

RULES FOR COMPOSITION

CAPITALIZATION

CAPITALIZE—

1. Proper nouns and adjectives:

George, America, Englishman; Elizabethan, French (see **46**).

2. Generic terms forming a part of geographical names:

Atlantic Ocean, Dead Sea, Baffin's Bay, Gulf of Mexico, Strait of Gibraltar, Straits Settlements, Mississippi River, Three Rivers, Laughing Brook, Rocky Mountains, Blue Hills, Pike's Peak, Mount of Olives, Great Desert, Death Valley, Prince Edward Island, Sea (Lake) of Galilee.

But *do not* capitalize words of this class when simply added, by way of description, to the specific name, without forming an organic part of such name:

the river Elbe, the desert of Sahara, the island of Madagascar.

3. Adjectives and nouns, used singly or in conjunction, to distinguish definite regions or parts of the world:

Old World, Western Hemisphere, North Pole, Equator, the North (=Scandinavia), the Far East, Orient, Levant; the North, South, East, West (United States).

But *do not*, as a rule, capitalize adjectives derived from such names, even if used substantively; nor nouns simply designating direction or point of compass:

oriental customs, the orientals, southern states, a southerner (but: Northman = Scandinavian); an invasion of barbarians from the north, traveling through the south of Europe.

4. Generic terms for political divisions: (1) when the term is an organic part of the name, following the proper name directly; (2) when, with the preposition “of,” it is used in direct connection with the proper name to indicate certain minor administrative subdivisions in the United States; (3) when used singly as the accepted designation for a specific division; (4) when it is part of a fanciful or popular appellation used as if a real geographical name:

(1) Holy Roman Empire, German Empire (= *Deutsches Reich*), French Republic (= *République Française*), United Kingdom, Northwest Territory, Cook County, Evanston Township, Kansas City (New York City—exception); (2) Department of the Lakes, Town of Lake, Borough of Manhattan; (3) the Union, the States, the Republic (= United States), [the Confederacy], the Dominion (= Canada); (4) Celestial Empire (Celestials), Holy (Promised) Land, Badger State, Eternal City, Garden City.

But *do not* (with the exceptions noted) capitalize such terms when standing alone, nor when, with “of,” preceding the specific name:

the empire, the state; empire of Russia, kingdom of Belgium, [kingdom of God, or of heaven], duchy of Anhalt, state of Illinois, county of Cook, city of Chicago.

5. Numbered political divisions:
Eleventh Congressional District, First Ward, Second Precinct.
6. The names of thoroughfares, parks, squares, blocks, buildings, etc.:

Drexel Avenue, Ringstrasse, Via Appia, Chicago Drainage Canal; Lincoln Park; Trafalgar Square; Monadnock Block; Lakeside Building, Capitol, White House, County Hospital, Boston Public Library, New York Post-Office, British Museum, Théâtre Français, Lexington Hotel, Masonic Temple, [Solomon's temple, but, when standing alone: the Temple]. But *do not* capitalize such general designations of buildings as "courthouse," "post-office," "library," etc., except in connection with the name of the place in which they are located.

7. The names of political parties, religious denominations or sects, and philosophical, literary, and artistic schools, and their adherents:

Republican, Conservative, National Liberal, Social Democracy (where, as in continental Europe, it is organized as a distinct parliamentary faction); Christian, Protestantism, Evangelical Lutheran, Catholic (Papist, Ultramontane), Reformed, Greek Orthodox, Methodism, Anabaptist, Seventh-Day Adventists, the Establishment, High Church (High Churchman), Christian Science, Theosophist, Jew (but: gentile), Pharisee (but: scribe); Epicurean, Stoic, Gnosticism, Neoplatonism, Literalist; the Romantic movement; the Symbolic school of painters.

But *do not* capitalize any of the above or similar words, or their derivatives, when used in their original or acquired general sense of pervading spirit, point of view, trend of thought, attitude of mind, or mode of action:

republican form of government, a true democrat and a conservative statesman, socialism as an economic panacea, the

communistic theory, single-taxer, anarchism; catholicity of mind, puritanical ideas, evangelical spirit, nonconformist, dissenter; pharisaic superciliousness; deist, pantheism, rationalist; epicurean tastes, stoic endurance, dualism and monism in present-day philosophy, an altruistic world-view; the classics, a realistic novel.

8. The names of monastic orders and their members: Black Friars, Dominican, Jesuitism.
9. The proper (official) titles of social, religious, educational, political, commercial, and industrial organizations and institutions:

Union League Club, Knights Templar; Young People's Society of Christian Endeavor, Associated Charities; Smithsonian Institution, State University of Iowa, Hyde Park High School; the Commercial Academy (Handelsakademie) of Leipzig, the Paris Lyceum (Lycée de Paris); [the forty Immortals]; Civic Federation, Cook County Democracy, Tammany Hall; Associated Press, Typographical Union No. 16; The Macmillan Company, Chicago, Milwaukee & St. Paul Railroad.

But *do not* capitalize such generic terms when used to designate a class; nor when standing alone, even if applied to a specific institution, except to avoid ambiguity:

young people's societies, the high school at Lemont, local typographical unions; the club, the association, the company; but: "He joined the Hall [Tammany]," "a member of the [French] Academy;" "The University announces" (see 42).

10. The names of legislative, judiciary, and administra-

tive bodies and governmental departments, and their branches, when specifically applied:

Congress (Senate, House of Representatives [the House], Committee of Ways and Means), Parliament (House of Lords, House of Commons), Reichstag, Chamber of Deputies (the Chamber), General Assembly of Illinois, Chicago City Council, Board of Aldermen, South Park Commissioners; Supreme Court of the United States, Circuit Court of Cook County, [Sanhedrin]; Department of the Interior, Census Office, Springfield Board of Education, Department of Public Works.

But *do not* capitalize such general, paraphrastic, or incomplete designations as—

the national assembly, the legislature of the state, the upper house of Congress, the German federal parliament, the Dutch diet; the council, the department, the board.

- 11.** Ordinals used to designate Egyptian dynasties, sessions of Congress, names of regiments, and in similar connections:

the Eighteenth Dynasty, the Fifty-third Congress, the Second Illinois Regiment Band.

- 12.** Commonly accepted appellations for historical epochs, periods in the history of a language or literature, and geological ages and strata:

Stone Age, Middle Ages, Crusades, Renaissance, Reformation, Inquisition, Commonwealth (Cromwell's), Commune (Paris); Old English (OE—see 110), Middle High German (MHG), the Age of Elizabeth; Pleistocene, Silurian, Lower Carboniferous.

13. Names for important events:

Thirty Years' War, Peasants' War (German), Revolution (French), Revolutionary War or War of Independence (American), Whiskey Insurrection (American), Civil War (American), War of 1812, Franco-Prussian War, Battle of Gettysburg; Peace of Utrecht, Louisiana Purchase.

14. Political alliances, and such terms from secular or ecclesiastical history as have, through their associations, acquired special significance as designations for parties, classes, movements, etc. (see 7):

Protestant League, Holy Alliance, Dreibund; the Roses, the Roundheads, Independents, Independency (English history).

15. Conventions, congresses, expositions, etc.:

Council of Nicaea, Parliament of Religions, Fifteenth International Congress of Criminology, Westminster Assembly, Chicago World's Fair, Louisiana Purchase Exposition.

16. Titles of specific treaties, acts, laws (juridical), bills, etc.:

Treaty of Verdun, Art. V of the Peace of Prague, Edict of Nantes, Concordat, the Constitution (of the United States, when standing alone, or when referred to as a literary document), Declaration of Independence, Act of Emancipation, Magna Charta, Corn Law, Reform Bill (English).

17. Creeds and confessions of faith:

Apostles' Creed, Augsburg Confession, Thirty-nine Articles; [the Golden Rule].

18. Civic and ecclesiastical feast-days:

Fourth of July (the Fourth), Labor Day, Thanksgiving Day; Easter, Passover, Feast of Tabernacles, New Year's Day [but: sabbath = day of rest].

- 19.** Titles, civil and military, preceding the name, and academic degrees, in abbreviated form, following the name; all titles of nobility, purely honorary, when referring to specific persons, with or without the name attached; familiar names applied to particular persons; orders (decorations) and the titles accompanying them; titles, without the name, used in direct address; and the words “President,” “Czar” (“Tsar”), “Kaiser,” “Sultan,” and “Pope,” standing alone, when referring to the president of the United States, the emperor of Russia, the emperor of Germany, the sultan of Turkey, and the pope at Rome:

Queen Victoria, ex-President Cleveland, Rear-Admiral Dewey, United States Commissioner of Education Harris, Dr. Davis; Timothy Dwight, D.D., LL.D.; the Prince of Wales, the Marquis of Lorne, His Majesty, His Grace; the Apostle to the Gentiles, “the Father of his Country;” order of the Red Eagle, Knight Commander of the Bath; “Allow me to suggest, Judge ;” “The President [of the United States] was chosen arbitrator,” “the Kaiser’s Moroccan policy,” “the Pope’s attitude toward the French Republic.”

But *do not* capitalize the titles of occupants of actually existing offices, when following the name (see **42**); when standing alone, without name (with the exceptions noted above, and see **42**); or when, followed by the name, they are preceded by the article “the”:

McKinley, president of the United States; B. L. Gildersleeve, professor of Greek (see 42); Ferdinand W. Peck, commissioner-general to the Paris Exposition; the emperor of Germany, the vice-president, the secretary of the interior, the senator, the archbishop of Canterbury, the mayor of Chicago; the archduke Francis Ferdinand, the apostle Paul.

20. Abbreviations like Ph.D., M.P., and F.R.G.S. (such titles to be set without space between the letters). But *do not* capitalize such phrases when spelled out: doctor of philosophy, fellow of the Royal Geographical Society.

21. Nouns and adjectives used to designate the Supreme Being or Power, or any member of the Christian Trinity; and all pronouns referring to the Deity, when not immediately preceded or followed by a distinctive name, and unless such reference is otherwise perfectly clear:

the Almighty, Ruler of the universe, the First Cause, the Absolute, Providence (personified), Father, Son, Holy Ghost, the Spirit, Savior, Messiah, Son of man, Christology, the Logos, [the Virgin Mary]; "Put your trust in Him who rules all things;" but: "When God had worked six days, he rested on the seventh."

But *do not* capitalize such expressions and derivatives as—

(God's) fatherhood, (Jesus') sonship, messiahship, messianic hope, christological.

22. "Nature" and similar terms, and abstract ideas, when personified:

“Nature wields her scepter mercilessly;” Vice in the old English morality-plays.

23. “Father” used for church father, and “reformers” used of Reformation leaders, whenever the meaning otherwise would be ambiguous:

the Fathers, the early Fathers, the Greek Fathers, [Pilgrim Fathers], the Reformers (but: the church reformers of the fifteenth century).

24. The word “church” in properly cited titles of nationally organized bodies of believers in which, through historical associations, it has become inseparably linked with the name of a specific locality; or when forming part of the name of a particular edifice:

Church of Rome, Church of England, High Church; Church of the Holy Sepulcher, Fifth Avenue Baptist Church, First Methodist Church.

But *do not* capitalize, except as noted above, when standing alone, in any sense—universal, national, local—or when the name is not correctly or fully quoted:

the church (=organized Christianity), the Eastern (Greek Orthodox) church, the Roman Catholic church, the established church (but: the Establishment), the state church; the Baptist church in Englewood.

NOTE.—In exceptional cases, where the opposition of Church and State constitutes a fundamental part of the argument, and it is desired to lend force to this antithesis, emphasis may be added by capitalizing the two words. (See Preface.)

- 25.** Names for the Bible and other sacred books:
(Holy, Sacred) Scriptures, Holy Writ, Word of God, Book of Books; Koran, Vedas.
But *do not* capitalize adjectives derived from such nouns:
biblical, scriptural.
- 26.** Versions of the English Bible:
King James's Version, Authorized Version (A. V.), Revised Version (R. V.), Polychrome Bible.
- 27.** Books and divisions of the Bible:
Old Testament, Pentateuch, Exodus, II (Second) Kings, Book of Job, Psalms (Psalter), Song of Songs, the [Mosaic] Law and the [writings of the] Prophets, Minor Prophets, Wisdom literature, Septuagint (LXX); Gospel of Luke, Synoptic Gospels, Fourth Gospel, Acts of the Apostles (the Acts), Epistle to the Romans, Pastoral Epistles, Apocalypse (Revelation), Sermon on the Mount, Beatitudes, Lord's Prayer, Ten Commandments (Decalogue).
But *do not* capitalize words like "book," "gospel," "epistle," or "psalm" in such connections as the following:
the five books of Moses, the first forty psalms, the gospels and epistles of the New Testament, [the synoptic problem], the biblical apocalypses.
- 28.** Biblical parables:
parables of the Prodigal Son and the Lost Coin.
- 29.** The following miscellaneous biblical terms:
Last Supper, Eucharist, the Passion, the Twelve (apostles),

the Seventy (disciples), the Servant, the Day of Yahweh, the Chronicler, the Psalmist.

30. The first word of a sentence, and in poetry the first word of each line:

In summer, on the headlands,
The Baltic Sea along,
Sits Neckan, with his harp of gold,
And sings his plaintive song.

In Greek and Latin poetry, however, capitalize only the first word of a paragraph, not of each verse:

Τοῖσι δ' αἰοδὸς ἄειδε περικλυτός, οἱ δὲ σιωπῇ
εἶπ' ἀκούοντες· ὁ δ' Ἀχαιῶν νόστον ἄειδεν,
λυγρόν, ὃν ἐκ Τροίης ἐπετείλατο Παλλὰς Ἀθήνη.
τοῦ δ' ὑπερωϊόθεν φρεσὶ σύνθετο θέσπιν αἰοιδὴν
κούρη Ἰκαρίοιο, περίφρων Πηνελόπεια·

31. The first word after a colon only when introducing a complete passage, or sentence which would have independent meaning, as in summarizations and quotations not closely connected with what precedes; or where the colon has the weight of such expression as "as follows," "namely," "for instance," or a similar phrase, and is followed by a logically complete sentence:

"In conclusion I wish to say: It will be seen from the above that . . . ;" "As the old proverb has it: 'Haste makes waste;'" "My theory is: The moment the hot current strikes the surface . . . ;" "Several objections might be made to this assertion: First, it might be said that"

But *do not* capitalize the first word of a quotation, if immediately connected with what precedes (unless, as the first word of a sentence, beginning a paragraph in reduced type); nor the first word after a colon, if an implied “namely,” or a similar term, is followed by a brief explanatory phrase, logically dependent upon the preceding clause; or if the colon signals a note of comment:

“The old adage is true that ‘haste makes waste;’” “Two explanations present themselves: either he came too late for the train, or he was detained at the station;” “We could not prevail upon the natives to recross the stream: so great was their superstition.”

32. As a rule, the first word in sections of enumeration, if any individual link contains two or more distinct clauses (not inclosed in parentheses), separated by a semicolon, colon, or period, unless all are dependent upon the same term preceding them and leading up to them:

“His reasons for refusal were three: (1) He did not have the time. (2) He did not have the means; or, at any rate, had no funds available at the moment. (3) He doubted the feasibility of the plan.” But: “He objected *that* (1) he did not have the time; (2) he did not have the means; or, at any rate, had no funds available; (3) he doubted the feasibility of the plan.” (See 125.)

33. As a rule, nouns followed by a numeral—particularly a capitalized Roman numeral—indicating their order in a sequence:

Room 16, Ps. 20, Grade IV, Art. II, Act I; Vol. I, No. 2 (of journals; otherwise "no."), Book II, Div. III, Part IV.

But *do not* capitalize such minor subdivisions of publications as—

sec. 4, scene 1; chap. 2 (ii), p. 7 (vii), vs. 11, l. 5, n. 6. (On the abbreviation of these words see 100.)

34. The first word of a cited speech (thought) in direct discourse, whether preceded by a colon or a comma (on this see 118):

"On leaving he remarked: 'Never shall I forget this day;'"
"With the words, 'Never shall I forget this day,' he departed;"
"I thought to myself: This day I shall never forget" (without quotation marks).

35. In resolutions, the first words following "WHEREAS" and "*Resolved*" (these are preceded by a comma):

WHEREAS, It has pleased God . . . ; therefore be it
Resolved, That . . .

36. The exclamations "O" and "Oh":

"O Lord!" "Oh, that I were home again!"

37. All the principal words (i. e., nouns, pronouns, adjectives, adverbs, verbs, first and last words) in English titles of publications (books, pamphlets, documents, periodicals, reports, proceedings, etc.), and their divisions (parts, chapters, sections, poems, articles, etc.); in subjects of lectures, papers, toasts, etc.; in cap-and-small-cap and italic center-heads (both of which, however, should be avoided), and bold-

face cut-in and side-heads; in cap-and-small-cap box-heads in tables (for illustrations of these see 260-63):

The Men Who Made the Nation; The American College—Its Past and Present; the Report of the Committee of Nine; “In the Proceedings of the National Educational Association for 1899 there appeared a paper entitled, ‘What Should Be the Attitude of the University on the Political Questions of Today?’” (In mentioning newspapers and magazines do not treat the definite article “the” as part of the title, unless necessary to the sense: the *Forum*, the *North American Review*, the *Chicago Tribune*; but: *The World To-Day*.)

NOTE.—The *Botanical Gazette* capitalizes only first words and proper names.

In foreign titles of the same class follow these general rules: In Latin, capitalize proper nouns and adjectives; in French, Italian, Spanish, and Swedish, capitalize only proper nouns; in German and Danish, capitalize both common and proper nouns; in Dutch, follow the same general rules as in German, and capitalize also proper adjectives:

De amicitia, Bellum Gallicum; Histoire de la littérature française, Novelle e racconti popolari italiani, Antologia de poetas liricos castellanos, Svenska litteraturens historie; Geschichte des deutschen Feudalwesens, Videnskabens Fremskridt i det nittende Aarhundrede; Geschiedenis der Nederlandsche Taal.

38. Titles of ancient manuscripts (singular, MS; plural, MSS):

Codex Bezae, Vatican Palimpsest, Gospel according to the Egyptians, Oxyrhynchus Logia (Sayings) of Jesus.

- 39.** In titles with the main words capitalized, all nouns forming parts of hyphenated compounds:
“Twentieth-Century Progress,” “The Economy of High-Speed Trains.”
But *do not* capitalize such components when other than nouns:
Fifty-first Street, “Lives of Well-known Authors,” “World-Dominion of English-speaking Peoples.”
- 40.** In zoölogical, botanical, and similar technical matter, the scientific (Latin) names of divisions, orders, families, and genera (the names of species in lower-case type, except when proper names in nominative or genitive cases, or proper adjectives [not geographical]):
Vertebrata, Reptilia, Cruciferae, Salix; *Felis leo*, *Cocos nucifera*; (but: *Rosa Carolina*, *Trifolium Willdenovii*, *Parinsonia Torreyana* [*Styrax californica*]). (Names of species, as a rule, are to be set in italics; see 61.)
- 41.** In astronomical work, the names of the bodies of our solar system:
Sun, Moon, Earth, the Milky Way.
- 42.** Divisions, departments, officers, and courses of study of the University of Chicago, in all official work dealing with its administration or curricula:
(the University), the School of Education (the School), the University Extension Division (but: the division), the Department of Anthropology (but: the department); the Board of Trustees (the Trustees, the Board), the Senate, the Council,

the Faculty of the College of Commerce and Administration (but: the faculty); the President, the Registrar, Professor of Physics, Assistant in Chemistry, Fellow, Scholar; the Van Husen Scholarship (but: the scholarship); courses in Political Economy, Autumn Quarter (but: a quarter), First Term (but: two terms; major, minor); [Hall (referring to the University dormitories)].

USE CAPITALS AND SMALL CAPITALS FOR—

- 43.** The names of town and state in the date line, and the salutatory phrase at the beginning, of letters, and the signature and residence at the end of letters or articles, etc.:

CHICAGO, ILL., January 1, 1906

(Set to the right, with one em's indentation, and in smaller type than the body of the letter.)

MY DEAR MR. SMITH:

(Set flush, followed by a colon, in the same type as the body of the letter, and in a separate line, unless preceded by another line giving the name and address, in which case it should be run in with the text of the letter [see 54]).

CHARLES W. SCOTT

(Set to the right, with one em's indentation, and in the same type as the body of the letter or article.)

HARVARD UNIVERSITY
Cambridge, Mass.

(Set to the left, with two ems' indentation, in smaller type.)
(If this address contains more than one line, or the date or similar matter is added, only the first line is to be set in caps and small caps; the second, in caps and lower-case, and centered under the first.)

44. In resolutions, the word "WHEREAS" (see 35); in notes (not footnotes), the word "NOTE," which should be followed by a period and a dash; in constitutions, by-laws, etc., the word "SECTION" introducing paragraphs and followed by a number:

NOTE.—It should be noticed that

SECTION 1. This association shall be styled

SET IN SMALL CAPITALS—

45. A. M. and P. M. (*ante* and *post meridiem*), and B. C. and A. D. ("before Christ" and *anno domini*); these are to be set with a thin space between:

11:30 A.M.; 53 B.C., 1906 A.D.

USE SMALL INITIAL LETTER FOR (i. e., "lower-case")—

46. Words of common usage, originally proper names, and their derivatives, in whose present, generalized acceptance their origin has become obscured, and generally all verbs derived from proper names (see 1): utopia, bohemian, philistine, titanic, platonic, quixotic, bonanza, china, morocco, guinea pig, boycott, roman (type), italicize, christianize, anglicize, macadamized.
47. Such minor subdivisions in literary references as—chapter, section, page, verse, line, note. (See 33, 100, and 218.)
48. In italic side-heads, all but the first word and proper names.
For illustrations see 156 and 261.

- 49.** The first word of a quotation which, through a conjunction or similarly, is immediately connected with what precedes, even if such word in the original begins a sentence.

For illustration and exception see **118**; cf. **31**.

THE USE OF ITALICS

ITALICIZE—

50. Words or phrases to which it is desired to lend emphasis, importance, etc.:

“This was, however, *not* the case;” “It is sufficiently plain that the *sciences of life*, at least, are studies of processes.”

51. From foreign languages, words and phrases inserted into the English text, and not incorporated into the English language; and single sentences or brief passages not of sufficient length to call for reduced type (see 75):

“the Darwinian *Weltanschauung*,” “Napoleon’s *coup d’état*,” “the debater *par excellence* of the Senate;” “*De gustibus non est disputandum*, or, as the French have it, *Chacun à son goût*.”

But *do not* italicize foreign titles preceding names, or names of foreign institutions or places the meaning or position of which in English would have required roman type, and which either are without English equivalents or are by preference used in lieu of these; nor words of everyday occurrence which have become sufficiently anglicized, although still retaining their accents:

Père Lagrange, Freiherr von Schwenau; the German Reichstag, the Champs Elysées, the Museo delle Terme;

a priori	ennui	per annum
à propos	entrée	per capita
attaché	ex cathedra	per contra
bona fide	ex officio	post mortem
bric-à-brac	exposé	pro and con(tra)
café	façade	protégé
chargé d'affaires	fête	pro tem(pore)
confrère	habeas corpus	régime
connoisseur	levée	résumé
cul-de-sac	littérateur	rôle
débris	matinée	savant
début	mêlée	soirée
décolleté	motif	umlaut
dénouement	naïve	tête-à-tête
dépôt (=depository)	née	versus (vs.)
dramatis personae	net	via
éclat	névé	vice versa
élite	papier mâché	vis-à-vis

52. Titles of publications—books (including plays, essays, cycles of poems, and single poems of considerable length, usually printed separately, and not from the context understood to form parts of a larger volume), pamphlets, treatises, tracts, documents, and periodicals (including regularly appearing proceedings and transactions; and also applying to the name of a journal appearing in the journal itself):

Spencer, *Principles of Sociology*; *A Midsummer Night's Dream*; Carlyle, *Essay on Burns*; *Idylls of the King*; *Paradise Lost*; the *Independent*, the *Modern Language Review*, the *Chicago Tribune*, *Report of the United States Commissioner of Education*, *Transactions of the Illinois Society for Child Study*.

NOTE.—The *Botanical Gazette* uses italics for such titles in the text only; in footnotes, roman. Its own name it prints in caps and small caps.

Books of the Bible, both canonical and apocryphal, and titles of ancient manuscripts, should be set in roman type (see 27 and 38).

53. The following words, phrases, and abbreviations used in literary references:

ibid., idem, loc. cit., op. cit., ad loc., s. v., supra, infra, passim, vide.

But *do not* italicize—

cf., i. e., e. g. (set with a thin space).

54. Address lines in speeches, reports, etc., and primary address lines in letters:

Mr. President, Ladies and Gentlemen :

Mr. John Smith, 321 Dearborn Street, Chicago, Ill.

DEAR SIR: I take pleasure in announcing

(Set this flush, in a separate line, with nouns capitalized [see 43].)

55. In signatures, the position or title added after the name. If this consists of only one word, it is run into the same line with the name; if of more than one, but no longer than the name, center the first letter under the name line, and indent one em on the right; if longer than the name, center the name over the second line and set this flush. These rules are, however, subject to the exigencies of special cases:

ARTHUR P. MAGUIRE, *Secretary*

Yours very truly,

CARTER H. HARRISON

Mayor of Chicago

CHARLES M. GAYLEY

Professor of English Language and Literature

56. *a*, *b*, *c*), etc., used to indicate subdivisions (single parenthesis if beginning a paragraph, double parentheses if “run in”); and *a*, *b*, *c*, etc., affixed to the number of verse, page, etc., to denote fractional part: Luke 4 : 31*a* (with a hair-space).
57. Letters used to designate unknown quantities, lines, etc., in algebraic, geometrical, and similar matter: $ac + bc = c(a + b)$; the lines *ad* and *AD*; the *n*th power.
58. As a rule, letters in legends or in the text referring to corresponding letters in accompanying illustrations:
“At the point *A* above (see diagram).”
59. References to particular letters:
the letter *u*, a small *v*.
60. *s.* and *d.* (= shillings and pence) following numerals:
3*s.* 6*d.* (with a hair-space).
61. In zoölogical, botanical, and similar matter, scientific (Latin) names of species; and in astronomical matter, names of stars or constellations:
Felis leo, *Rosa Carolina*; *Saturn*, *Cassiopeia*.
62. In resolutions, the word “*Resolved*” (see 35).
63. After headlines, as a rule, the word “*Continued*,” and [*To be continued*] at the end of articles:

THE SCOPE OF SOCIOLOGY—*Continued*

[*To be continued*]

QUOTATIONS

PUT BETWEEN QUOTATION MARKS (and in roman type — i. e., “roman-quote”)—

64. Citations, run into the text, of a passage from an author in his own words (see 75).
65. Quotations from different authors following each other uninterrupted by any intervening original matter.
66. A word or phrase accompanied by its definition:
“Drop-folio” means a page-number at the bottom of the page; Such a piece of metal is called a “slug.”
67. An unusual, technical, ironical, etc., word or phrase in the text, whether or not accompanied by a word, like “so-called,” directing attention to it:
Her “five o’clocks” were famous in the neighborhood; She was wearing a gown of “lobster-colored” silk; He was elected “master of the rolls;” We then repaired to what he called his “quarter deck;” A “lead” is then inserted between the lines; This so-called “man of affairs;” A self-styled “connoisseur.”
68. In translations, the English equivalent of a word, phrase, or passage from a foreign language:
Weltanschauung, “world-view” or “fundamental aspect of life;” Mommsen, *Römische Geschichte* (“History of Rome”).
69. The particular word or words to which attention is directed:

the term "lynch law;" the phrase "liberty of conscience;" the concepts "good" and "bad;" the name "Chicago."

70. Serial titles:

"English Men of Letters" series; "International Critical Commentary."

71. Titles of shorter poems (see **52**):

Shelley's "To a Skylark."

72. Cited titles of subdivisions (e. g., parts, books, chapters, etc.) of publications; of papers, lectures, sermons, articles, toasts, mottoes, etc.:

The Beginnings of the Science of Political Economy, Vol. I, 'The British School,' chap. 2, "John Stuart Mill;" the articles "Cross," "Crucifixion," and "Crusade" in Hastings' *Dictionary of the Bible*; The subject of the lecture was 'Japan—Its Past, Present, and Future;' the next toast on the programme was "Our German Visitor;" The king's motto is "For God and My Country."

NOTE.—The *Botanical Gazette*, in footnotes, uses no quotation marks for such titles.

References to the Preface, Introduction, Table of Contents, Index, etc., of a specific work, should be set with capitals, without quotation marks:

Preface, p. iii; "The Introduction contains . . . ;" "The Appendix occupies a hundred pages;" but: "The book has a very complete index."

73. Names of ships:

the U. S. SS. "Oregon."

74. Titles of works of art:

Murillo's "The Holy Family."

SET IN SMALLER TYPE—

- 75.** Ordinarily, all prose extracts which will make three or more lines in the smaller type, and all poetry citations of two lines or more. An isolated prose quotation, even though its length would bring it under this rule, may properly be run into the text, if it bears an organic relation to the argument presented. On the other hand, a quotation of one or two lines which is closely preceded or followed by longer extracts, set in smaller type, may likewise be reduced, as a matter of uniform appearance.
- 76.** As a rule, reduce from 11-pt. and 10-pt. to 9-pt., from 9-pt. to 8-pt., from 8-pt. to 6-pt. (see 233).
- 77.** Reduced citations should not have quotation marks, except in such cases as noted in 65; nor should quotation marks, as a rule, be used in connection with italics.

GENERAL RULES—

- 78.** Quotation marks should always include ellipses, and the phrase “etc.” when it otherwise would not be clear that it stands for an omitted part of the matter quoted, perfect clearness in each individual case being the best criterion:

“Art. II, sec. 2, of the Constitution provides that ‘each state shall appoint . . . a number of electors equal to the whole number of senators and representatives . . . ;’” “He also wrote a series of ‘Helps to Discovery, etc.’”—“etc.” here

indicating, not that he wrote other works which are unnamed, but that the title of the one named is not given in full; but, on the other hand: "Preaching from the text, 'For God so loved the world,' etc. . . ."—"etc." here being placed outside of the quotation marks in order to show that it does not stand for other, unnamed, objects of God's love.

79. Quoted prose matter (i. e., matter set with quotation marks; see above) which is broken up into paragraphs should have the quotation marks repeated at the beginning of each paragraph.

80. Where alignment is desired, the quotation marks should be "cleared"—i. e., should project beyond the line of alignment:

"Keep away from dirtiness—keep away from mess.
Don't get into doin' things rather-more-or-less!"

81. Double quotation marks are used for primary quotations; for a quotation within a quotation, single; going back to double for a third, to single for a fourth, and so on:

"The orator then proceeded: 'The dictionary tells us that "the words 'freedom' and 'liberty,' though often interchanged, are distinct in some of their applications.'"

SPELLING

SPELL OUT—

- 82.** All civil and military titles, and forms of address, preceding the name, except Mr., Messrs., Mrs. (French: M., MM., M^{me}, M^{lle}), Dr., Rev., Hon. (*do not*, except in quotations, set *the Rev.*, *the Hon.*); Esq., following the name, should likewise always be abbreviated.
- 83.** Christian names, as George, Charles, John (not: Geo., Chas., Jno.), except where the abbreviated form is used in quoted matter or in original signatures; and “von” as part of a person’s name.

NOTE.—In the matter of alphabetizing names the following rules should be observed:

a) Hyphenated names are ordinarily alphabetized under the name following the hyphen; thus, Henry Chandler-Taylor comes under Taylor and not under Chandler (Taylor, Henry Chandler-).

b) French and German names preceded by the particles “de” and “von,” written in the usual fashion with lower-case letters, are regularly listed under the letter following the particle. In individual cases it may be found that the person always capitalizes the particle and treats it as a part of the surname. (Rambeau, Émile de; Sternthal, Max von; De Bey, Robert.)

c) The Dutch prefix “Van” is regularly capitalized and treated as the first part of the surname; such names are listed under *V*. (Van Maastricht, Hendryk.)

d) Spanish names having two parts connected by the particle “y” are listed under the name preceding the connective. (Gomez y Pineda, Liberio.)

e) Names beginning with "Mc," whether the "Mc" part is written "Mc," "Mac," "M," or "Mac" without the following letter being capitalized (as in "Macomber"), fall into one alphabetical list, as if spelled "Mac."

- 84.** In ordinary reading-matter, all numbers of less than three digits, unless of a statistical or technical character, or occurring in groups of six or more following each other in close succession:

"There are thirty-eight cities in the United States with a population of 100,000 or over;" "a fifty-yard dash;" "two pounds of sugar;" "Four horses, sixteen cows, seventy-six sheep, and a billy goat constituted the live stock of the farm;" "He spent a total of two years, three months, and seventeen days in jail." But: "He spent 128 days in the hospital;" "a board 20 feet 2 inches long by 1½ feet wide and 1¼ inches thick;" "the ratio of 16 to 1;" "In some quarters of Paris, inhabited by wealthy families, the death-rate is 1 to every 65 persons; in others, inhabited by the poor, it is 1 to 15;" "His purchase consisted of 2 pounds of sugar, 20 pounds of flour, 1 pound of coffee, ½ pound of tea, 3 pounds of meat, and 1½ pounds of fish, besides 2 pecks of potatoes and a pint of vinegar."

Treat all numbers in connected groups alike, as far as possible; do not use figures for some and spell out others; if the largest contains three or more digits, use figures for all (see **86**); per cent. should always take figures:

"The force employed during the three months was 87, 93, and 106, respectively;" 1-10 per cent.

- 85.** Round numbers (i. e., approximate figures in even

units, the unit being 100 in numbers of less than 1,000, and 1,000 in numbers of more):

“The attendance was estimated at five hundred” (but: “at 550”); “a thesis of about three thousand words” (but: “of about 2,700”); “The population of Chicago is approximately two millions” (but: “1,900,000”). Cases like 1,500, if for some special reason spelled out, should be written “fifteen hundred,” not “one thousand five hundred.”

- 86.** All numbers, no matter how high, commencing a sentence in ordinary reading-matter:

“Five hundred and ninety-three men, 417 women, and 126 children under eighteen, besides 63 of the crew, went down with the ship.”

When this is impracticable, reconstruct the sentence; e. g.:

“The total number of those who went down with the ship was 593 men,” etc.

- 87.** Sums of money, when occurring in isolated cases in ordinary reading-matter:

“The admission was two dollars.”

When several such numbers occur close together, and in all matter of a statistical character, use figures:

“Admission: men, \$2; women, \$1; children, 25 cents.”

- 88.** Time of day, in ordinary reading-matter:

at four; at half-past two in the afternoon; at seven o'clock.

Statistically, in enumerations, and always in connection with A. M. and P. M., use figures:

at 4:15 P. M. (omit “o'clock” in such connections).

- 89.** Ages:
eighty years and four months old; children between six and fourteen.
- 90.** Numbers of centuries, of Egyptian dynasties, of sessions of Congress, of military bodies, of political divisions, of thoroughfares, and in all similar cases, unless brevity is an important consideration (see **5**, **6**, and **11**):
nineteenth century; Fifth Dynasty; Fifty-fourth Congress, Second Session; Fifteenth Infantry I. N. G.; Sixth Congressional District, Second Ward; Fifth Avenue.
- 91.** References to particular decades:
in the nineties.
- 92.** Names of months, except in statistical matter or in long enumerations:
from January 1 to April 15 (omit, after dates, *st*, *d*, and *th*).
- 93.** "United States," except in quotations and such connections as: General Schofield, U. S. A.; U. S. SS. "Oregon;" in footnotes and similar references: U. S. Geological Survey.
- 94.** "Railroad (-way)," and "Fort" and "Mount" in geographical appellations:
Chicago, Milwaukee & St. Paul Railroad (not: R. R. or Ry.); Fort Wayne, Mount Elias.
- 95.** In most cases, all names of publications. This rule, like many another, is open to modification in particular instances, for which no directions can here be

given. Expediency, nature of context, authoritative usage, and author's preference are some of the points to be considered. Generally, if in doubt, spell out; good taste will condone offenses in this direction more readily than in the opposite.

ABBREVIATE—

- 96.** Names of states and territories in the United States following those of towns, with the usual exceptions, as follows:

Ala.	La.	Ore.
Alaska	Me.	Pa.
Ariz.	Mass.	P. I. = Philippine Islands
Ark.	Md.	P. R. = Porto Rico
Cal.	Mich.	R. I.
Colo.	Minn.	Samoa
Conn.	Miss.	S. C.
D. C.	Mo.	S. D.
Del.	Mont.	Tenn.
Fla.	N. C.	Tex.
Ga.	N. D.	Utah
H. I. = Hawaiian Islands	Neb.	Vt.
Id.	Nev.	Va.
Ill.	N. H.	Wash.
Ind.	N. J.	Wis.
Ia.	N. M.	W. Va.
Kan.	N. Y.	Wyo.
Ky.	O.	
	Ok.	

- 97.** In technical matter (footnote references, bibliographies, etc.), "Company" and "Brothers," and the word "and" (& = "short and" or "ampersand"), in names of commercial firms:

The Macmillan Co., Macmillan & Co., Harper Bros.; Chicago, Milwaukee & St. Paul Railroad.

In text matter, not of a technical character, "Company" and "Brothers" may, however, be spelled out:

"Harper Brothers have recently published;" "The Century Company announces;" "The extraordinary story of the South Sea Company."

98. "Saint" before a name:

St. Louis, St. Peter's Church, SS. Peter and Paul.

"St." should, however, preferably be omitted in connection with the names of apostles, evangelists, and church fathers:

Luke, Paul, Augustine; not: St. Luke, St. Paul, St. Augustine.

99. In references to Scripture passages, most books of the Bible having more than one syllable, as follows:

OLD TESTAMENT

Gen.	Neh.	Hos.
Ex.	Esther	Joel
Lev.	Job	Am.
Num.	Psalms (Psalter)	Obad.
Deut.	Prov.	Jonah
Josh.	Eccles.	Mic.
Judg.	Song of Sol.	Nah.
Ruth	Isa.	Hab.
I and II Sam.	Jer.	Zeph.
I and II Kings	Lam.	Hag.
I and II Chron.	Ezek.	Zech.
Ezra	Dan.	Mal.

NEW TESTAMENT

Matt.	Gal.	Philem.
Mark	Eph.	Heb.
Luke	Phil.	Jas.
John	Col.	I and II Pet.
Acts	I and II Thess.	I, II, and III John
Rom.	I and II Tim.	Jude
I and II Cor.	Titus	Rev.

APOCRYPHA

I and II Esd.	Wisd. of Sol.	Sus.
Tob. = Tobit	Ecclus.	Bel and Dragon
Jud. = Judith	Bar.	Pr. of Man.
Rest of Esther	Song of Three Children	I, II, III, and IV Macc.

100. In literary references, in footnotes and matter of a bibliographical character, “volume,” “number,” “chapter,” “article,” “section,” “page,” “column,” “verse,” “line,” “note,” “figure,” followed by their number (see **33** and **218**); and the word “following” after the number to denote continuance:

Vol. I (plural, Vols.), No. 1 (Nos.), chap. 2 (chaps.), Art. III (Arts.), sec. 4 (secs.), p. 5 (pp.), col. 6 (cols.), vs. 7 (vss.), l. 8 (ll.), n. 9 (nn.); pp. 5-7 (=pages 5 to 7 inclusive), pp. 5, 6 (=pages 5 and 6); pp. 5 f. (=page 5 and the following page), pp. 5 ff. (=pages 5 and the following pages); Fig. 7.

Where such phrases occur in isolated instances in the text, in continuous narrative (and not inclosed in parentheses), it is often preferable to spell them out, especially if beginning a sentence:

“Volume II of this work contains, on page 25, a reference to ;” but: “Volume II contains (p. 25)”

101. The common designations of weights and measures in the metric system, when following a numeral:

1 m., 2 dm., 3 cm., 4 mm.; c.m. (=cubic meter), c.d., c.c., c.mm.; g. (=gram; gr.=grain).

GENERAL RULES—

102. In extracts from modern authors whose spelling and punctuation differ but slightly from ours, and where such variations do not affect the meaning, use office style. In citations from Old English works, and in such cases where it appears to be essential to the writer's plan or the requirements of the context to give a faithful rendering, follow the original copy. Titles should always be accurately quoted.

103. Form possessive of proper names ending in *s* or another sibilant, if monosyllabic, by adding an apostrophe and *s*; if of more than one syllable, by adding an apostrophe alone:

King James's Version, Burns's poems, Marx's theories; Moses' law, Jesus' birth, Demosthenes' orations, Berlioz' compositions; for convenience' sake.

104. Before sounded *h* and long *u*, use "a" as the form of the indefinite article:

a hotel, a harmonic, a historical, a union, [a euphonious word, such a one].

105. Do not use ligature *æ* and *œ*, but separate the letters, in quotations from Latin, and in anglicized derivatives

from Latin, or from Greek through Latin, where *e* has not been substituted for the diphthong:

Aurea prima sata est aetasque, vindice nullo,
sponte sua, sine lege, fidem rectumque colebat;
poena metusque aberant

the *Aeneid*, *Oedipus Tyrannus*, Caesar, aesthetic, subpoena.

In quotations from Old English, and from French and such other modern languages as employ it, use the ligature:

Ælfred, AS *hwæte* = "wheat;" *Œuvres de Balzac, chef-d'œuvre*.

- 106.** Differentiate "farther" and "further" by using the former in the sense of "more remote," "at a greater distance;" the latter in the sense of "moreover," "in addition":

the farther end, he went still farther; further he suggested, a further reason.

107. Spell:

abridgment	archaeology	behavior	castor (roller)
accouter	ardor	biased	catechize
acknowledgment	armor	blessed	caviler
adz	artisan	bowlder	center
aegis	asbestos	burned	check
Aeolian	ascendency	caesura	chiseled
aesthetic	ascendent	caliber	chock-full
afterward	Athenaeum	canceled	clamor
ambassador	ax	candor	clinch
amid	aye	cannoneer	clue
among	bark (vessel)	cannot	color
anyone (n.)	barreled	cañon	controller ¹
appareled	bazaar	carcass	cotillon
arbor	Beduin	caroled	councilor

¹ In official publications of the University of Chicago, "comptroller."

counselor	glycerin	mediaeval	Sanskrit
cozy	good-bye	meter	Savior
criticize	governor	mileage	savor
cue	graveled	miter	scathe
cyclopedic	gray	modeled	scepter
defense	gruesome	Mohammedan	sepulcher
demarkation	Gipsy	mold	sergeant
demeanor	haematoxylin	molt	Shakspere
diarrhoea	harbor	moneyed	skepticism
disheveled	hectare	mortgager	skilful
disk	hemorrhage	movable	smolder
dispatch	hindrance	mustache	somber
distil	Hindu	neighbor	someone (n.)
downward	honor	nomad	specter
draft	horror	odor	staunch
drought	impale	offense	subpoena
dueler	impaneled	paean	succor
dulness	imperiled	paleography	sumac
dwelt	incase	paleontology	syrup
embitter	inclose	paneled	taboo
emir	incrust	parceled	talc
encyclopedic	incumbrance	parole	theater
endeavor	indorse	parquet	thraldom
enfold	ingraft	partisan	thrash
engulf	instal	penciled	today
enrol	instil	Phoenix	tomorrow
ensnare	insure	plow	tonight
envelope (n.)	intrench	practice (n. & v.)	tormentor
enwrapped	intrust	pretense	toward
equaled	jeweled	primeval	trammeled
error	Judea	programme	tranquillize
Eskimo	judgment	pigmy	traveler
exhibitor	kidnaped	quarreled	trousers
fantasy	Koran	raveled	tumor
favor	labeled	reconnoiter	upward
fetish	labor	reinforce	valor
fiber	lacquer	rencounter	vapor
flavor	leveled	reverie	vendor
focused	libeled	rigor	vigor
fulfil	liter	rivald	whiskey
fulness	lodgment	riveted	wilful
gauge	maneuver	ruble	woeful
Galilean	marshaled	rumor	woolen
gaiety	marvelous	saber	worshiper
glamor	meager	salable	Yahweh

PUNCTUATION

- 108.** All punctuation marks should be printed in the same type as the word or letter immediately preceding them:

“With the cry of *Banzai* the regiment stormed the hill;”
Luke 4:16a; no. 1.

PERIOD—

- 109.** A period is used to indicate the end of a complete sentence (see, however, **112**).

- 110.** Put a period after all abbreviations, except in cases where a mechanical necessity compels the omission of a letter or letters in the middle of a word for which there is no recognized abbreviated form; such omission is indicated by an apostrophe. Treat “per cent.” and the metric symbols as abbreviations, but not the chemical symbols, nor “format” of books: Macmillan & Co., Mr. Smith, St. Paul, no. 1, Chas. (see **83**), *ibid.*, s. v.; 2 per cent., 10 mm.; but: m’fg pl’t (=manufacturing plant); O, Fe; 4to, 8vo

NOTE.—With respect to symbols for measures the following exceptions should be noted: *Astrophysical Journal*, 12 mm (with thin space and no period); *Botanical Gazette*, 12^{mm}, 125^{ft} (superior, with hair-space); *Journal of Geology*, 12^{mm}. *Astrophysical Journal* uses italics for chemical symbols: *Fe*.

But *do not* use period, in technical matter, after the recognized abbreviations for linguistic epochs, or

for titles of well-known publications of which the initials only are given, nor after MS (=manuscript): IE (=Indo-European), OE (=Old English), MHG (=Middle High German); *AJSL* (=American Journal of Semitic Languages and Literatures), *ZAW* (=Zeitschrift für alttestamentliche Wissenschaft).

- 111.** Use no period after Roman numerals, even if having the value of ordinals:
Vol. IV; Louis XVI
- 112.** Omit the period after running-heads (for explanation of this and the following terms see **260-64**); after centered headlines; after side-heads set in separate lines; after cut-in heads; after box-heads in tables; and after superscriptions and legends which do not form a complete sentence (with subject and predicate); after date lines at top of communications, and after signatures (see **43**).
- 113.** The period is placed inside the quotation marks; and inside the parenthesis when the matter inclosed forms no part of the preceding sentence; otherwise outside:
Tennyson's "In Memoriam." Put the period inside the quotation marks. (This is a rule without exception.) When the parenthesis forms part of the preceding sentence, put the period outside (as, for instance, here).

EXCLAMATION POINT—

- 114.** The exclamation point is used to mark an outcry, or an emphatic or ironical utterance:

“Long live the king!” “Heaven forbid!” “Good!” he cried; “How funny this seems!” “This must not be!” The subject of his lecture was “The Thisness of the That”! The speaker went on: “Nobody should leave his home tomorrow without a marked ballot in their (!) pocket.”

- 115.** The exclamation point is placed inside the quotation marks when part of the quotation; otherwise outside. See illustrations in **114**.

INTERROGATION POINT—

- 116.** The interrogation point is used to mark a query, or to express a doubt:

“Who is this?” The prisoner gave his name as Roger Crowninshield, the son of an English baronet (?).

Indirect questions, however, should not be followed by an interrogation point:

He asked whether he was ill.

- 117.** The interrogation point should be placed inside the quotation marks only when it is a part of the quotation:

The question: “Who is who, and what is what?” Were you ever in “Tsintsinnati”?

COLON—

- 118.** The colon is used to “mark a discontinuity of grammatical construction greater than that indicated by the semicolon and less than that indicated by the period. It is commonly used (1) to emphasize a close connection in thought between two clauses of which each forms a complete sentence, and which

might with grammatical propriety be separated by a period; (2) to separate a clause which is grammatically complete from a second which contains an illustration or amplification of its meaning; (3) to introduce a formal statement, an extract, a speech in a dialogue, etc." (*Century Dictionary*), (unless this is preceded by a conjunction, like "that," immediately connecting it with what goes before). Before the quotation of a clause in the middle of a sentence use a comma:

(1) "This argument undeniably contains some force: Thus it is well known that" "The secretion of the gland goes on uninterruptedly: this may account for the condition of the organ." "The fear of death is universal: even the lowest animals instinctively shrink from annihilation." (2) "Most countries have a national flower: France the lily, England the rose, etc." "Lambert pine: the gigantic sugar pine of California." (3) "The rule may be stated thus:" "We quote from the address:" "Charles: 'Where are you going?' George: 'To the mill-pond.'" But: "He stoutly maintained that 'the letter was a monstrous forgery,'" and: "Declaring, 'The letter is a monstrous forgery,' he tried to wash his hands of the whole affair."

- 119.** The colon thus often takes the place of an implied "namely," "as follows," "for instance," or a similar phrase. Where such word or phrase is used, it should be followed by a colon if what follows consists of one or more grammatically complete clauses; otherwise, by a comma (see **132**):

“This is true of only two nations—the wealthiest, though not the largest, in Europe: Great Britain and France;” but: “This is true of only two nations—the wealthiest, though not the largest, in Europe—viz., Great Britain and France.” “He made several absurd statements. For example: . . . ;” but: “There are several states in the Union—for instance, Kansas and Wyoming—which”

- 120.** Put a colon after the salutatory phrase at the beginning of a letter, and after the introductory remark of a speaker addressing the chairman or the audience:

MY DEAR MR. BROWN: (See 43.)

Mr. Chairman, Ladies and Gentlemen: (See 54.)

- 121.** Put a colon between chapter and verse in Scripture passages, and between hours and minutes in time indications:

Matt. 2:5-13; 4:30 P.M.

- 122.** Put a colon between the place of publication and the publisher's name in literary references:

Clement of Alexandria (London: Macmillan), II, 97.

- 123.** The colon should be placed outside the quotation marks, unless a part of the quotation:

He writes under the head of “Notes and Comments”:
“Many a man has had occasion to testify to the truth of the old adage:” etc.

SEMICOLON—

- 124.** A semicolon is used to mark the division of a sentence somewhat more independent than that marked by a comma:

“Are we giving our lives to perpetuate the things that the past has created for its needs, forgetting to ask whether these things still serve today’s needs; or are we thinking of living men?” “This is as important for science as it is for practice; indeed, it may be said to be the only important consideration.” “It is so in war; it is so in the economic life; it cannot be otherwise in religion.” “Let us not enter into this now; let us, rather, ask what the significance of our departed friend has been for his generation, not as a soldier and statesman, but as a philosopher and writer; not as an administrator and an organizer, but as the standard-bearer of civic righteousness.” “In Russia the final decision rests with the Czar, advised by his ministers; in most constitutional countries, indirectly with the people as represented in parliament; in Switzerland alone, through the referendum, directly with the electorate at large.” “This, let it be remembered, was the ground taken by Mill; for to him ‘utilitarianism,’ in spite of all his critics may say, did not mean the pursuit of bodily pleasure.” (“For” in such cases should commonly be preceded by a semicolon.)

- 125.** In enumerations use a semicolon between the different links, if these consist of more than a few words closely connected, and especially if individual clauses contain any punctuation mark of less value than a period, or an exclamation or interrogation point (unless inclosed in parentheses), yet are intimately joined one with the other, and all with the sentence or clause leading up to them, for instance through dependence upon a conjunction, like “that,” preceding them (see 32):

“The membership of the international commission was made up as follows: France, 4; Germany, 5; Great Britain, 1 (owing to a misunderstanding, the announcement did not reach the English societies in time to secure a full quota from that country. Sir Henry Campbell, who had the matter in charge, being absent at the time, great difficulty was experienced in arousing sufficient interest to insure the sending of even a solitary delegate); Italy, 3; the United States, 7.” “The defendant, in justification of his act, pleaded that (1) he was despondent over the loss of his wife; (2) he was out of work; (3) he had had nothing to eat for two days; (4) he was under the influence of liquor.” “Presidents Hadley, of Yale; Eliot, of Harvard; Butler, of Columbia; and Angell, of Michigan.” “Smith was elected president; Jones, vice-president; Miller, secretary; and Anderson, treasurer.”

- 126.** In Scripture references a semicolon is used to separate passages containing chapters:

Gen. 2:3-6, 9, 14; 3:17; chap. 5; 6:15.

- 127.** The semicolon is always placed inside the quotation marks.

COMMA—

- 128.** The comma is “used to indicate the smallest interruptions in continuity of thought or grammatical construction, the marking of which contributes to clearness” (*Century Dictionary*):

“Here, as in many other cases, what is sometimes popularly supposed to be orthodox is really a heresy, an exaggeration, a distortion, a caricature of the true doctrine of the church. The doctrine is, indeed, laid down by an authority here and

there; but, speaking generally, it has no place in the standards, creeds, or confessions of the great communions; e. g., the Apostles' Creed, the Nicene Creed, the canons of the early ecumenical councils, the Westminster Confession, the Thirty-nine Articles." "Shakspeare and other, lesser, poets." "The books which I have read I herewith return" (i. e., I return those [only] which I have read); but: "The books, which I have read, I herewith return" (i. e., having read them [all], I now return them). "Gossiping, women are happy;" and: "Gossiping women are happy." "Of these four, two Americans and one Englishman, started;" and: "Of these, four—two Americans and two Englishmen—started." "The suffering, God will relieve." "Behind, her 'stage mother' stood fluttering with extra wraps." "About [the year] 1840, daughters of self-respecting Americans worked in cotton-mills." "Some boys and girls prematurely announce themselves, usually in uncomfortable, sometimes in bad, ways." "And, as I believe, we are beginning to see with clearer, and I hope with finer, vision." "This is, at least to some extent, true of everyone."

- 129.** Use a comma to separate proper nouns belonging to different individuals or places:
 "To John, Smith was always kind;" "To America, Europe awards the prize of mechanical skill."
- 130.** Put a comma before "and," "or," and "nor" connecting the last two links in a sequence of three or more; or all the links in a series of greater length, or where each individual link consists of several words; always put a comma before "etc.":
 Tom, Dick, and Harry; either copper, silver, or gold; "He was equally familiar with Homer, and Shakspeare, and

Molière, and Cervantes, and Goethe, and Ibsen;” “Neither France for her art, nor Germany for her army, nor England for her democracy, etc.”

But *do not* use a comma where “and,” etc., serves to connect all of the links in a brief and close-knit phrase:

a man good and noble and true; “I do not remember who wrote the stanza—whether it was Shelley or Keats or Moore.”

- 131.** Ordinarily, put a comma before and after clauses introduced by such conjunctions as “and,” “but,” “if,” “while,” “as,” “whereas,” “since,” “because,” “when,” “after,” “although,” etc., especially if a change of subject takes place:

“When he arrived at the railway station, the train had gone, and his friend, who had come to bid him good-bye, had departed, but left no word. As the next train was not due for two hours, he decided to take a ride about the town, although it offered little of interest to the sightseer. While he regretted his failure to meet his friend, he did not go to his house, because he did not wish to inconvenience his wife, if it were true that she was ill.”

But *do not* use a comma before clauses introduced by such conjunctions, if the preceding clause is not logically complete without them; nor before “if,” “but,” and “though” in brief and close-welded phrases:

“This is especially interesting because they represent the two extremes, and because they present differences in their relations;” “This is good because true;” “I shall agree to this

only if you accept my conditions;" "I would not if I could, and could not if I would;" "He left school when he was twelve years old;" "honest though poor;" "a cheap but valuable book."

132. Such conjunctions, adverbs, connective particles, or phrases as "now," "then," "however," "indeed," "therefore," "moreover," "furthermore," "nevertheless," "though," "in fact," "in short," "for instance," "that is," "of course," "on the contrary," "on the other hand," "after all," "to be sure," etc., should be followed by a comma when standing at the beginning of a sentence or clause to introduce an inference or an explanation, and should be placed between commas when wedged into the middle of a sentence or clause to mark off a distinct break in the continuity of thought or structure, indicating a summarizing of what precedes, the point of a new departure, or a modifying, restrictive, or antithetical addition, etc.:

"Indeed, this was exactly the point of the argument;" "Moreover, he did not think it feasible;" "Now, the question is this:" "Nevertheless, he consented to the scheme;" "In fact, rather the reverse is true;" "This, then, is my position:;" "The statement, therefore, cannot be verified;" "He thought, however, that he would like to try;" "That, after all, seemed a trivial matter;" "The gentleman, of course, was wrong."

But *do not* use a comma with such words when the connection is logically close and structurally smooth

enough not to call for any pause in reading; with “therefore,” “nevertheless,” etc., when directly following the verb; with “indeed” when directly preceding or following an adjective or another adverb which it qualifies; nor ordinarily with such terms as “perhaps,” “also,” “likewise,” etc.:

“Therefore I say unto you . . . ;” “He was therefore unable to be present;” “It is nevertheless true;” “He is recovering very slowly indeed;” “He was perhaps thinking of the future;” “This is likewise true of the army;” “He was a scholar and a sportsman too.”

- 133.** If among several adjectives preceding a noun the last bears a more direct relation to the noun than the others, it should not be preceded by a comma:
“the admirable political institutions of the country;” “a handsome, wealthy young man.”
- 134.** Participial clauses, especially such as contain an explanation of the main clause, should usually be set off by a comma:
“Being asleep, he did not hear him;” “Exhausted by a hard day’s work, he slept like a stone.”
- 135.** Put a comma before “not” introducing an antithetical clause:
“Men addict themselves to inferior pleasures, not because they deliberately prefer them, but because they are the only ones to which they have access.”
- 136.** For parenthetical, adverbial, or appositional clauses or phrases use commas to indicate structurally

disconnected, but logically integral, interpolations; dashes to indicate both structurally and logically disconnected insertions; never use the two together (see **159**):

“Since, from the naturalistic point of view, mental states are the concomitants of physiological processes;” “The French, generally speaking, are a nation of artists;” “The English, highly democratic as they are, nevertheless deem the nobility one of the fundamentals of their political and social systems.”

- 137.** Use a comma to separate two identical or closely similar words, even if the sense or grammatical construction does not require such separation (see **129**):
“Whatever is, is good;” “What he was, is not known;”
“The chief aim of academic striving ought not to be, to be most in evidence;” “This is unique only in this, that”
- 138.** In adjectival phrases, a complementary, qualifying, delimiting, or antithetical adjective added to the main epithet preceding a noun should be preceded and followed by a comma:
“This harsh, though perfectly logical, conclusion;” “The deceased was a stern and unapproachable, yet withal sympathetic and kind-hearted, gentleman;” “Here comes in the most responsible, because it is the final, office of the teacher;”
“The most sensitive, if not the most elusive, part of the training of children;” “He always bought the very best, or at least the most expensive, articles.”
- 139.** Two or more co-ordinate clauses ending in a word

governing or modifying another word in a following clause should be separated by commas:

“. . . a shallow body of water connected with, but well protected from, the open sea;” “He was as tall as, though much younger than, his brother;” “The cultivation in ourselves of a sensitive feeling on the subject of veracity is one of the most useful, and the enfeeblement of that feeling one of the most hurtful, things to which our conduct can be instrumental;” “This road leads away from, rather than toward, your destination.”

140. Similarly, use a comma to separate two numbers:
“In 1905, 347 teachers attended the convention;” November 1, 1905 (see **144**).

141. A comma is employed to indicate the omission, for brevity or convenience, of a word or words, the repetition of which is not essential to the meaning:

“In Illinois there are seventeen such institutions; in Ohio, twenty-two; in Indiana, thirteen;” “In Lincoln’s first cabinet Seward was secretary of state; Chase, of the treasury; Cameron, of war; and Bates, attorney-general.”

Often, however, such constructions are smooth enough not to call for commas (and consequent semicolons):

“One puppy may resemble the father, another the mother, and a third some distant ancestor.”

142. Use a comma before “of” in connection with residence or position:

Mr. and Mrs. McIntyre, of Detroit, Mich.; President Hadley, of Yale University.

Exceptions are those cases, historical and political, in which the place-name practically has become a part of the person's name, or is so closely connected with this as to render the separation artificial or illogical: Clement of Alexandria, Philip of Anjou, King Edward of England.

143. Put a comma between two consecutive pages, verses, etc.; and after digits indicating thousands: pp. 5, 6 (not: 5-6); 1,276, 10,419.

144. Separate month and year, and similar time divisions, by a comma:

November, 1905; New Year's Day, 1906.

NOTE.—*Astrophysical Journal* and *Botanical Gazette* do not use a comma with four figures, nor between month and year.

145. Omit the comma, in signatures and at the beginning of articles, after author's name followed by address, title, or position in a separate line, or after address followed by a date line, etc.:

JAMES P. ROBINSON
Superintendent of Schools, Bird Center, Ill.

JAMES P. ROBINSON
Superintendent of Schools

BIRD CENTER, ILL.
July 1, 1906

146. The comma is always placed inside the quotation marks.

APOSTROPHE—

147. An apostrophe is used to mark the omission of a

letter or letters in the contraction of a word, or of figures in a number:

ne'er, don't, 'twas, "takin' me 'at;" m'f'g; the class of '96 (see 110).

- 148.** The possessive case of nouns, common and proper, is formed by the addition of an apostrophe, or apostrophe and *s* (see 103):

a man's, horses' tails; Scott's *Ivanhoe*, Jones's farm, Themistocles' era; for appearance' sake.

- 149.** The plural of numerals, and of rare or artificial noun-coinages, is formed by the aid of an apostrophe and *s*; of proper nouns of more than one syllable ending in a sibilant, by adding an apostrophe alone (monosyllabic proper names ending in a sibilant add *es*; others, *s*):

in the 1900's; in two's and three's, the three R's, the Y. M. C. A.'s; "these I-just-do-as-I-please's;" "all the Tommy Atkins' of England" (but: the Rosses and the MacDougalls).

QUOTATION MARKS (see section on "Quotations," 64-81).

DASHES—

- 150.** A dash is used to denote "a sudden break, stop, or transition in a sentence, or an abrupt change in its construction, a long or significant pause, or an unexpected or epigrammatic turn of sentiment" (John Wilson):

"Do we—*can we*—send out educated boys and girls from the high school at eighteen?" "The Platonic world of the static.

and the Hegelian world of process—how great the contrast!”
 “‘Process’—that is the magic word of the modern period;”
 “To be or not to be—that is the question;” “Christianity
 found in the Roman Empire a civic life which was implicated
 by a thousand roots with pagan faith and cultus—a state
 which offered little;” “Care for the salvation of the
 soul, anxiety for its purity, expectation for the speedy end
 of the world—these overbore interest in moral society;”
 “This giving-out is but a phase of the taking-in—a natural
 and inevitable reaction;” “The advocates of this theory
 require exposure—long-time!” “Full of vigor and enthu-
 siasm and—mince pie.”

- 151.** Use dashes (rarely parentheses—see **161**) for paren-
 thetical clauses which are both logically and struc-
 turally independent interpolations (see **136**):

“This may be said to be—but, never mind, we will pass over
 that;” “‘God, give us men! A time like this demands
 strong minds, great hearts’—I have forgotten the rest;”
 “There came a time—let us say, for convenience, with
 Herodotus and Thucydides—when this attention to actions
 was conscious and deliberate;” “If it be asked—and in say-
 ing this I but epitomize my whole contention—why the
 Mohammedan religion”

- 152.** A clause added to lend emphasis to, or to explain or
 expand, a word or phrase occurring in the main
 clause, which word or phrase is then repeated,
 should be introduced by a dash:

“To him they are more important as the sources for history—
 the history of events and ideas;” “Here we are face to face
 with a new and difficult problem—new and difficult, that is,
 in the sense that”

- 153.** Wherever a “namely” is implied before a parenthetical or complementary clause, a dash should preferably be used (see **119**):

“These discoveries—gunpowder, printing-press, compass, and telescope—were the weapons before which the old science trembled;” “But here we are trenching upon another division of our field—the interpretation of New Testament books.”

- 154.** In sentences broken up into clauses, the final—summarizing—clause should be preceded by a dash:

“Amos, with the idea that Jehovah is an upright judge ; Hosea, whose Master hated injustice and falsehood ; Isaiah, whose Lord would have mercy only on those who relieved the widow and the fatherless—these were the spokesmen”

- 155.** A word or phrase set in a separate line and succeeded by paragraphs, at the beginning of each of which it is implied, should be followed by a dash:

“I recommend—
“1. That we kill him.
“2. That we flay him.”

- 156.** A dash should be used in connection with side-heads, whether “run in” or paragraphed:

2. *The language of the New Testament.*—The lexicons of Grimm-Thayer, Cremer, and others

NOTE.—The above statement has been taken from

Biblical Criticism in the Church of England—

A most interesting article appeared in the *Expository Times*

- 157.** Use a dash for “to” connecting two words or numbers:

May–July, 1906 (en-dash); May 1, 1905—November 1, 1906 (em-dash); pp. 3–7 (en-dash); Luke 3:6—5:2 (em-dash).

In connecting consecutive numbers, omit hundreds from the second number—i. e., use only two figures—unless the first number ends in two ciphers, in which case repeat; if the next to the last figure in the first number is a cipher, do not repeat this in the second number:

1880–95, pp. 113–16; 1900–1906, pp. 102–7.

NOTE.—The *Astrophysical Journal* repeats the hundreds: 1880–1895, pp. 113–116.

- 158.** Let a dash precede the reference (author, title of work, or both) following a direct quotation, consisting of at least one complete sentence, in footnotes or cited independently in the text (see **75**):

¹ “I felt an emotion of the moral sublime at beholding such an instance of civic heroism.”—*Thirty Years*, I, 379.

The green grass is growing,
The morning wind is in it,
'Tis a tune worth the knowing,
Though it change every minute.

—Emerson, “To Ellen, at the South.”

- 159.** A dash should not ordinarily be used in connection with any other point, except a period:

“DEAR SIR: I have the honor;” not: “DEAR SIR:—I have” “This—I say it with regret—was not done;” not: “This,—I say it with regret,—was”

PARENTHESES—

160. Place between parentheses figures or letters used to mark divisions in enumerations run into the text:

“The reasons for his resignation were three: (1) advanced age, (2) failing health, (3) a desire to travel.”

If such divisions are paragraphed, a single parenthesis is ordinarily used in connection with a lower-case (*italic*) letter; a period, with figures and capital (*roman*) letters. In syllabi, and matter of a similar character, the following scheme of notation and indentation of subdivisions should ordinarily be adhered to:

- A. Under the head of . . .
 - I. Under
 - i. Under
 - a) Under
 - (1) Under
 - (a) Under
 - α) Under
 - β) Under
 - (b) Under
2. Under
 - b) Under
- II. Under
- B. Under the head of

161. Parentheses should not ordinarily be used for parenthetical clauses (see **136** and **151**), unless confusion might arise from the use of less distinctive marks, or

unless the contents of the clause is wholly irrelevant to the main argument:

“He meant—I take this to be the (somewhat obscure) sense of his speech—that ;” “The period thus inaugurated (of which I shall speak at greater length in the next chapter) was characterized by ;” “The contention has been made (*op. cit.*) that”

BRACKETS—

- 162.** Brackets are used to inclose an explanation or note, to indicate an interpolation in a quotation, to rectify a mistake, to supply an omission, and for a parenthesis within a parenthesis:

¹ [This was written before the publication of Spencer’s book.—EDITOR.]

“These [the free-silver Democrats] asserted that the present artificial ratio can be maintained indefinitely.”

John Ruskin. By Henry Carpenter. [“English Men of Letters,” III.] London: Black, 1900.

“As the Italian [Englishman] Dante Gabriel Ros[s]etti has said,”

Deut. 3:4^b [5].

Grote, the great historian of Greece (see his *History*, I, 204 [second edition]),

- 163.** Such phrases as “*Continued*,” “*To be continued*,” etc., at the beginning and end of articles, chapters, etc., should be placed between brackets (and set in italics—see **63**):

[*Continued from p. 320*]

[*To be concluded*]

ELLIPSES—

164. Ellipses are used to indicate the omission of one or more words not essential to the idea which it is desired to convey. For an ellipsis at the beginning, in the middle, or at the end of a sentence four periods, separated by a space (en-quad), should ordinarily be used, except in very narrow measures. If the preceding line ends in a point, this should not be included in the four. Where a whole paragraph, or paragraphs, or, in poetry, a complete line, or lines, are omitted, insert a full line of periods, separated by em- or 2-em quads, according to the length of the line:

The point is that the same forces are still the undercurrents of every human life. . . . We may never unravel the methods of the physical forces; but

I think it worth giving you these details, because it is a vague thing, though a perfectly true thing, to say that it was by his genius that Alexander conquered the eastern world.

.

His army, you know, was a small one. To carry a vast number of men

. . . . he sought the lumberer's gang,
Where from a hundred lakes young rivers sprang;
.

Through these green tents, by eldest nature drest,
He roamed, content alike with man and beast.

165. An ellipsis should be treated as a part of the citation;

consequently should be inclosed in the quotation marks (see above).

HYPHENS—

- 166.** A hyphen is placed at the end of a line terminating with a syllable of a word, the remainder of which is carried to the next line (see section on “Divisions”); and between many compound words.
- 167.** Hyphenate two or more words (except proper names forming a unity in themselves) combined into one adjective preceding a noun:

so-called Croesus, well-known author, first-class investment, better-trained teachers, high-school course, half-dead horse, never-ceasing strife, much-mooted question, joint-stock company, English-speaking peoples, nineteenth-century progress, white-rat serum, up-to-date machinery, four-year-old boy, house-to-house canvass, go-as-you-please fashion, deceased-wife’s-sister bill; but: New Testament times, Old English spelling.

Where such words are set in capitals (e. g., in headlines), or where one of the components contains more than one word, an en-dash should be used in place of a hyphen:

FRANCO–PRUSSIAN WAR; New York–Chicago freight traffic.

But *do not* connect by a hyphen adjectives or participles with adverbs ending in “-ly;” nor such combinations as the above when following the noun, or qualifying a predicate:

highly developed species; a man well known in the neighborhood; the fly-leaf, so called; "Her gown and carriage were strictly up to date."

- 168.** Hyphenate, as a rule, nouns formed by the combination of two nouns standing in objective relation to each other—that is, one of whose components is derived from a transitive verb:

mind-reader, story-teller, fool-killer, office-holder, well-wisher, evil-doer, property-owner; hero-worship, child-study; wood-turning, clay-modeling.

Exceptions are such common and brief compounds as—

lawgiver, taxpayer, proofreader, bookkeeper, stockholder.

- 169.** A present participle united (1) with a noun to form a new noun with a meaning different from that which would be conveyed by the two words taken separately, (2) with a preposition used absolutely (i. e., not governing a following noun), to form a noun, should have a hyphen:

boarding-house, dining-hall, sleeping-room, dwelling-place, printing-office, walking-stick, starting-point, stepping-stone, stumbling-block, working-man; the putting-in or taking-out of a hyphen.

- 170.** As a general rule, compounds of "book," "house," "mill," "room," "shop," and "work" should be printed as one compact word, without a hyphen, when the prefixed noun contains only one syllable, should be hyphenated when it contains two, and

should be printed as two separate words when it contains three or more:

handbook, schoolbook, notebook, textbook; pocket-book, story-book; reference book.

boathouse, clubhouse, schoolhouse, storehouse; engine-house, power-house; business house.

cornmill, handmill, sawmill, windmill; water-mill, paper-mill; chocolate mill.

bedroom, classroom, schoolroom, storeroom; lecture-room; recitation room.

tinshop, workshop; bucket-shop, tailor-shop; policy shop, blacksmith shop.

handwork, woodwork; metal-work; filigree work.

Exceptions are rare combinations, and such as for appearance' sake would better be separated:

source-book, wheat-mill, lunch-room, head-work, field-work.

- 171.** Compounds of "maker," "dealer," and other words denoting occupation should ordinarily be hyphenated; likewise nouns denoting different occupations of the same individual:

harness-maker, book-dealer, job-printer (see 168); a soldier-statesman, the poet-artist Rossetti.

Exceptions are a few short words of everyday occurrence:

bookmaker, dressmaker.

- 172.** Compounds of "store" should be hyphenated when the prefix contains only one syllable; otherwise not: drug-store, feed-store (but: bookstore); grocery store, dry-goods store.

- 173.** Compounds of “fellow” are always hyphenated:
fellow-man, fellow-beings, play-fellow.
- 174.** Compounds of “father,” “mother,” “brother,” “sister,” “daughter,” “parent,” and “foster” should be hyphenated:
father-love (but: fatherland), mother-tongue, brother-officer, sister-nation, foster-son, daughter-cells, parent-word.
- 175.** Compounds of “great,” indicating the fourth degree in a direct line of descent, call for a hyphen:
great-grandfather, great-grandson.
- 176.** Compounds of “life” and “world” require a hyphen:
life-history, life-principle (but: lifetime), world-power, world-problem.
- 177.** Compounds of “skin” with words of one syllable are to be printed as one word; with words of more than one, as two separate words:
calfskin, sheepskin; alligator skin.
- 178.** Compounds of “master” should be hyphenated:
master-builder, master-stroke (exception: masterpiece).
- 179.** Compounds of “god”:
sun-god, rain-god.
- 180.** “Half,” “quarter,” etc., combined with a noun should be followed by a hyphen:
half-truth, half-tone, half-year, half-title, quarter-mile.
- 181.** “Semi,” “demi,” “bi,” “tri,” etc., do not ordinarily demand a hyphen:

semiannual, demigod, demiurge, biweekly, bipartisan, bichromate, bimetallist, trimonthly, tricolor, trifoliate.

Exceptions are long or unusual formations:

semi-centennial, demi-relievo.

- 182.** Compounds of “self” are hyphenated:
self-evident, self-respect.
- 183.** Combinations with “fold” are to be printed as one word, if the number contains only one syllable; if it contains more, as two:
twofold, tenfold; fifteen fold, a hundred fold.
- 184.** Adjectives formed by the suffixation of “like” to a noun are usually printed as one word if the noun contains only one syllable (except when ending in *l*); if it contains more (or is a proper noun), they should be hyphenated:
childlike, homelike, warlike, godlike; eel-like, bell-like; woman-like, business-like; American-like (but: Christlike).
- 185.** “Vice,” “ex-,” “elect,” “general,” and “lieutenant,” constituting parts of titles, should be connected with the chief noun by a hyphen:
Vice-Consul Taylor, ex-President Cleveland, the governor-elect, the postmaster-general, a lieutenant-colonel.
- 186.** Compounds of “by-” should be hyphenated:
by-product, by-laws.
- 187.** The prefixes “co-,” “pre-,” and “re-,” when followed by the same vowel as that in which they terminate,

take a hyphen; but, as a rule, they do not when followed by a different vowel, or by a consonant:

co-operation, pre-empted, re-enter; but: coequal, coeducation, prearranged, reinstal; cohabitation, prehistoric, recast (re-read).

NOTE.—The *Botanical Gazette* prints: cooperate, reenter, etc.

Exceptions are combinations with proper names, long or unusual formations, and words in which the omission of the hyphen would convey a meaning different from that intended:

Pre-Raphaelite, re-Tammanize; re-postpone, re-pulverization; re-formation (as distinguished from reformation), re-cover (=cover again), re-creation.

- 188.** The negative particles “un-,” “in-,” and “a-” do not usually require a hyphen:

unmanly, undemocratic, inanimate, indeterminate, illimitable, impersonal, asymmetrical.

Exceptions would be rare and artificial combinations. The particle “non-,” on the contrary, ordinarily calls for a hyphen, except in the commonest words:

non-aesthetic, non-subservient, non-contagious, non-ability, non-interference, non-unionist, non-membership; but: nonage, nondescript, nonessential, nonplus, nonsense, noncombatant.

- 189.** “Quasi” prefixed to a noun or an adjective requires a hyphen:

quasi-corporation, quasi-historical.

- 190.** “Over” and “under” prefixed to a word should not be followed by a hyphen, except in rare cases (lengthy words, etc.):
 overbold, overemphasize, overweight, underfed, underestimate, undersecretary; but: over-soul, under-man, over-spiritualistic.
- 191.** The Latin prepositions “ante,” “anti,” “inter,” “intra,” “post,” “sub,” and “super” prefixed to a word do not ordinarily require a hyphen:
 antedate, antechamber, antediluvian, antidote, antiseptic (but: anti-imperialistic—cf. 187), international, interstate, intramural (but: intra-atomic), postscript, postgraduate, subtitle, subconscious, superfine.
 Exceptions are such formations as—
 ante-bellum, ante-Nicene, anti-Semitic, inter-university, post-revolutionary.
- 192.** “Extra,” “infra,” “supra,” and “ultra” as a rule call for a hyphen:
 extra-hazardous, infra-mundane, supra-temporal, ultra-conservative (but: Ultramontane).
- 193.** In fractional numbers, spelled out, connect by a hyphen the numerator and the denominator, unless either already contains a hyphen:
 “The year is two-thirds gone;” four and five-sevenths; thirty-hundredths; but: thirty-one hundredths.
 But *do not* hyphenate in such cases as—
 “One half of his fortune he bequeathed to his widow; the other, to charitable institutions.”

- 194.** In the case of two or more compound words occurring together, which have one of their component elements in common, this element is frequently omitted from all but the last word, and its implication should be indicated by a hyphen:

in English- and German-speaking countries; one-, five-, and ten-cent pieces; "If the student thinks to find this character where many a literary critic is searching—in fifth- and tenth-century Europe—he must not look outside of manuscript tradition."

NOTE.—Some writers regard this hyphen as an objectionable Teutonism.

- 195.** A hyphen is used to indicate a prefix or a suffix, as a particle or syllable, not complete in itself:

"The prefix *a-*;" "The German diminutive suffixes *-chen* and *-lein*."

- 196.** A hyphen is employed to indicate the syllables of a word:

di-a-gram, pho-tog-ra-phy.

- 197.** Following is a list of forty words of everyday occurrence which should be hyphenated, and which do not fall under any of the above classifications:

after-years	cross-section	man-of-war	subject-matter
bas-relief	field-work	object-lesson	terra-cotta
bee-line	folk-song	page-proof	thought-process
bill-of-fare	food-stuff	pay-roll	title-page
birth-rate	fountain-head	poor-law	trade-union
blood-feud	good-will	post-office	view-point
blood-relations	high-priest	price-list	wave-length
common-sense	horse-power	sea-level	well-being
cross-examine	ice-cream	sense-perception	well-nigh
cross-reference	ill-health	son-in-law	will-power

DIVISIONS

198. Avoid all unnecessary divisions of words. Wherever consistent with good spacing, carry the whole word over into the next line.
199. Do not, in wide measures (20 ems or more), divide on a syllable of two letters, if possible to avoid it. Good spacing, however, is always paramount. Words of four letters—like *on-ly*—should never be divided; words of five or six—like *oc-cur*, *of-fice*, *let-ter*, *rare-ly*—rarely.
200. Never let more than two consecutive lines terminate in a hyphen, if at all avoidable. The next to the last line in a paragraph ought not to end in a divided word; and the last line (the “breakline”) should, in measures of 15 ems and up, contain at least four letters. Similarly, avoid a broken word at the bottom of a right-hand (recto) page.
201. Do not divide proper nouns, especially names of persons, unless absolutely necessary.
202. Do not separate (i. e., put in different lines) the initials of a name, nor such combinations as A. D., P. M., etc.
203. Avoid the separation of a divisional mark (e. g., (a) or (1), in the middle of a sentence, from the section which it precedes.

- 204.** Divide according to pronunciation (the American system), not according to derivation (the English system):

democ-racy, not: *demo-cracy*; *knowl-edge*, not: *know-ledge*;
aurif-erous, not: *auri-ferous*; *anti-p-odes* (still better: *antipo-des*—see 207), not: *anti-podes*.

- 205.** However, divide on etymological lines, or according to derivation and meaning, as far as compatible with pronunciation and good spacing:

dis-pleasure is better than *displeas-ure*; *school-master*, than *schoolmas-ter*.

Shun such monstrosities as—

Passo-ver, *diso-bedience*, *une-ven*, *disa-bled*.

- 206.** Do not terminate a line in a soft *c* or *g*, or in a *j*. Escape the division entirely, if possible; if not possible, divide:

pro-cess, not: *proc-ess*; *spa-cing*, not: *spac-ing* (the rule being that in present participles the *-ing* should be carried over);
pro-geny, not: *prog-eny*; *pre-judice*, not: *prej-udice*.

- 207.** Divide on a vowel wherever practicable. In case a vowel alone forms a syllable in the middle of a word, run it into the first line; thus print:

sepa-rate, not: *sep-arate*; *particu-lar*, not: *partic-ular*; *criti-cism*, not: *crit-icism*.

Exceptions are words in *-able* and *-ible*, which should carry the vowel over into the next line:

read-able, not: *reada-ble*; *convert-ible*, not: *converti-ble*.

- 208.** In hyphenated nouns and adjectives avoid additional hyphens:
object-lesson, not: *object-les-son*; *fellow-being*, not: *fel-low-being*; *poverty-stricken*, not: *pov-erty-stricken*, much less: *pover-ty-stricken*.
- 209.** A coalition of two vowel-sounds into one (i. e., a diphthong) should be treated as one letter. Therefore do not divide, if there is any escape:
peo-ple (either syllable makes a bad division), *Cae-sar* (cf. **201**), *ail-ing*.
- 210.** In derivatives from words ending in *t*, the *t*, in divisions, should be carried into the next line with the suffix if the accent has been shifted; if the derivative has retained the accent of the parent-word, the *t* should be left in the first line:
objec-tive (from *ob'ject*); *defect-ive* (from *defect'*).
- 211.** The addition of a plural *s*, adding a new syllable to words ending in an *s*-sound, does not create a new excuse for dividing such words:
hor-ses and *circumstan-ces* are impossible divisions.
- 212.** Adjectives in *-ical* should be divided on the *i*:
physi-cal, not: *phys-ical* or *physic-al*.
- 213.** Do not divide *noth-ing*.

FOOTNOTES

- 214.** For reference indices, as a rule, use superior figures. Only in special cases should asterisks, daggers, etc., be employed; for instance, in tabular or algebraic matter, where figures would be likely to cause confusion. Index figures in the text should be placed after the punctuation marks:

. . . the niceties of style which were then invading Attic prose,¹ and which made . . .

¹ In particular the avoidance of hiatus.

$F = y^2 + y^3$;^{*}

^{*} Schenk's equation.

When figures are not used, the sequence of indices should be:

* ("asterisk" or "star"), † ("dagger"), ‡ ("double dagger"), § ("section mark"), || ("parallels"), ¶ ("paragraph mark").

- 215.** Where references to the same work follow each other closely and uninterruptedly, use *ibid.* instead of repeating the title. This *ibid.* takes the place of as much of the previous reference as is repeated. *Ibid.* should, however, not ordinarily be used for the first footnote on a verso (left-hand) page; it is better usage either to repeat the title, if short, or to use *loc. cit.* or *op. cit.*:

¹ Spencer, *Principles of Sociology*, chap. 4.

² *Ibid.*

³ *Ibid.*, chap. 5.

¹ Spencer, *loc. cit.*

216. If the author's name is given in the text in connection with a reference to, or a quotation from, his work, it should not be repeated in the footnote:

. . . . This theory is questioned by Herbert, as follows:

"I cannot admit"¹

¹ *Laws of the Ancients*, I, 153.

217. It is better to place the index figure in the text after the quotation than before it (see illustration above).

218. Ordinarily, omit "Vol.," "chap.," and "p." in references to particular passages. Use Roman numerals (capitals) for Volume, Book, Part, and Division; Roman numerals (lower-case) for chapter and pages of introductory matter (Preface, etc.); and Arabic numerals for number (*Heft*) and text pages. Only when confusion would be liable to arise, or in exceptional cases, use "Vol.," etc., in connection with the numerals:

¹ Miller, *The French Revolution* (2d ed.; London: Abrahams, 1888), II, Part IV, iii.

² S. I. Curtiss, "The Place of Sacrifice among Primitive Semites," *Biblical World*, XXI (1903), 248 ff.

³ "Structural Details in Green Mountain Region," *Bulletin* 195, U. S. Geological Survey.

219. The date of publication in a reference to a periodical should immediately follow the volume number, and be put in parentheses (see above illustration).

220. In work set on the linotype machine footnotes should be numbered consecutively through an article, or by

chapters in a book, to save resetting in case of change (see "Hints to Authors and Editors," note under "Footnotes," p. 96).

NOTE.—Exceptions to these rules are footnotes in the *Botanical Gazette*, the *Astrophysical Journal*, and *Classical Philology* and the *Classical Journal*, which have adopted the following styles:

Botanical Gazette—

¹ LIVINGSTON, B. E., (1) On the nature of the stimulus which causes the change in form of polymorphic green algae. *BOT. GAZ.* 30:289-317. 1900.

———, (2) Further notes on the physiology of polymorphism in the green algae. *BOT. GAZ.* 32:292-302. 1901.

² CASTLE, W. E., The heredity of sex. *Bull. Mus. Comp. Zool.* 40:187-218. 1903.

Astrophysical Journal—

¹ "Revision of Wolf's Sun-Spot Relative Numbers," *Monthly Weather Review*, 30, 171, 1902.

² *Astrophysical Journal*, 10, 333, 1899.

³ Wolf, *Astronomische Mittheilungen*, No. 12, 1861.

Classical Philology and Classical Journal—

¹ Gilbert *Greek Constitutional Antiquities*, p. 199.

² G. L. Hendrickson "Origin and Meaning of the Ancient Characters of Style," *Am. Jour. Phil.* XXV (1905), pp. 250-75.

³ Cicero *De officiis* i. 133-36, 140.

Biblical World, *Botanical Gazette*, *Elementary School Teacher*, *Journal of Political Economy*, *Journal of Semitic Languages and Literatures*, *Journal of Sociology*, and *Journal of Theology* number their footnotes consecutively throughout an article; *Astrophysical Journal*, *Classical Journal*, *Classical Philology*, *Journal of Geology*, *Modern Philology*, and *School Review*, from 1 up on each page.

TABULAR WORK

- 221.** In 11-pt. and 10-pt. matter open (unruled) tables should ordinarily be set in 9-pt. leaded; ruled, in 8-pt. solid. In 9-pt. matter both open and ruled tables should be set in 8-pt. solid. In 8-pt. matter open tables should be set in 6-pt. leaded; ruled, in 6-pt. solid. In 6-pt. matter both open and ruled tables should be set in 6-pt. solid.
- 222.** Captions for the columns of open tables and box-heads for ruled tables should ordinarily be set in 6-pt. In ruled tables with box-heads of several stories, the upper story—primary heads—should be set in caps and small caps; the lower—secondary—in caps and lower-case. Wherever small caps are used in box-heads, the “stub” (i. e., first column) head should, as a rule, also be set in caps and small caps.
- 223.** In ruled tables there should be at least two leads’ space between the horizontal rules and the matter inclosed, and, if practicable, at least the equivalent of an en-quad, of the type in which the body of the table is set, between the perpendicular rules and the matter inclosed.
- 224.** In open tables set by hand, periods, one em apart and aligned, should be used between the columns; when set on the linotype machine, use regular

leaders. In ruled tables, in the “stub,” leaders should usually be employed, if there is room. (A *leader* is a piece of type, having dots [“period leader”] or short lines [“hyphen leader”] upon its face, used in tables, indexes, etc., to *lead* the eye across a space to the right word or number.)

225. In columns of figures, for blanks use leaders the width of the largest number in the column; that is, for four digits use a 2-em leader, etc. (each em containing two dots; in no case, however, should less than two dots be used). Center the figures in the column; if they cannot be put in the exact center, and there is an unequal number of digits in the groups, leave more space on the right than on the left.
226. When there is reading-matter in the columns of a ruled table, it should be centered, if possible; if any line runs over, use hanging indention, and align all on the left.
227. All tables, and the individual columns in tables, should be set to even picas, or nonpareils, if practicable.
228. Double rules should be used at the top of all tables, but perpendicularly, as a usual thing, only when a table is doubled up on itself.
229. Tables of two columns only should be set as open; of three or more, as ruled.

230. "Table I," etc., in headlines of tables should ordinarily be set in caps of the type in which the body of the table is set; the following—descriptive—line, if any, in caps and small caps of the same type. A single (descriptive) headline, not preceded by the number of the table, may be set in straight small caps of the type of the text in which the table is inserted.

231. Specimen tables for illustration:

TABLE I
SERIES OF HEADS OF BANDS IN THE SPECTRUM OF BARIUM
FLUORIDE

Series	A	B	C
1	20111.0	-0.4302	9.034
2	20197.8	-0.441	7.06
3	19842.7	-0.4362	13.522
4	19711.7	-0.35765	16.715
5	19416.2	-0.3932	10.618
6	19531.9	-0.479	7.19

TABLE II—*Continued*

SERIES C			SERIES C		
<i>m</i>	<i>N</i> obs.	<i>N</i> calc.	<i>m</i>	<i>N</i> obs.	<i>N</i> calc.
0.....	17094.8	17095.0	6.....	17124.6	17124.7
1.....	100.6	100.8	7.....	128.3	128.4
2.....	106.4	106.3	8.....	131.7	131.7
3.....	112.2	111.4	9.....	134.6	134.7
4.....	116.5	116.2	10.....	137.3	137.4
5.....	120.8	120.6			

TABLE SHOWING DISTRIBUTION OF EMPLOYEES

STATES	No. of FACTORIES	NUMBER OF EMPLOYEES				
		Men	Women	Boys	Girls	Total
Illinois.....	527	12,306	809	115	23	13,253
Wisconsin.....	117	4,075	618	79	5	4,777
Minnesota.....	245	6,714	338	35	..	7,087
Michigan.....	203	5,923	414	6,337
Indiana.....	370	8,451	511	26	6	8,994
Total.....	1,462	37,469	2,690	155	34	40,448

	Wedge				
	0	5	10	15	
Settings.....	cm.	cm.	cm.	cm.	Diaph. I over s ₂ . Diaph. 0.29 cm. over wedge. Reading of pointer, with meter - stick touching s ₂ and screen 163.66 cm.
	143.1	145.5	158.3	187.1	
	142.4	144.3	160.9	186.9	
	143.0	143.8	159.6	184.8	
	142.2	144.9	159.3	186.2	
		144.2			
	142.68	144.54	159.52	186.25	

TABLE V

Element	No. of Lines
<i>Ca</i>	6
<i>Fe</i>	11
<i>Cr</i>	9
<i>V</i>	11
<i>Al</i>	2
<i>Sr</i>	1
<i>Mn</i>	3
<i>Ti</i>	2

} ?

