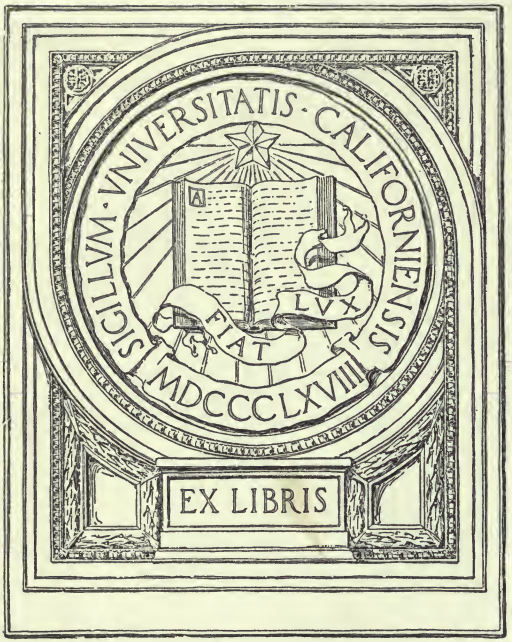

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# THE MAGAZINE STYLE-CODE

BY

LEIGH H. IRVINE

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CROWN PUBLISHING CO.
SAN FRANCISCO
1906

PRINTERS LITHOGRAPHERS ENGRAVERS
22 Clay Street, San Francisco, Cal.

# THE MAGAZINE STYLE-CODE

A MANUAL FOR THE GUIDANCE OF AUTHORS, REPORTERS, TYPEWRITERS, MINISTERS, LAWYERS, PROOFREADERS, COMPOSITORS, PUBLISHERS, AND ALL WHO WRITE.

LARGELY CODIFIED FROM THE SYSTEM OF THEODORE LOW DE VINNE, FROM THE CENTURY MAGAZINE, THE CENTURY COMPANY'S BOOKS, AND THE TREATISES OF F. HORACE TEALL.

ABBREVIATIONS, THE USE OF CAPITAL LETTERS, COMPOUND WORDS, ETC., FULLY ILLUSTRATED AND EXPLAINED.

BY

LEIGH H. IRVINE, 1863 -

*Author of The New California, An Affair in the South Seas, The Writer's Blue Book, and Other Works.*

CROWN PUBLISHING COMPANY

SAN FRANCISCO.

1906.

DEDICATED

TO

THEODORE LOW DE VINNE,

WHOSE WORKS ON TYPOGRAPHY HAVE BEEN
THE AUTHOR'S GUIDE AND INSPIRA-
TION IN THE PREPARATION OF
THIS LITTLE BOOK.

## SOURCES OF AUTHORITY.

**1.** It is to be regretted that every publishing-house does not start on the principle that a thorough system of doing things right should precede the turning out of printed matter; but the press of business is so great, the demands for 'rush work' are so many, that system comes last, if at all. Managers are busy with the cash account and the pay-roll, for which reason a great deal is left to chance.

Thus it falls that the negligence, incompetence, or preoccupation of printing-office managers makes good systems of typography the exception rather than the rule. It is a reflection on the art preservative that the slipshod methods and unscholarly composition of the daily newspaper type often corrupt the pages of trade- and class-publications, as well as of magazines and books. See paragraph 45 of this book for an explanation of the use of hyphens in the foregoing sentence. See paragraph 68 for the use of single quote-marks herein.

The hurried work of newspapermen may be partly excused on the ground of haste, yet in another sense it requires no more time to do a thing the right way than to do it the wrong way.

Printing-houses that pretend to turn out careful work, such as publishing books and periodicals, should follow some model of unquestioned authority; but as proper exemplars are not often at hand, the daily newspaper, being omnipresent, is taken for a pattern.

The purpose of this handbook is to furnish a guide based on the scholarship and technical knowledge of some of the world's greatest authors and printers. As blunders and inconsistencies creep into print everywhere, even when special care is taken to avoid them, the author expects this very work to be an example of the mistakes it warns others to avoid. Such shortcomings as here appear, however, should serve to emphasize the need of great pains by all who write and print.

Some years ago it fell to the author to harmonize the style-codes of three printing-houses that were doing work for him. In seeking a model of accuracy and typographical neatness the system expounded by Theodore Low De Vinne, used by the *Century Magazine* and the Century Company, was chosen.

It was discovered that there never has been any formal style-code in use by the De Vinne-Century printers. They have learned the style by studying De Vinne's *Correct Composition* and like works of his on typography. Office experience teaches printers the written and unwritten laws of the De Vinne code.

The method of the Century printers has been largely the method of the author of this manual. By correspondence with Mr. De Vinne, by studying his books, and by the practical application of his rules to the work of many offices the writer has come to know his methods, which are believed to be the simplest and most scholarly in use in the United States to-day. More than eighty per cent of the rules herein expounded are codified from the works of De Vinne, or gleaned from Teall and similar sources of indisputable authority. The work of the Chicago Proofreaders' Association has been found helpful in the compounding of words.

System is as necessary in a printing-house as in a bank, and classification and obedience to the law of the office are absolutely essential to the production of correct composition. Since many editors and patrons, authors and others are usually either careless or untrained in the art of preparing copy, the printer must be ex-

tremely painstaking and methodic, or his work will be censured, and he will be blamed for every fault that shows itself in 'cold type.' The owners of newspapers printed at other men's offices are especially unreasonable when mistakes occur. No matter how careless such customers are with their work, they expect the printer to be infallible. Every publisher of wide experience will corroborate this statement. The skilful writer expects reasonable accuracy, the ignoramus wants printers to be Macaulays and mind-readers as well.

2. **Why Style-codes are Necessary.** Style-codes are necessary because much of the copy that is presented to printers is neither written nor edited with reference to accuracy, consistency, or the rules of orderly typography. Indeed much copy is not edited at all; it reaches the case or the machine with its original crudities thick upon it, and if blunders are discovered by the public the slovenly authors defend themselves by charging them to 'errors of the types,' or blunders of the printers. On account of the general carelessness of writers, style-codes are necessary; they enable printers and proofreaders to hold writers within reasonable bounds. If all things were written just as they should be printed, style-codes would be useless.

**3. Edited Manuscripts Save Money.** Just as short words and short, simple sentences save the time and energy required to gather the meaning that would be clouded by the use of long, involved sentences, so clearly written and accurately prepared manuscripts save time, energy, and money in the printing-office.

Typewritten copy is almost a necessity in this busy age, but whether penned or typed, manuscripts should be consistent in style, and above all readily legible. Fast typesetting machines should not be made slow and expensive by the carelessness and indistinct manuscripts of editors and other writers for the press.

**4. Uniformity is Essential to Success.** Uniformity in the method of using capital letters, compound words, punctuation marks, etc., is essential where any care is taken with printed matter. It is astonishing that many editors, reporters, ministers, lawyers, and others who write for publication are not only ignorant of typographical niceties, but of fundamentals as well. Going further, it may be said that many printing-houses are conducted in a haphazard way, as if uniformity and accuracy were luxuries beyond price. Even under the best system, contradictions and other errors are certain to abound. The best that can be expected is to reduce blunders to the minimum.

**5. Passing the Blame to Printers.** Many writers pass the responsibility and the blame to printers. This is a slovenly and unreasonable course. Printers do not agree, some are incompetent, all are busy with other details than editing copy, and it is not the duty of printers to correct the blunders of writers. Again, a printer may see but a fraction of a given manuscript, and may not know, unless there is an office style-card, what system is the author's desire. A style-card will show printers the way out of many dark places, and will overcome many of the obstacles presented by the copy of untrained editors and writers. In well-arranged offices, however, the compositor's right to make changes is a limited one.

It is the duty of typographers to follow copy unless there is a clear inadvertence, such as going **too** town instead of **to** town, for example. Writers should understand that printers, though often highly competent to write or edit manuscripts better than those who present them as copy, are too busy at the case or the machine to stop and edit copy, form a style-code, consult dictionaries, verify quotations, harmonize discrepancies, and prevent the blunders of writers in general. If nobody edits copy, one of two things happens—the blunders are put into type for the public eye,

or they are corrected by the proofreader. The former course destroys the printer's reputation, the latter adds to the cost of work.

**6. Making Copy is an Art.** The world's universities do not teach how to prepare copy for printers. Often college men are not only poor writers of English, but they are as careless of the niceties of typography as are printers in most houses, editors of some publications, ministers, school-teachers, reporters, and public officers. In most manuscripts inconsistencies abound. Numbers, for example, should be spelled out, or written in arabic or in roman numerals, yet the three methods are sometimes seen on one page of copy.

**7. Uniform Methods Throughout.** Abbreviations, the use of italic, of smaller bodies of types, of varying measures, of bold-face, light-faced antique, and like typographical methods for indicating headings, cut-in notes, emphatic words, etc., should be under some definite and sensible plan.

**8. Points for Writers.** Paper for linotype operators as well as that for hand-compositors should be about the size of commercial note, and the writing should run the long way of the page, the reason being that sheets of the commercial note size fit into the machine 'copy-holder' very neatly. Good margins should be

left at the top and sides, this for side-notes and catch-lines for headings. Names of persons, etc., should be 'printed out' carefully in manuscripts, and interlineations should be avoided. Blind hands have always caused infinite trouble in printing-houses. (Consult 'blind' in the *Standard Dictionary.*)

9. **Style-codes Should be Mastered.** Those in authority in publishing-houses and elsewhere should compel reporters, editors, printers, proofreaders, and others whose duty it is to know **style** to master the office code. In many instances the carelessness of writers adds to the cost of production in every other department of publishing. Strangely, however, many writers assume offhand that anybody can capitalize words correctly and uniformly. Such writers jump to conclusions in the most reckless way imaginable. Their methods and definitions are no more correct than were the definitions given by a band of amateur scientists who described a crab in answer to the great Cuvier's question. They said a crab was a small, red fish that walks backward. "A perfect definition," said Cuvier, "except that the crab is not a fish, is not red, and does not walk backward."

10. **Office Dictionary Should Govern.** One dictionary should be selected as the sovereign

guide in every printing-house. If some things in the chosen dictionary seem wrong there should be a list or card of variations from authority. For many reasons the author of this little book prefers the *Standard Dictionary* to all others. It seems to have, among other things, the most consistent and thorough method of compounding words. Its spellings are the simplest, its pronunciations the most rational. The incomparable work of F. Horace Teall shines in the department that deals with the important subject of compounding English words. Teall's *English Compound Words and Phrases* should be before every editor. As elsewhere explained, his system is a little behind the times, owing to a recent movement to solidify words. See paragraph 41.

**11. What Printers Should Edit.** There is a class of matter which printers should edit as they proceed in their work, and this they should do without delay or risk of exceeding authority. Reprint should be made to conform to the office style. Often editors have ample time to read clippings with sufficient care for acceptance, but without time or means to make such excerpts conform to the governing code. Owing to lack of marginal space and space between printed lines, there is no room for certain emendations, the changing of

compounds, and the rearrangement of capitals. For these reasons most reprint reaches the printer as it originally appeared in the 'exchange' from which it was clipped.

Even if an editor should take pains to change the style of reprint the result would be an unsatisfactory net-work of interlineations, carets, transpositions, rings, and other marks—in short, it would be bad copy. Some editors make it a rule to quote the general style of the clipping, holding that the style of the clipping is as much a part of the author's personality as are his words and sentences. Unfortunately there are usually so many contradictions and inaccuracies, so many evidences of *no style whatever*, that it is not a sensible plan to follow reprint copy. The best system is for the compositor to follow the code of his office, and the code should be so well known to him that to follow it would be a pleasure.

In many small offices, where copy-readers or copy-editors are not employed, a knowledge of the style-code by printers and proofreaders is of vital importance. It has been computed by a committee of printers of wide experience that a style-code will save from three to five per cent of the cost of composition. In offices conducted along the lines of chaos the waste of time is great.

**12. Authors are the Supreme Authority.** There is no doubt that every author has the right to dictate what shall be the typographical form of his work, but no self-respecting publisher's imprint or hall-mark ever appears on the pages of slovenly work. Even the author who demands his own way should be shown his inconsistencies and slacknesses, if they exist. The productions of some authors, who insist that copy be followed by the printer, betray lack of system before the work has reached the end of a galley; but if a writer urges that his faults be put in type his orders should be followed. Instructions are often obeyed, greatly to the amusement of everybody in the office, including the battery boy and the devil.

## ABBREVIATIONS IN GENERAL.

**13. Anno Domini** should be printed with small capitals when abbreviated as A. D.

**14. Apostrophes for Plural of Letters Wrong.** De Vinne aptly says on page 285 of *Correct Composition* that the apostrophe is not proper to express plurality. Its use in print for this purpose is the repetition of an indefensible colloquialism, even though the dictionaries record the form. Letters should be spelled as follows; aes, bees, cees, dees, ees, efs,

gees, aitches, ies, jays, kays, els, ems, ens, oes, pees, ques, ars, esses, tees, ues, vees, ws or dubleyuz, exes, wyes, zees. With the exception of esses this is the form given by the *Standard Dictionary.*

**15. Apostrophe to be Omitted.** Mida's *Criterion* and Dean's Landing need the apostrophe as a sign of possession, but when referred to as *Midas* and Deans, the apostrophe is useless, and should be omitted. Harper's Ferry, but only Harpers when used in the curtailed form for the Ferry, meaning Harper's Ferry. See De Vinne's *Correct Composition,* page 284. Consult paragraph 68 of this book.

**16. Apostrophe in Possessives.** Do not omit the apostrophe in such names as James's, Banks's, and Williams's in possessive use. It is a slovenly newspaper custom to omit apostrophes, except when the sound of a second ess makes a disagreeable hissing. Whenever the second ess is distinctly pronounced it should be inserted after the apostrophe. De Vinne, Teall, Bain, Alford, Moon, and others are firm in demanding the ess and the apostrophe whenever the sound of the second ess is given in speech. Bain says: "We say St. James's and St. Giles's, Burns's, and Douglas's." This is also the style of such magazines as the *Century.* See paragraphs 15 and 68.

**17. Arabic Numbers.** Books should be disfigured as little as possible by arabic numerals in the text. Numbers thus set are always dry and forbidding in appearance. See paragraphs 19, 24, and Words, under paragraph 27, division (16).

**18. A. M., etc.** Capital and small capital letters are not needed in abbreviating time, as a. m. and p. m. for ante meridiem and post meridiem. It is best to spell out **six o'clock,** etc. A. M. means master of arts and anno mundi. P. M. means postmaster. If **time** is meant, confusion sometimes arises. De Vinne uses the period, and says the colon is an ignorant substitution in this sense: **2.30** p. m. and **1.45** a. m., not **2:30,** or **1:45.** See De Vinne's *Correct Composition,* page 82.

**19. Ages of Persons.** Spell out the ages of persons. John Jones is not **aged** twenty-one years. He is twenty-one years **of age,** or twenty-one years old—not an **aged** person. The last use of **aged** is proper.

**20. Books.** See paragraphs 36, 52; also see division twelve under paragraph 27.

**21. Co. and Company.** Co. should be set in capitals **(CO.)** when the firm name is in capitals. The name JOHN BROWN'S Co. is unsightly. Unless **Co.** is the style of the com-

pany, or incorporation, spell out the word. In Co's no period is needed after the **o**. De Vinne's *Correct Composition,* page 291.

**22. Credits.** See paragraph 52. Credits at the end of matter are best set in italic lowercase, without any em dash to connect the credit with the quotation. See De Vinne's *Correct Composition,* page 150.

**23. Dates.** When the numeral precedes the name of the month it may be written as the **28th** of November, but when the numeral follows, it should be November **28.** In **2d, 3d,** and like abbreviations, there is no need of **n,** as in **2nd.**

**Years.** Two consecutive years should be run thus: During 1897-98, and not 1897-8. It is proper to say the heroes of '49. See paragraph 24.

**24. Figures.** Commas are not needed in four figures, as: 1897, 5798. The comma should not be inserted between figures expressive of dates, as in June, 1898.

Numbers of infrequent occurrence should be spelled out rather than put in roman numerals. The engine weighed five thousand tons, there were fifty-two gallons in the barrel, there were seventeen thousand men in the regiments. See paragraph 17.

**25. Hours.** Print 11.30 a. m., and not 11:30 a. m. Use the period rather than the colon. See paragraph 18.

**26. Month, etc.** Month, inst., prox., and ult., often abbreviated in letters, are improper in all first-class work. Spell out the name of the month, as March and January, not Mar. and Jan. Spell out days of the week.

## 27. MISCELLANEOUS.

(1) **e. g.** for exempli gratia, i. e. for id est, q. v. for quod vide, viz. for videlicet or to wit, etc. for et cetera, are barely tolerated in good work and are discarded by many houses. If authors will use such symbols they should spell them out. Italic is not needed in these examples. See De Vinne's *Correct Composition,* page 41.

(2) **Dep't,** treas., sec., gov't, and similar abbreviations are not permissible.

(3) **Do** not use Xmas and Xtns for Christmas and Christians.

(4) **MS. and MSS.** MS. for manuscript and MSS. for manuscripts. There should be no period after the **M.**

(5) **New York.** Do not use N. Y. when you refer to New York City.

(6) **Towns and Cities.** Do not abbreviate

the names of towns and cities, and avoid abbreviation of the names of states, except when they follow town and city names. See paragraph 29.

(7) **Titles.** It is a proper and decorous system to spell out doctor, professor, general, colonel, captain, major, and like titles. Good book and magazine work oppose abbreviations of such titles. Mr., Mrs., Jr., Sr., are allowed as here written.

(8) **To wit** should not be compounded.

(9) **Spell out** fort, mount, point, port, saint, etc. in every use.

(10) **Parentheses.** Inclose the names of states in parentheses when used in the following way: The Albany (N. Y.) Law School; the Milpitas (Cal.) *Gazette.* See paragraph 29.

(11) **Pet Names.** Bill, Bob, Jim, Tom, Joe, etc., are not abbreviations, and therefore they need no period after the last letter.

(12) **Quarto,** octavo, twelvemo, thirty-twomo, etc., are best, but 4to, 8vo, and twelvemo may be used, if they do not begin a sentence.

(13) **Streets.** The numerical names of streets should be spelled out, as Fifteenth Street, Twenty-second Street.

(14) **Time.** See paragraph 18. Spell out

the names of days of the week, as well as names of months.

(15) **Titles.** If John Jones has many titles following his name, it is best to set them in small capitals, as: M. D., F. R. S., PH. D., K. C. B. To set all in capitals is to give the name too little prominence. One or two titles may be set in capitals, but when there are three or four, use small capitals.

(16) **Words.** Words are preferred in legal documents, as: Jean must appear in court on the tenth of August, in the year of our Lord one thousand nine hundred and six.

(17) **PS.** PS. (for postscript or postscriptum) without a period or space between the letters. See MS., number (4), paragraph 27.

(18) **Commas Essential.** Commas are essential in certain cases where they are often omitted. Many printers seem to think it is treason to put a comma before **and** in a series of three words, and the Chicago Proofreaders' Association omits commas in such instances. The system is slovenly, however. De Vinne properly expounds the rule. On page 253 of *Correct Composition* he says: "The comma is needed when the simplicity and directness of a sentence are broken by the addition or repetition of nouns, verbs, adjectives, or adverbs

that do not qualify the words that directly follow." He cites this example: "Ulysses was wise, eloquent, cautious, and intrepid." Note the comma after **cautious.** Use the comma without hesitation when the qualifying words are more than two in number; as, the bay was calm, beautiful, and clear as crystal. The comma is sometimes erroneously omitted before the conjunction in such cases as: Jean, Lucinda and Alice have departed. There is no person whose name is Lucinda and Alice. Again, the impression may be made, by the omission of the comma, that Lucinda and Alice went together, and not with Jean.

Another point to be remembered is that when the words are not in pairs, the comma must be used, even if **or** frequently intervenes. *Correct Composition*, page 254. When the words are in pairs, connected by the word **and,** or disconnected by the word **or,** the comma is needed only at the end of each pair. *De Vinne.*

**28. Names.** Never abbreviate Jas., Jos., Thos., Geo., Wm., Theo., Chas., and other Christian names. The decorous system is to spell the names in full, except when following exact signatures in legal documents and other formal matter.

**29. Names of States.** Names of states following names of towns, except the names of

Alaska, Idaho, Iowa, Maine, Ohio, and Utah, are abbreviated as follows:

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

**30. Brackets.** Teall says that an insertion not merely disconnected, but having no effect upon the meaning of the context, should be inclosed within brackets. Examples: I swear that I was naturalized [here state name] in

Missouri. My son, I must tell you all. [Some private details are here blotted out. *Editor.*] You must keep these things secret. De Vinne says: "Parentheses always inclose remarks apparently made by the writer of the text. Brackets inclose remarks certainly made by the editor or reporter of that text." See *Correct Composition,* page 279.

**31. By-laws.** De Vinne says: "By-laws are frequently printed with the side-headings Art. 1 for Article 1, Sec. 2 for Section 2, etc., but it is better practice to print the word in full in the paragraph where it first appears, and to omit the word in subsequent paragraphs, using the proper figure only, as is customary in verses of the Bible and in hymn-books."

**32. Can not. Can not** is preferred to **cannot,** though there is authority for both forms. **Can not** and **shall not,** according to the usage of good writers, are treated as shown.

## 33. CAPITAL LETTERS IN GENERAL.

### A

Arbor Day, Decoration Day, Labor Day, Black Friday.

Ascension Day, in Bible sense.

Almighty and like terms in lieu of God.

arctic ivory and all similar mercantile uses of

such words as arctic in that sense. Even titanic and herculean, in some uses.

Arctic when referring to that region.

algebra, botany and all sciences. See sciences.

arabic when referring to letters of that name or to merchandise.

autumn unless the word is personified. Seasons are not capitalized. See seasons.

association, church, companies, political, and similar names are written in small letters, thus: trustee, councilman, supervisor, congressman, director, secretary, president, governor, superintendent, etc., unless the title precedes a surname, in which case it is capitalized as a title. If a title selected may be applied to two or more persons use the small letter, not the capital. Abbreviated expressions take the capital letter as an initial, as: **the** Union, **the** Club, **the** Church, **the** Senate, **the** Company, **the** Chamber, **the** State, **the** Nation, when such shortened expressions are clearly used in place of the full name of the body in question. The Union, if you mean of states, or if you mean a certain typographical union.

**B**

Bank Holiday, because this is its proper name as much as Wednesday is the name of a day.

Bible, and all names like Scriptures, Holy Writ.

**the** Board of Education, meaning a special one.
a board of education, meaning any one.
Bay of Naples.
a bay, meaning any one.
Baconian philosophy, because with direct reference to Bacon; but **herculean**, meaning strong, platonic, etc., unless referring directly to Plato.
Bills are capitalized, as: Pure Food Bill, Highway Bill, Labor Bill, Revenue Bill.
Buildings. Capitalize Chronicle Building, White House, Pressmen's Hall, Linotype Building, Carnegie Free Library Block, etc.

## C

Christmas and all synonyms, as Yule-tide.
city of New York, but New York City, its official name.
a city of Kentucky, or any city of a class, because common nouns.
this City, meaning San Francisco or any other place clearly meant.
a chief-justice.
the Chief-justice of Missouri.
an aged justice, or a former chief-justice.
castile soap. See merchandise.
china goods, china silk, etc. See merchandise.
cisalpine, transatlantic, etc.
county of Holt, but Holt County, its exact

name. See counties.

the County, meaning one in particular; in lieu of full name.

a county—any one.

Counties: Holt County is the name of the political division or corporation, and when **the County** is used as a shorter expression, it is clearly a synonym for the full name.

the Congress of the United States, or Congress, the Legislature.

the Congressman, meaning a special one. Several congressmen and senators were there. In this sense the nouns are common.

**Congressman** illustrates De Vinne's rule that a title not a synonym for a specified person (one only) should not begin with a capital. See Association.

Centuries take a lower-case letter: fifteenth century, nineteenth, twentieth, etc. This is an exception to the rule concerning historical epochs, but custom has made it proper.

a club, meaning any.

the Club, meaning the Century Club.

Columbia College, Stanford University, etc.

the Constitution of the United States, of any particular state or society.

a constitution, meaning any.

the Continent, meaning of Europe, or when

used as a substitute for the full name of any other continent.

coolie, negro, greaser, gringo, gipsy. See nicknames, which are never capitalized.

## D

Decoration Day, like all historic names. See Historic names.

Deity, God, Father, Son, Holy Ghost, Jehovah, Holy Spirit, **Saviour,** Creator, Providence, Heaven, when used for God, and all words that refer directly to Deity as a name. heaven and hell in ordinary use. Heaven, meaning God.

devil as an expletive.

Devil, if John Milton's is meant, also Satan, Beelzebub.

Definite Titles. When definite titles or names are shortened, like the Senate, the Club, etc., meaning a particular senate or club, use capitals. Likewise where **the** State or **the** Government means one in particular, as following a reference to California, capitals should be used. The Union, **the** Nation, etc., follow the same rule.

## E

the East, meaning an undefined geographical section.

an east wind blew, however, meaning mere direction.

the Ex-president.

an ex-president, ex-mayor, ex-governor, etc. When capitalized, the first letter of the compound takes the capital, as: Ex-president Cleveland. Many good writers prefer the expression *former* president, etc.

Erie Canal.

the earth. Though the name of a definite planet, this word is not capitalized. It is a clear exception to the rule. The sun and the moon usually go in lower-case.

**F**

Fast Day.

the Flood of the Bible.

Fourth of July.

Father, meaning God. See Deity.

fall of the year, except when personified. See seasons.

Federal Government, meaning the Government of the United States.

**G**

Golden Rule, the.

Good Friday.

God in every sense, but the gods of fable. See Deity.

the General when referring to one in particular. See official titles.

a general, any one. See official titles, definite titles, etc.

grammar, same as botany, chemistry, and other sciences.

Geographical names thus: The South Side, the East Side, the West, the Northeast, Back Bay, Tenderloin District, Monterey Bay, Missouri River, Goat Island, Gold Mountain. Sherwood's Pier, Idora Park, Ross Valley, Waverley Place.

Glacial, Triassic, etc., referring to geological uses.

the Gospels, and all like terms; Scriptures, Holy Writ, the Word.

the Governor, when in lieu of his name, or meaning one in particular.

a governor, meaning any one. See official titles.

## H

Holy Spirit, but see Deity.

Historic names, thus: Civil War, Middle Ages, Commencement Day, Lord's Day, Silurian Age, Dark Ages, the Deluge, the Victorian Era, the Renaissance.

herculean, meaning full of strength, and unless

direct reference is made to Hercules and his age.

hell and heaven. See Deity.

House of Commons.

House of Lords.

heathen.

Hades and like poetical names of a future abode.

Holy Writ.

**I**

india ink, used as merchandise.

india rubber. Same as india ink.

italic letters, never Italic.

the Island, meaning Long Island, or any one previously named; the Islands, meaning a special group previously named or suggested. The various islands of the sea, however, but the South Sea Islands.

**J**

Jesus Christ.

Jehovah. See Deity.

**K**

a king, but the King. See association. Kaiser, Czar, and President follow this rule.

**L**

Labor Day. See historic names.

Lady Day. See historic names.

Lord, Deity, Jesus Christ, God, etc.
the Levant.
A lord and a lady, but **the** Lord.

**M**

a mayor, president, lord, governor, czar, etc. See association, governor, official titles.
the Mayor, King, President, Czar, Governor, etc.
morocco goods. See merchandise.
the Manager. See official titles.
a manager. See official titles.
Merchandise. Arctic, Tropics, Levant, Orient, and all geographical names used as proper nouns go up; but nouns used to specify merchandise go down, as: arctic ivory, india ink, russia leather, morocco, turkey red, port wine, chinese blue. When words derived from proper nouns have thus lost the direct connection or literal sense of the name there is no need of capitals. Consult De Vinne's *Correct Composition*, page 119.

**N**

Names. White House, Gillis Opera House, Handel Hall, etc.
New Year's.
the North, meaning an undefined geographical section.
a north wind.

Northeast, Northwest, etc., follow same rule. Do not compound such words.

Nicknames: Creole, negro, mulatto, gipsy, quadroon, greaser, coolie, peon, and like nicknames do not begin with a capital. See De Vinne.

Nation, when in lieu of the United States or of any other particular government. See state, etc.

a nation of workers, however.

nature ordinarily, except when in lieu of God. See Deity.

negro. See nicknames.

Nature when used for God. See Deity.

## O

oriental silk. See merchandise.

the Orient.

the Occident.

Official titles: Mayor, judge, justice, king, governor, and the like follow one rule, as do the terms treasurer, secretary of state, etc. If they precede the name of one person (not of two or more) they take the capital initial. If they follow a name or are preceded by **the indefinite article a,** they need no capital. The name of the office is never written with a capital in this sense: He ran for the office of justice of the peace, president, governor,

mayor, etc. See association.

## P

a president. See official titles.

the President, Czar, King, Governor, Mayor, etc. See official titles and association.

prussian blue. See merchandise.

purgatory.

paradise, except the Paradise of John Milton.

Parliament. Same as Congress. See association.

platonic follows herculean and Baconian. If meaning direct reference to Plato or his system, capitalize; if meaning merely philosophical, write **platonic.** See herculean.

Political parties: Antis, Nationalist, Populist, Radical, Tory, Democrat, Prohibitionist. Adjectives of the same, same rule.

Personification: Anything may be personified, and all personified words should be capitalized, as: The spirit of Fire; the voice of Crime; the call of Duty; the ghost of Want.

Pronouns standing for Deity go thus: his wisdom; him we fear; thou God; thy Word; thee we adore. This is Biblical use. Capitalizing was an error of hymn-books of the long ago.

## Q

Queen. See king, president, governor, official titles, etc.

## R

russia leather. See merchandise.

Religious denominations: Catholics, Protestants, Jews, Mohammedans—but pagan and heathen, for these terms are too indefinite to take the capital.

Republican. See political parties.

rhetoric. See sciences.

## S

Saviour is the approved spelling when referring to Jesus Christ.

a senate.

the Senate of Illinois.

the Society for the Prevention of Vice, and like names.

a society for prevention of vice.

the Southern Railroad.

a southern railroad.

a state of the United States.

the State, meaning California; but the state of California. See states.

the South, an undefined geographical location.

the Southeast. Same as South.

a south wind.

States: The state of New York, the empire of Germany; but New York State, the German Empire, because the official names. The Southern States, the Northern States, but

the states and territories of the United States.

Sciences: All references to algebra, botany, geometry, chemistry, and like names of science are written without the capital initial.

Streets: First Street, Sixty-first Avenue, etc.

Second Corps.

Seasons: The seasons are not capitalized, unless in personification.

spring is here.

summer has departed.

the Scriptures. See Bible and Gospels.

## T

**the** preceding the name of a newspaper or magazine is not capitalized: **the** Herald, **the** Century, but in books it goes in capital initial; as, "The Life of Emerson."

the Tropics.

tropical plants, tropical weather, etc.

turkey red. See merchandise.

Titles: It is as proper to say Scavenger Smith or Barber Brown as to say Judge Jones and President Roosevelt. All such titles as director, manager, weigher, inspector, and like names follow the general rule. See association and official titles.

a township. See county, association, etc.

transatlantic, transpacific, transmissouri.

**U**

universe.
the Union, meaning the United States; the Nation, Republic, Federal Government, etc.
the Union, meaning one organization in particular, or when used in lieu of the full name. See definite titles.

**W**

Whitsunday.
Whitsuntide.
the West, meaning an undefined geographical section.
a west wind.
a ward meeting.
the Sixth Ward politicians.
the wards of the city.
winter. See seasons.

**Y**

Your Grace.
Your Honor.
Your Majesty.
Your Reverence.
Your Royal Highness.
Yule-tide. See Christmas.

**Z**

zoology. See sciences.
the zodiac.
the zenith.
Zeus, the Greek god.

**34. Illustrations of the Code.** The following sentences illustrate the rules herein expounded. See section 49:

Saloon-keepers of the Reservation are in session at the Log Cabin Saloon in this City, and Government officials of Federal and State power will be asked to do nothing until the Supreme Court passes on the decisions of other courts. If no satisfaction is obtained, the State will be asked to refund sums expended in the two Kansas Citys—Kansas City, Mo., and Kansas City, Kan. Notice that *the two Kansas cities* would convey the idea of two cities in Kansas, and *the two Kansas Cities* would not be an improvement.

## A NIGHT OF HORRORS.

It was Labor Day, but there was a celebration equal to that of the Fourth of July. No pagan holiday ever surpassed some of the heathenish performances there enacted. According to the New York Herald Ex-president Cleveland was there, accompanied by Colonel Hay, secretary of state. The President of the United States was there, and various ex-presidents' memories were honored. There were senators, assemblymen, judges of the Supreme Court of the United States, and judges from other supreme courts in the throng—but not

one from the Supreme Court of the state of Georgia, or from New York State. David Bennett Hill wore an arctic coat from the Arctic. During the evening a German sang, and a gipsy danced a jig. The Orient, the Arctic, the Tropics, and the Levant contributed to the decorations. The dances were on a brussels carpet direct from Brussels, according to the word of two doctors of divinity who sat near six masters of art. The titled gentlemen laughed until they shook down a bowl of paris green, and a shelf containing chinaware. The Government (or Nation or Union, meaning the United States) was honored by Alexis, grand duke and envoy extraordinary, who presented every senator and every judge a morocco badge—two badges to the Chief Justice of the highest court. A governor took umbrage, but the Governor of California took native claret; and as he sipped it an old greaser with a nose of turkey-red color, who looked like a ward politician from the Fourth Ward of San Francisco, disgraced the South. Later a breeze sprang from the east side of the Bay of Fundy and cooled off the representative of the empire of Germany greatly to the relief of the German Empire itself. Every man present hunted for his bowie-knife, except a Methodist member of the Salvation Army, who

quoted the Gospels, speaking often of God and his Word, the Holy Writ. The Middle Ages would have been disgraced if such italic headlines as our papers contained had ever disturbed their quiet life. It was a wonderful demonstration, even for a night of the nineteenth century. Let us hope that foot-, side-, and end-notes in small volumes of history may tell the story to coming generations.—*Maritime World Code,* January, 1899.

**35. Chemical Terms.** In many chemical terms the final **e** is dropped, as: Oxid, chlorid, quinin, chlorin, fibrin.

## CITATIONS IN GENERAL.

**36. Books.** See paragraphs 22, 27, 52. Here is a standard form: Macaulay's 2 History, iv, 14. This means the second volume of the work, the fourth chapter, the fourteenth page. The iv should be set in lower-case.

Law Books. In citing law books abbreviate as follows: Briggs vs. Ewart, 51 Ala., 576; 78 Fed. Rep., 398, etc.

**37. Paragraphs.** Paragraphs, pages, verses, and sections of books are marked in arabic, but cantos of poetry should be set in lower-case roman.

**38. Pages.** Pages 145, 168, 172, and never

p 145 or pp 145, 168, 172. Spell out all such references.

**39. Publications.** In citing such publications as periodicals and newspapers it is not necessary to use a capital for *the* in *the New York Herald.* In *The Life of Christ* or the title of any other book capitalize *The.* See paragraph 52.

**40. Scriptural Citations.** Unless many citations are made it is best to spell out the names of books of Scripture, but when the references are numerous they should be as follows:

**Old Testament.**

| | | | |
|---|---|---|---|
| Gen. xi, 17 | 1 Kings | Eccles. | Amos |
| Ex. | 2 Kings | Cant. or | Obad. |
| Lev. | 1 Chron. | Song of Sol. | Jonah |
| Num. | 2 Chron. | Isa. | Mic. |
| Deut. | Ezra | Jer. | Nahum |
| Joshua | Neh. | Lam. | Hab. |
| Judges | Esther | Ezek. | Zeph. |
| Ruth | Job | Dan. | Hag. |
| 1 Sam. | Ps. | Hos. | Zech. |
| 2 Sam. | Prov. | Joel | Mal. |

**New Testament.**

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

**The 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 Esth. | Childr. | 2 Macc. |

**Scriptural Citations.** Scriptural citations of chapter and verse should be thus: Chapter in lower-case roman numerals, and verse in figures, as: Acts vii, 16.

**41. Compounds.** See also paragraphs 10 and 27. As stated in the introduction, the *Standard Dictionary* seems to be the only one that gives the compounding of words. By its system both solidified and hyphenated words of the compound type are shown. Teall's book on this subject is really a codification of the compounds appearing in the *Standard Dictionary*. Since Teall's list was made there have been some changes in the system preferred by good writers. Every change has been in the direction of solidifying. Teall gives bookkeeper as one word, but make proof-reader two. He makes postmaster one word, post-office a compound. The Chicago Proofreaders' Association is more consistent in such cases, printing all words of this type in the solidified form.

The following list is believed to be more consistent than the Standard-Teall handling of the same words, and is therefore preferred:

**42. Some Examples.** (a) Words denoting an occupation or calling, as baggagemaster, bagmaker, watchmaker, proofreader, bricklayer.

(b) Words denoting a connecting use, as

barnyard, crosshead, carwheel, footboard, gas-pipe.

(c) Words denoting a state of being, as motherhood, fatherhood, widowhood.

(d) Words that are pronounced as one word and usually printed as such, as claptrap, crackerjack, daredevil, haphazard.

**43. Approved Consolidations.** Words like steamboat, railroad, fishline, firearms, pine-apple, catfish, bluebird, blackboard, quarter-master are best as here printed. It is proper to consolidate all words denoting a species, kind or class of birds, animals or plants, as kingfisher, meadowlark, bulldog, bloodhound, wildcat, goldenseal.

(a) Anybody, anything, anywhere, ever-more, everybody, everything, everywhere, for-evermore, somewhere, nobody, something, no-where, nothing, afterpiece, crossexamine, cross-question, countermarch, antislavery, antedate, schoolboy, schoolmate, schoolmistress, but school teacher, school children and school teaching.

(b) Other approved solidifications are words denoting tools, materials, and imple-ments, as: Strawboard, halftone, guidebook, screwdriver, rosewater, typewriter, handbook.

**44. Compounds and Solids.** The following

list of compound words should be used with hyphens or in the solidified form, as indicated:

afterthought
after-years
agateware
aide-de-camp
air-brake
air-castle
air-cushion
air-faucet
air-filter
air-dried
alarm-clock
alcohol-engine
ale-bench
ale-brewer
ale-drinker,
ale-drinking
alepot
alevat
alleyway
apple-moth
apple-seed
apple-peel
alehouse
almshouse
anglebar
angleworm
antechamber
baggagemaster
bakeshop
ballroom
barn-yard
bartender
baseball
bath-house
bathroom
bearskin
bedchamber
billboard
billposter
birdhouse
birdseye
blackboard
blackmail
blacktail
blockhouse
bloodroot
bluebird
bluefish
bluestone
bluewing
bobtail
boilermaker
bondholder
bookbindery
bookkeeper-ing
bookmaker
bookmaking
bookman
bookmark
bookroom
bookstore
brakebeam
brakeshoe
brassfounder
brickyard
brownstone
bulldog
bullseye
cakewalk
candlelight
cardboard
carwheel
casehardened
cashbook
catbird
catchline
catchword
catfish
churchyard
clambake
claptrap
clingstone
clockmaker
clockwork
clubhouse
clubroom
coalhod
coalmine
coalyard
coonskin
copperplate
cornerstone
cornfield
cornmeal
cornstalk
cottontail
cottonwood
countershaft
countersunk
countinghouse
countingroom
courthouse
courtyard
cowbell
cowboy
crackerjack
crosshatch
crosshead
crosspiece
cutthroat
daredevil
darkroom
daybook
deathbed
deerhound
dewdrop
dockyard
doorkeeper
doormat
downpour
drawbar
dreamland
drugstore
drumfish
dugout
dustproof
dyewood
earmark
eggcase
electroplate
eyebolt
eyepiece
facewise
facsimile
fairyland
farmhouse
farmyard
feedlot
fencerow
fieldbook
filmholder
firearm
firefly
fireplace
fireproof
fishplate
fishoil
flagship
flagstaff
flintlock
flourmill
flywheel
foodstuffs
football
footboard
footbridge

foothills
footnote
footplate
footrace
footsore
footstool
fourfold, etc.
fourscore (80)
foxhound
foxskin
Freemason
freestone
gagewheel
gamebag
gamedealer
gamekeeper
gaspipe
gatepost
glassblower
glassworks
goldenrod
goldenseal
goldmine
grandam
granddaughter
greenhouse
greenstone
gristmill
guidebook
gunmaker
hailstorm
hairbreadth
halftone
handbook
handcar
handrail
haphazard
harbormaster
hardtack
headband
headboard
hilltop
homemade
horsecar
horseshoe
hothouse
indoor
inkmaker
inkmaking
ironclad
ironfounder
ironware
jackscrew
jacksnipe
jellyfish
jobroom
junkshop
keelboat
kennelman
keyboard
knifebar
ladylike
lambskin
landholder
landowner
lawbreaker
lawmaker
lawsuit
lifelong
lifetime
lighthouse
lockout
loophole
manhole
mantelpiece
meadowlark
milestone
milldam
millpond
millstone
mockingbird
moldboard
mopboard
mouthpiece
mudhen
multicolor
multiphase
nailhole
newsdealer
notebook
nowadays
oatmeal
Oddfellowship
officeholder
officeseeker
oilcloth
onlooker
outbuilding
outdoor (a.)
outhouse
oxgall
packhorse
packmule
payroll
pinkroot
plateholder
platemaker
pocketbook
pokeroot
poolroom
portemonnaie
postoffice
postmaster
pressroom
proofreader-ing
proofroom
prorate
racecourse
racehorse
racetrack
rainfall
rainstorm
rattletrap
redbird
ricebird
redhead
redwing
reedbird
roadbed
rollermaker
ropewalk
rosewater
roundhouse
rowboat
runway
sagebrush
sagehen
sailboat
saloonkeeper
salthouse
sandbar
sandhill
standstone
sawmill
scalebeam
scattergun
schoolbook
schoolboy
schooldame
schoolfellow
schoolgirl
schoolhouse
schoolmaster
schoolmate
schoolmistress
schoolroom
scorecard
scrapbook
screwdriver
seagirt
sealskin
seashore
sedgefield
sheepdog
sheepskin
sheetwise
shipbuilding
shipchandler
shotgun
showcase
sidenote
signboard
skylark
slavepen

slidemaker
slugcasting
smokestack
snowdrift
snowflake
snowstorm
spaceband
spacebar
sprigtail
staghound
standpoint
statehouse
staybolt
stockholder
stockhouse
stockyard
stonecutter
stonedresser
storehouse
storeroom
storekeeper
strawboard
subhead
sunburned
switchboard
tablecloth
tablespoonful
tailpiece
tapeworm
taxpayer
teaspoon
telltale
textbook
thoroughbred
threefold
thumbscrew
thunderstorm
tidewater
tieplate
tinware
tiptoe
to-day
to-morrow
trademark
transshipment
triphase
turnout
turnover
twofold, etc.
twoscore (40, etc.)
typefounder
typefoundry
typemaking
voltmeter
walkover
warehouse
washstand
wastepipe
watchcase
watercourse
watermark
watershed
waterworks
waterproof
wayfaring
weakfish
weekday
wellwisher
whitefish
windrow
windstorm
wirehaired
wolfskin
woodyard
workaday
workbag
workday
workingman
yellowlegs

**45. Interrupted Compounds.** Benjamin Drew says, in *Pens and Types*: When two words connected by a conjunction are severally compound parts of a following word, the hyphen is omitted, as:

We use cast and wrought iron pillars.
I have pruned my peach and apple trees.

Some authors follow the German style, inserting the hyphens, thus:

We use cast- and wrought-iron pillars.
I have pruned my peach- and apple-trees.

The style in the last example is known as the **interrupted compound.** It is gaining ground rapidly in the best printing-houses, and is recom-

mended by De Vinne, who uses it in his books. Here are some examples: Foot-, top-, and side-notes; quarter-, eighth-, and half-kegs; base- and foot-ball, foot- or side-note. This is good usage. See the *Century* magazine for examples, or see any books published by the Century Company. There seems to be no other way to signify that both words in such examples are compounds.

**46. No Fixed Rules.** There are no hard and fast rules regarding compounds. It is, in fact, almost impossible to hold to a uniform, consistent style. Here are some of De Vinne's compoundings:

(a) Subject-matter, lower-case, making-up, memorandum-book, proof-reader, fault-finding, type-setting, style-card, letter-writing, printing-house, quote-marks, quotation-marks, piece-compositors, five-to-em body, book-making, book-work, pre-historic, pre-raphaelite, ill-bred, well-formed, good-looking, composing-room, dining-table, canal-boat, ferry-house, dwelling-house [See list on page 74 of De Vinne's *Composition*], over-wide, spelled-out, title-page, table-work, old-style, bold-faced, hymn-book, to-morrow, to-day, head-lines, type-writing, catch-lines, hair-space, thin-space, type-founders, side-heading, type-setting, foot-note, letter-writer, side-notes, six-

point, cut-in note, center-note, shoulder-note, three-em indention, wide-leaded, double-leaded, every-day world. Note that they do not agree with the Chicago Proofreaders' Association list.

(b) The following are approved forms: Fine-tooth saw, six-bit machine, six-foot pole, two-year-old horse, but six-months-old baby. Bluewing, whitefish, bricklayer, gaspipe, footboard, motherhood, widowhood.

**47. Specials.** The following list is for use in trade-journals: Hopvine, hopyard, hop-picker, labor-union, labor-saving, liquordealer, liquorseller, liquor-saloon, liquor-store, liquor-bottle, wine-merchant, wineroom, winedealer, wine-taster, wine-press, wine-party, wine-vault, wine-vinegar, wineglass, wineglassful, wine-stone, vine-disease, trade-union, trade-mark, trade-journal, trade-name, trade-wind, street-car, street-railroad, street-sweeper, street-sprinkler, street-walker, pastepot, paperknife, papercutter, saloonmen, saloonkeeper, bar-keeper, barkeep, wood-alcohol.

(a) Many words that might be solidified, under the rules of logic, are set with hyphens because they present an unsightly appearance as one word. These things are largely matters of fancy.

(b) There are some such expressions as, **Italian and Chinese American citizens,** which are very puzzling. The question arises whether hyphens should be used in such expressions, and how. Such sentences are sometimes erroneously written with one hyphen, as, **Italian and Chinese-American citizens.** The sentence is proper enough as first written, but a somewhat more discriminating use would be, **Italian- and Chinese-American citizens.** In expressions like these the interrupted compounds are properly written with hyphens. See paragraph 45.

**48. Dashes.** Avoid dashes in side-headings, as in this *Style-code.* They are not needed at the end of a quotation, between it and the credit. See paragraph 22.

Also see De Vinne's *Correct Composition,* page 273.

**49. De Vinne Rules Violated.** Though the Century Company, the *Century Magazine,* and editors high in authority follow the simple rules laid down by De Vinne, there are many violations of these rules in the *Century* itself, as well as in its publications. Sometimes names of newspapers are quoted, and sometimes they are set in italic. The system of capitals is not closely followed. In a letter to the editor of this work, Mr. De Vinne thus explained the failure of the publications of the

Century Company to show uniformity: "The Century Company has many editors, and each editor has notions of his own that printers are directed to follow. Though most of these editors abide by the rules expounded by me in my works on typography, a study of some of our books shows that the neglect to capitalize Bay, City, Island, etc., when the word refers distinctly to a proper name, is a common error—so common that the proofreaders find it a waste of time to suggest to editors and authors the need of a capital. Yet I hold stoutly to the correctness of the capital. Even careful editors are often overruled by authors. The Century printing-house can not be held responsible, with justice, for some of the eccentricities of our printing. It should be borne in mind that a printer's business is to do what he is told."

**50. Division of Words.** De Vinne says the system most approved now authorizes the division of a word, when consistent with pronunciation, on the vowel at the end of the syllable. The system is defective in its inability to make provision for the syllables that end with consonants. Divisions of all kinds should be prevented as often as possible. The Chicago Proofreaders' Association offers the following

rules concerning divisions. The reprint 'follows copy' as published by the Association:

The proper division of words is an important matter. An improper division is as much an error as a misplaced letter, and is oftentimes more misleading.

Follow the American rule of dividing words at the end of the line according to pronunciation rather than the British rule of dividing on the vowel or to show derivation. The dictionary in use in any particular office should be followed, unless otherwise directed.

Where a vowel constitutes a syllable in the middle of a word, place this vowel in the first line, as promi-nent is preferable to prom-inent, quali-ties to qual-ities, particu-lar to particular, dili-gence to dil-igence, sepa-rate to separate, etc. Exceptions: In words ending in -able or -ible, the single vowel should be carried into the second line.

There are frequent instances where a particular division of a word will aid the reader in its pronunciation at first sight, obviating a faltering or repetition, as pro-gress, verb, and prog-ress, noun; distrib-ute, verb, and distribution, noun; pre-fer, verb, and pref-erable, adjective.

Never divide a word pronounced as one syl-

lable, as "changed," "drowned," "dipped," etc.

Avoid all two-letter divisions except in very narrow measures or where very large types are used.

Avoid having three or more successive divisions at the ends of lines.

Divide En-gland and En-glish as pronounced and as they are here printed.

The addition of s to form the plural of a word—as horses, fences, etc.—does not justify a division on the last portion so formed, as, circumstan-ces, etc. Avoid all such divisions.

## 51. EDITORIAL OBSERVATIONS

(1) **Employee** is a good English word. Avoid employe whenever possible to do so.

(2) **Headquarters** is usually plural, sometimes singular.

(3) **Last held** meeting. **Held** is useless. Newcomer and Teall oppose such expressions.

(4) **Etc.** It is a common error to write **etc., etc.** Once is enough.

(5) **Et al.** The use of **et als** is an error. It is always **et al.**

(6) **Follows, as follows.** As follows is always the form, because it is impersonal. **As follow** is not needed where the nominative is

plural. This is on the authority of the *Oxford Dictionary,* also of Doctor Fernald of the *Standard.*

(7) **Plurals.** These are preferred plurals: Cannon, craft for vessels, heathen, fowl, cherubs, indexes, seraphs, beaus. In scientific writings it may be **seraphim, formulae** instead of **formulas, beaux,** etc.

(8) **Spoonfuls** and handfuls rather than spoonsfull and handsfull.

(9) **The following named persons.** Omit **named.** Newcomer and Teall say named is useless.

(10) **Some preferences.** Use controller, not comptroller; draft, not draught; drouth, not drought; program, not programme; dulness, not dullness; fulness, not fullness; skilful, not skillful; wilful, not willful; bazar, not bazaar; employee, not employe.

(11) **On yesterday, on Sunday.** On is usually superfluous, except in some sentences, where euphony or emphasis may make the **on** seem an element of strength.

(12) **Welsh rarebit.** Welsh **rabbit** is the correct expression. The use of rarebit in this connection is from ignorance long current. See Walsh's *Handbook of Literary Curiosities, Greenough & Kittredge's Words and Their Ways*

*in English Speech,* and the late editions of standard dictionaries.

(13) **Self-confessed.** Omit **self** in such expressions as **self-confessed** murderer, etc. **Confessed** conveys the idea without any assistance from **self.**

(14) **er** words. Spell **theater, center,** and like words er, never ending re.

**52. Books,** papers, plays, operas, and periodicals should be cited in italic, as: Bowie's *Tenting On Coral Strands,* the *Sun, Lucia, Mascot,* the *Century.* De Vinne notices an irregularity in the style of setting credits. However, bibliographers prefer italic; but printers (on account of the saving of labor), select quote-marks. If the name of the play and that of the character are the same, as *Ingomar,* the name of the play must be quoted, the character italicized. See De Vinne's *Correct Composition,* page 224. See also paragraphs 22, 39.

**53. Ships and Vessels.** There is not any need to either quote or italicize the names of vessels, unless there would be doubt as to what the name means. In such cases italics are preferred, though quoting the name will do.

**54. Newspapers and Magazines.** Names of newspapers and magazines should be set in italic. Some papers and magazines quote maga-

zines and italicize newspapers. Italics are better in both cases. De Vinne runs both in roman. The name of one's own paper is run in small capitals. Linotype machines have upset these rules somewhat, but unwisely so in careful work.

**55. Farther.** Use farther for distance. Further is used in the sense of besides, moreover, being equivalent to additional. "I have gone further in astronomy, you have traveled farther in miles."

**56. Foreign Words and Phrases.** All foreign words and phrases that have not been Englished by long use should be italicized. Vice versa, en route, pro tem, and like words should go in roman. Aid-de-camp, addenda, ad valorem, alias, alibi, alma mater, anno Domini, ante bellum, a propos, billet doux, bona fide, bravos, cafe, cantos, carte blanche, viva voce, rendezvous, ultimatum, post-mortem, per cent., per capita, per annum, facsimile, and about fifty like words go under the same rule.

**57. Unfamiliar Words.** Unfamiliar words are run in italic the first time, but in roman thereafter, as: *Aloha, renigging, mulching.* But see paragraph 68.

**58. Plays.** *Julius Caesar* should be set in italic when it refers to the character in Shakes-

peare's play, but the name Julius Caesar for the man. The play itself should be "Julius Caesar," or *Julius Caesar*. See paragraph 52.

**59. Salutations.** Under the old way salutations such as *Dear Sir*: were put in italics with the colon as indicated. Dear Sir: as here written is just as proper. Take your choice and you will not err. The dash is not needed. It is well to let **Dear Sir:** occupy a line by itself, properly indented.

De Vinne says he never writes such salutations as Dear Sir in italic though he admits that italic with a colon and no dash is the commonly accepted form. He advises roman lower-case.

**60. Salutations and Indentions.** Salutations should be set in ordinary roman, with hanging indention, thus:

The Writers' and Proofreaders' Society for the Prevention of Burial in the Potter's Field, 216 Goodfellows street. Office of the Secretary, 37 New Testament House, New Orleans, January 1, 1908.

To the Superintendent of the Home for the Unfortunate Dead.

*Dear Sir*:

In reply to your request for a list of our members, etc. The signature should be set in

small capital letters. See De Vinne's *Correct Composition,* page 168.

**61. Punctuation.** The Chicago Proofreaders' Association has these rules:

Omit periods after per cent, and after roman numerals when used strictly as figures, but not when used in names, as Napoleon III.

Use em dash in conversations such as this:

Mr. Smith—Is your task completed?

Mr. Brown—Nearly.

**62. Punctuation with Parentheses.** The comma should usually go after the last parenthesis; it is seldom needed before the first one. De Vinne says: "When any complete sentence is enclosed by parentheses, the period should be before the last parenthesis, but when these parentheses enclose a few words at the end of a sentence, the period should be after the last parenthesis."

**63. Medieval** and such words are spelled the simplest way. See the *Standard Dictionary.* Subpena, diarrhea, Etna Company.

**64. O, Oh, Oh!** These expressions are punctuated thus: O for a South Sea home! O that I had insured in the Etna! Oh, how my tooth aches! Oh! my crimes are deep and dark.

**65. Plural of Proper Names.** It is a common newspaper error to run sentences like this,

from the social columns of the San Francisco *Examiner* of July 15, 1906: "The Thomas H. Williams have been visiting the City." The attempt to make the singular do the duty of the plural in such a case is ridiculous. Williamses is the plural of Williams. Printers and writers should learn how to write the plural of proper names.

**66. Quote-marks.** It is sometimes a puzzle where to place quote-marks. There is no better rule than that stated by De Vinne, who says that the closing marks of quotation always should be placed after the comma or the period in all places where these marks are needed; but the fact is the proper place of the closing marks of quotation should be determined by the quoted words only; they must inclose those words, and no more; they may be before or after the points, according to the construction of the sentence. When the quotation makes a complete sentence, put the quotation-marks after the period at the end of that sentence; when the quotation is at the end of but a portion of this sentence which terminates with a colon, semicolon, or any other point, then put the marks before the point. The mark of punctuation intended to define the construction of the completed sentence should not be made a portion of the fragmentary quoted matter.

A fine example of this is seen in the following: He asked, "Who said my mother lied?" and didn't Jones reply, "Nobody dared to say that"?

**67. Smaller Type.** Quote-marks are not needed when extracts or quotations are set in smaller type than the body of the book or paper. Some reputable publications do not quote the extracts, even when they are set in the regular type of the publication and run in separate paragraphs. The indenting of the matter one em at the beginning and one em at the end of a line suffices. Such matter should be set solid when the main text is leaded.

**68. Quote-marks, single.** When especial attention is called to a word the single quote-marks are used in lieu of the old way of double quotes or italic. Thus: He said he thought the word 'grafting' applied to politics, not to horticulture. See De Vinne's *Correct Composition,* page 213, where authors are advised to make one such emphasis of a word suffice, because repetition irritates the reader.

**69. Reverend and the reverend.** Never say Reverend John Brown. It must always be the Reverend John Brown, for reverend is not a title to be used like captain or doctor. Honorable should be used in the same way, if at all.

**70. Saviour and savior.** Preserve the historic way of spelling the Saviour when Jesus Christ is meant. Other saviors are without the *u*.

**71. Specials.** Print birdsnest, birdseye, bullseye, heartsease (a plant or flower), calvesfoot and neatsfoot as single words, without apostrophe or hyphen, except when signifying the actual nest of a bird, the eye of a bird or of a bull, etc.

**72. Spellings.** The Chicago *Proofreaders' Stylebook* has given the following list of generally misspelled words. The spellings here given are in accordance with the *Century*, the *Standard*, and *Webster*.

absinthin
acoustic
ax
amidin
antemetic
arabin
adz
backward
baptize
barytone
benzoin
Bering (Sea)
blond (adj.)
bluing
bouquet
Budapest
bur
caldron
calk, -er, -ing
calligraphy
camellia
cantharadin
carbureted
Chile (S. A.)
colter
consensus
cozy
darky
defense
denouement
dilettante
downward
dram (weight
dumfounded
Eskimo
forward
gelatin
glycerin
gully
hacienda
Hindu
Hindustan
Mohammedan
mold, -er, -ing
molt, -ed, -ing
moneys
mustache
nickel
oculist
offense
paraffin
pedagogy
polt
quartet
quintet
rarefy
ruble
Rumania
straitlaced
sestet or
sextet
smolder, -ing
sobriquet
stanch
supersede
tranquility
typify
upward (not
wards)
upward
veranda
vermilion
vitreous
whir
whisky

**73. United States are or United States Is.** If the expression is used as a collective term, designating one great nation, the singular is correct, but there are many sentences in which the plural verb must be used. It is proper to follow copy or query the expression, if there is doubt as to its correctness.

**74. Verbs, singular or plural.** There should be no hesitation in using the singular form of a verb when the subject has a singular meaning. Sometimes the logical subject is singular, the grammatical plural, as in, **Ten dollars was paid.** By ellipsis, **the sum of** is understood.

(a) **Addition.** Shall we say "two and two is four?" Professor William Dwight Whitney decided for the *Century Dictionary* (of which he was one of the editors), that **two and two is four,** because the full meaning is **the sum of** two and two, or something "**similarly unifying** in the sense of two and two."

(b) The singular verb should be used when the subject is plural in form, though it represents a number of things to be taken together as forming a unit. Here is an example: Thirty-four years **affects** one's remembrance of some circumstances. *De Quincey.*

(c) The singular verb is to be used with **book titles** and **similar names and singulars**

that are plural in form but logically a unit. See Baskervill and Sewell's *English Grammar*, pages 312, 313. An example from Goldsmith is: "The Three Pigeons expects me down every moment." So, we should say the Odd Fellows meets to-night, meaning, by ellipsis, the lodge of Odd Fellows.

(d) Companies, associations, etc., are usually singular in meaning, as: The Southern Pacific Company **is** in trouble, the Bar Association **is** incorporated. However, collective nouns are to be followed by a plural verb when the individuals are thought of separately, as: A multitude **go** mad about it. *Emerson.* All our household **are** at rest. *Coleridge.*

(e) The following is from Teall: Three dollars **was** paid, ten dollars **was** the price. When the meaning is simply a sum of money as one sum, and not so many actual separate dollars, the verb should be singular. Though the verb should be singular, this is so under the rules of logic, rather than those of grammar. In literal strictness it would not be ungrammatical to say ten dollars **were** paid.

(f) Collective nouns are always singular in form, but many of them, if not most, may be used even in that form with a plural verb, but such use depends upon the nature of the

thought to be expressed. Considered as really singular are a **crowd,** an **army,** a **multitude.** It should be remembered that these words also have regular plural forms, though often used with the plural verb in the collective form.

(g) All words like ethics, mathematics, physics, and politics are plural in form, but they are usually treated as singular in meaning. The dictionary definitions of such words all begin, "the science which treats," etc. James Russell Lowell wrote politics *are,* and this has been held sufficient justification for this use. *Teall.*

(h) Either **bricks** or **brick** is proper as a plural. **Brick** probably has the better standing. The *Century Dictionary* says **brick** is the proper singular collective.

**75. Whereabouts.** Whereabouts **is,** which is never **are,** is often written with the plural verb, but it should not be considered a plural. The error doubtless occurs from some fancied resemblance to **headquarters,** which may be either singular or plural.

**76. Women.** Women's names should never be preceded by their husbands' titles, as: Mrs. Governor Pardee, Mrs. General John Jones, Mrs. Doctor Charles Ketchum.

**77. Variations.** In many of the job offices

of the country, also in newspaper offices where composition is done by the linotype, there will be many variations from the style expounded in this little manual. For example, it will not be practical to follow the italic citations of books, magazines, newspapers, etc., in offices where the equipment does not contain italic magazines. In such cases the use of roman is recommended, without quote-marks, which are unnecessary and unsightly. If the equipment does not carry small capitals, newspapers should run their own names in roman, making no distinction between their own and other publications.

When there is no italic, it may be well to quote the names of books and plays, also the names of vessels and characters in novels, plays, etc. This should not be the custom with vessels and characters, except when it is necessary to indicate that a vessel or a character, rather than a person, is meant.

Offices not able to carry out the code as set forth in detail in these pages, should make notes of deviations, abiding by such portions of the code as their equipments make possible. By a few interlineations, notations, etc., or by an office card of deviations this work will be made useful even where it is not followed to the letter.

**78. Wave-lines, etc.** The custom is almost too well known to record that one line under a word or words means that the underscored matter is to be set in italics, that two lines mean small capitals, and that three signify capitals. Similarly, a wave-line under a word or words means that the portions of the manuscript thus underscored are to be set in lower-case bold-faced type. Two wave-lines under matter mean that it is to be set in bold-faced capitals. A single line down the left side of matter means that it is to be set in type smaller than the body of the article, and two lines indicate that the matter is to be set in type of still smaller face.

**79. Writers' Absurdities.** Book-offices have their own intricacies of style, with the additional bother of having to suit the varying whims of authors and publishers. "Many men of many minds" write for the papers, but their various whims need not be humored as those of book-writers need be. Authors of books frequently insist upon having things their own way, and too often the printers have to make that way for them, in opposition to what the authors write. This is certainly something for which the authors should be made to pay. If an author is determined to have certain matters of style conform to a certain set of whims, or

even of good, logical opinions, he should write accordingly, or pay extra for the necessary changes. *Teall.*

**80. Work of Stenographers.** If stenographers would master the principles of the system explained herein they would increase their efficiency. As conducted nowadays there is great lack of system in the work turned out by stenographers and others who use typewriting machines.

Though many of the principles and rules herein set forth are with reference to the work of printing-houses, the fact remains that the principles that make for good printing make also for good composition in general. The De Vinne system should be mastered by typewriters, and used by them on all work that is left to their own judgment.

**81. Words Spelled Anew.** There has been considerable recent (September, 1906) discussion of the reformed spelling as recommended by the Simplified Spelling Board, of New York City. The list has been recommended by eminent scholars of both Europe and America, and many of the words have been in general use for many years. In adopting the list recently, President Roosevelt said: "It is not an attack on the language of Shakespeare and

Milton, because it is in some instances a going back to the forms they used, and in others merely the extension of changes which, as regards other words, have taken place since their time. It is not an attempt to do anything far-reaching or sudden or violent, or, indeed, anything very great at all. It is merely an attempt to cast what slight weight can properly be cast on the side of the popular forces which are endeavoring to make our spelling a little less foolish and fantastic."

## 82. THREE HUNDRED WORDS

The complete list is as follows:

| Use | Instead of |
|---|---|
| abridgment | abridgement |
| accouter | accoutre |
| accurst | accursed |
| acknowledgment | acknowledgement |
| addrest | addressed |
| adz | adze |
| affixt | affixed |
| altho | although |
| anapest | anapaest |
| anemia | anaemia |
| anesthesia | anaesthesia |
| anesthetic | anaesthetic |
| antipyrin | antipyrine |
| antitoxin | antitoxine |
| apothem | apothegm |
| apprize | apprise |
| arbor | arbour |
| archeology | archaeology |
| ardor | ardour |
| armor | armour |
| artizan | artisan |
| assize | assise |
| ax | axe |
| bans | banns |
| bark | barque |
| behavior | behaviour |

| | |
|---|---|
| blest | blessed |
| blusht | blushed |
| brazen | brasen |
| brazier | brasier |
| bun | bunn |
| bur | burr |
| caliber | calibre |
| caliper | calliper |
| candor | candour |
| carest | caressed |
| catalog | catalogue |
| catechize | catechise |
| center | centre |
| chapt | chapped |
| check | cheque |
| checker | chequer |
| chimera | chimaera |
| civilize | civilise |
| clamor | clamour |
| clangor | clangour |
| clapt | clapped |
| claspt | clasped |
| clipt | clipped |
| clue | clew |
| coeval | coaeval |
| color | colour |
| colter | coulter |
| commixt | commixed |
| comprest | compressed |
| comprize | comprise |
| confest | confessed |
| controller | comptroller |
| coquet | coquette |
| criticize | criticise |
| cropt | cropped |
| crost | crossed |
| crusht | crushed |
| cue | queue |
| curst | cursed |
| cutlas | cutlass |
| cyclopedia | cyclopaedia |
| dactyl | dactyle |
| dasht | dashed |
| decalog | decalogue |
| defense | defence |
| demagog | demagogue |
| demeanor | demeanour |
| deposit | deposite |
| deprest | depressed |
| develop | develope |
| dieresis | diaeresis |
| dike | dyke |
| dipt | dipped |
| discust | discussed |
| dispatch | despatch |

| | |
|---|---|
| distil | distill |
| distrest | distressed |
| dolor | dolour |
| domicil | domicile |
| draft | draught |
| dram | drachm |
| drest | dressed |
| dript | dripped |
| droopt | drooped |
| dropt | dropped |
| dulness | dullness |
| ecumenical | oecumenical |
| edile | aedile |
| egis | aegis |
| enamor | enamour |
| encyclopedia | encyclopaedia |
| endeavor | endeavour |
| envelop | envelope |
| Eolian | Aeolian |
| eon | aeon |
| epaulet | epaulette |
| eponym | eponyme |
| era | aera |
| esophagus | oesophagus |
| esthetic | aesthetic |
| esthetics | aesthetics |
| estivate | aestivate |
| ether | aether |
| etiology | aetiology |
| exorcize | exorcise |
| exprest | expressed |
| fagot | faggot |
| fantasm | phantasm |
| fantasy | phantasy |
| fantom | phantom |
| favor | favour |
| favorite | favourite |
| fervor | fervour |
| fiber | fibre |
| fixt | fixed |
| flavor | flavour |
| fulfil | fulfill |
| fulness | fullness |
| gage | gauge |
| gazel | gazelle |
| gelatin | gelatine |
| gild | guild |
| gipsy | gypsy |
| gloze | glose |
| glycerin | glycerine |
| good-by | good-bye |
| gram | gramme |
| gript | gripped |
| harbor | harbour |
| harken | hearken |

| | |
|---|---|
| heapt | heaped |
| hematin | haematin |
| hiccup | hiccough |
| hock | hough |
| homeopathy | homoeopathy |
| homonym | homonyme |
| honor | honour |
| humor | humour |
| husht | hushed |
| hypotenuse | hypothenuse |
| idolize | idolise |
| imprest | impressed |
| instil | instill |
| jail | gaol |
| judgment | judgement |
| kist | kissed |
| labor | labour |
| lacrimal | lachrymal |
| lapt | lapped |
| lasht | lashed |
| leapt | leaped |
| legalize | legalise |
| license | licence |
| licorice | liquorice |
| liter | litre |
| lodgment | lodgement |
| lookt | looked |
| lopt | lopped |
| luster | lustre |
| mama | mamma |
| maneuver | manoeuver |
| materialize | materialise |
| meager | meagre |
| medieval | mediaeval |
| meter | metre |
| mist | missed |
| miter | mitre |
| mixt | mixed |
| mold | mould |
| molder | moulder |
| molding | moulding |
| moldy | mouldy |
| molt | moult |
| mullen | mullein |
| naturalize | naturalise |
| neighbor | neighbour |
| niter | nitre |
| nipt | nipped |
| ocher | ochre |
| odor | odour |
| offense | offence |
| omelet | omelette |
| opprest | oppressed |
| orthopedic | orthopaedic |
| paleography | palaeography |

| | |
|---|---|
| paleolithic | palaeolithic |
| paleontology | palaeontology |
| paleozoic | palaeozoic |
| paraffin | paraffine |
| parlor | parlour |
| partizan | partisan |
| past | passed |
| patronize | patronise |
| pedagog | pedagogue |
| pedobaptist | paedobaptist |
| phenix | phoenix |
| phenomenon | phaenomenon |
| pigmy | pygmy |
| plow | plough |
| polyp | polype |
| possest | possessed |
| practise (v. and n.) | practice |
| prefixt | prefixed |
| prenomen | praenomen |
| prest | pressed |
| pretense | pretence |
| preterit | preterite |
| pretermit | praetermit |
| primeval | primaeval |
| profest | professed |
| program | programme |
| prolog | prologue |
| propt | propped |
| pur | purr |
| quartet | quartette |
| questor | quaestor |
| quintet | quintette |
| rancor | rancour |
| rapt | rapped |
| raze | rase |
| recognize | recognise |
| reconnoiter | reconnoitre |
| rigor | rigour |
| rime | rhyme |
| ript | ripped |
| rumor | rumour |
| saber | sabre |
| saltpeter | saltpetre |
| savior | saviour |
| savor | savour |
| scepter | sceptre |
| septet | septette |
| sepulcher | sepulchre |
| sextet | sextette |
| silvan | sylvan |
| simitar | cimeter |
| sipt | sipped |
| skilful | skillful |
| sithe | scythe |
| skipt | skipped |

| | |
|---|---|
| slipt | slipped |
| smolder | smoulder |
| snapt | snapped |
| somber | sombre |
| specter | spectre |
| splendor | splendour |
| stedfast | steadfast |
| stept | stepped |
| stopt | stopped |
| strest | stressed |
| stript | stripped |
| subpena | subpoena |
| succor | succour |
| suffixt | suffixed |
| sulfate | sulphate |
| sulfur | sulphur |
| sumac | sumach |
| supprest | suppressed |
| surprize | surprise |
| synonym | synonyme |
| tabor | tabour |
| tapt | tapped |
| teazel | teasel |
| tenor | tenour |
| theater | theatre |
| tho | though |
| thoro | thorough |
| thorofare | thoroughfare |
| thoroly | thoroughly |
| thru | through |
| thruout | throughout |
| tipt | tipped |
| topt | topped |
| tost | tossed |
| transgrest | transgressed |
| trapt | trapped |
| tript | tripped |
| tumor | tumour |
| valor | valour |
| vapor | vapour |
| vext | vexed |
| vigor | vigour |
| vizor | visor |
| wagon | waggon |
| washt | washed |
| whipt | whipped |
| whisky | whiskey |
| wilful | willful |
| winkt | winked |
| wisht | wished |
| wo | woe |
| woful | woeful |
| woolen | woollen |
| wrapt | wrapped |

### 83. FORMS OF ADDRESS.

The following correct forms of address are believed to conform to the recognized custom, as indorsed by official, social, and scholarly sources of authority. Most of the examples are from Westlake's "How to Write Letters," but some are from Harper's Cyclopedia:

**Army Officers.** See Military, Colonel, etc.

**Associate Justice** of the Supreme Court of the United States, or of the supreme court of any state. To Honorable John Brown, justice. Sir:

**Assistant Secretaries** of Federal departments, heads of bureaus, etc. To John Brown, Esq., secretary of state. Sir:

**Bishop.** Except in the case of Methodists address a bishop as the Right Reverend John Brown. Salutation—Right Reverend Sir: or Right Reverend and Dear Sir:

**Board of Education, Board of Trade, etc.** To the President and Members of the ———. Sirs: or Honorable Sirs: or May it Please Your Honorable Body. Other organizations of similar character are addressed after this style.

**Cabinet Members.** To the Honorable E. M. Stanton, secretary of war. Another form is Honorable E. M. Stanton. The salutation is simply Sir:

**Chief Justice of the Supreme Court.** To the Honorable Joseph McKenna, chief justice of the Supreme Court, or To the Chief Justice of the Supreme Court. Sir: or Mr. Chief Justice:

**College Presidents.** Either Dear Sir: or Reverend and Dear Sir: as the case may be.

**Company, President of.** John Jones, president of the North German Cracker Company. Sir: or Dear Sir:

**Court or Judge.** Honorable Thomas F. Graham, judge of the Superior Court. Sir: Dear Sir: or Your Honor:

**Colonel.** Colonel John Brown, commanding the First Cavalry. Or Colonel John Brown, U. S. A. Colonel:

**Doctors.** Women doctors may be addressed as Doctor Mary Walker, or as Mary Walker, M. D. See physicians.

**Dentists.** Doctor John Brown. Sir: or Dear Sir:

**Excellency.** Excellency, Your Excellency, His Excellency, etc., were formerly applied to the President, but now such use is wrong. Foreign ministers and governors are addressed as Excellency.

**General.** General John Brown, commanding the armies of the U. S. General: or Sir: The former is preferred.

**Governor of a State.** To His Excellency Governor George C. Pardee, Governor of the State of California, or His Excellency Governor George C. Pardee. Sir: or Your Excellency:

**Foreign Ministers.** To His Excellency Edward Everett, Envoy Extraordinary at the Court of St. James. Your Excellency: or Sir:

**Heads of State Departments, Members of State Senates, etc.** Honorable John Brown, Attorney General, etc. Sir:

**House of Representatives.** To the Honorable the Speaker of the House of Representatives. Sir: or Mr. Speaker:

**Honorable.** This title is applicable to judges, mayors, senators, representatives in Congress, the heads of government departments and others of similar rank below that of governor or President. It is improper to thus designate the chiefs of bureaus, and other subordinates. In official communications the official designation only should be employed.

**Judges in General.** Honorable John Brown. Sir: Dear Sir:

**Justice of the Peace.** John Brown, Esq. Dear Sir:

**Mayor.** Honorable John Brown, Mayor of ———. Sir: or Your Honor:

**Navy Officers.** Admiral Bowman McCalla, Commanding U. S. N. Sir: Commodores and others are addressed similarly, changing title to suit the office.

**Mr. and Esq.** These terms are somewhat interchangeable in America, but an ignorant man should not be addressed as Esq. It is proper to confine the title to persons of refinement.

**My Dear Sir.** This implies closer friendship than Dear Sir.

**Miss.** Miss Clara Barton. Dear Madam: or Dear Miss: or Miss Barton:

**Mrs.** May be used, contrary to views expressed elsewhere in this volume, before such titles as Mrs. General Sheridan, Mrs. Admiral Porter. This custom has the sanction of good usage at the National Capital, though critics condemn it.

**Mrs.** Do not address a married woman as Mrs. Jane Smith. Address her as Mrs. Erastus Smith if Erastus is her husband's name.

**Mr.** Mr. is sometimes used before such titles as President, Chief Justice, Attorney General, etc.

**Military and Naval.** Those who rank under captain in the Army, and commodore in the Navy, are addressed as Mr., Sir, or Dr., with U. S. N. or U. S. A. after their names.

**Physicians and Surgeons.** Doctor John Brown. Dear Sir: See Doctor for women.

**President of a Board of Education, Directors, Commissions, etc.** To John Brown, Esq., President of ——. Sir:

**President of the Senate.** To Honorable John Brown, President of the Senate of the U. S. Sir: or Honorable Sir:

**President of the U. S.** To the President, Washington, D. C., or To the President, Executive Mansion, Washington, D. C. Salutation is Sir: or Mr. President: Omit all further ceremony.

**Professor.** This title is conferred by election or by courtesy to men of just scholarship. The title should not be applied to barbers, horse trainers, dancing teachers and like persons.

**Rector, Minister, Priest, Rabbi, or Reader.** The Reverend. Salutation—Sir: Reverend Sir: Reverend and Dear Sir:

**Reverend.** Always write **the** before the title Reverend. Never use Rev. immediately before the surname.

**ROMAN CATHOLIC CLERGY.**

**The Pope.** To Our Most Holy Father, Pope Pius IX:, or To His Holiness Pope Pius IX. Most Holy Father:, or Your Holiness: Catholics write at the end of the letter: Prostrate at the feet of Your Holiness, and begging the Apostolic Benediction, I protest myself now and at all times to be of Your Holiness the most obedient son, JOHN BROWN.

Those who are not Catholics should trust to good sense to conclude respectfully.

**Cardinals.** To His Eminence Cardinal Brown, Bishop of ——: or To His Eminence the Most Reverend Cardinal Brown. Most Eminent Sir: or Most Eminent and Most Reverend Sir: Conclude thus: Of Your Eminence the most obedient and most humble servant; or, I have the honor to remain, Most Eminent Sir, with profound respect your obedient and humble servant.

**Archbishop.** Most Reverend Archbishop Riordan, or Most Reverend John Brown, Archbishop of ——. Most Reverend and Respected Sir:, or Most Reverend and Dear Sir: Conclude thus: Most Reverend Sir, or Most Reverend Archbishop, or Most Reverend and Dear Sir, Your obedient servant. Most Reverend and Dear Sir: should be used by a clergyman or a friend only.

**Bishop.** Right Reverend John Brown, Bishop of ——. Right Reverend Sir: Conclude: I have the honor to remain, Right Reverend Sir, Your obedient servant.

**Women Superiors.** Mother Angelica, Superior of ——. (Sisters of Charity.)

**Priests.** See Rector, etc.

**Legal Titles.** Members of the bar should always be addressed with Esq. following their names.

**State Legislatures.** Same as the houses of Congress, except the name and the phrase, in Congress assembled.

**Senate of the United States.** To the Honorable the Senate of the United States in Congress assembled. Honorable Sirs: or May It Please Your Honorable Body: or The Honorable Senate:

**Vice President.** To the Honorable Henry Wilson, Vice President of the U. S., or (unofficial) Honorable Henry Wilson. Sir:

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Unless otherwise designated the citations are to paragraphs.