not be changed.

Unless directions to the contrary are given, all punctuation marks should be printed in the same style or font of type as the word or letter immediately preceding them. In italics, where an abbreviation is used, with a semicolon, colon, exclamation, or interrogation point immediately following, do not use an italic mark; as, *Ibid.*; *et seq.*; where quotes follow an italic word, and the punctuation mark properly falls outside the quotes, do not use an italic mark.

The Period

Use after abbreviations, with the exception of chemical symbols, the format of books, the phrase per cent, and roman numerals.

Use between hours and minutes in time indications, and for decimal points: 8.30 P.M.; 18.5.

Omit after running-heads, centred headlines, cut-in heads, and box-heads in tables.

Omit in title-page and other display matter unless especially directed to retain.

Use an en leader instead of a period in tabular composition unless the thin period is necessary to gain space.

The period is always placed inside quotation marks; and inside parentheses when the matter inclosed is an independent sentence, otherwise outside.

The Exclamation

Is used —

After interjections and all words, phrases, and sentences that express great surprise, strong emotion, or forcible command. |

Generally in parentheses, to express sarcasm, or contempt. |

Inside the quotation marks when part of the quotation; otherwise outside.

The Interrogation

Is used —

After every sentence or expression asking a direct question.

Inclosed in parentheses, to express doubt or uncertainty.

Inside the quotation marks when it is a part of the quotation; otherwise outside.

The Colon

Is used —

Before statements or specifications introduced by a general statement, or by such words as **thus** or **as follows**.

Before a long and formal quotation.

Before a series of details in apposition with some general term; as, **The three families into which mankind is divided: Caucasian, Mongolian, and Negro.**

After the salutatory phrase at the beginning of a letter, if, for special reasons, this phrase is not run in. The usual office practice is to run such salutatory phrase in, with a comma and an em dash, the body of the letter following.

After the introductory remark of a speaker, addressing the chairman or the audience.

Between the place of publication and the publisher's name in literary references; as, **Boston: Houghton Mifflin Company.**

Inside the quotation marks when it is a part of the quotation; otherwise outside.

The Semicolon

Is used —

In a compound sentence, between clauses that are not joined by a conjunction; as, —

“The army was made up of various elements, — more or less cöordinate: dismounted cavalry, called the ‘horse infantry’; zouaves, in their picturesque red jackets and baggy trousers; artillerymen; and a few troops of cavalry.”

Between clauses of a compound sentence that form a series dependent on the opening words of the sentence; as, —

“I shall relate how the settlement was . . . defended against foreign and domestic enemies; how, under that settlement, the authority of law and the security of property . . . never before known; how our country . . . rose to the place of umpire . . .; how her opulence and her martial glory grew together.”

The Semicolon is used —

Between clauses of a compound sentence that are joined by a single conjunction, when a more decided pause than a comma would furnish is desirable; as, —

“They found it a barbarous jargon; they fixed it in writing; and they employed it in legislation, in romance, and in poetry.”

To separate two or more coördinate members of a sentence, when those members have commas within themselves.

“Soon his face grew black; his eyes, strangely altered, turned in his head; he uttered a cry, staggered, and fell.”

To separate two members of a sentence when a comma would not make the relation between them clear.

“They had established the Calvinistic doctrine, discipline, and worship; and they made little distinction between popery and prelacy, the Mass and the Book of Common Prayer.”

To separate members of a sentence that are complex, or loosely connected, or that contain commas.

“The defendant filed a plea of justification, alleging that the plaintiff was asking for election to a public office of responsibility; that his moral character was of such a nature as to make his election a great injury to the public, and that the public good required an open discussion of his character, and also of his ability and integrity; that the defendant, in criticizing his character, was acting within his rights, so long as he did not pervert or grossly exaggerate facts or accuse the plaintiff falsely; that,” etc.

Before *as*, *namely*, *thus*, and similar connectives, when these words introduce examples, illustrations, or particulars.

“The plaintiff charges that the defendant has failed in the performance of his contract in these particulars; namely:”
 “Names of special creeds and confessions of faith; as, Apostles’ Creed, etc.”

Always outside quotation marks.

The Comma**Is used —**

To separate proper names belonging to different individuals or places; as, *To John, Smith was always kind.*

To separate two numbers. In 1911, 100 in the shade was common over the Northern States early in July.

The Comma is used —

To separate a direct quotation, maxim, or similar expression, from the preceding part of the sentence. **Grant nobly said, "Let us have peace."**

To separate month and year, and similar time divisions. **November, 1910.**

Before **and, or, and nor**, connecting the last two links in a sequence of three or more. **Tom, Dick, and Harry.**

Before the abbreviation etc.

Before **not**, introducing an antithetical clause. **The quarrel was brought on, not because either really cared much about the matter in dispute, but because of a latent antagonism between them.**

Before **of**, in connection with residence or position, except in cases in which the place name practically has become a part of the person's name. **Mr. Jones, of New York; Philip of Anjou.**

After a participial clause, especially if it contains an explanation of the main clause. **Being very tired, John did not hear him.**

After **here and there and now and then** when they introduce contrasted clauses. **Here, we have a complete and rounded argument; there, a loose, badly constructed, unintelligent view, badly expressed.**

After such words as **again, now, why**, and the like, when they introduce a sentence, and refer, not to any particular word, but to the whole proposition.

Before and after parenthetical clauses not inclosed in parentheses. **The increase of wealth and the extension of trade produced, together with immense good, some evils from which poor and rude societies are free.**

To indicate the omission of a word or words, — the repetition of which is not essential to the meaning, — unless the construction is smooth enough to dispense with the comma. **In Massachusetts the legislature meets annually; in Ohio, once in two years.**

To point off sums consisting of five figures or more. In tabular work, where the figures in the column run up to five or more, use the comma with four figures also. The comma is never used in piece fractions.

Followed by an em dash, after the salutatory phrase at the beginning of a letter, if run in with the body of the letter; but if for special reasons the phrase is not run in, a colon and an em dash should be used.

The Comma is used —

Between chapter and verse in the citation of Scripture passages, using Roman numerals (small caps) for the chapter. **Gen. viii, 16-18; Luke iv, 4; Exod. i, 22.**

Inside the quotation marks, always.

Do not use a comma where **and, or, and nor** serve to connect the links in a brief and close-knit phrase. **A man good and noble and true. I do not remember who wrote the stanza — whether it was Shelley or Keats or Moore.**

Do not use a comma before a parenthesis or bracket, except in quoted matter.

The Apostrophe**Is used —**

As the sign of the possessive case; is attached to nouns only, and never to the pronouns, **his, hers, its, ours, or theirs.** With nouns in the singular number and those in the plural not ending in **s**, the apostrophe precedes the **s**; as, **boy's glove, men's manners.** The apostrophe follows the **s** with plural nouns ending in **s**; as, **boys' skates.** In forming the possessive case of proper nouns in the singular number ending in **s**, or the **s** sound, add the **'s**, save in the few cases where the additional **s** makes an objectionable hissing sound; as, **Moses' law; Jesus' death; for conscience' sake; Adams's works; Dickens's sons.** Use the apostrophe only in the ancient proper names ending in **es**; as, **Ceres' rites; Xerxes' fleet; Aristides' exile; Thucydides' History.**

To show the omission of figures in dates; as, **the gold-seekers of '49; the boys of '61.**

To mark the omission of a letter or letters in the contraction of a word. Use a 5-em space in such forms as **it's, 't is, 't was, 't will, 't would, he 'll, I 'd, you 'd, etc.;** but use no space where the apostrophe stands for the omission of a letter in the middle of a word, as, **ain't, can't, don't, shan't, won't.**

In such phrases as, **Cross your t's; dot your i's.**

The Dash

Use an em dash with a colon or a comma, where quoted matter following begins a new paragraph, but not where the matter is run in.

The Dash

Two dashes are frequently used as equivalent to parentheses; the author's choice should be consulted.

In connecting consecutive numbers, omit the hundreds from the second number; if the next to the last figure in the first number is a cipher, repeat this in the second number. Use an en dash. For example, **pp. 224-29; 1904-09.**

Use an en dash as a hyphen in a line consisting of capitals.

Set the em dash off from the text with 5-em spaces. No spaces are used with an en dash.

Use an em dash where a sentence is interrupted or ends abruptly.

Use a 2-em dash to indicate the omission of the whole or a part of a word or name which it is not desired to print in full.

Quotation Marks

Double quotation marks are used for primary quotation; for a quotation within a quotation, single; going back to double for the third, to single for the fourth, etc. The marks should be separated by a thin space from the adjacent letters or marks of punctuation. No space is needed, however, between a **comma** or **period** and the apostrophes closing the quotation.

Quote —

A word or phrase accompanied by its definition; as, "**Drop-fo**lio" means a page number at the foot of a page.

An unusual, technical, or ironical word or phrase in the text, whether or not accompanied by a word like **so-called**, directing attention to it.

A word or phrase to which attention is particularly directed; as, The words "**liberty**" and "**freedom**" and "**the people**" fall glibly from the lips of the demagogue.

Titles of publications — books, plays, poems, pamphlets, and periodicals — mentioned in the text. In titles of periodicals, do not treat "**the**" as part of the name — print, "**The following item is from the 'Boston Herald' of July 10**"; "**The last number of the 'Atlantic Monthly.'**" Do not quote names of books of the Bible. See sections on Italics and Footnotes.

Cited titles of subdivisions, e.g., parts, books, chapters, etc., of publications. Titles of articles, lectures, sermons, etc.

Print names of all kinds of boats or ships, and titles of paintings and of sculpture, in plain roman type without quotes.

Poetical Extracts. The quotation marks should be ranged outside the capitals where the width of the page will allow it without turning over lines. In quoting poetical extracts of more than one stanza, the opening quotation marks should be used at the beginning of each stanza, the closing marks only at the end of the extract.

In sentences terminating in the close of a quotation and an exclamation point or an interrogation point, do not quote the punctuation mark unless it is part of the quotation: —

How absurd to call this stripling a " man "!

But

He cried out, " Wake up! something is going wrong! "

Can we by any mistake call him a " man "?

But

One is crazed by his " Now, then, where am I to go? "

Quotation marks should always include ellipses; also etc., when it otherwise would not be clear that etc. stands for an omitted part of the matter quoted.

Do not quote **prose extracts** set in a smaller type than the text or in italics.

Do not quote **complete letters**, having the date, address, and signature, unless especially directed.

Do not use quotation marks, or an apostrophe to show a contracted form, before a display **initial letter** at the beginning of a chapter.

Parentheses

Inclose in parentheses figures or letters used to mark divisions of a subject discussed in the text.

In text matter, if, following a direct quotation, the reference is given to the author, title of work, or both, inclose in parentheses. If the quotation is but a single sentence or phrase, join the parenthetical credit closely without other mark of punctuation; if the quotation consists of two or more sentences, punctuation mark should end the quotation. In the latter case, a period should follow the credit given to the source of the quotation *inside* the closing parenthesis. For example: —

"Birmingham had not been thought of sufficient importance

to send a member to Oliver's Parliament" (Macaulay, "History of England," vol. I, p. 267). "Yet the manufacturers of Birmingham were already a busy and thriving race. They boasted that their hardware was highly esteemed, not indeed, as now, at Pekin and Lima, at Bokhara and Timbuctoo, but in London, and even as far off as Ireland. They had acquired a less honorable renown as coiners of bad money." (Macaulay, "History of England," vol. I, p. 267.)

A better practice is to give the credit as a footnote in such cases, and this is much more usual.

In direct quotations *do not* use parentheses to indicate matter interpolated by the editor, for explanatory or other purposes; brackets should be used always for such purposes.

Quotation marks should be included *inside* parentheses unless the parentheses are a part of the quotation.

Brackets

Inclose in brackets an explanation or note to indicate an interpolation in a quotation, to rectify a mistake, to supply an omission, and for parentheses within parenthetical matter.

Use brackets with such expressions as "To be continued," at the end, and "Continued" or "Continued from," at the beginning, of articles, chapters, etc.

Ellipses Marks

Are used—

To indicate the omission of one or more words.

To show ellipsis, use three periods separated by en quads. If the sentence ends with a period do not include this in the three points of the ellipsis. Where a whole paragraph or paragraphs, or in poetry a complete line or lines, are omitted, insert a full line of periods separated by 2-em quads. An ellipsis should be treated as a part of a quotation, and consequently should be inclosed in the quotation marks.

The Hyphen

Compound adjectives generally take the hyphen; as, a **twelve-inch main**, **asked-for opinion**, **sea-island cotton**, etc.

Use the hyphen where a present or past participle is com-

bined with a noun or an adjective; as, **soul-killing witches, sap-consuming winter.**

Use the hyphen where **above, ill, so, or well** is joined with a participial adjective to form an epithet preceding a noun; as, **above-mentioned book, well-dealing countryman; but, the book above mentioned.**

Adverbs ending in **-ly** are not compounded with adjectives which they qualify; as, **a nicely kept lawn.**

When used adjectively, the expressions **first-class, second-class, etc.**, are printed with the hyphen; as, **a first-class passage; but, a man of the first class.**

Use a hyphen when a present participle is united (1) with a noun, forming a new noun with a meaning different from that conveyed by the two words, taken separately; (2) with a preposition used absolutely, to form a noun: **boarding-house, dining-room, sleeping-car, dwelling-place, stumbling-block; the bringing-on or the putting-off of difficulties.**

In all cases not covered by the above rules the use of the hyphen is to be governed by the International Dictionary.

SPELLING

Unless other instructions are given, follow Webster's International Dictionary. When that dictionary recognizes two forms, use the form given in the list below. If copy is prepared consistently, however, do not change the author's spelling.

abatis	councilor	good-bye	pendant (adj.)
accounter, -ed, -ing	counseled, -ing	graveled, -ing	pendent (n.)
ædile	counselor	gray	pickaxe
æon	cozy	guerrilla	plough (n. and v.)
æsthete	crenelated	guild	postilion
æsthetic	curtsy	gypsy	practice (n. and v.)
æstival	cyclopædia	hæmal	pretense
ætiology	debonair	hæmatic	programme
aluminum	defense	hæmatite	pygmy
ambassador	delf	hæmoglobin	quartette
amphitheater	demarcation	hallelujah	quintette
anæmia	diæresis	hemorrhage	reconnoiter, -ed,
anæmic	diarrhœa	Hindu	-ing
anæsthesia	dike	Hindustani	reinforce
anæsthetic	dinghy	homœopathy	remould
aposteme	disk	inclose	reverie
archæology	dispatch	inclosure	rhyme
asafœtida	distill	indorse	saber, -ed, -ing
ascendant, -ance	dominoes	indorsement	saltpeter
astrakhan	draft	indorser	savior
axe	droshky	install, -ment	Saviour
aye (yes)	drought	insure	scepter
bandannas	dueling, -ist	kidnaped -er, -ing	scimitar
baritone	dullness	knickknacks	sepulcher
Bastille	eerie	libeled, -ing, -ous	sextette
bazaar	embroil	litre	shyly
behoove	ensnare	luster	skeptic
biased	enthrall, -ment	maneuver	skillful
biasing	entrust	maneuvered	slyly
blond (masc.)	epaulet, -ed	maneuverer	smoulder
blonde (fem.)	escallop	maneuvering	somber
bogey	fæcal	marveled, -ing,	specter
boulder	fæces	-ous	spoony
burgeon	fetish	maugre	squirearchy
caliber	fiber	meager	stadholder
calk	flunky	mediæval	stanch
canceled, -ing	focused, -ing	metre	syrup
cancellation	foeticide	millionaire	theater
cantilever	foetus	miter	tranquilize
caravansary	fogy	moult	transship
cartouche	foregather	mould	traveler, -ed, -ing
caviled, -ing	frizz	mustache	wainscoted, -ing
center	frowzy	naught	whiskey
chicory	fulfill, -ment	niter	whizz
clerestory	fullness	ocher	whopper
clue	gauge	offense	willful
cœliac	gayety	orthopædic	woeful
coolie	gayly	partisan	woolen
cotillion	glycerine	peddler	worshiper, -ed, -ing

SPELL WITH -ise

advertise
advise
affranchise
apprise
chastise
circumcise
comprise
compromise
demise
despise
devise

disfranchise
disguise
emprise
enfranchise
enterprise
excise
exercise
exorcise
franchise
improvise

incise
manuprise
merchandise
promise
premise
reprise
revise
supervise
surmise
surprise

SPELL WITH -ize OR -yze

aggrandize
agonize
analyze
anatomize
anglicize
apologize
apostrophize
appetizing
authorize
baptize
brutalize
canonize
catechize
catholicize
cauterize
centralize
characterize
christianize
civilize
classicize
colonize
criticize
crystallize
demoralize
deputize
dogmatize
economize
emphasize
energize
epitomize
equalize
eulogize
evangelize
extemporize
familiarize

fertilize
fossilize
fraternize
galvanize
generalize
gormandize
harmonize
hellenize
immortalize
italicize
jeopardize
legalize
liberalize
localize
magnetize
memorialize
mesmerize
metamorphize
methodize
minimize
modernize
monopolize
moralize
nationalize
naturalize
neutralize
organize
ostracize
oxidize
paralyze
particularize
pasteurize
patronize
philosophize
plagiarize

polarize
professionalize
protestantize
pulverize
realize
recognize
reorganize
revolutionize
satirize
scandalize
scrutinize
signalize
solemnize
soliloquize
specialize
spiritualize
standardize
stigmatize
subsidize
summarize
syllogize
symbolize
sympathize
tantalyze
temporize
tranquillize
tyrannize
utilize
vaporize
visualize
vitalize
vocalize
vulcanize
vulgarize

Nouns ending in o form the plural by adding s if the singular ends in o preceded by a vowel; e.g., **bamboo**, **bamboos**; **cameo**, **cameos**; **embryo**, **embryos**; if the singular ending is in o preceded by a consonant, by adding es; e.g., **buffalo**, **buffaloes**; **desperado**, **desperadoes**; **echo**, **echoes**; **hero**, **heroes**; **motto**, **mottoes**; **potato**, **potatoes**.

The following nouns are exceptional, and form the plural by simply adding *s*: —

albino	duodecimo	piano	solo
canto	halo	proviso	stiletto
cento	lasso	quarto	torso
domino (when not the game)	memento	salvo	tyro
	octavo	sirocco	

When the prefixes “co-,” “re-,” “pre-,” are followed by the same vowel, use the diæresis-marked vowel for the second one, without the hyphen; as, “coördinate,” “reëlection,” “preëminent.” If the prefix comes at the end of a line, with the hyphen, the diæresis is not to be used. The diæresis is not to be used in words beginning with “aer”; as, **aeroplane**, **aery**, **aerial**, etc.

Before sounded *h*, long *u*, and the word “one,” use *a* as the form of the indefinite article; as, **a hotel**, **a history**, **a union**, **such a one**.

Use the diphthong *æ* and *œ* in Latin quotations and in quotations from Old English or French.

In vocative forms of address, use “O” (capitalized), without a comma following; for an exclamation, use “oh,” followed by a comma, but capitalized only at beginning of sentences.

Worcester Spellings

In this list will be found the preferred Worcester spellings, not adopted by the Riverside Press, where they differ from the International Dictionary.

accoutre	enamour	lodgement	sabre
amphitheatre	enclose	lustre	saltpetre
apparelled	enrolment	manœuvre	sceptre
ay (yes)	equalled, -ling	marvellous	sceptic
biassed, -sing	fetich	meagre	sepulchre
calibre	fibre	millionnaire	Shakespearian
carolled	focussed, -sing	mitre	shrivelled, -ling
centre	frescos	modelled, -ling	skilful
chiccorry	fulfil	nitre	sombre
cimeter	fulness	ochre	spectre
cosey, cosily	gaol	offence	sulphuretted
councillor	gramme	pacha	theatre
counsellor	grottos	pedler	travelled, -ler
crenellated	guerilla	porticos	vice (a tool)
defence	imperilled, -ling	practise (v.)	villanous, -y
despatch	instalment	pretence	wilful
dishevelled	instil	quarrelled, -ling	woful
distil	jewellery	reconnoitre	woollen
dominos (a game)	kidnapped	revery	worshipped, -per
duiness	libelled, -lous	rivalled, -ling	

English Spellings

In the English style of spelling, many words which, in American usage, end in *or*, end in *our*. Words thus ending in *our* are:—

arbour	discolour	invigour	rumour
ardour	dolour	labour	savour
armour	endeavour	misbehaviour	splendour
behaviour	favour	misdeemeanour	succour
candour	fervour	neighbour	tabour
clamour	flavour	odour	tumour
clangour	harbour	parlour	valour
colour	honour	rancour	vapour
demeanour	humour	rigour	vigour

Under instructions to “use English spelling,” the above forms are to be used; also the following:—

cheque (on a bank)	dreamt	grey	premiss (in logic)
chequered	faggot	inflexion	waggon
connexion	forgather	jewellery	
	forgo	leapt	

Proper Names.

Correct spellings are here given. Where two or more forms of the same name are given, it is to be understood that each is equally correct, and the copy form is to be followed.

à Becket (Thomas)	Biglow Papers
à Beckett (A. W. and G. A.)	Bischof (K. Ct.)
Acadia (Nova Scotia)	Bischoff (T. L. W.)
Adeler (Mary)	Björnson (Björnstjerne)
Adler (Rabbi)	Bonheur (Rosa)
Air (Point of), N. Wales	Britannia
Allan-a-Dale	Brittany
Allan Poe (Edgar)	Brobdingnag
Allegany County (Md.)	Brookline (Mass.)
Alleghany Mountains	Brooklyn (N. Y.)
Allegheny City and River	Brooks (Phillips)
All Souls College (Oxford)	Burdette (Robert J.)
Alma Tadema (Lawrence)	Carey (Matthew)
Alma Tadema (Miss Laurence)	Caribbean Sea
Andersen (Hans C.)	Caribbees
Apennines	Cariboo (B. C.)
Appalachians	Caribou (Idaho)
Arcadia (poetic)	Carlisle (J. G.) †
Austen (Jane, English novelist)	Carlyle (Thomas)
Austin (Jane G., American novelist)	Carnegie Institution
Ayre (Point of), Isle of Man	Cary (Phœbe)
Bastille	Charleston (S. C.)
Baylis (T. H., writer)	Charlestown (Mass.)
Bayliss (Sir Wyke, painter)	Chile or Chili
Berthallet (C. L., chemist)	Colombia (So. America)
Berthelot (P. E. M., chemist)	Coverley (Sir Roger de)
Beverly (Eng.)	Danzig or Dantzic
Beverly (Mass.)	Davy (Sir Humphry)

- Defoe (Daniel)
 De Quincey (Thomas)
 Douglas (Stephen A.)
 Douglass (Frederick)
 Dutchess County (N. Y.)
 Easthampton (Mass.)
 Eifel River
 Eiffel Tower
 Eliot (George, novelist)
 Eliot (Charles W.)
 Elliot (Daniel Giraud)
 Elliot (George Thompson)
 Elliot (Henry Rutherford)
 Elliott (A. Marshall)
 Elliott (Jonathan)
 Elliott (Maud Howe)
 Elliott (Maxine)
 Ericsson (John)
 Fénelon
 Field (Cyrus W.)
 Field (Eugene)
 Fielde (Adèle Marion)
 Fields (Annie Adams)
 Fields (James T.)
 Fisk (Herbert Franklin)
 Fiske (John)
 Fiske (Minnie Maddern)
 FitzGerald (Edward)
 Gérôme
 Gray (Thomas)
 Greeley (Horace)
 Greeley (Major-General)
 Green (J. R.)
 Greene (Robert)
 Grey (Lady Jane)
 Grey (Earl)
 Harrison (Frederic)
 Harte (Francis Bret)
 Hobbes (John Oliver)
 Hobbes (Thomas)
 Humphrey (Duke)
 Hutton (Laurence)
 Ixtlilxochitl (Mexican historian)
 Iyeyasu (Japanese statesman)
 Jansen (Cornelius, theologian)
 Janssen (Cornelius, painter)
 Janssens (Abraham, painter)
 Jefferies (Richard, naturalist)
 Jeffrey (Lord, critic)
 Jeffreys (George, Lord, judge)
 Jeffreys (Miss Ellis, actress)
 Jeffries (Maud, actress)
 Johannesburg (S. Africa)
 Johannesburg (Prussia)
 Johns Hopkins University
 Johnston (Albert Sidney)
 Johnston (Joseph E.)
 Johnson (Doctor Samuel)
 Jonson (Ben)
 Kamchatka
 Kaufmann (Angelica, painter)
 Kauffmann (C., Russian general)
 Kouropatkin (Russian general)
 Leipsic or Leipzig
 Lenox Library
 Lenox (Mass.)
 Lichfield (England)
 Litchfield (Connecticut)
 Livingston (Chancellor)
 Livingstone (David)
 Luxembourg (Palace, Gardens)
 Luxemburg (Belgian province);
 Magdalen College (Oxford)
 Magdalene College (Cambridge)
 Mitchell (Donald G.)
 Mitchill (Samuel L.)
 Morris (Gouverneur)
 Newcastle (Del.)
 New Castle (Ind. and N. H.)
 Northampton (Mass.)
 North Hampton (N. H.)
 Nuremberg or Nürnberg
 Oliphant (Laurence)
 Peking
 Philips (Ambrose)
 Phillips (Wendell)
 Procter (Adelaide)
 Pyrenees
 Read (Thomas B., poet)
 Reade (Charles, novelist)
 Reed (Thomas B., statesman)
 Reid (Thomas)
 Reid (Whitelaw)
 Revue des Deux Mondes
 Rhead (Louis)
 Rheims
 Shakespeare¹
 Shakspeare¹
 Shakspere¹
 Shakespearean or Shaksperian
 Sidney (Sir Philip)
 Smith (Sydney)
 Smithsonian Institution
 Southampton (Eng. and Mass.)
 South Hampton (N. H.)
 Spencer (Herbert)
 Spenser (Edmund)
 Stephens (Alexander H.)
 Stephens (Ann Sophia)
 Stephens (John Lloyd)
 Stephenson (George, engineer)
 Stephenson (Isaac)
 Stephenson (Robert, English engineer)
 Sterling (John)
 Sterne (Laurence)
 Stevens (Abel)

¹ These three spellings are all authorized, and whichever one the copy has used consistently may be followed. The first is the form preferred by The Riverside Press. Divide Shake-speare, Shak-speare, or Shak-spere.

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