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MANUAL OF STYLE

GOVERNING

COMPOSITION AND PROOF READING

IN THE

GOVERNMENT PRINTING OFFICE.

PREPARED UNDER THE DIRECTION OF THE PUBLIC PRINTER.

WASHINGTON:
GOVERNMENT PRINTING OFFICE,

1894.



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CONTENTS.

	Page.
ABBREVIATIONS	8
BILL STYLE.....	25-28
CAPITALIZATION	9-16
COMPOUNDING.....	17
COURT WORK	22
FOLLOW—FOLLOW LIT	22
GENERAL TESTIMONY	23
GEOGRAPHIC NAMES	7
GREEK ACCENTS.....	40
GREEK ALPHABET	40
GREEK CASE.....	40
JOURNAL WORK.....	29-32
MATHEMATICAL, ASTRONOMICAL, AND PHYSICAL SIGNS	39
MISCELLANEOUS	24
ORTHOGRAPHY.....	7
PREFACE	5
STANDARD PAGE MEASUREMENTS.....	39
SUGGESTIONS TO AUTHORS.....	6
SUGGESTIONS FOR COMPOSITORS, READERS, AND REVISERS	33-38
TABULAR WORK	19-21
USE OF FIGURES	18
USE OF ITALIC	23

PREFACE.

Clear and positive rules for composition and proof reading are needed in printing offices to prevent confusion and unnecessary delay and expense. Inflexible rules for style in all works can not be given, but for the general work of the Government Printing Office the rules herein contained will be observed. When important changes are to be made, written or printed instructions will be furnished or there will be a special preparation of copy.

All persons connected with the typographical divisions of this office are requested to preserve this book and study carefully and well the rules and suggestions offered for their guidance.

Department editors are requested to make their copy conform as nearly as possible to the style here presented, and to specify fully when sending work to this office any general deviation therefrom that may be desired.

SUGGESTIONS TO AUTHORS.

Authors are advised to so prepare their copy that it can be clearly understood by the printer. Nothing should be left for conjecture. Measurable perfection can be secured by first transcribing copy on the typewriter, and before releasing it for publication giving it as careful revision as is afterwards given proof sheets. In the end this will not only save time, but Department printing funds frequently exhausted in making author's corrections in proof will be available for other work. Typewritten copy is always preferable, when not on paper too thin, but plain copy is absolutely essential to good work.

The following are offered as suggestions which, if heeded, will enable this office to achieve the best results:

1. All paragraphs should be clearly marked on copy, thus avoiding vexatious misprints due to overrunning in proof.

2. Objects, photographs, or drawings for illustration should accompany manuscript. Each should bear the name of the publication to which it belongs, together with the figure or plate number, and necessary titles or legends for the same should be inserted at the proper place in copy. A complete list of plates and figures should always accompany the paper.

3. When a work is made up of several parts, or papers, a carefully prepared schedule of the desired arrangement should be forwarded with the manuscript.

4. Proper names and technical terms should be plainly and carefully written, using CAPITAL letters if necessary, and each should be verified before the copy is sent to the printer.

5. Details of capitalization and punctuation may be safely left to the printers and proof readers. It is part of their profession; they make a study of the subject, and will generally meet the author's taste.

6. Write only on one side of the paper. When printed matter covering more than one side of a sheet is used as copy, a DUPLICATE should be furnished; otherwise much trouble is caused in cutting.

7. When, as an afterthought, new matter making more than a line is inserted, it should be written on a separate sheet and the place for its insertion clearly indicated.

8. Galley proofs will be furnished when desired. It is important that all corrections be made on the first proofs; later ones should be used only for purposes of verification.

9. Corrections in stereotype or electrotype plates usually do more harm than good. They weaken the plate and render new errors probable through damaged letters.

10. Authors and compilers are requested to direct those handling their manuscript to transmit the same to the Printing Office in flat form—never to roll it if it can be avoided.

RULES GOVERNING WORK IN THE DOCUMENT DIVISIONS OF THE GOVERNMENT PRINTING OFFICE.

(Adopted December 3, 1894.)

ORTHOGRAPHY.

1. Follow Webster's International Dictionary.
2. Observe the spelling of the following words:

Arapahoe	backward	draft, drafting, etc.	employee
Arapahoes	forward	manila (city and product)	missfire
Navajo	toward	canyon	further (distance)
Navajoes	aftward	embed	further (other than distance)
upward	afterwards	waterway	
downward			

3. Use the following forms of words:

O. K.	quattermaster	atores
taggers tin	one-fourth (where $\frac{1}{4}$ is marked "spell" in copy)	
feet, B. M.	Jones's (possessive)	
Anderson & Co.'s invoice	can not	
5 by (not x) 10 inches	waterworks	
by day (not day's) labor	waterway	
State (not State's) prison	cattleman	

4. Omit the dieresis in such words as reexamine, cooperation, preemption, zoology.

5. The following is a list of words in common use in which accented letters occur. Follow it, except in works of the United States Geological Survey and United States Coast and Geodetic Survey, in which no accented letters are permissible:

attaché	débris	cozoon	papier mâché
bête noir	élite	exposé	procès verbal
blasé	en arrière	façade	protégé
Champs Élysées	en échelon	fête champêtre	régime
chargé d'affaires	en déshabille	garçon	résumé
confrère	en règle	matériel (Fr.)	rôle
coup d'état	entrée	mélée	rôle d'équipage
coup de grâce	entrepôt	née	

GEOGRAPHIC NAMES.

1. In the spelling of geographic names give preference as follows: Decisions of the United States Board on Geographic Names, United States Postal Guide, Lippincott's Gazetteer, and Rand, McNally & Co.'s Atlas, in the order named.

2. The following are the general rules governing the decisions of the Board on Geographic Names:

The possessive apostrophe is dropped.

The final "h" is dropped from names ending in "burgh": Pittsburg, not Pittsburgh.

Names ending in "borough" are contracted to "boro": Boonsboro, not Boonsborough.

Names are not compounded: Alluwe, not Al-lu-we; Hongkong, not Hong-Kong.

"C. H." is omitted as part of the names of county seats: Fairfax, not Fairfax C. H.

Spell Center, not Centre.

Accented letters are not used, except in rare instances, as Curaçao; Réunion; St. François.

ABBREVIATIONS.

1. Follow Postal-Guide contractions for States and Territories (except Oregon, for which use Oreg.) after names of forts, barracks, arsenals, navy-yards, naval stations, post-offices, counties, military or Indian reservations, and Indian agencies. Note the following examples:

Fort Barrancas, Fla.	Hudson County, N. J.
Vancouver Barracks, Wash.	Pyramid Lake Reservation, Nev.
Rock Island Arsenal, Ill.	Pine Ridge Agency, S. Dak.
League Island Navy-Yard, Pa.	Springfield Armory, Mass.
Key West Naval Station, Fla.	Fort Myer Military Reservation, Va.
Albany, N. Y.	

POSTAL-GUIDE CONTRACTIONS.

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

2. Titles of courtesy and professional titles preceding names will be contracted or spelled according to the following list:

Mr.	Rev.	* M. (monsieur)	* Signorita
Messrs.	(the Reverend)	* MM. (messieurs)	* Señor
Mrs.	Right Rev.	* Mme. (madame)	* Señorita
Dr.	Very Rev.	* Mlle. (mademoiselle)	* Señora
Professor (with surname)	Hon.	* Mgr. (monsignor)	* Herr
Prof. (with Christian name)	(the Honorable)	* Sig. (signor)	
	Right Hon.	* Signora	

NOTE.—When any of the titles marked with an asterisk, with or without the Christian name, preceded “de,” use lower-case “d;” otherwise use capital “D.” This rule applies also to “du,” “von,” “van,” etc.

3. Military and official titles preceding names will be spelled out in text when the Christian name or initial is not used, but in tabular work and where the Christian name or initial is used the annexed list will be the guide:

President	Army titles:	Navy titles:
Governor	Q. M. Gen.	Rear-Admiral
Supt.	P. M. Gen.	Commodore
Bvt. (brevet)	Col.	Capt.
Army titles:	Lieut. Col.	Commander
Gen.	Maj.	Lieut. Commander
Lieut. Gen.	Surg.	Lieut.
Maj. Gen.	Chaplain	Lieut. (Junior Grade)
Brig. Gen.	Capt.	Ensign
Adj. Gen.	Asst. Surg.	Surg.
Surg. Gen.	First Lieut.	P. A. Surg., etc.
Judge-Advocate-Gen.	Second Lieut.	Asst. Surg.
Insp. Gen.	Sergt. Maj.	Chief Engineer
Com. Gen.	Hosp. Steward	Chaplain

4. Distinguishing titles and college degrees, following names, will always be contracted, as jr., sr., esq.; Ph. D., LL. D.; U. S. A., U. S. N. (See also under “CAPITALIZATION.”)

NOTE.—The contractions “U. S. A.” and “U. S. N.,” for United States Army and United States Navy will be used when so written. When written “U. S. Army” or “U. S. Navy,” spell in full, as—
John L. Worden, U. S. N. N. A. Miles, U. S. A.
R. W. Meade, United States Navy. G. G. Crook, United States Army.

5. In parenthetical references to books use "p." and "pp." for page and pages, and "sec." and "secs." for section and sections.

6. "St." will be used for Saint, but Fort and Mount will not be abbreviated.

7. Use "etc." instead of "&c." Use the character "&" in firm names, but not in titles of companies having geographic or commercial words as part of the corporate name, nor in literary, scientific, artistic, or musical companionships. Examples:

Smith & Brown.	Washington and Norfolk Steamboat Company.
George W. Johnson & Co.	Atlantic and Pacific Telegraph Company.
William Greene & Bro.	Washington Flour and Feed Company.
Wigton Bros. & Co.	Eastern and Western Transportation Company.
Harlan & Hollingsworth Company.	Gilbert and Sullivan.
Brown & Jones Mining and Milling Company.	Cuvier and Valenciennes.
Philadelphia and Reading Railroad Company.	Hay and Nicolay.

8. Comprehensive examples of the use of the word "Company" and its contraction "Co." are given above. (See also "Contractions" under "TABULAR WORK.")

9. Do not use abbreviation "U. S." except in connection with naval and other vessels of the Government, as U. S. S. *Kearsarge*, U. S. gunboat *Katahdin*, U. S. monitor *Miantonomoh*, U. S. torpedo boat *Ericsson*, U. S. light-house tender *Maple*, etc.; but the contraction may be used in signature and address lines where extreme length makes it desirable.

10. Set references to scriptural texts as follows: Genesis xv, 24; II Samuel viii, 9-13; St. Matthew vii, 5.

11. Streets of the District of Columbia: Fifth street NW.; Florida avenue NE.; Four-and-a-half street SW.

12. Where compass directions are contracted, use the forms NE., NNW., etc.

13. Use "F." for Fahrenheit and "C." for centigrade when temperatures are given.

14. Use "Pl." and "Fig." for plate and figure before roman numerals, as Pl. VI, Fig. XII; "pl." and "fig." before figures, as pl. 6, fig. 12.

15. Use "Rev. Stat." for Revised Statutes, and "Stat. L." for Statutes at Large, in citations.

16. Set abbreviations for section, township, range, etc., thus: SE. $\frac{1}{4}$ sec. 5, T. 9 N., R. 2 E.

17. Use "loc. cit." for loco citato; "op. cit." for opere citato; "sp. gr." for specific gravity, and "sp. nov." for species nova.

18. Where the metric system of weights and measures is used, follow copy, and where contractions occur use roman lower-case or superior letters, according to indicated preference, as "cm. or ^{cm}," for centimeter; "mm. or ^{mm}," for millimeter; "c. c. or ^{cc}," for cubic centimeter.

19. After "per cent" and "viz" omit the period.

20. References to Congressional documents: House Ex. Doc. No. 6, Forty-seventh Congress, second session; Senate Mis. Doc. No. 10, Forty-sixth Congress, first session.

21. Use "v." (*versus*) in all cases except "fol." and "fol. lit."

22. The symbol "m/n," used in connection with South American financial statements, will be spelled "national money," in parentheses, immediately following the amount, as \$146 (national money); Rs. 146 (national money).

23. English money will be expressed by the use of the symbols "£" "s." "d." when amounts are given, as £227 14s. 6d.

(See also "Contractions" under "TABULAR WORK," "Supreme Court records," and "Court of Claims opinions, briefs, and decisions.")

CAPITALIZATION.

1. Use caps for roman numerals designating pages, chapters, articles, or plates.

2. Use caps for college degrees, viz, D. D., Ph. D., LL. D., A. M., B. A., etc.

3. Use lower-case "r" in Sr. and Jr., and "sq." in Esq. in addresses and signatures.

4. Capitalize, both singular and plural, "department," "bureau," "survey," "corps," and "service," when referring to an Executive Department or important

bureau, of the United States Government; "congress," referring to the United States Congress; "house," referring to the United States Senate or House of Representatives.

5. Capitalize, singular and plural, Senator, Representative, Delegate, and Member of the United States Congress and the principal officers of both Houses. Observe the following:

Architect of the Capitol
President
Secretary

Chaplain
Sergeant-at-Arms
Speaker

Clerk
Doorkeeper

6. Capitalize the legislative bodies, with their sections, of Governments:

Parliament
House of Lords
House of Commons
the Lords
the Commons
the Reichstag

Rigsdag
Reichsrath
National Assembly
Corps Législatif
Bundesrath
Skupstina

Cortes
Legislature (Hawaii)
the Right
the Center
the Left
States-General (Holland)

7. The words "president," "king," "queen," "czar," "emperor," etc., when used definitely and referring to rulers of countries, should be capitalized, as the President, the Emperor, the Emperor of China, the Chinese Emperor, etc.

8. Capitalize the first word of a direct quotation. Example: Solomon says, "Pride goeth before destruction." Do not capitalize such indirect quotations as "a wise man says that pride goeth before destruction."

9. Capitalize the first word of such indirect quotations as the following, but do not quote:

The orator's chief thought was, How shall we pay the debt?

The penitent's cry was, What shall I do to be saved?

The subject for debate was, Which is the greater, the pen or the sword?

10. Capitalize all commissions and boards authorized by act of Congress when given in full, singular and plural, as Fish Commission, Civil Service Commission, Mississippi River Commission, District of Columbia Board of Commissioners, Light-House Board, etc.; also the words "commission," "commissioner," and "board" where standing alone and referring to the above.

11. Capitalize all words denoting the Deity; "Reformation" (the), "Revolution" (1776), "Revolutionary war," "French Revolution."

12. Capitalize the words "army" and "navy" only when they mean the entire Army and Navy of the United States, and lower-case when used as adjectives. Examples:

The troops were supplied with army saddles and blankets.

The army before Nashville was commanded by General Thomas.

He spoke for the Army and Navy, as well as the Administration.

Their clothes were made of navy cloth, and their general appearance was that of navy officials.

He is at the head of the American Navy and conversant with everything pertaining to navy affairs.

13. When any word is used specifically as a synonym for "Government" and refers to any nation, as "crown," "empire," "kingdom," "republic," "administration," or "state," capitalize it, singular or plural. When indefinite or applied to dependencies, lower-case it. Examples:

The Government of the United States, which Government is the best of Governments.

President Cleveland's Administration compared favorably with preceding Administrations.

His estates were forfeited to the Crown, and his jewels were used to adorn the King's crown.

Upon the fall of the French Empire, the Empire of Germany was proclaimed.

France, as a republic, strengthened the Republics of the world; as an empire, it weakened them.

14. Capitalize "state," "territory," "district" (applied to a Federal district, as District of Alaska, District of Columbia), "canton" (in Switzerland), "province" (in Canada and Australia), etc., both singular and plural, when referring to administrative divisions of any country.

15. When the word "state" is used in contradistinction to "church," lower-case it, as "A union of church and state;" also "secretary of state of New York," "state policy," "affairs of state," etc.

16. Capitalize heads of Departments and Bureaus (of the United States Government only), but lower-case division and section officers.

17. Capitalize names of political parties: Republicans, Democrats, Tories, Home Rulers, Populists, People's Party, Prohibition party, Prohibitionists, Farmers' Alliance, Liberals, etc.

18. Capitalize names of societies: Odd Fellows, B'nai B'rith, etc.

19. Capitalize names of geological ages, eras, and periods:

Ages:	Eras:	Periods:
Archæan	Triassic—	Calciferous
Paleozoic	Lower	Chazy
Cenozoic	Middle	Corniferous
	Upper	Subcarboniferous
Eras:	Rhætic	Carboniferous
Lower Silurian	Cretaceous—	Permian
Upper Silurian	Lower	Eocene
Devonian	Tertiary	Oligocene
Carboniferous	Quaternary	Miocene
Mesozoic	Post-Tertiary	Pliocene
Jura-Trias	Azoic	Glacial
Jurassic—	Ezoic	Recent
Lias	Cambrian	
Oolite		
Purbeck		

20. Capitalize all designations in connection with capital letters or roman numerals, as Title XV, Schedule C, Finding VI, Exhibit K, Statement B, Article IV, Art. V, Chapter IX, Chap. XI, Volume XX, Vol. X, Section VII, Sec. VI, etc.; but lower-case when used with figures, as chapter 10, volume 5, chap. 8, vol. 2, etc. "Exhibit," "Appendix," and "Table" will be capitalized in all cases when preceding numerals or figures.

21. Capitalize the principal words in full titles of books, plays, and pictures, but do not quote. Also short titles of books, when in the singular, as Brown's Grammar, Bancroft's History, Webster's Dictionary, etc. When referring to a subject in a book, quote, but capitalize only the first word.

22. Capitalize "Presidential," "Congressional," "Senatorial," and "Territorial," referring to the President, Congress, Senate, and a Territory of the United States.

23. Signature and address names will be set in caps and small caps, with title or direction following in italics, in the same line if not over half the line is used for the purpose; otherwise hanging two ems or more. Capitalize principal words in lines connected with signatures and addresses. Make signatures and addresses compact, using partially filled lines where the contiguous matter is open enough to give a signature proper prominence. It is well to have a white line between text and signature, but this is not imperative; general appearance must govern. Signatures are placed at the right of the page, indented 1, 3, or 5 ems from the right, as may be necessary; addresses are placed to the left, flush if at the top of a paper, indented one em if at the bottom, italic lines following indented as much as necessary to a good appearance. Do not use slugs to separate dash lines from signature or address lines where the dash will bear off one or more blank lines if solid. The following examples cover the most common forms:

the Clerk of the House of Representatives on the 4th day of December,
A. D. 1893.

□□□Very respectfully,

JAMES KERR,□□□

Clerk of the House of Representatives.□

□Hon. CHARLES F. CRISP,

□□□*Speaker of the House of Representatives.*

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

JOHN RANDOLPH,□□□

Assistant Clerk Court of Claims.□

disposed of, both as a record of the fact and as a limitation of the authority conferred.

☐☐☐ (Signed)

JOHN S. HENDERSON, ☐☐☐

JNO. A. CALDWELL,

Committee on the part of the House of Representatives. ☐

[Observe lead.]

WM. F. VILAS,

JAMES McMILLAN,

Committee on the part of the Senate. ☐

bia, on account of the sewer debt of the District of Columbia to the United States.
☐☐☐ Very respectfully,

A. C. MATTHEWS, ☐☐☐
Comptroller.

By J. R. GARRISON,
Deputy Comptroller. ☐

☐ JOHN JAY, *Washington, D. C.*

report, which has been received, and is herewith transmitted with my concurrence.
☐☐☐ Respectfully, yours,

J. G. CARLISLE, *Secretary.*

☐ Hon. GEORGE D. WISE,

☐☐☐ *Chairman Committee on Interstate and Foreign Commerce,*
House of Representatives.

Brig. Gen. THOMAS L. CASEY,

☐☐ *Chief of Engineers, U. S. A., Washington, D. C.*

☐ DEAR SIR:

of Maryland, this 28th day of May, A. D. 1885.

☐ [SEAL.]

T. WATKINS LIGON. ☐

☐ By the governor:

☐☐☐ NATHANIEL COX, *Secretary of State.*

the day and year first above written.

J. M. WILBUR. ☐ [SEAL.]
BARTLETT, ROBINS & CO. ☐ [SEAL.] ☐

☐ In presence of—

☐☐☐ A. T. BROWN.
A. B. W. DEW.

☐☐☐ I am, General, very respectfully, your most obedient servant,

C. G. SAWTELLE, ☐☐☐

Colonel and Chief Quartermaster Military Division of the Gulf. ☐

☐ Maj. Gen. M. C. MEIGS,

☐☐☐ *Quartermaster-General United States Army, Washington, D. C.*

☐☐☐ I have the honor to be, very respectfully, your obedient servant,

S. P. LANGLEY, *Secretary.* ☐

NOTE.—In cases like the two preceding observe use of lead between text line and signature.

24. Titles preceding names will always be capitalized: Senior Warden Brown; Grand Master Williamson; Master Workman Sovereign; Sergeant Murphy; Private O'Donnell; Boatswain Given; Tinsmith Harris, etc.

25. Lower-case participles derived from proper names, such as anglicized, frenchified, romanized, gallicized; also adjective or qualifying nouns indirectly derived from and compounded with proper names, as tropical, arctic, transatlantic, etc.

26. Geographic zones or sections of the world, when used as proper nouns, take the capital, as the Tropics, the Arctics, the Levant, the Orient. When used as adjectives, use lower case, as antarctic ice, tropical plants, oriental customs, levan-tine silk, morocco or russia leather, china or wedgwood pottery. Such words as india rubber, india ink, paris green, london purple, prussian blue, venetian red, roman type, gothic letter (but Gothic architecture), that describe things and are also used as nouns, do not take the capital, although they are, or are derived from, proper names.

27. Capitalize titles clearly intended as synonyms of proper names. Examples:

You will go, Major, to New York.

I am anxious about our friend, the Captain.

Mr. Speaker, I rise to a point of order.

I am, General, your obedient servant.

28. Titles not clearly used as synonyms, or when used in a general way, will not be capitalized. Examples:

He was taken before the judge.

The captain was breveted.

29. Where the word "o'clock" occurs in phrases or headlines involving the use of capitals, always set it "o'clock;" never use the form o'Clock, O'Clock, or O'clock.

30. In caps-and-small-caps cross headings, or headings of any kind in which capitals are used, capitalize principal words. [Copy preparers will take full responsibility for uniformity in this matter and mark copy plainly.]

31. In tables of contents which are set in small caps capitalize only the first word and proper names.

32. Capitalize the titles of standing and select committees of the Senate and House of Representatives of the United States and the different forms of the same, both singular and plural, as Committee on Ways and Means; Ways and Means Committees. The following list gives the official nomenclature of Congressional committees, with the proper capitalization:

HOUSE.

Committee on—

Elections.
Ways and Means.
Appropriations.
the Judiciary.
Banking and Currency.
Coinage, Weights, and Measures.
Interstate and Foreign Commerce.
Rivers and Harbors.
Merchant Marine and Fisheries.
Agriculture.
Foreign Affairs.
Military Affairs.
Naval Affairs.
the Post-Office and Post-Roads.
the Public Lands.
Indian Affairs.
the Territories.
Railways and Canals.
Manufactures.
Mines and Mining.
Public Buildings and Grounds.
the Pacific Railroads.
Levees and Improvements of the Mississippi River.
Education.
Labor.
the Militia.
Patents.
Invalid Pensions.
Pensions.
Claims.
War Claims.

Committee on—

Private Land Claims.
the District of Columbia.
the Revision of the Laws.
Reform in the Civil Service.
Election of President and Vice-President and Representatives in Congress.
Alcoholic Liquor Traffic.
Irrigation of Arid Lands.
Immigration and Naturalization.
Ventilation and Acoustics.
Expenditures in the State Department.
Expenditures in the Treasury Department.
Expenditures in the War Department.
Expenditures in the Navy Department.
Expenditures in the Post-Office Department.
Expenditures in the Interior Department.
Expenditures in the Department of Justice.
Expenditures in the Department of Agriculture.
Expenditures on Public Buildings.
Rules.
Accounts.
Mileage.
the Library (also Joint Committee on).
Printing (also Joint Committee on).
Enrolled Bills (also Joint Committee on).
Joint Commission of Congress to Inquire into the Status of Laws Organizing the Executive Departments.
Joint Commission on Disposition of Useless Papers in Executive Departments.

SENATE.

Committee—
 on Agriculture and Forestry.
 on Appropriations.
 to Audit and Control the Contingent Expenses of the Senate.
 on the Census.
 on Civil Service and Retrenchment.
 on Claims.
 on Coast Defenses.
 on Commerce.
 on the District of Columbia.
 on Education and Labor.
 on Engrossed Bills.
 on Enrolled Bills.
 on Epidemic Diseases.
 to Examine the Several Branches of the Civil Service.
 on Finance.
 on Fisheries.
 on Foreign Relations.
 on Immigration.
 on Improvement of the Mississippi River and its Tributaries.
 on Indian Affairs.
 on Indian Depredations.
 on Interstate Commerce.
 on Irrigation and Reclamation of Arid Lands.
 on the Judiciary.
 on the Library.
 on Manufactures.
 on Military Affairs.
 on Mines and Mining.
 on Naval Affairs.
 on Organization, Conduct, and Expenditures of the Executive Departments.
 on Pacific Railroads.
 on Patents.

Committee—
 on Pensions.
 on Post-Offices and Post-Roads.
 on Printing.
 on Private Land Claims.
 on Privileges and Elections.
 on Public Buildings and Grounds.
 on Public Lands.
 on Railroads.
 on Relations with Canada.
 on the Revision of the Laws of the United States.
 on Revolutionary Claims.
 on Rules.
 on Territories.
 on Transportation Routes to the Seaboard.
 Select Committee—
 to Investigate the Condition of the Potomac River Front of Washington.
 to Inquire into all Claims of Citizens of the United States against the Government of Nicaragua.
 on Woman Suffrage.
 on Additional Accommodations for the Library of Congress.
 on the Five Civilized Tribes of Indians.
 on Transportation and Sale of Meat Products.
 to Establish the University of the United States.
 on the Quadro-Centennial.
 to Investigate the Geological Survey.
 on National Banks.
 on Forest Reservations.
 on Corporations in the District of Columbia.
 to Investigate Trespassers upon Indian Lands.
 on Ford Theater Disaster.

33. Capitalize "county," "township," and "ward" (singular form only), when used with the proper name.

34. Capitalize "river," "bay," "cape," "harbor," "mount," "island," etc. (singular form only), when used with the proper name.

35. Capitalize such words as "building," "asylum," "bridge," "bank," "school," "hospital," etc. (singular form only), when used with the proper name.

36. The following list will be found convenient as a guide to capitalization:

Absentee Shawnees.
 Act, Thurman, Tucker, etc.
 Acting Secretary of the Senate.
 Acting Secretary of State, etc.
 Administration (National).
 Admiral.
 Admiralty (British).
 Agency, Chippewa, etc.
 Agricultural Report.
 Albany Penitentiary.
 Appendix I V.
 Appendix A.
 Appointment Office.
 Aqueduct, Washington, etc.
 Aqueduct Bridge.
 Army Gun Factory.
 Army:
 General of the
 Lieutenant-General of the
 Major-General Commanding the
 Adjutant-General ('s Office).
 Inspector-General ('s Office).
 Judge-Advocate-General.
 Quartermaster-General ('s Office).
 Commissary-General of Subsistence.
 Surgeon-General ('s Office).
 Paymaster-General ('s Office).
 Chief of Engineers.
 Chief Signal Officer.
 Chief of Ordnance.
 Regular Army.
 Volunteer Army.
 Army Medical Museum.
 army officer, nurse, wagon, etc.
 Architect of the Capitol.
 Architect of the Treasury Department.

Armory (Springfield).
 Arsenal, Rock Island, etc.
 Articles of War.
 article of war, sixty-second
 Artillery School (United States).
 assembly, Pennsylvania
 Assistant Attorney-General (United States).
 Assistant Commissioner of the General Land Office.
 Assistant Commissioner of Patents.
 Assistant Postmaster-General, First, Second, etc.
 Assistant Secretary of the Interior, etc.
 Associated Press.
 Atlantic Slope, Coast, and Seaboard (section of country).
 Attorney-General.
 Auditor, First, Second, etc.
 Auditor of Railroad Accounts.
 Band, Eastern, etc., of Cherokees.
 Bank, Central, etc.
 Bay, Chesapeake, etc.
 Bethlehem Iron Works.
 Bible or Scriptures.
 Black Friday.
 Board (when definite).
 Board of Engineers.
 Board of General Appraisers.
 Board of Ordnance and Fortification.
 board of public works (District of Columbia).
 Board of Underwriters (New York).
 Board of Managers of the Soldiers' Home.
 Board of Trade of Philadelphia, etc.
 Board on Geographic Names.
 Book of Estimates.
 Botanist, the (Agr. Dept.)
 Botanic Garden.

- Bowman Act.
 Building, Winder, etc.
 buildings, Winder and Logan
 building, Treasury, etc.
 Bureau (when definite).
 Bureau of Accounts (and all other bureaus of the
 Navy Department).
 Cabinet, the
 Calendar, the
 Calendar of Bills and Resolutions.
 Calendar, Private
 Capitol Grounds.
 Capitol, the
 Capitol police.
 Carnegie Steel Works.
 Cavalry and Infantry School (United States).
 Census Bulletin No. 420.
 Census, Tenth, Eleventh, etc.
 central Ohio.
 Chairman (Committee of the Whole).
 Chairman of the Light-House Board.
 Chamber (of House or Senate).
 Charles II of England.
 Chemist, the (Agr. Dept.)
 Cherokee Strip or Outlet.
 Chief of the Bureau of, etc.
 Chief Clerk, House or Senate.
 Chief Intelligence Officer.
 Chief of the Record and Pension Division.
 Chief Justice (of United States Supreme Court).
 Chief Magistrate.
 Christian.
 Christianity.
 Christendom.
 Christianize.
 Church, the Methodist, etc. (denomination)
 Church, St. Aloysius, etc. (congregation)
 church, St. Paul's (building)
 Circle, Iowa, etc. (as a park)
 cisatlantic, etc.
 City of Mexico.
 Civil Service Commission (ers).
 Clerk of the House.
 Coast and Geodetic Survey.
 Code, the Mississippi
 College, Columbia, etc.
 Colonel Commandant (Marine Corps).
 Commissioner of Patents, etc.
 Commissioners of District of Columbia.
 Comptroller, First, Second, etc.
 Comptroller of the Currency.
 Confederate States.
 Consular Bureau.
 Congressional.
 Congressional Directory.
 Congressional Library.
 Constitution (United States).
 Continent, the (Europe)
 Contract Office.
 Corps of Engineers.
 Corps of Judge-Advocates.
 Council, Choctaw
 County, Clarion, etc.
 Court of Claims.
 Court of Private Land Claims.
 Court of St. James.
 court of appeals.
 Court of Commissioners of Alabama Claims.
 Crown (referring to Government).
 Dalles, The
 Dam No. 4.
 Day, Thanksgiving, Independence, Memorial, etc.
 Dead-Letter Office.
 Delegate (in Congress).
 Democrat.
 Department of Justice.
 Deputy Second Auditor, etc.
 Diplomatic Bureau.
 Director of the Geological Survey, etc.
 district:
 First assembly
 Fifth Congressional
 Third light-house
 District of Columbia Jail.
 Dome (of Capitol).
 Dominion of Canada.
 Du Pont Powder Works.
 Eastern States, the
 Eastern Continent.
 Eastern Hemisphere.
 eastern New York, etc.
 Electoral Commission.
 Engine No. 6.
 Engineer in Chief.
 Engineer Corps.
 Engineer Department.
 Entomologist, the (Agr. Dept.)
 Evangelical Alliance.
 Executive, the
 Executive order.
 Executive Departments.
 executive department (one of the three coordi-
 nate departments of the Government).
 Executive Document No. 95.
 Federal Government.
 Fish Commission (er).
 Forty-seventh Congress.
 Fourth of July.
 Freedman's Savings Bank.
 General Government.
 Gentile.
 General Assembly (Presbyterian Church).
 General Superintendent of Life-Saving Service.
 Geological Survey.
 gospel.
 governor.
 Government:
 Imperial
 Royal
 Federal
 General
 National
 British, etc.
 Government of Great Britain.
 Government Hospital for the Insane.
 Governor-General (of Canada).
 Grand Army post. (But Post No. 63, etc.)
 Great Lakes.
 Gulf Coast (section of country).
 Gulf, the (Gulf of Mexico)
 Hague, The
 Hall (of the House).
 Hall, Statuary (of Capitol)
 Harbor, Boston, etc.
 Headquarters of the Army.
 Health Bureau.
 Her Majesty the Queen.
 His Excellency the President.
 His Excellency Li Hung Chang.
 his excellency the governor.
 His Royal Highness the Prince of Wales.
 Home and Branch (singular or plural, referring
 to Soldiers' Home).
 Hospital, Providence, etc.
 Hotel, Metropolitan, etc.
 House Calendar.
 House Executive Document No. 12.
 House, Ebbitt, etc.
 Howard University.
 Hydrographic Office.
 imperial edict.
 india rubber.
 Isthmus, the (of Panama)
 Journal Clerk.
 Journal of the House (or Senate).
 Lafayette, General
 la Fayette, Marquis do
 Lafayette County.
 Lakes Erie and Huron.
 legislature, Connecticut, etc.
 Lake Michigan.
 Librarian of Congress.
 Library of Congress.
 Life-Saving Service.
 Light-House Board.
 light-house district, Fourth, etc.
 Line, Cunnard, etc.
 london purple.
 Long Bridge.
 lower House of Congress.
 Lower Mississippi.
 Mall, the
 Marine Corps.
 Marine-Hospital Service.
 Medical Corps.
 Medical Department (Army or Navy).

- Members and Delegates.
 Merino (sheep).
 merino (goods, wool, etc.).
 Metropolitan police.
 Microscopist, the (Agr. Dept.)
 middle Tennessee.
 Military Academy (United States).
 Mikado.
 Miscellaneous Document No. 2.
 Mississippi Delta.
 Mississippi River:
 Pass
 Passes
 Head of Passes
 Money-Order Office (of P. O. Dept.).
 Monument Lot.
 Mormon.
 Nation, Choctaw, etc.
 National Board of Health.
 National Cemetery, Arlington, etc.
 national cemetery at Arlington.
 National Guard.
 National Legislature.
 National Government.
 National Home for Disabled Volunteer Soldiers.
 National Medical Museum.
 National Park, Yellowstone, etc.
 national park in California.
 Naval Academy.
 Naval Asylum.
 Naval Militia (the entire body).
 Naval Observatory.
 Naval Reserves.
 Navy, the
 Navy-Yard, New York, etc.
 Netherlands, the
 New World.
 New York City.
 North, the
 North Pole.
 northern Illinois.
 Northwest, the
 Office of Experiment Stations.
 Office of Steamboat Inspection.
 Old World.
 One hundred and twenty-fifth street.
 Order of Business No. 56.
 Ordnance Department.
 Pacific coast (the sea line).
 Pacific Slope, Coast, and Seaboard (section of country).
 paris green.
 Parish, Caddo
 Park, Jackson, etc.
 Pay Corps.
 Pay Department.
 Penitentiary, Albany, etc.
 Pension Bureau.
 Pension Office.
 People's Party.
 plaster of paris.
 Populist.
 Postal Union.
 Postmaster-General.
 Post-Office appropriation bill.
 Presidential.
 Prince of Monaco.
 prussian blue.
 Public Land Strip.
 Public Printer.
 Quartermaster's Department.
 Railway Mail Service.
 Record and Pension Office (or Division).
 Reform School of District of Columbia.
 Reform School, Girls'
 Reformatory, Elmira, etc.
 Regents of the Smithsonian Institution.
 Register of the Treasury.
 Regular Army.
 Regular Navy.
 Reporter of the Senate.
 Republican.
 Reservation, Sioux, etc.
 Revenue-Cutter Service.
 Revenue-Marine Service.
 Revolutionary war.
 Revised Statutes.
 River, Ohio, etc.
 Rotunda (of Capitol).
 royal command.
 Rule XXI.
 Rules and Articles of War.
 Schedule B.
 schedule 6.
 School, Peabody, etc.
 schools, Peabody and Brent
 Scriptures (the Bible).
 Secretary of State, etc. (United States).
 Senate Chamber.
 Sergeant-at-Arms.
 Signal Corps.
 Signal Office.
 Signal Service.
 Six Companies (Chinese).
 Smithsonian Institution.
 Solicitor-General.
 Solicitor of Internal Revenue.
 Solicitor of the Treasury.
 Solicitor for the Department of State.
 Sound, the (referring to Long Island or Puget Sound)
 South, the
 Southern States, the
 southern Illinois.
 Southwest, the
 Square, Madison, etc. (as a park)
 square, Lafayette, etc. (as a street)
 star route.
 Stars and Stripes.
 Statistician, the (Agr. Dept.)
 Statistical Abstract.
 Statutes at Large.
 Straits of Magellan, etc.
 Streets, etc.:
 New York avenue.
 First street (northeast, etc.).
 Jackson alley.
 Phillips court.
 Mount Vernon place (as a street).
 Iowa circle (as a street).
 Padding lane.
 Benning road.
 Lafayette square (as a street).
 Subsistence Department.
 Superintendent of the Census.
 Superintendent of Coast and Geodetic Survey.
 Superintendent of Foreign Mails.
 Superintendent of Immigration.
 Superintendent of the Money-Order System.
 Superintendent of the Nautical Almanac.
 Superintendent of the Naval Observatory.
 Supervising Architect's Office.
 Supervising Architect of the Treasury.
 Supervising Inspector-General of Steam Vessels.
 Supervising Surgeon-General United States Marine-Hospital Service.
 Supplement to Revised Statutes.
 Supreme Bench.
 Supreme Court (United States).
 supreme court (District of Columbia or of a State).
 surveyor-general.
 Survey, Geological, etc.
 Territorial assembly.
 Territorial legislature.
 transmississippi.
 transatlantic.
 Treasurer of the United States.
 Treasury building.
 Treasury Cattle Commission.
 Treasury (National).
 United Press.
 Upper Mississippi.
 Valley, Mississippi, etc.
 Vice-President (of United States).
 Vice-Admiral.
 war, Mexican
 war of the rebellion.
 Washington Aqueduct.
 Washington's Headquarters.
 Western Continent.
 Western Hemisphere.
 White Lot.

COMPOUNDING.

1. In compounding words the International Dictionary will be followed, with but few exceptions.

2. The following words are so common in the work of this office that the usage of many years will be continued:

post-office	consul-general	lieutenant-commander
court-house	vice-consul	rear admiral
custom-house	lieutenant-general, etc.	flag-officer
light-house	sergeant-major	judge-advocate-general
navy-yard	quartermaster-sergeant, etc.	provost-marshal
attorney-general, etc.	color-corporal	provost-marshal-general

3. Make one word of horsepower, candlepower, and hundredweight, and use adjectively as laid down in the succeeding paragraph.

4. Compound adjectives take the hyphen: A 2-foot rule, 10-horsepower engine, 16-candlepower light, 6-hundredweight load, many-colored coat, light-armed soldier, asked-for opinion, fine-grained wood, light-green color, etc.

5. Compound the following:

mid-channel	micro-organism	foot-pound (plural foot-pounds)
double-loader	micro-millimeter	foot-poundal (plural foot-poundals)
single-loader	micro-photograph	foot-second (plural foot-seconds)
pleuro-pneumonia	acre-foot (plural acre-feet)	second-foot (plural second-feet)
national-bank notes	foot-acre (plural foot-acres)	foot-ton (plural foot-tons)
re-treat (to treat again)	pound-foot (plural pound-feet)	pound-degree (plural pound-degrees)
ante-mortem	post-mortem	

6. Follow compounding, etc., in the appended list of fishes and fishery appliances:

alewife	fat-head	mollusk	sea-urchin
amber-fish	fiddler-crab	monkfish	seaweed
angel-fish	finback whale	moonfish	seine-haul
bag seine	fish-culture	mossbunker	seine-reach
bass net	fish eggs	mud-crab	set net
bellows-fish	fishing-camp	mudfish	sheat-fish
black bass	fishing-ground	muskellunge	sheepshead
black-cod	fishing-place	mussel-crab	shellfish
blackfish	fish roe	mutton-fish	shore-crab
black perch	fish-wheel	nigger-fish	skipjack
blue crab	flake-yard	nursefish	smelt net
bluefish	flatfish	oyster bed	snake-fish
boat fishermen	flying-fish	oyster-crab	snapping mackerel
boat-steerer	food-fish	paddle-fish	soft crab
bomb-gun	frostfish	pan-fish	Spanish mackerel
bottom-feeding fish	garfish	parrot-fish	spearfish
bowhead whale	gill net	peacock-fish	spider-crab
boxfish	gill-net fishing	pigfish	squeteague
brook trout	goldfish	pilot-fish	squirrel-fish
buffalo-fish	goosefish	pipefish	starfish
bullhead	green crab	purse seine	steelhead
bull's-eye mackerel	greenfish	ratfish	stingray
buoy line	ground line	red crab	stone-crab
butler-fish	hagfish	red eye	striped bass
candle-fish	hair seal	redfish	sulphur-bottom whale
catboat	hand lance	red grouper	sunfish
catfish	harbor porpoise	red-horse	swordfish
cigar-fish	harpoon gun	red perch	tautog
coast line	hermit-crab	red snapper	threadfish
codfish	hickory-jack	rock-bass	tilefish
codfish fishery	hogfish	rock-cod	toadfish
cod fishery	hoop net	rock-crab	tomcod
cod fishing	horsefish	rockfish	trammel net
cod line	horse-mackerel	rock lobster	trawl basket
crampfish	horseshoe-crab	rose-fish	trawling-ground
crawfish	houndback whale	round-fish	trefish
crayfish	jackfish	rowboat	trigger-fish
crayfish pot	jelly-fish	rudder-fish	trumpet-fish
cultus-cod	Jewish	salmon canning	trying-out (of a whale)
cutting-in (of a whale)	Jonah-crab	salmon-canning industry	try-works
datefish	kelp-crab	salmon trout	tribfish
dealfish	kelpfish	sand-crab	weakfish
devil-fish	kingfish	sawfish	whaleboat
dingey	king-crab	scallop	whalebone
doctor-fish	lady-crab	sea bass	whale line
dogfish	lady-fish	sea-cucumber	whistling buoy
dollar-fish	land-crab	sea-horse	whitfish
drag net	landlocked salmon	seal oil	wolf-fish
drag seine	live-eel	seal skin	yellow-tail
drift net	lobster pot	sea moss	
drumfish	lumpfish	sea mullet	

7. Fractions, when spelled, will be compounded: One twenty-first, one-fifth, eighty-one one-hundredths, one one-hundredth, the one-hundredth part.

8. The words "well," "so," and "ill" will be used as follows: He is an ill-tempered man; he is very ill tempered. Well-meant intentions; his intentions are well meant. His so-called poem; his poem (so called) is, etc. But generally adverbs are not compounded with adjectives which they qualify: A divinely inspired book; a finely modeled statue; a nicely kept lawn.

USE OF FIGURES.

1. Where figures are used to express the time of day, use the period to separate the hours and minutes: It was 5.30 p. m.; 10.02 a. m.

2. Use degree and minute marks after figures in all cases referring to degrees and minutes, and where whole numbers and decimals are used place the marks after the decimals, as 14.25°; 13.5'; 24.36''.

3. In straight matter and reading columns of tables, where decimal fractions occur without a unit, put a cipher in the unit's place: 0.38; but a .38-caliber revolver.

4. Omit the comma in serial numbers: No. 165473; section 2436.

5. Use inferior figures in all chemical symbols, and omit spaces between the letters and signs.

6. Use superior figures in connection with reference letters, as A¹, A², a¹, a².

7. It is impossible to give definite rules that will govern in all cases as to what should go in figures and what should be spelled out. It is a question which must be left to the judgment of the workman. General rules which will serve as a guide to the tendency of the style follow:

PUT IN FIGURES—

Distances: 50 miles; 17 yards; 8 leagues.

Clock time: 10.25 p. m.; 12 o'clock and 30 minutes; half past 9.

Weights: 12 pounds of beef; 4 hundredweight of stone; 8 centals of wheat; 2 grams of powder.

Measures: 40 bushels of wheat; 1 gallon of wine; 15 knots; 6 acres; 9 hectares.

Degrees, etc.: 17° 24' 17''; 10° below zero; in longitude 46° west (but tenth meridian of longitude, sixth degree of latitude, etc.).

Dimensions: 16 feet square; 24 by (not x) 12 feet; 2 by 6 inch plank; 4 kilometers square.

Percentage: 15 per cent; 27.4 per cent; but one-half of 1 per cent, etc.

Money: \$2 per 100 pounds; \$1.37½ per bale; 35 cents apiece; a 25-cent piece; 20 francs.

Age: My age is 52 years and 6 months; a boy 6 years old; 3-year-old colt; 3-months-old child; wine 8 years old (but a boy about six years old; wine four or five years old—where indefinite and isolated, spell out).

Population: The population of Chicago is 1,000,000, of whom 150,000 are voters; a hamlet of 18 persons. (But see paragraphs 9 and 10 under "Spell out.")

Bonds or stocks: Gold is 109; Metropolitan Railroad, 109; 5-20 bonds; 10-40 bonds; 7.30 bonds; 3.65 bonds; 4½ percent bonds; 3 per cent bonds; 3½ percents; 4 percents. Where the word "bonds" does not follow the designating expression, spell out, as five-twenties, ten-forties, three-sixty-fives, four-and-a-halves, threes, etc.

Votes, ballots, etc.: 75 votes; 50 ballots; 300 voters; 167 Democrats; 14 majority.

Definite enumerations (when of a statistical character): 275 persons, 6 sleek horses, 20 head of sheep, 9 dusty travelers; 43 reports, covering 109 pages. (But see paragraph 9 under "Spell out.")

Dates: June 29, A. D. 1882; December 6, 1846; the 1st of January, 1883; June 12; the 5th instant; the 20th day of March; the 1st (day) of the month. July 4, 1776, was the great day which gave to the world the celebrated Declaration of Independence, and now our Fourth of July is something to be remembered by all patriotic Americans; 4th of July claims.

Serial numbers: Section 3; No. 1728; paragraph 247; page 125; volume 6 (or Volume VI, as written); 1536 Ninth street; Route No. 17342; clerk of class 3.

SPELL OUT—

1. Length of time: It lasted fifteen years; we were three days on the way; four hours and ten minutes.

2. Amounts or numbers larger than 1,000, if spelled, are expressed thus: One thousand eight hundred and fifty dollars; A. D. eighteen hundred and fifty; number

seventeen hundred and twenty-two. But in serial numbers, where even multiples of one thousand occur, use the word "thousand," as section two thousand and four (not twenty hundred and four); paragraph seven thousand and sixty-nine.

3. When beginning a sentence: Five million dollars' worth; in other cases, \$5,000,000 worth.

4. All amounts beginning sentences or paragraphs, except when, in testimony, an answer begins with a serial or complex number, in which case use figures. Examples:

Q. In what year was that?—A. 1876.

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

Q. How much was the sum?—A. Five (or fifteen, or sixty-seven) dollars.

5. Numbered streets of all cities, except in tabular matter.

6. Regimental numbers of United States Regular or Volunteer Army, as Eighth Infantry, One hundred and ninth Ohio Regiment, Third Massachusetts Cavalry.

7. Sums of money, when they are referred to in a general way, as "four or five millions," or "I would not contribute one dollar to such a purpose." [This is not to be construed as meaning round numbers, but simply a general or indefinite statement.]

8. Isolated fractions not connected with whole numbers, as one-fourth, three-tenths.

9. Isolated enumerations less than 10: "I saw three men at work." "There were four horses in the field."

10. Number of persons, when not in statistical matter or when general or indefinite: "There were thirty or forty persons in the town."

11. When numbers are mentioned casually, or by way of illustration, or in connection with serious and dignified subjects, they should be spelled out:

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

It is now five years since I first took my stand in opposition to this measure, and if my stay among you should be extended to twenty years instead of five, I shall still be found opposing it with the same earnestness as at first.

Millions for defense, but not one cent for tribute.

The twelve Apostles.

The three Graces.

The nine Muses.

The seven wise men of Greece.

For twelve years he struggled manfully and the thirteenth year crowned his efforts with success.

Congress has now been in session two months and three weeks, lacking two days.

It is twenty-four years since the rebellion turned the two sections of our country into two armed bodies composed of two or three million men.

It is the twelfth hour which is dreaded most at night by superstitious mortals.

At eleven and a half o'clock.

In the thirtieth degree of latitude the thermometer reached the fifth degree above zero.

12. When a paper is divided into clauses numbered "1, 2, 3," etc., in the copy, put in figures; but if written "1st, 2d, 3d," etc., spell out.

TABULAR WORK.

Box heads.—Box heads should be run across whenever practicable; if it is necessary to run them up, reduce to the minimum depth.

In boxes of two or more lines which run across, or where two or more boxes occur in the same head, use en quads above and below the greater number of lines.

In boxes of three lines or more in depth and 10 ems or more in width over reading columns or over several figure columns, and in all run-up heads of three lines or more, make hanging indention; otherwise center each line.

In boxes containing two lines the first line must be the longer when possible.

Contractions.—In columns of names of persons, follow copy in the use of contractions of given names; but to avoid overruns always contract such names as William and Charles. Use "Co." for "Company" where the name of the company is given;

use "R. R." for railroad and "Rwy." for railway where the name of the railroad or railway is given, and use Bro. and Bros. in firm names. Contract names of months whenever the day of the month is given, excepting in first columns consisting of dates only, which may, however, be contracted to save overruns. All other well-known contractions can be used, by direction of copy preparer, to save overruns. The following contractions for months of the year will be used:

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

Use of "dittoes."—Ditto whenever it can properly be done, and ditto under blank spaces in all cases excepting center heads, but never ditto under leaders.

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

In first columns, where flush headings are used with indentions under them, proportionate allowance must be made for those indentions, and it will generally be indicated by the copy preparer.

Date columns.—In 7-em date columns, bear off 3-em space from rules, use only en commas after day of month, and put the remaining space between month and day. Observe same style in 5-em date columns, with the exception of using en quads instead of 3-em spaces in bearing off from rules.

Ditto in both 5 and 7 em columns.

Leading from top or bottom lines.—Where there is only one reading column, lead from the bottom; if more than one, from the top.

Date columns are not classified as reading columns in connection with leading from top line.

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

Where the last word in a leader line runs close to the rule, use en leader if space permits; if not, use a thin space, but never use a full point, excepting where a reference mark follows an abbreviation.

Unless specially directed otherwise, continue leaders across entire width of tables when the right-hand columns are of figures; when the last column is a reading column, omit the leaders from that column only.

Figures in reading columns.—Numerical expressions in reading columns will be expressed in figures, even at the beginning of the sentence: 155 days from Dec. 1; trains 3 times a day.

Figures from or against rules.—In figure columns bear off an en quad from rules on right of figures; and so make the cast as to bear off the longest line of figures an en quad from the rule on the left where possible. If crowded, and but few figures will touch, close up on the left; if still more crowded, close up on the right. If found necessary to set the figures in one column against the rule on the right (which, by the way, must always be done before closing up on the left when the mass of figures is of nearly even width), do the same with the remaining columns of the table. Exceptions will be marked by copy preparer.

Common fractions to be set against rules unless otherwise indicated.

Decimals.—In columns of figures containing decimals omit the point and ciphers where no decimal occurs. This rule does not apply to money columns consisting of both dollars and cents, where the points and ciphers will be used. Always align the decimal points.

Dollar mark.—Repeat dollar mark under rules in continuous tables; also in leader work where center heads occur indicating a separate or independent statement. But in statements where amounts are added to make a general aggregate do not repeat the dollar mark, even where center heads occur.

Parallel dashes.—Use parallel dashes in figure columns in all cases where necessary to cut off from figures following. This rule will apply also to leader work.

Tables in rules.—In tables inclosed in rules, where the first column consists of figures, do not use leaders. [This rule will not apply to date columns or to reading columns clearly requiring leaders.] Bear off matter one em from side rules.

Full point in leader lines.—Use full point between abbreviation and reference mark in leader lines, as Boston, Mass. †.....

Blanks for center heads.—Use full blank line above and below all center heads in stubs or reading columns, excepting where leaders run back far enough to clear the head, in which case use only a line of en quads below.

Plus and minus marks.—Plus and minus marks in figure columns must be aligned when occurring at left of figures.

Dates and figures in reading columns.—Do not range dates or figures in first or reading columns unless figures are added up to make a total. This rule will apply also to leader work.

En-quadded tables.—Use en quads in runovers [copy preparers will give instructions when change is desired]; scabboard will not be allowed; all box heads solid.

Reference marks.—Set off all reference marks a 5-em space when preceding words or figures. Use superior figures (¹, ², ³, etc.) for reference marks and footnotes in all cases, unless otherwise instructed. In a series of short footnotes range the reference marks, and also the first letter of the note.

Words in figure columns.—Range all words occurring in figure columns one em from rule on right; also capitalize and use full point.

Indentation from rules.—An indentation from a rule means so many ems in addition to the en quad used for bearing off.

Word "number."—Spell the word "number," referring to quantity or things, in box heads where possible. Where necessary to abbreviate or where used in connection with serial figures, use "No."

Flush and sub heads.—Use colons after flush heads and em dashes after heads subordinate thereto.

Units of quantity.—Units of quantity to the right of reading columns and over figure columns will be spelled where possible. Where the space available demands a contraction, use the following forms: Dolls., galls., lbs., oz., bbls., cwt., yds., ft., in. (inches), doz., bush., M, sq. feet, M feet, cub. feet, kilo., kilos. Observe style of the following table:

Articles.	Between Chicago, Ill., and—		Between St. Louis, Mo., and—		
	Jacksonville, Fla.	Athens, and Macon, Ga.	Jacksonville, Fla.	Athens, Ga.	Atlanta, Ga.
Agricultural implements:					
C. L. (weight 20,000 pounds) ... per 100 lbs.	\$0.87	\$0.85	\$0.84	\$0.82	\$0.82
C. L. (weight 20,000 pounds), released, per 100 pounds	.58	.58	.56	.56	.56
Apples, onions, potatoes, cabbage, beets, and turnips, straight and mixed, C. L. ... per 100 lbs.	.43	.43	.41	.41	.41
Beans and pease, in barrels or sacks. do.	.73	.71	.70	.68	.68
Butter:					
Dairy—					
In wood do.	1.35	1.47	1.23	1.25	1.35
In wood, released. do.	1.00	1.06	.95	1.01	1.01
Flour:					
In barrels per barrel.	.44	.74	.48	.68	.62
In sacks per 100 pounds.	.28	.41	.23	.38	.35
Grain, in bulk, C. L. do.	.27	.37	.22	.32	.29
Hominy and grits per barrel.	.54	.73	.56	.64	.58

Leader work.—Leader work is not classified as tabular work.

Continued heads.—Continued heads over tables must be condensed into one line where possible.

FOLLOW—FOL. LIT.

1. Copy marked "fol." means to follow figures, italics, abbreviations, idiomatic words and expressions, and &c. or etc., but not capitalization or punctuation. The exceptions are: (1) Always spell out the & except in firm names; (2) always spell out the % mark; (3) always use "at" or "to," as the case may be, instead of the commercial @. All orthography in "fol." matter is good that has the sanction of any dictionary.

2. Copy marked "fol. lit." means follow everything—caps, punctuation, and contractions.

COURT WORK.

COURT OF CLAIMS OPINIONS, BRIEFS, AND DECISIONS.

1. In the case of *The United States v. Union Pacific Railroad Company* (99 U. S. 22), the court
2. In the case of *United States v. The Union Pacific Railroad Company* (99 U. S., 33), the court
3. (*The United States v. Union Pacific R. R. Co.*)
4. (*United States v. The Union Pacific R. R. Co.*)
5. In *Taylor's Case* (16 C. Cls. R., 14) the claimant. (*Taylor's Case*, 16 C. Cls. R., 14.)
6. In *Taylor v. Smith* the court held
7. *Edwards's Lessee v. Darby* (12 Wheat., 210)
8. *Legal-Tender Case* (110 U. S., 334)
9. (*Ex parte Robinson*, 19 Wall., 304)
10. In *Taylor's Case* the court say; in the case of *Taylor* there was
11. In the case of *Payne* (7 U. S., 252)
12. By the *Act of March 3, 1881*, chapter 34, section 4 (Rev. Stat., § 33).
13. *Bowman Act* (22 Stat. L., ch. 4, § 9, p. 284); the *Bowman Act* was referred to.
14. *Act 5th August, 1882* (Supp. Rev. Stat., 284; Stat. L., 84).
15. In the petition (Rec., p. 7) there is
16. In the record (p. 7; Test., p. 7; Ev., p. 7; Rec., p. 9; q. 7; e. q. 7; int. 7; e. int. 7; qq. 6-9; c. qq. 7-9; ints. 9, 10)
17. Finding VI—the sixth finding; section 6—the sixth section.
18. Omit quotation marks for exhibits in all cases except "fol. lit."
19. "United States" to be used in the singular number where practicable.
20. In Court of Claims records, when questions are numbered, let the number precede the question: 23. Question.
21. Spell out "Question" and "Answer" and make separate paragraphs.
22. When the title of the case is braced to the left, the rule is to have the braced portion occupy two-thirds of the line; but this may be varied to avoid bad divisions or when there is but little matter inside the brace.
23. Make sentences of citations, excepting (p. 84) or (pp. 90-95).
(See also "FOLLOW—FOL. LIT.")

SUPREME COURT RECORDS.

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

1. Follow copy literally, except italics (which stand for errors only), capitalization, and punctuation.

2. Use italic letters to indicate errors of orthography and apostrophes to indicate errors of omission. In case of a doublet, italicize the repeated portion. Use no dashes, but indicate blanks with quads.

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

4. Use apostrophes in unusual abbreviations, such as Feb'y, c't, etc.; but in well-established abbreviations use the period, as Mr., def't., plff.

5. Many words, although not spelled according to Webster, if sanctioned by other authorities, should be set without italic letters.

6. Italics should not be used to indicate errors of syntax, or errors of orthography, in foreign languages, except in law terms, as *fiari fecias*; nor should italics be used in variations of orthography of proper names of persons or places.

7. Where the name of a corporation occurs beginning with the word "the," use a cap. T, thus: the said The B. & O. R. R. Co.; The Sun v. The Globe; The City of Washington v. The B. & O. R. R. Co.; the defendant The Davies County Bank.

8. Errors in italics will always be indicated by roman letters, thus: *fiere fecias*, *complainants*.

9. Names of vessels will be set in roman, quoted.

10. Do not change the spelling of proper names, nor use italics to indicate errors therein.

(See also "FOLLOW—FOL. LIT.")

GENERAL TESTIMONY.

1. Contract the first Q. and A., as well as the following ones.

2. Make one paragraph of question and answer, connecting the question and its answer by an em dash.

3. Where the answer is not introduced by the usual "A.," "Ans.," or "Answer," or where the name or title of a participant is used, make a new paragraph.

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

The CHAIRMAN (to Mr. Smith).

Mr. KELLEY (to the chairman).

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

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

(Objected to.)

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

Q. (Continuing.)—A. (Reads:)

Question (continuing).—Answer (reads):

A. (Interrupting.)

Answer (interrupting).

(Counsel objects to its admission.)

5. Observe punctuation in the following paragraphs:

The defendant, George Brown, stated to the court, etc. [where there is only one defendant (or plaintiff) in the case].

The defendant George Brown stated to the court, etc. [where there are two or more defendants (or plaintiffs) in the case].

(See also "FOLLOW—FOL. LIT." and paragraph 3 under "MISCELLANEOUS.")

USE OF ITALIC.

1. Names of vessels and generic names should be set in italic, except in tabular matter, indexes, lists set in columns, and Supreme Court work.

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

3. Italic will not be followed in general work, either for foreign words or for emphasis, unless special instructions to that effect are given.

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

(See also "FOLLOW—FOL. LIT.")

MISCELLANEOUS.

1. Use spaces in place of hyphens in Indian names.
2. Treat all side and end-in notes as paragraphs.
3. Observe the following examples of punctuation:

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

Isaac Fuller, sworn, and testified as follows:

P. L. Rodier, sworn and examined.

Colonel Seventh Cavalry.

Captain, Seventh Cavalry.

Respectfully, yours,

Yours, respectfully,

Congressional, No. 25.

Congressional case No. 25.

Record, case No. 384.

Term No., 625.

Indian Depredations, No. 25.

Indian depredation case No. 625.

French Spoliations, No. 18.

French spoliation case No. 325.

first session Fifty-third Congress.

Jones & Co., Limited.

Latitude, 40° 19' 12" north; longitude, 30° 8' 14" west.

In latitude 40° 19' 12" north, longitude 30° 8' 14" west.

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

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

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

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

4. "Line of stars" means seven asterisks in a full-measure line, indented two ems at each end, the remaining space to be evenly divided between the stars. Exception: In briefs, etc., set in "general-order" measure, use but five asterisks, indented two ems at each end.

5. Avoid, by overrunning, the use of a dash at the beginning of a line, two-letter divisions, and the repetition of divisions at the end of three or more contiguous lines.

6. After addresses at the head of communications use the period, as—

Hon. AMOS J. CUMMINGS,

House of Representatives.

DEAR SIR: I have the honor, etc.

Lieut. Commander RICHARD RUSH,

Navy Department.

DEAR SIR: The care shown by you, etc.

7. Use en quads in cap and small-cap lines in addresses and in signatures, and a proportionate increase of space in heads of extended type.

8. In illustrating certain shapes or forms, as T rails, use gothic letters (case 288 cap. in long-primer text, and case 287 cap. in brevier text).

9. In solid matter, when extracts, etc., are set in smaller type, separate by using two leads; in leaded matter use three leads.

10. Use two leads before footnotes in all cases.

11. Where slugs are called for specially, use a slug of same body as type.

12. Separate center heads from text by slugs one size less than type used.

13. When two consecutive years are intended, set: 1875-76, 1801-2; when more than two consecutive years are intended: 1875-1879, 1895-1904; when two or more distinct years are intended: 1894, 1895; 1873, 1876; 1888, 1891, 1894.

14. When laws are set in long-primer type, document measure, the first line of the enacting clause must be set so as to conform to the following examples:

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

15. In indexes, when the page folios overrun, retain only the first folio number in the leader line; but when necessary to save an overrun, figures may be run back to within an em leader of the words. When the folios overrunning make two or more lines, indent evenly not less than seven ems on the left, the folios in excess of even-length lines to be worked into the leader line. When the figures extend back into the leader line, use an en quad between the leaders and the first figure.

16. Never divide a word in a headline if it can possibly be avoided. In subhead and legend lines it is not necessary to make the first line full.

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

18. Never divide the last word of a paragraph if it can be avoided; overrun if necessary. The last line of a paragraph should contain at least a four-letter word.

BILL STYLE.

Unless special directions are given—sometimes necessary in particular cases—the following rules govern the printing of bills:

Type.

1. Bills are always set in English type, full-slugged.
2. A new bill is always all roman, italic being used only for the enacting clause and the word "*Provided*."

Side Folios.

3. The direction "Allow for two figures" means that TWO 1-EM quads (not one 2-em quad) are to be used in allowing for side folios at left of text. "Allow for three figures" means indent two 1-em quads and 1 en quad.
4. Always supply the word "That" immediately following the section number, and after the word "*Provided*" of a proviso.
5. Begin side folios with figure 1 at the first line of each section. Exceptions to this are sometimes made for convenience in handling, and side folios begun with figure 1 at the top of each page; but in such cases special instructions will be given.

Engrossed and Enrolled Bills.

6. A bill is said to be *engrossed* when it has passed one House of Congress; to be *enrolled* when final action has been taken in both Houses.
7. Follow literally in engrossed and enrolled bills. This applies to the title of the bill on the filing or indorsement as well as to the text, but not to the caption of engrossed amendments.

Heads and Indorsements.

8. The "indorsement" on a bill is the form printed on the back for convenience of reference when folded. "Document style" prevails on indorsements until the bill reaches the "engrossed" stage. Senate bills differ from House bills in the forms used in heads and indorsements. As a bill progresses new "actions" appear, which should be set in the same style as the "actions" that precede. The "style" of a head or indorsement is governed by the "style" for the branch of Congress in which the bill is pending. Examples of a new bill in each House are given on the following page:

HEADING OF HOUSE BILL.

[Cast.]
53D CONGRESS,
3d Session.

[Cast.]
H. R. 9846.

[English caps—cast.]
IN THE HOUSE OF REPRESENTATIVES.

[Long primer type.]
DECEMBER 22, 1894.

Referred to the Committee on Claims and ordered to be printed.

[English type.]
Mr. WILSON, of West Virginia, (by request) introduced the following bill:

[Cast.]
A BILL

[English type.]
For the relief of George Washington Watkins, of Martinsburg, West Virginia.
[Slug.]

Be it enacted, etc., That

HEADING OF SENATE BILLS.

[Cast.]
53D CONGRESS,
3d Session.

[Cast.]
S. 4973.

[English caps—cast.]
IN THE SENATE OF THE UNITED STATES.

[Long primer type.]
JANUARY 4, 1895.

Mr. VOORHEES introduced the following bill; which was read twice and referred to the Committee on Pensions.

[Cast.]
A BILL

[English type.]
Granting an increase of pension to the survivors of the Mexican War.
[Slug.]

Be it enacted, etc., That

INDORSEMENTS.

<i>House.</i>		<i>Senate.</i>
53D CONGRESS, } 3d Session.	H. R. 9846.	53D CONGRESS, } 3d Session.
		S. 4973.

A BILL

For the relief of George Washington Watkins, of Martinsburg, W. Va.

By Mr. WILSON, of West Virginia.

DECEMBER 22, 1894.—Referred to the Committee on Claims and ordered to be printed.

A BILL

Granting an increase of pension to the survivors of the Mexican War.

By Mr. VOORHEES.

1895—JANUARY 4.—Read twice and referred to the Committee on Pensions.

9. In indorsements on bills in the Senate use a 9-em dash under the bill number; on bills in the House a parallel dash.

10. The name of the introducer of a bill or resolution is carried under the title in the indorsement, in long primer caps and small caps, between parallel rules, in both Houses, through each printing until bill or resolution passes one House.

11. When the title of a bill on the indorsement makes more than two lines, indent the runovers $1\frac{1}{2}$ ems; center the title when it makes but one or two lines. On the face of the bill where a title makes more than one line, set the first line to full measure, centering the run over if there be two lines in the title; if more than two lines, indent the runovers 2 ems.

12. Titles for HOUSE BILLS are taken from the INDORSEMENT of copy; for SENATE BILLS from the FACE of copy.

13. Preambles are set full measure, the first line of each "whereas" being flush and the runovers indented 2 ems. Where an agreement or treaty is part of a preamble, follow literally, indenting the paragraphs 4 ems and runovers 2 ems, full measure.

14. Titles and preambles following the head of a bill are always half-slugged.

15. Set "Calendar No. —," on both face and indorsement of bills which have reached the Senate Calendar, in each case at the upper right-hand corner.

16. Set "Report No." on both face and indorsement of reported bills in both Houses, centering under the number of the bill.

[It is impracticable to give illustrations of the minutiae of headings and indorsements of bills in all their stages. Samples and information can always be had upon inquiry at the foreman's desk. Compositors and others must familiarize themselves with the forms called for by the clerks' notes on copy.]

Amendments.

17. "Line type" and italic are used only to show amendments. When it is proposed to strike out certain portions in a bill that is "reported with amendments," such portions will be set in "line type." Example:

in accordance with ~~existing~~ *proposed* plan, ~~twenty~~ *twenty-five* thousand dollars.

18. When new matter is inserted, it is set in italics.

19. When it is proposed to strike out and insert, always let the italics FOLLOW the line type.

20. Do not complicate amendments. When one amendment can be made to cover the sense, as in the complete changing of a sum of money, so set it, rather than divide into two or more short amendments.

21. Proposed Senate amendments are printed in bill form, all roman. The general style of the head may be either that of bills or of "miscellaneous documents." These headings are generally in proper form as they come from the bill clerk.

22. When it is proposed in the Senate to make several short amendments, the caption should read as follows:

AMENDMENTS

Intended to be proposed by Mr. HOAR to the bill (H. R. 4864) to reduce taxation, to provide revenue for the Government, and for other purposes, viz:

- 1 In line 24, page 19, strike out the words "per centum ad valorem" and insert the words
- 2 "cents per pound;" in line 16, page 25, strike out the word "shall;" and in line 12, page 34, after
- 3 the word "and," insert the word "any."

23. When a proposed amendment in the Senate is expressed by one or more full paragraphs, the caption should read:

AMENDMENT

Intended to be proposed by Mr. GORMAN to the bill (H. R. 2476) entitled "An Act to establish a fish-hatching station at Port Tobacco, Maryland, viz: After the word "Maryland," in line 14, section 2, insert the following:

- 1 To enable the United States Commissioner of Fish and Fisheries to carry out the provisions
- 2 of this act there is hereby appropriated the sum of seventy-five thousand dollars.

Reported Bills.

24. Observe the difference in *form* of action taken on Senate and House bills reported with amendments:

House.—

DECEMBER 12, 1894.

Reported with amendments, committed to the Committee of the Whole House, and ordered to be printed.

Omit the parts struck through and insert the parts printed in *italics*.

Senate.—

DECEMBER 13, 1894.

Reported by Mr. HARRIS with an amendment, viz: Omit the part struck through and insert the part printed in *italics*.

[The wording varies with the necessities of the case, but the style remains the same.] -

General Instructions.

25. Spell out everything, except "Mr.," "Mrs.," and classification of vessels, as "A 1." On indorsements follow document style.

26. Make the contractions "&c." and "etc." read "and so forth," and in the title and body of a bill make "viz" read "namely."

27. When, in the use of figures, the comma is used in ordinary work to show notation, in bills thousands and hundreds are spelled; as, for 1,750, make it "one thousand seven hundred and fifty."

28. In serial numbers, or where the comma is not used in general work, spell by hundreds all numbers less than 10000; as, for 2742, make it "twenty-seven hundred and forty-two;" but in serial numbers where even multiples of one thousand occur, use the word "thousand," as "section two thousand and four," "paragraph seven thousand and sixty-nine" (not "twenty hundred and four" or "seventy hundred and sixty-nine").

29. Years and dates are expressed thus: June thirtieth, eighteen hundred and ninety-three.

30. When the expression usually indicated by "No." occurs, use the word "numbered." Observe, in this connection, the capitalization for kindred expressions: House Executive Document Numbered Eighteen.

31. References to the Revised Statutes, Statutes at Large, court reports, etc., are expressed thus: Revised Statutes, page two hundred and forty-two; Twelfth Statutes, page eleven hundred and sixteen; Tenth Court of Claims Reports, page ten.

32. Capitalize the word "act" wherever it occurs as a synonym for "bill" or "law."

33. The indorsement on a printed bill must always fall on an even page. In House bills 4 lines of text may be worked in with the indorsement, and in Senate bills 7 lines.

Special Instructions for Enrolled Bills.

34. Set in quarto measure, paragraphs indented 2 ems.

35. Lead with 3-to-pica leads. When center heads occur use a full pica slug above and below.

36. Set entirely in roman type, except the enacting clause and "Provided," which go in *italic*.

37. Avoid divisions of words and space evenly. Two-letter divisions must not be made.

38. In enrolled bills of the *Senate* place the bill number (using the form "S. 146") in pica antique, at the upper *left-hand* corner. In enrolled bills of the *House* the number goes at the upper *right-hand* corner, using the form "H. R. No. 4864."

39. In enrolled bills of the *Senate* use a parallel dash above and below title; in those of the *House* use the parallel dash above only, with two full slugs below.

JOURNAL WORK.

GENERAL DIRECTIONS.

Spell out States after county in both Journals.

The Journals are set in brevier, solid, Record measure, and as a rule Record style prevails.

Compositors will observe the style of the following paragraphs:

HOUSE.

MONDAY, DECEMBER 3, 1894.

A message from the Senate, by Mr. Cox, its Secretary, announced that the Senate had passed a bill entitled:

S. 2905. An act for the relief of John M. Smith.

It also announced that the Senate had passed bills of the following titles, in which the concurrence of the House was requested:

S. 2000. An act for the relief of James Robinson; and

S. 2001. An act granting a pension to Sam Jones.

It further announced that the Senate had passed, without amendment, the bill (H. R. 10241) to amend "An act making appropriations for the construction, repair, and preservation of certain public works on rivers and harbors, and for other purposes," approved July 4, 1894.

The committees were called for reports;

When,

Bills were reported, the reports thereon ordered to be printed, and referred to the Calendars as follows:

By Mr. Black, of Illinois, from the Committee on Military Affairs, the bill entitled (S. 527) an act to construct a road to the national cemetery at Dover, Tenn.—to the Committee of the Whole House on the state of the Union.

The amendments recommended by the Committee of the Whole were then agreed to, and as amended the bill was ordered to be engrossed, was read a third time, and passed.

The Speaker laid before the House the bill entitled:

S. 1262. An act for the relief of Paul McCormick;

Which was referred to the Committee on Claims.

The Speaker pro tempore laid before the House the bill—with amendments of the Senate thereto—entitled:

H. R. 3458. An act extending the time for final proof on land claims under the public land laws.

On motion of Mr. Sweet the amendments were concurred in.

Mr. Pearson, from the Committee on Enrolled Bills, reported that the committee had examined and found truly enrolled bills of the following titles; which were thereupon signed by the Speaker, to wit:

H. R. 868. An act for the relief of John Smith;

S. 1896. An act for the relief of Mrs. Lucinda Brown; and

H. R. 3858. An act to pension John Jones.

By Mr. Magnire: A resolution for the appointment of a special committee to investigate Pacific railroads—to the Committee on Rules.

By Mr. Holman:

Whereas it appears by an act passed June 4, 1894, the sum of \$10,000 was appropriated to enable the Secretary of War, etc.; and

Whereas it is alleged that trouble exists, etc.;

Resolved, That the Committee on Military Affairs be authorized to settle the difficulty—

to the Committee on Military Affairs.

The Committee on Indian Affairs was called;

When,

On motion of Mr. Lynch, on behalf of said committee, the House resolved itself into Committee of the Whole House on the state of the Union for the consideration of the bill (H. R. 6557) providing for opening the Uintah Indian Reservation in Utah; and after some time spent therein, the Speaker resumed the chair, and Mr. Dockery reported that the committee having had under consideration the said bill (H. R. 6557) had come to no resolution thereon;

When the morning hour expired.

The question being on agreeing to the second resolution, to wit:

Resolved, That John J. O'Neill was not legally elected and is not entitled to a seat in this House;

And being put,

Will the House agree thereto?

It was decided in the negative,	{ Yeas.....	23
	{ Nays.....	160
	{ Not voting.....	168

After further debate,

The Speaker appointed Messrs. Bailey and Ray tellers.

The question being put,

Shall the bill be engrossed and read a third time?

The yeas and nays being desired by one-fifth of the members present,

[One line only.]

There appeared,	{ Yeas.....	123
	{ Nays.....	55
	{ Answering "present".....	1
	{ Not answering.....	172
	{ Reported by tellers as present and not answering.....	4

The Speaker laid before the House the following joint resolution of the Senate:

S. R. 91. A joint resolution providing for printing a digest of the laws relating to compensation of officials in United States courts;

Which was referred to the Committee on Printing.

Mr. Allen suggested that the House should take a recess, under Rule XXVI.

And then, in pursuance of Rule XXVI, the House took a recess until 8 p. m.

A message from the President of the United States, by Mr. Prnden, one of his secretaries, announced that the President had approved and signed bills and a joint resolution of the following titles:

On June 29, 1894:

H. R. 4701. An act to incorporate the Supreme Lodge of the Knights of Pythias; and

H. R. 274. An act to authorize the city of Hyattsville, Md., to construct a wagon bridge.

On July 6, 1894:

H. Res. 196. Joint resolution to provide temporarily for the expenditures of the Government.

The committee of conference on the disagreeing votes of the two Houses to the bill (H. R. 6518) making appropriations for rivers and harbors do recommend to their respective Houses as follows:

That the House recede from its disagreement to the amendment of the Senate numbered 27, and agree to the same with an amendment as follows: Strike out all the matter preceding and insert on page 77, after line 7, the following as a new item:

Baltimore Harbor, Maryland: To widen the ship channel to one thousand feet, one thousand nine hundred and sixty-nine dollars and fifty-one cents.

And the Senate agree to the same.

That the House recede from its disagreement to the amendment of the Senate numbered 20, and agree to the same with an amendment as follows: Strike out "eight hundred dollars" and insert in lieu thereof the following: *three hundred and fifty dollars*; and the Senate agree to the same.

Amend section 2 to read as follows:

SEC. 2. *For an exhibit by the Government of the United States at the Cotton States International Exposition to be held at Atlanta, Georgia, in the year eighteen hundred and ninety-five, one hundred thousand dollars.*

And the House agree to the same.

Leave of absence was granted to Mr. Cobb of Alabama and Mr. Black of Illinois, indefinitely; to Mr. Pigott, for two days; to Mr. Bartlett, until Saturday next; and to Mr. Lacey, for four days.

And then,

On motion of Mr. Cummings, at 5 o'clock and 20 minutes p. m., the House adjourned.

SENATE.

MESSAGE FROM THE HOUSE.

A message from the House of Representatives, by Mr. Towles, its chief clerk.

Mr. President: The House of Representatives has disagreed to the amendments of the Senate to the bill (H. R. 6913) making appropriations for the current expenses of the Indian Department. It asks a conference with the Senate thereon, and has appointed Mr. Holman, Mr. Allen, and Mr. Wilson of Washington managers at the same on its part.

ENROLLED BILLS SIGNED.

Mr. Caffery reported from the committee that they had examined and found duly enrolled the following bill:

H. R. 2350. An act making appropriations for the Military Academy;

Whereupon,

The President pro tempore signed the same, and it was delivered to the committee to be presented to the President of the United States.

The Senate proceeded, by unanimous consent, to consider the said bill as in Committee of the Whole; and no amendment being made, it was reported to the Senate.

Ordered, That it pass to a third reading.

The said bill was read the third time.

Resolved, That it pass, and that the title thereof be as aforesaid.

The Senate proceeded to consider, as in Committee of the Whole, the bill (S. 1296) for the relief of Andrew Gray; and

On motion by Mr. White,

Ordered, That it be postponed indefinitely.

Mr. Allison called for a division of the question; and

On the question to recede from the amendment No. 87, viz: Insert as an additional paragraph the following:

109. Iron ore, forty cents per ton,

It was determined in the negative,	{ Yeas.....	2
	{ Nays	5

On motion by Mr. Hill,
The yeas and nays being desired by one-fifth of the Senators present,
[One line only.]

Those who voted in the affirmative are,
Messrs. Allen, Hill, Irby.

Those who voted in the negative are,

Messrs. Jones of Arkansas, Jones of Nevada, Mitchell of Wisconsin.

[NOTE.—Observe that commas are left out after names when there are a number of them, like the above.]

The question being on the motion of Mr. Hill that the Senate recede from its amendment No. 87,

Pending debate,

Mr. Jones, of Arkansas, raised a question as to the presence of a quorum;

[NOTE.—Observe that comma is used when but a single name occurs.]

Whereupon,

The Presiding Officer (Mr. Mitchell, of Oregon, in the chair).directed the roll to be called;

When,

Fifty-nine Senators answered to their names.

A quorum being present,

EXECUTIVE SESSION.

On motion of Mr. Jones, of Arkansas,

The Senate proceeded to the consideration of executive business; and

After the consideration of executive business the doors were reopened;

When,

On motion of Mr. Gorman, at 3 o'clock and 40 minutes p. m.,

The Senate adjourned.

Suggestions for Compositors, Readers, and Revisers.

HELP EACH OTHER.

Workmen in every department should follow instructions in spirit as well as in letter. Unthinking performance—the listless doing of just what has been told and no more—is not satisfactory. It is believed the good workman will take interest in his duties. He is expected at suitable times to help others in their work. The excuse that it is “none of my business,” or that “it was the reader’s business,” or that “it was the foreman’s business” to give a word of warning or a helping hand to prevent delay, error, or other trouble is a poor one. It is the business of every man to do what he can to prevent error in any department, and as faulty work is usually done through inattention or unfamiliarity with the style, suggestions should be courteously offered and received.

TYPESETTING.

For the successful maintenance of a high standard of workmanship and for the correctness of the work done in the office, not a little depends upon the care, judgment, skill, and intelligence of the compositors. Indifferent, careless men are not in demand in an office where important publications are constantly being prepared for press, and where the slightest neglect on the part of those handling the work may cause serious delay and confusion in some other division of the office. Recollect that one badly justified line may stop a press; a careless correction spoil the whole edition of a book.

Study the rules.—Compositors are expected to carefully study the rules governing composition. A failure to do this will show plainly in the proof. It must be remembered, however, that all work done in the office is not in accordance with the regular or office style. Special instructions will invariably accompany copy of this kind, and a compositor should ascertain when taking out copy whether it is to be set according to office style; if it is not, he should read instructions carefully and confer fully with the foreman or man at the desk about doubtful questions. The kind of type for the text (other than long primer) and the use of leads are indicated in the preparation of the copy, as are indention, type for headlines, “cast” of tables, and other minor details. The compositor should not go wrong on these matters, nor should his type contain many errors, if he will apply himself, think, make certain of his instructions, and use care.

Divisions.—Frequent divisions of words are undesirable, but do not avoid them entirely at the expense of uniform spacing.

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

Divisions at the ends of three adjacent lines will not be passed by readers except in extreme cases or in narrow measure.

Divisions on syllables of two letters should be made but rarely.

Spacing and justifying.—The spacing of matter must be governed by the leading.

Solid matter should be spaced with 3-to-em spaces, and when about to divide a word prefer to take in.

Leaded matter should also be spaced with 3-to-em spaces, but when about to divide a word prefer to drive over.

In double-leaded matter en quads should be used and divisions driven over.

Avoid, if possible, the very thin or very wide spacing of the first line of a paragraph.

All lines of composition must be justified so tightly that they will stand unsupported in the stick.

Observe in spacing the various formations of letters. There should be less space between final “y” and initial “w,” for instance, than between final “d” and initial “h;” less between final “o” and initial “e” than between final “f” and initial “b.” When a little extra spacing is necessary, never place it between a comma and the first letter of succeeding word. The spacing between capital letters in headings should also be governed by letter formation.

Do not do all the spacing at either the right or left of the line, but distribute it in conformity with the foregoing suggestions. The appearance of a page as a whole depends very much upon the care shown in spacing.

Compositors should take every precaution to prevent the soiling of proof sheets, as it is necessary for the reviser to see clearly every mark on the margin of a proof after it has been corrected.

Do not try to cover up or hide an accident. After a proof is read the first time, if a word or line is pried, or if a "dropout" occurs, or any accident happens to the type, it is the duty of the workman to call attention to it in writing on the latest proof sheet, whether it be a galley revise, page revise, stone revise, press revise, or foundry revise. If a proof sheet be not available or immediately at hand, put the types involved FEET UPPERMOST when returning them to the galley, page, or form. This direction is intended for all who handle type—laborers, compositors, makers-up, imposers, and electrotypers—and will be insisted upon. Accidents will happen, and correctness can be assured only by faithfully following the instruction here given.

READING.

Readers are expected to be alert, clear-headed, diligent, and thoughtful.

Proofs that are overinked, pale, smeared, or that have margins too narrow for proper marking, or for any reason are not good proofs, must be refused.

When a proof is taken out, the reader should inform himself fully as to the character of the work, whether there are any special instructions or peculiarities concerning it, whether proof will be sent out or the work go directly to press, and get such other information as he may think will assist him; and before beginning to read he should make sure that copy agrees with proof and that the entire proof is legible. It is well to do preparatory work and take a general survey of a proof before beginning to read it.

The style in which correction marks are made on a proof is an element of considerable importance. Straggling, unsymmetrical characters, disconnected marks placed in the margins above or below the lines to which they relate, irregular lines leading from an incorrect letter or word to a correction, large marks, marks made with a blunt pencil, indistinct marks, a frequent use of the eraser to obliterate marks hastily or incorrectly made, are all faults to be avoided. Corrections so made are not respected by the compositor, and he is frequently annoyed and delayed in deciphering what they mean and to what they refer. In reading proof of wide tables the reader should take advantage of white space as near as possible to the error and place the correction therein, thus aiding all who have occasion to handle the proof afterwards.

The time to be spent in reading a proof should be governed, in a great measure, by its importance. While in certain classes of ordinary work the reader is not expected to detect more than the plainer errors and make his proof correct to copy, in work of value he should read critically and try to discover more serious blunders than spelling, capitalization, punctuation, etc. But speed should never be greater than is consistent with practical correctness.

A single reading of figures, either in columns or lines, should be sufficient. The failure of first reader and copyholder to detect wrong figures is a serious fault; confidence in them is immediately strained, the second readers become suspicious of all proofs read by them and feel compelled to reread entire proof by copy, and many far-reaching annoyances are liable to follow. When a reader does not feel positive that figures are correct to copy, or if his sight becomes confused by a multiplicity of figures or from other cause, he should request that the proof be reread by copy by someone else. Physical weakness is not a fault; carelessness and indifference are always culpable.

The substance of the preceding paragraph applies also to "fol. lit." matter, especially bills, laws, and court work.

When an entire "take" or proof seems to have been set uniformly, a reader should never make important changes in indentations of tables or make like corrections which will cause a great deal of work without consulting the foreman, the copy preparer, or the man at the proof table.

The reader should endeavor to verify, by the reference books in the office, all proper names, whether they are of people or places, or whatever they may be; every date; every quotation from standard works; every foreign word or phrase, and the ordinary nomenclature of science. When this can not be done and he has a reasonable doubt, he should request the author to verify it. But when the reader does discover errors of this class or when he detects inconsistent and erroneous statements, obviously made by the writer through lapse of the memory or slip of the pen, it is his duty to correct. He does so at his peril, however. He must know, not suspect, that they are errors, and be prepared, if called upon, to vindicate the soundness of his correction by recognized authority. If he does not know, he should query.

When a reader is unable to decide positively as to the correctness of a date, phrase, name, quotation, etc., or if he does not feel at liberty to make the desired change because of instructions to "follow" or "follow literally," or because he is reading a bill or law, he should query. This should not always be done by a simple question mark (for that is sometimes so confusing to the author that he feels like raising a query of his own as to its meaning), but by writing the suggested amendment or explaining the reason for the query in full.

In work of particular value—historic or scientific publications, books that may be used for reference, etc.—the reader should be on the lookout for faulty construction of sentences, bad metaphors, inconsistent statements, the misuse of words, and defects of similar character. These he should query. The proofs of this class of work always go out, and the author will probably welcome reasonable suggestions; but the reader must not worry himself or the author about the extreme niceties of grammar or suggest pedantic emendations. Discrimination should be made and the author's style not confounded with his lapses.

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

Second readers are enjoined to keep in full sympathy with first readers and copy preparers. They must always consult with the latter before making important changes in proof, and they should feel free to respectfully call the attention of a first reader to errors in style or blunders of any kind that may have been frequently overlooked by him. The marks of the copy preparer must be given consideration by all. He has probably handled the entire work and is in a position to know more about its peculiarities than the man who reads but a small portion.

GALLEY-PROOF REVISING.

The importance of revising proofs well can not be overestimated. While a reviser is not expected to read proof, it is not enough for him to slavishly follow the marks found on the proof sheet which has been to the composing room for correction. His aim should be to discover new errors, if possible, make the matter uniform in all essential points, and correct inconsistencies, due perhaps to a difference of opinion among the readers. At the same time he should see that all corrections have been properly made in the type, that words or lines have not been transposed by the compositor in making the corrections, and that the rules governing spacing, division of words, and good printing generally have been observed. Compositors have no excuse for the neglect of even spacing, either when setting the type or when making corrections, and the reader or reviser who passes bad spacing will be held in fault.

A reviser must not remodel the punctuation of the readers or make any serious changes in the work unless the matter apparently needing correction is of unmistakable importance. If he thinks it necessary that an important change should be made, he should submit the change proposed to the foreman for his decision.

All queries made by readers must be carefully transferred to the proof to be sent out, which should always be clean and well printed.

Every paragraph containing an alteration in a proof that makes one or more overruns must be reread as first proof. It must be read aloud by copyholder, word for word, to the end of the paragraph, or at least far enough to satisfy the reviser that the proper correction has been made and no new errors have slipped in while the lines were being handled. The practice of revising the alteration only and of rereading without copyholder has been the source of many errors, and will no longer be permitted.

Revising should be done with reasonable dispatch, but good work must not be sacrificed to haste. The "hurry" excuse for passing bad work will not be accepted, as assistance will be furnished whenever necessary.

PRESS REVISING.

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

A few general rules only can be given to guide the press reviser. He handles a variety of work and must decide each point as it presents itself. He is cautioned never to allow his work to get behind (calling for assistance when rushed), but not to make a sacrifice of correctness for the sake of speed.

The following rules should be carefully studied:

1. See that galley slips connect before beginning the page or press revise.
2. See that page folios are continuous, that running heads are correct and uniform, and that the proper signature is correctly placed.
3. See that the series of proof sheets is clean and clear; send for another proof in case they are not.
4. Revise carefully, observing connections between pages, carrying all unanswered queries, and taking care that continued and repeated lines are free from errors.
5. If a revise is badly corrected or is from any cause not reasonably free from error, call for another correction and proof (stating number wanted), and destroy all duplicates.
6. Be on the lookout for "dropouts," doublets, and transpositions, applying the rules laid down for first revisers.

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

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

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

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

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

12. In Court of Claims and Supreme Court records the index must be filled in by the press reviser, the first signature being retained for that purpose.

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

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

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

Page 1. Title.

Page 2. Blank.

Page 3. Table of contents. If ending on an odd-numbered page, then—

Page 4. Blank.

Page 5. Letter of transmittal.

Page 6. Blank.

Page 7. Text proper.

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

SIGNATURES.

16. All signatures are designated by consecutive numbers—2, 3, 4, etc.—from the first to the last. The distinguishing feature is usually the jacket number, preceding the signature number and connected with it by a 2-em dash. For some works contractions of the title are used, especially in annual or other periodical reports, forms for which can be had upon reference to the last one issued. House and Senate documents take the following signature forms:

H. Ex. 123—7
H. Rep. 247—3
H. Mis. 17—2
H. Ex. 13—pt 2—5

S. Rep. 13—9
S. Ex. 27—3
S. Mis. 123—2
S. Mis. 42—pt 3—9

Signatures are usually worked in sixteens, but with large pages the form of eights is the standard when printed from type.

BILL REVISING.

17. In sending bills to press there are points to be watched which do not appear in other work. The open character of the pages makes the form peculiarly liable to accident, and each page must be closely scanned for faults. A press reviser must be fully conversant with all the details and peculiarities of bill work and be ready to correct or take counsel upon any seeming error of style or apparent fault. He must see that the indorsements on bills fall on "even" pages and that they back up properly and have the proper make-up; also compare the number of the bill on the indorsement with that on the face, as a safeguard against error. When any change has been made in the side folios, he must run the same to the end of the series and answer for their correctness. He must see that the proper number of copies is written on each signature page, according to the schedule or memorandum furnished him. In short, the reviser is an umpire on bill work whose alertness is his qualification for the work. He is not expected to read the proof, but he must train his eye to detect errors at a glance.

18. Bills are worked in forms of eights. The signatures are made up like the following:

Senate bills:
S. 2433—2
Senate resolutions:
S. R. 196—2
Senate Mis. Docs.:
S. Mis. 24—2

Senate amendments to House bills:
A. H. R. 4864—2
House bills:
H. R. 2142—3
House resolutions:
H. Res. 194—3

19. When a bill is reprinted on account of some error or change, an asterisk is used at the foot of the first page. When more than one signature is reprinted, the asterisk follows the signature number.

20. Committee bills are always confidential. If of more than eight pages the distinguishing signature must be invented and placed on the first as well as succeeding forms. There are usually several prints of committee bills, each of which must be distinguished by serial additions to the signature, as A, B, C, etc.

21. Every paragraph which has been overrun in correcting must be read aloud by copyholder from the proof sheet, which must be followed literally.

SIGNATURE NUMBERS FOR EIGHTS.

1.....TITLE	26.....201	51.....401	76.....601	101.....801
2.....9	27.....209	52.....409	77.....609	102.....809
3.....17	28.....217	53.....417	78.....617	103.....817
4.....25	29.....225	54.....425	79.....625	104.....825
5.....33	30.....233	55.....433	80.....633	105.....833
6.....41	31.....241	56.....441	81.....641	106.....841
7.....49	32.....249	57.....449	82.....649	107.....849
8.....57	33.....257	58.....457	83.....657	108.....857
9.....65	34.....265	59.....465	84.....665	109.....865
10.....73	35.....273	60.....473	85.....673	110.....873
11.....81	36.....281	61.....481	86.....681	111.....881
12.....89	37.....289	62.....489	87.....689	112.....889
13.....97	38.....297	63.....497	88.....697	113.....897
14.....105	39.....305	64.....505	89.....705	114.....905
15.....113	40.....313	65.....513	90.....713	115.....913
16.....121	41.....321	66.....521	91.....721	116.....921
17.....129	42.....329	67.....529	92.....729	117.....929
18.....137	43.....337	68.....537	93.....737	118.....937
19.....145	44.....345	69.....545	94.....745	119.....945
20.....153	45.....353	70.....553	95.....753	120.....953
21.....161	46.....361	71.....561	96.....761	121.....961
22.....169	47.....369	72.....569	97.....769	122.....969
23.....177	48.....377	73.....577	98.....777	123.....977
24.....185	49.....385	74.....585	99.....785	124.....985
25.....193	50.....393	75.....593	100.....793	125.....993

SIGNATURE NUMBERS FOR SIXTEENS.

1.....TITLE	39.....609	77.....1217	115.....1825	153.....2433
2.....17	40.....625	78.....1233	116.....1841	154.....2449
3.....33	41.....641	79.....1249	117.....1857	155.....2465
4.....49	42.....657	80.....1265	118.....1873	156.....2481
5.....65	43.....673	81.....1281	119.....1889	157.....2497
6.....81	44.....689	82.....1297	120.....1905	158.....2513
7.....97	45.....705	83.....1313	121.....1921	159.....2529
8.....113	46.....721	84.....1329	122.....1937	160.....2545
9.....129	47.....737	85.....1345	123.....1953	161.....2561
10.....145	48.....753	86.....1361	124.....1969	162.....2577
11.....161	49.....769	87.....1377	125.....1985	163.....2593
12.....177	50.....785	88.....1393	126.....2001	164.....2609
13.....193	51.....801	89.....1409	127.....2017	165.....2625
14.....209	52.....817	90.....1425	128.....2033	166.....2641
15.....225	53.....833	91.....1441	129.....2049	167.....2657
16.....241	54.....849	92.....1457	130.....2065	168.....2673
17.....257	55.....865	93.....1473	131.....2081	169.....2689
18.....273	56.....881	94.....1489	132.....2097	170.....2705
19.....289	57.....897	95.....1505	133.....2113	171.....2721
20.....305	58.....913	96.....1521	134.....2129	172.....2737
21.....321	59.....929	97.....1537	135.....2145	173.....2753
22.....337	60.....945	98.....1553	136.....2161	174.....2769
23.....353	61.....961	99.....1569	137.....2177	175.....2785
24.....369	62.....977	100.....1585	138.....2193	176.....2801
25.....385	63.....993	101.....1601	139.....2209	177.....2817
26.....401	64.....1009	102.....1617	140.....2225	178.....2833
27.....417	65.....1025	103.....1633	141.....2241	179.....2849
28.....433	66.....1041	104.....1649	142.....2257	180.....2865
29.....449	67.....1057	105.....1665	143.....2273	181.....2881
30.....465	68.....1073	106.....1681	144.....2289	182.....2897
31.....481	69.....1089	107.....1697	145.....2305	183.....2913
32.....497	70.....1105	108.....1713	146.....2321	184.....2929
33.....513	71.....1121	109.....1729	147.....2337	185.....2945
34.....529	72.....1137	110.....1745	148.....2353	186.....2961
35.....545	73.....1153	111.....1761	149.....2369	187.....2977
36.....561	74.....1169	112.....1777	150.....2385	188.....2993
37.....577	75.....1185	113.....1793	151.....2401	189.....3009
38.....593	76.....1201	114.....1809	152.....2417	190.....3025

APPENDIX.

STANDARD PAGE MEASUREMENTS.
WIDTH OF PAGE.

	Pica.	Small pica, old style.	Long primer.	Long primer, old style.	Brevier.	Brevier, old style.	Nonpareil.	Nonpareil, old style.	Record type.		Bulletins Bureau of American Republics.		
									Brevier.	Nonpareil.	Brevier.	L. primer.	Pica.
Census	42	53	66½	84	65	85½
Quarto	36	45½	45½	57	55½	72	72½	55½	73½
Statutes	32	40½	50½	64	49½	65½
Prof. papers (new)	31½	39½	39½	50	63	48½	64
Document	26	30	33	33	41½	39½	52	52½	40	52½	40	32½	26½
Court decisions ¹
12mo	22	28	28	35	44
Law ²	21½	27½	27½	34½	33½	43	43½	33	43½
General order	20½	25½	25½	32	31½	40½	41½	31½	41½
Record ³	20½	24	26½	26½	33	33	41½	41½	32	42½

LENGTH OF PAGE.⁴

Census	58	72	91	116	88	116
Quarto	52	65	65	82	80½	104	106	80	106
Statutes	50	62½	62½	78½	100	76	100
Prof. papers (new)	44½	56½	56½	71	89½	69	91
Document	44½	51½ 54½	56	56	70½	68½	88½	90	68	90	58½	548	538½
Court decisions	40½	50½	50½	64	81
12mo	40	49½	50	62½	80
Law ⁵	44½	56	56	70	68½	88½	90	61	81
General order	31½	40	40	50	48½	63	63	49	63
Record	58	65	72	72	89	89	113	113	87	114

¹ The same width as document, indented 2 ems primer on each side.
² Text only.
³ Width of column.
⁴ Does not include head or foot slug.
⁵ Bulletins Bureau of American Republics in length.
⁶ When made up with side notes.

SIGNS.

MATHEMATICAL, ASTRONOMICAL, AND PHYSICAL.

℞	3	⊙	ζ	ℙ	ℓ	ℱ	γ	δ	Π	☿	♂	♂	♂
☐	⊃	⊙			+	×	ℓ	ℓ	ℓ	☿	☿	☿	☿
⊙	⊙	⊙		⊙	<	●	●	●	☿	☿	☿	☿	☿
⊥	⊥	⊥	⊥	⊥	⊥	⊥	⊥	⊥	⊥	⊥	⊥	⊥	⊥
÷	:	:	÷	÷	√	√	÷	÷	÷	÷	÷	÷	÷
×	=	+	-	±	<	>	⊙	*	△	○	☐	♂	♂
@	@	@	△				⊙	⊙	⊙	⊙	☐	♂	♂

GREEK ALPHABET.

CAPS.	LOWER CASE.	GREEK SOUND.	ENGLISH SOUND.
A	α	Alpha.	Α.
B	β β	Beta.	B.
Γ	γ	Gamma.	G.
Δ	δ	Delta.	D.
E	ε ε	Epsilon.	E short.
Z	ζ ζ ζ	Zeta.	Z.
H	η	Eta.	E long.
Θ	θ θ	Theta	Th.
I	ι	Iota.	I.
K	κ κ	Kappa.	K.
Λ	λ	Lambda.	L.
M	μ	Mu.	M.
N	ν	Nu.	N.
Ξ	ξ	Xi.	X.
O	ο	Omicron.	O short.
Π	π π	Pi.	P.
P	ρ	Rho.	R.
Σ	σ σ	Sigma.	S.
T	τ	Tau.	T.
Υ	υ	Upsilon.	U.
Φ	φ φ	Phi.	F.
X	χ	Chi.	Ch.
Ψ	ψ ψ	Psi.	Ps.
Ω	ω	Omega.	O long.

GREEK CASE.

Σ	P	Π	O	Ξ	N		A	B	Γ	Δ	E	Z	H	Θ
T	β				ε						ζ		K	I
Υ	β	γ		δ	ε		ι		σ σ		ζ	ξ	Λ	M
Φ									ς	π	φ		ψ	
X	λ	μ	ν	η			ο		θ	ω	φ	χ	ς	ω
Ψ	κ													
Ω	κ	υ	τ				α		ρ					

PRINCIPAL GREEK ACCENTS.

ι	ι	ι	ι	ι	ι	ι	ι	ι	ι	ι	ι	ι	ι	ι
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

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DUE AS STAMPED BELOW

SENT ON ILL

JUL 16 2002

U. C. BERKELEY

SENT ON ILL

DEC 11 2005

U.C. BERKELEY

