

Chapter 5

# THE ELEMENTS OF STYLE

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# THE ELEMENTS OF STYLE

## CAPITALIZATION

Commonly used principles of capitalization are briefly stated and supported by examples in this section. When to capitalize is shown on the left; when to not capitalize is shown on the right. For more information consult the U.S. Government Printing Office Style Manual.

Consistency in capitalizing is important. Two primary rules govern the use of capitals: (1) Proper nouns, titles, and first words are capitalized; and (2) common nouns are not capitalized unless they have gained the status of proper nouns.

### Proper Nouns

#### Names of Persons, Places, and Things

*Capitalize names of persons, places, and things and their derivatives which retain proper noun meanings. Do not capitalize names which have become common or their derivatives which have general meanings.*

<i>Do</i>	<i>Do Not</i>
John Macadam, Macadam family	macadamized
Paris, Parisian	plaster of paris
Italy, Italian	italics, italicize
Rome, Roman	roman (type style)
Capitol (building) in Washington, D.C.	a State capitol

#### Common Nouns Used As Proper Nouns

*Capitalize common nouns used as parts of proper names and titles. Do not capitalize nouns used to substitute for a name or to denote time, sequence, or reference.*

<i>Do</i>	<i>Do Not</i>
Massachusetts Avenue	the avenue
Federal Express	the express to Boston
Cape of Good Hope	the southernmost cape
Union Station	the station
Budget and Accounting Procedures Act	act of 1951
Appendix C—State Structures	located in appendix C
Exhibit D7: Historic Background	a reprint of exhibit D7
Treaty of Versailles	treaty of 1919

*Capitalize common nouns when they are used alone as well-known short forms of proper names. Do not capitalize when used in a general sense.*

<i>Do</i>	<i>Do Not</i>
British Commonwealth: the Commonwealth	a commonwealth of nations
Cherokee Nation: the Nation	a nation of warlike people
United States: the States	state's evidence

*Capitalize plural forms of common nouns when they are used as part of proper names. Do not capitalize when they are used in a general sense.*

<i>Do</i>	<i>Do Not</i>
Lakes Erie and Ontario	the lakes
State and Treasury Departments: the Departments	other departments

#### Names of Organized Bodies

##### Federal Government Units

*Capitalize titles of the Federal Government, its units, and their shortened forms. Capitalize other substitutes only to show distinction. Do not capitalize when used in a general sense or when referring to other than a Federal Government unit.*

<i>Do</i>	<i>Do Not</i>
The U.S. Government: the Federal Government, the National Government, the Government	democratic government, a federal union, two national governments, city government
U.S. Congress: 101st Congress	a congress of citizens
the Senate, the House	a senate or house unit in Iowa
Committee of the Whole: the Committee	committees of the Senate, a PTA committee
House Ways and Means Committee: the Committee	a committee to consider ways and means
Department of Agriculture: the Department	any department of the Government
Bureau of the Census: the Census Bureau, the Bureau	formation of a bureau; other bureaus of the Department
Geological Survey: the Survey	a survey of minerals
Interstate Commerce Commission: the Commission	a commission on trade rights, interstate commissions
American Embassy: the Embassy	a foreign embassy; also the consulate, consulate general

Department of Defense: Military Establishment, Armed Forces	a defense establishment, armed forces exploring the area, also armed services
U.S. Army: the Army, Regular Army, the Infantry, 81st Regiment, Army Band	an army, Grant's army, soldiers, the regiment, the March King's band
U.S. Navy: the Navy, Navy (Naval) Establishment, Marine Corps	naval shipyard, naval station, a marine

### International Organizations

**Capitalize names of international organizations. Do not capitalize when used in a general sense.**

<b>Do</b>	<b>Do Not</b>
United Nations: the Council, the Assembly, the Secretariat	nations united in the Middle East, a council of citizens, a town assembly, a secretariat for the director
the World Health Organization	funds for a world health organization

### Names of Other Organized Bodies

**Capitalize names of other organized bodies when used as titles. Do not capitalize when used in a general sense.**

<b>Do</b>	<b>Do Not</b>
Virginia Assembly, West Virginia House of Delegates	the assembly, the State senate, the house of delegates
California State Highway Commission: Highway Commission of California	the highway commission the commission for highway construction construction
Dutchland Railroad Company: the Dutchland Railroad	the railroad company, the railroad in Pennsylvania

### Names of Members of Organized Bodies

**Capitalize names of members of organized bodies to distinguish them from the same words merely in a descriptive sense. Do not capitalize when used in a general sense.**

<b>Do</b>	<b>Do Not</b>
a Representative (U.S. Congress)	a representative of a group
a Republican (member of a political party)	a republican form of government
a Catholic (member of the Catholic Church)	catholic (universal) interests
a Member of Congress	member of congressional committee

## Official Designations of Countries, Domains, and Their Divisions

**Capitalize names of countries and their divisions when used as proper names. Do not capitalize when used in a general sense.**

<b>Do</b>	<b>Do Not</b>
United States: the Republic, the Nation, the Union	a republic, both nations, national debt, union of States (U.S.)
State of Ohio, New York State, the Empire State, the State	church and state, statewide, multistate, upstate
Dominion of Canada: the Dominion	a dominion of the Western Hemisphere
Province of Quebec: the Province	farming provinces of Canada

## Names of Regions, Localities, and Geographic Features

**Capitalize names of regions, localities, and geographic features when used as proper names. Do not capitalize terms used to denote mere direction or position.**

<b>Do</b>	<b>Do Not</b>
the North Atlantic States	north, south, east, west, northerly, northern, northward road to the west, a midwest direction
the West, the Midwest	road to the west, a midwest direction
Equatorial Africa	equatorial countries
the Middle East (Asia)	middle east of the State
the Promised Land	a land of promise
the Continent	continental boundaries

## Names of Calendar Divisions, Holidays, Historic Events, and Periods of Time

**Capitalize names of months of the year and days of the week. Do not capitalize names of the seasons or the words year and century when used with numbers.**

<b>Do</b>	<b>Do Not</b>
January, February, March	spring, summer, autumn, fall, winter <i>but</i> Fall 1990
Monday, Tuesday, Wednesday	the year 2000, the 21st century

**Capitalize names of events and holidays. Do not capitalize when used in a general sense.**

<b>Do</b>	<b>Do Not</b>
Battles of First and Second Manassas	the battles also known as Bull Run
War of 1812, World War II	the war years, Vietnam war (undeclared), world war II
Feast of the Passover	a religious feast
Fourth of July (a national holiday): the Fourth	on July the fourth

## Titles Used With Names or Titles Standing for Persons

### Titles Preceding Names

**Capitalize titles preceding proper names. Do not capitalize when used in a general sense.**

<b>Do</b>	<b>Do Not</b>
President Lincoln	a president of a club
King George	a king of spades
Chairman McDowell	a chairman of the committee
Ambassador Page	ambassador at large

### Titles Following Names or Titles Used Alone

**Capitalize titles following proper names or used alone as substitutes for names when they indicate preeminence. Do not capitalize when used in a general sense, or when not indicating preeminence.**

<b>Do</b>	<b>Do Not</b>
George Bush, President of the United States; the President; the President-elect; the Executive; the Commander in Chief; Ex-President Ronald Reagan; a former President	Burns Mason, president of the Potomac Railway; president-elect of the union; the executive suite; a young commander in chief; ex-president of Cullen Institute; a former president of the university
Dan Quayle, Vice President of the United States; the Vice President.	Caleb Johnson, vice president of the exchange; the vice president of SDA
James A. Baker, III, Secretary of State; the Secretary; the Acting Secretary; the Under Secretary; the Assistant Secretary; the Director; the Chief; the Assistant Chief	secretaries of the military departments (part of the clerical staff), <i>but</i> Secretaries of the military departments (heads of Army, Navy, Air Force); the director, chief, or assistant chief of the laboratory

**Capitalize titles in the second person.**

<b>Do</b>
Your Excellency
Mr. Chairman, Madam Secretary

## Titles of Publications, Documents, Acts, Etc.

**Capitalize all words in titles of publications and documents, except a, an, the, at, by, for, in, of, on, to, up, and, as, but, if, or, and nor. Do not capitalize when used apart from titles or in a general sense.**

<b>Do</b>	<b>Do Not</b>
Statutes at Large, Revised Statutes	the applicable statutes
District Code	the code of the District
Bancroft's History	history books
Journal (House or Senate)	a journal of legislative action
American Journal of Science	a professional journal
Monograph 55, Research Paper 123	any monograph, a research paper by Sales
Senate Document 70	a historical document from the Senate
House Resolution 68	a committee resolution
Kellogg Pact, North Atlantic Pact	a pact between nations
Treaty of Ghent	the treaty signed at Ghent
Social Security Amendments of 1954	the Baker amendment

## The Definite Article

**Capitalize the word the when used as part of a name or title. Do not capitalize when the is used adjectively or with titles of newspapers, periodicals, vessels, airships, or firm names.**

<b>Do</b>	<b>Do Not</b>
The Dalles (Oregon)	the Dalles region
The Weirs (New Hampshire)	the Weirs streets
The Hague (city)	the Hague Court; also the Netherlands
The Attorney General (U.S.)	the attorney general of Texas
The Mall (Washington, DC)	the shopping mall
	the Times, the Atlantic Monthly
	the Mermaid, the U-3
	the National Photo Co.

## Particles in Names of Persons

**Capitalize particles (d, da, della, du, van, and von) in foreign names or titles - unless individual preference is known. Do not capitalize in foreign names when preceded by a forename, initial(s) or title.**

<b>Do</b>	<b>Do Not</b>
Da Ponte	Cardinal da Ponte
Du Pont	E.I. du Pont de Nemours & Co.
	Alcide d'Orbigny; d'Orbigny

**Capitalize particles in anglicized names, even if preceded by a forename or title. Do not capitalize when an individual prefers lowercase.**

**Do**

Justice Van Devanter  
Samuel F. Du Pont  
Reginald De Koven

**Do Not**

Henry van Dyke (his usage)  
Irene du Pont (his usage)

## First Words

**Capitalize the first word of a sentence, of a direct quotation, of a line of poetry, or of a formally introduced series of items following a comma or a colon. Do not capitalize a fragmentary quotation or supplementary remark following a colon.**

**Do**

The question is, "Shall the bill pass?"  
He asked, "And where are you going?"  
Lives of great men all remind us:  
    We can make our lives sublime.  
The vote was as follows: In the affirmative, 23; in the negative, 11; not voting, 3.

**Do Not**

He objected "to the phraseology, not to the ideas."  
Revolutions are not made: they come.

## SPELLING

The Government Printing Office recognizes Webster's Third New International Dictionary as its guide to spelling. To achieve further standardization, the U.S. Government Printing Office Style Manual lists the preferred forms of many words that are spelled more than one way in Webster's. Users of this manual are encouraged to refer to GPO's manual for specific spelling guidance.

This part gives instructions on the formation of plurals, the doubling of final consonants when suffixes are added, and the use of indefinite articles. Methods of forming possessives are covered in the section devoted to punctuation in this chapter.

The spelling of geographic names should conform to the decisions of the U.S. Board on Geographic Names. In the absence of a decision by the Board, the U.S. Directory of Post Offices is used for names in the United States and its possessions.

### Plural Forms

In forming the plurals of compound terms, make the significant word plural. For example:

**Significant word first**

adjutants general  
  
ambassadors at large  
attorneys at law  
attorneys general  
brothers-in-law  
commanders in chief  
  
heirs at law  
notaries public  
reductions in force  
rights-of-way  
secretaries general

**Significant word in middle**

assistant attorneys general  
assistant chiefs of staff  
assistant comptrollers general  
deputy chiefs of staff

**Both words of equal significance**

Bulletins Nos. 27 and 28;  
    *but*  
Bulletin No. 27 or 28  
  
men buyers  
women supervisors  
secretaries-treasurers

**Significant word last**

assistant attorneys  
assistant commissioners  
assistant secretaries  
deputy sheriffs  
lieutenant colonels  
trade unions  
vice chairmen, vice chairs  
vice presidents

**No word significant in itself**

fly-by-nights  
hand-me-downs  
Johnnies-come-lately

When a noun is hyphenated with an adverb or preposition, make the noun plural. For example:

goings-on	listeners-in	makers-up
hangers-on	lookers-on	passers-by

When neither word is a noun, make the last word plural. For example:

also-rans	go-between's	run-ins
come-ons	higher-ups	tie-ins

To form the plural of nouns ending with *ful*, add *s* at the end. If it is necessary to express the idea that more than one container was filled, write the two elements as separate words and make the noun plural. For example:

five bucketfuls of the mixture (one bucket filled five times)	three cupfuls of flour (one cup filled three times)
five buckets full of earth (separate buckets)	three cups full of coffee (separate cups)
	three cupfuls of flour (one cup filled three times)
	three cups full of coffee (separate cups)

The plurals of these words may cause difficulty.

appendix, appendixes	minimum, minimums
basis, bases	minutia, minutiae
crisis, crises	parenthesis, parentheses
curriculum, curriculums	phenomenon, phenomena
datum, data	stimulus, stimuli
formula, formulas	synopsis, synopses
index, indexes	<i>but</i>
maximum, maximums	the two Germanys, both
medium, mediums	Kansas Citys, several Marys
memorandum, memorandums	

## Doubled Consonants

When a suffix beginning with a vowel is added to a word ending in a single consonant preceded by a single vowel, double the consonant if it ends a word of one syllable, or if it ends an accented syllable. For example:

bag, bagging	transfer, transferred
get, getting	<i>but</i>
input, inputting	total, totaled
red, reddish	travel, traveled
rob, robbing	

## Indefinite Articles

Use *a* before words beginning with consonants, except words beginning with a silent *h*. Also use *a* before words spelled with initial vowels that combine consonant and vowel sounds. For example:

a procedure	a union	<i>but</i>
a historic event	a European atlas	an hour
a hotel	a one-sided argument	an onion
a humble man	a HUD directive	

Use *an* before words beginning with vowels, and words beginning with a silent *h*. For example:

an order	an herdseller	an FCC ruling
an electric light	an honor	an AEC report
an initial	an oyster	an NIMH decision

## COMPOUND WORDS

A compound word conveys a unit idea that is not as clearly conveyed by separate words. The hyphen not only unites but also separates the component words, thus aiding readability and correct pronunciation. Consistency remains the paramount goal.

In this part, basic rules for compounding are given first, followed by guides to forming solid compounds and to hyphenating unit modifiers. Instructions are also given on adding prefixes and suffixes and on creating combining forms.

Word forms are constantly changing. The correct forms for use in the Government are to be found in the U.S. Government Printing Office Style Manual.

### Basic Rules

Omit the hyphen when words appear in regular order and the omission causes no confusion in sound or meaning. For example:

banking hours	day laborer	palm oil	training ship
blood pressure	eye opener	patent right	violin teacher
book value	fellow citizen	real estate	
census taker	living costs	rock candy	

Print solid two nouns that form a third when the compound has one primary accent, especially when the prefixed noun consists of one syllable or when one of the elements loses its original accent. For example:

decisionmaking	keyboarding	staffing	right-of-way
bookkeeping	workplan	newsprint	workday
keyboard	governmentwide	input/inputting	workplan

In a derivative of a compound, keep the solid or hyphenated form of the original compound, unless otherwise indicated for particular words. For example:

footnoting	praiseworthiness	T-square
creditworthiness	ill-advisedly	

Print a hyphen between the elements of technical compound units of measurement. For example:

light-year	staff-hour	crop-year
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## Solid Compounds

When *any*, *every*, *no*, and *some* are combined with *body*, *thing*, and *where*, type as one word. Type as separate words *some one*, *every one*, and similar combinations which refer to a particular person or thing. To avoid mispronunciation, type *no one* as two words at all times.

anybody	anywhere	nobody	somewhere
anyone	everybody	no one	someone
<i>but</i>	everything	nothing	something
any one of			
the staff			

Type compound personal pronouns as one word. For example:

herself	myself	ourselves	yourself
himself	oneself	themselves	yourselves
itself			

Type compass directions consisting of two points as one word, *but* use a hyphen after the first point when three points are combined. For example:

northeast	north-northeast
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## Unit Modifiers

Place a hyphen between words, or abbreviations and words, combined to form a unit modifier immediately preceding the word modified, except as shown in the following paragraph. This use of the hyphen applies particularly to combinations in which one element is a present or past participle. For example:

a 4-percent cost-of-living increase	Federal-State-local cooperation	the long-term loans lump-sum payment
Baltimore-Washington road	guided-missile program	multiple-purpose uses
drought-stricken area	large-scale project	U.S.-owned property
our English-speaking Nation	law-abiding citizen	

Where meaning is clear and readability is not aided, it is not necessary to use a hyphen to form a temporary or made compound. Restraint should be exercised in forming unnecessary combinations of words used in normal sequence. For example:

atomic energy power	life insurance	Social Security
civil service	company	pension
examination	parcel post delivery	soil conservation
ground water levels	per capita expenditure	measures
income tax form	real estate tax	special delivery mail
land bank loan		

Generally, do not use a hyphen in a two-word unit modifier, the first element of which is an adverb ending in *ly*; do not use hyphens in a three-word unit modifier, the first two elements of which are adverbs. For example:

eagerly awaited moment	<i>but</i>
heavily quartered installation	ever-normal granary
unusually well preserved specimen	ever-rising flood
very well defined usage	still-new car
very well worth reading	still-lingering doubt
not too distant future	well-known lawyer
most often heard phrase	well-lit workstation

Retain the original forms of proper nouns used as unit modifiers, either in their basic or derived forms. For example:

Celtic-Pictish period	Red Cross nurse
Spanish-American descent	Winston-Salem regional office
Latin American countries	Minneapolis-St. Paul region

Do not confuse a modifier with the word it modifies. For example:

average taxpayer	<i>but</i> income-tax payer
well-trained schoolteacher	<i>but</i> high school teacher
abandoned wastesite	<i>but</i> hazardous waste site
American flagship (naval)	<i>but</i> American-flag ship (commerce)

Retain the hyphen where two or more hyphenated compounds have a common basic element and this element is omitted in all but the last term. For example:

8-, 10-, and 16-foot boards	moss- and ivy-covered walls	intrastate and intracity
2- by 4-inch boards		
( <i>but</i> boards 2 to 6 inches wide)		

Do not use a hyphen in a foreign phrase used as a unit modifier. For example:

ex officio member	bona fide transaction
per diem employee	prima facie evidence

Do not use a hyphen in a unit modifier which contains a letter or a number as its second element. For example:

article 3 provisions	grade A milk	ward D patients	class II railroad
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Do not use a hyphen in a unit modifier within quotation marks unless the modifier is usually a hyphenated term. For example:

"blue sky" law	"good neighbor" policy	"tie-in" sale
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## Prefixes, Suffixes, and Combining Forms

Type compounds which contain prefixes or suffixes as one word without a hyphen, except as shown in the following paragraphs. Use a hyphen to avoid doubling (repeating) a vowel or tripling a consonant, except after the prefixes *co*, *de*, *pre*, *pro*, and *re*. For example:

antedate	extracurricular	northward	semi-inde-
anti-inflation	Inverness-shire	offset	pendent
biweekly	micro-organisms	preexisting	semiofficial
brass-smith	misstate	reenact	shell-like
cooperation	nationwide	reboot	twofold
deemphasis	nonimpact		ultra-atomic

Use a hyphen to avoid confusion. For example:

anti-hog-cholera serum	re-treat (treat again)
co-op	re-sort (sort again)
mid-decade	un-ionized (not ionized)
non-civil-service position	<i>but</i>
pre-position	rereferred

Follow the prefixes *ex*, *self*, and *quasi* with a hyphen. For example:

ex-Governor	self-control	quasi-academic
ex-serviceperson	self-educated	quasi-governmental
ex-trader		quasi-judicial

Use a hyphen to join a prefix to a capitalized word, unless usage is otherwise.

anti-Arab	post-World War II	<i>but</i>
non-Federal	pro-British	nongovernmental
	un-American	transatlantic

## Numerical Compounds

In those instances where numbers are spelled out, use a hyphen between the elements of compound numbers from twenty-one to ninety-nine and in adjective compounds with a numerical first element. For example:

8-hour day	3-week vacation	<i>but</i>
6-footer	24-inch ruler	one hundred and twenty-one
10-minute delay	twenty-one	100-odd
6-foot-11-inch depth	twenty-first	foursome
	thirty- (30-) day period	

Type a hyphen between the elements of a fraction, but omit it between the numerator and the denominator when the hyphen appears in either or in both. For example:

one-thousandth	twenty-one thirty-seconds
three-fourths of an inch	twenty-three thirtieths
two-thirds	two one-thousandths
one-half inch	
<i>but</i>	
half an inch	

## Improvised Compounds

Use a hyphen between the elements of an improvised compound serving as an adjective or a noun. For example:

first-come-first-served basis	let-George-do-it attitude
hard-and-fast rule	one-man-one-vote principle
how-to-be-more-efficient course	penny-wise and pound-
know-how	foolish policy
know-it-all	stick-in-the-mud
	state-of-the-art

When the noun form is printed in separate words, always hyphenate the corresponding verb form. For example:

blue-pencil	cold-shoulder	cross-brace	red-line
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# PUNCTUATION

Punctuation marks are to the reader what road signs are to the driver. They make it easier to read and understand what someone has written. There are rules, but there are also many exceptions. Some punctuation marks may be substituted for others without changing the meaning of a sentence or without making it less clear. Good sentences usually need few punctuation marks. The U.S. Government Printing Office Style Manual addresses the subject of punctuation in detail.

## Apostrophe

### *Use the apostrophe:*

To indicate contractions or omitted letters. For example:

I've (I have)            it's (it is) (it has)

In the singular possessive case, add 's when the noun does not end with an s sound. Add only the apostrophe to a noun that ends with an s sound. For example:

man's	Co.'s	Jones'	child's
men's	Cos.'	Joneses'	children's
officer's	hostess'	Schmitz'	lady's
officers'	hostesses'	Jesus'	ladies'

To show possession in compound nouns, add the apostrophe or 's to the final word. For example:

brother-in-law's    secretary-treasurer's    attorneys general's appointments

To show joint possession in nouns in a series, add the apostrophe or 's to the last noun. For example:

soldiers and sailors' home

To show separate possession in nouns in a series, add the apostrophe or 's to each noun. For example:

John's, Thomas', and Henry's ratings  
Soldiers' and Airmen's Home (District of Columbia)  
Jan's and Cindy's uncle

To show possession in indefinite pronouns, add the apostrophe or 's to the last component of the pronoun. For example:

someone's desk  
somebody else's books  
others' homes  
each other's books

### *Do not use the apostrophe:*

To form the possessive of personal pronouns.

theirs            yours            hers            its            ours

To form the plural of spelled-out numbers, of words referred to as words, and of words already containing an apostrophe. Add 's, however, if it makes the plural easier to read. For example:

twos and threes    ifs, ands, and buts    ins and outs    do's and don'ts  
which's and that's

After names of countries and organized bodies ending in s, or after words more descriptive than possessive (not indicating personal possession), except when the plural does not end in s. For example:

United States control    United Nations meeting    writers handbook

### *Use of the apostrophe is optional:*

To indicate the coined plurals of letters, figures, and symbols. For example:

three R's    5's and 7's    +'s    RIF's    ABC's    dots her i's    PC's

## Brackets

Brackets are commonly used to enclose comments, insertions, corrections [and errors], made by a person other than the author of the quoted material.

### *Use brackets in pairs:*

To enclose a correction.

He arrived at 13 [12] o'clock.

To supply something omitted.

Mr. Adams [arrived] late.

To explain or to identify.

The president pro tem [Arnold] spoke briefly.

To instruct or to add comment.

The report is as follows [read first paragraph]:

To enclose the abbreviation sic when it is used to show that an error in a quotation has been recognized but not changed.

It's [sic] counterpart is missing.

To enclose parenthetical material appearing within parentheses to avoid the confusion of double parentheses.

The Voyages of the English Nation to America Before the Year 1600, from Hakluyt's Collection of Voyages (1598-1600 [III, 121-128]). Edited by Edmund Goldsmid.

### *Use a single bracket:*

At the beginning of each paragraph, but only at the close of the last paragraph, when extensive material is enclosed.

## Colon

### *Use the colon:*

To separate an introductory statement from explanatory or summarizing material that follows. For example:

The board consists of three officials: Chairman, vice chairman, and recorder-secretary.

Give up conveniences; do not demand special privileges; do not stop work: these are necessary while we are at war.

To introduce formal statements, questions, or quotations. For example:

The committee stated the principle thus: "In our foreign relations, people instead of governments are our first concern."

The following question came up for discussion: "What policy should be adopted?"

*Note:* If the quotation is not more than one sentence, use a comma instead of a colon.

To follow a formal salutation. For example:

Dear Mr. Franklin:  
Sirs and Madams:

Ladies and Gentlemen:  
To Whom It May Concern:

To separate the hour and the minutes in clock time. For example:

8:15 a.m.      11:59 p.m.

To follow an introductory phrase leading into two or more successive lines and indicating repetition of that phrase. For example:

I recommend that we: Accept the rules; Submit them for review;  
and Publish them.

To indicate proportion. (Use double colon as ratio sign.) For example:

1:2::3:6

## Comma

### *Use the comma:*

To separate words or figures that might otherwise be misunderstood or misread. For example:

Instead of hundreds, thousands came.  
To John, Smith was very helpful.  
In 1988, 89 managers were promoted.  
Out of each 20, 10 are rejected.  
What the difficulty is, is not known.

*but*

She suggested that that be changed.

To set off introductory or explanatory words that precede, break, or follow a short direct quotation. The comma is not needed if a question mark or an exclamation point is already part of the quoted matter. For example:

I said, "Don't you understand the question?"

"I understand it," she replied, "but I disagree with the answer."

"Why?" he said.

"It's unreasonable!" she exclaimed.

To indicate the omission of an understood word or words. For example:

Then he was enthusiastic; now, indifferent.

To separate a series of modifiers of equal rank. For example:

It is a young, eager, and intelligent group.

*but*

He is a clever young man. (No comma. Final modifier considered part of the noun modified.)

To follow each of the members within a series of three or more, when the last two members are joined by *and*, *or*, or *nor*. For example:

horses, mules, and cattle	neither snow, rain, nor heat
by the bolt, by the yard, or	by 5, 10, or 20
in remnants	

To separate an introductory phrase from the subject it modifies. For example:

Beset by the enemy, they retreated.

Before and after Jr., Sr., academic degrees, and names of States preceded by names of cities or other geographic location, within a sentence, except where possession is indicated. For example:

Henry Smith, Jr., chairman	Smith, Henry, Ph.D.
Washington, DC, schools	<i>but</i>
Alexandria, VA's waterfront	Al Smith III

To set off parenthetical words, phrases, or clauses. For example:

The atom bomb, developed by the Manhattan Project, was first used in World War II.

The situation in the Middle East, he reported, might erupt.

*but*

The person who started that fire is undoubtedly an arsonist. (No comma necessary, since the clause "who started that fire" is essential to identify the person.)

To set off words or phrases which further describe or identify expressions that provide additional, but nonessential, information about a noun or pronoun immediately preceding in apposition or in contrast. For example:

Mr. Jay, attorney for the plaintiff, asked for a delay.  
You will need work, not words.

To set off words or phrases used in contrast or apposition. For example:

Ms. Geesay, not Mr. Geesay, authored the book.  
Mr. Barfield, the librarian, edited the newsletter.

To separate the clauses of a compound sentence if they are joined by a simple conjunction such as *or*, *nor*, *and*, or *but*. For example:

The manual's rules have been reviewed and updated, and they reflect current usage.

To set off a noun or phrase in direct address. For example:

Mr. President, the motion has carried.

To separate the titles of officials and the names of organizations in the absence of the words of or of the. For example:

Chief, Insurance Branch  
Chair, Committee on Appropriations

To separate thousands, millions, etc., in numbers of four or more digits. For example:

4,230 50,491 1,000,000  
*but*  
1450 Hertz, 1100 meters (no comma unless more than four digits, radio only)

To set off the year when it follows the day of the month in a specific date within a sentence. For example:

The reported dates of September 11, 1943, to June 12, 1955, were erroneous.

To separate a city and State. For example:

Cleveland, OH Washington, DC

**Do not use the comma:**

To separate the month and year in a date. For example:

Production for June 1955  
On 5 July 1956, we dedicated the arsenal. (Military form of date.)

To separate units of numbers in built-up fractions, decimals, page numbers, serial numbers, telephone numbers, and street addresses. For example:

1/2500	Motor No. 189463
1.9047	1-202-555-1212
page 2632	1727-1731 Broad Street

To separate two nouns, one of which identifies the other. For example:

The booklet "Infant Care" Wilson's boat "The Maria"

## Dash

**Use the dash (two hyphens without space before, between, or after):**

To mark a sudden break or abrupt change in thought. For example:

He said—and no one contradicted him—"The battle is lost." If the bill should pass—which Heaven forbid!—the service will be wrecked.

To indicate an interruption or an unfinished word or sentence. For example:

He said, "Give me lib—"  
Q. Did you see— A. No, sir.

To serve instead of commas or parentheses, if the meaning is clarified by the dash. For example:

These are shore deposits—gravel, sand, and clay—but marine sediments underlie them.

To introduce a final clause that summarizes a series of ideas. For example:

Freedom of speech, freedom of worship, freedom from want, freedom from fear—these are the fundamentals of moral world order.

## Exclamation Point

**Use the exclamation point to mark surprise, incredulity, admiration, appeal, or other strong emotion, which may be expressed even in a declarative or interrogative sentence. For example:**

How beautiful!	Who shouted, "All aboard!"
"Great!" he exclaimed.	(question mark omitted)
O Lord, save Thy people!	

## Hyphen

**Use the hyphen:**

To connect the elements of certain compound words.

mother-in-law	self-control	walkie-talkie
ex-Governor	H-bomb	quasi-academic

To indicate continuation of a word divided at the end of a line.

To separate the letters of a word which is spelled out for emphasis. For example:

d-o-l-l-a-r-s          my name is S-m-y-t-h          It is M-c not M-a-c.

## Parentheses

**Use parentheses:**

To set off matter not part of the main statement or not a grammatical element of the sentence, yet important enough to be included, and to minimize repetitive use of long and awkward terms or names. For example:

The result (see figure 2) is most surprising.  
General Services Administration (GSA)

To enclose a parenthetic clause where the interruption is too great to be indicated by commas. For example:

Three old destroyers (all now out of commission) will be scrapped.

To enclose an explanatory word that is not part of the statement. For example:

The Erie (PA) Tribune News, *but* the Tribune News of Erie, PA.  
The Washington (DC) Post, *but* the Post of Washington, DC.

To enclose letters or numbers designating items in a series, either at the beginning of paragraphs or within a paragraph. For example:

We must set forth (1) our long-term goals, (2) our immediate objectives, and (3) the means at our disposal to accomplish both.

To enclose a reference at the end of a sentence. Unless the reference is a complete sentence, place the period after the parenthesis closing the reference. If the sentence contains more than one parenthetic reference, the parenthesis closing the reference at the end of the sentence is placed before the period. For example:

The specimen exhibits both phases (plate 14, A, B). They vary greatly. (See plate 4.)

Note that the word "confirm" is set in italic in the recommendation line. (See sample 6, page 246.)

When a figure is followed by a letter in parentheses, no space is used between the figure and the opening parenthesis. If the letter is not in parentheses and the figure is repeated with each letter, there is no space between the opening parentheses and the figure.

15(a) Classes, grades, and sizes.

15a. Classes, grades, and sizes.

## Period

### Use the period:

To end a declarative sentence that is not exclamatory and to end an imperative sentence. For example:

He works for Johnson & Sons, Inc.  
Do not be late.

To end an indirect question or a question intended as a suggestion and not requiring an answer. For example:

Tell me how the rocket was launched.  
May we hear from you soon.

To indicate omission of a word or words within a sentence by typing three spaced periods. At the end of a sentence use four periods spaced to indicate which period ends the sentence. Use spaced periods on a separate line to show omission of one or more paragraphs. For example:

He called (the office) and left. (That was Monday.) He returned Tuesday.  
He called . . . and left . . . He returned Tuesday.  
"I'd like to . . . that is . . . if you don't mind . . ."  
He faltered and then stopped speaking.

To follow abbreviations, unless by usage, the period is omitted. For example:

c.o.d.	NE.	p.m.	
<i>but</i>			
HHS	USDA	qt	NY

## Question Mark

### Use the question mark:

To indicate a direct query, even if not in the form of a question. For example:

Did he do it?	Can the money be raised? is the question
She did what?	Who asked, "Why?" (Note single question mark.)

To express more than one query in the same sentence. For example:

Can she do it? or you? or anyone?

To express doubt. For example:

He said the boy was 8(?) feet tall.

## Quotation Marks

### Use quotation marks:

To enclose a direct quotation. Single quotation marks are used to enclose a quotation appearing within a quotation. For example:

"The question before Congress is, "'Can the President take such action on his own initiative?'"

To enclose any matter following the terms called, so-called, known as, entitled, the word, the term, marked, endorsed, or signed. Use them to enclose expressions that are misnomers or slang or when ordinary words are used in an arbitrary way. For example:

Congress passed the act entitled	After the word "treaty"
"An act . . ."	insert a comma.
It was signed "John."	The so-called "investigating" body.

To enclose titles or addresses, articles, books, captions, chapter and part headings, editorials, essays, headings, headlines, hearings, motion pictures and plays (including television and radio programs), papers, short poems, reports, songs, studies, subheadings, subjects, and themes. All principal words are to be capitalized. For example:

An address on "Uranium-235 in the Atomic Age"  
The article "Germany Revisited" appeared in the last issue.  
Under the caption "Long-Term Treasurys Rise"  
The subject was discussed in "Courtwork." (chapter heading)  
It will be found in "Part XI: Early Thought."  
"Compensation," by Emerson (essay)  
"United States to Appoint Representative to U.N." (heading or headline)  
In "Search for Paradise" (motion picture); "South Pacific" (play)  
A paper on "Constant-Pressure Combustion" was read.  
"O Captain! My Captain!" (short poem)  
The report "Atomic Energy: What It Means to the Nation"; *but* annual report of the Secretary of the Interior.  
Under the subhead "Sixty Days of Turmoil will be found . . ."  
The subject (or theme) of the conference is "Peaceful Uses of Atomic Energy."  
also Account 5, "Management fees."  
Under the appropriation "Building of ships, Navy."

Limit quotation marks to three sets (double, single, double) if possible. For example:

"The question is, in effect, 'Can a person who obtains his certificate of naturalization by fraud be considered a "bona fide" citizen of the United States?'"

**Place punctuation inside or outside quotation marks, as follows:**

Type the comma and the final period inside the quotation marks. Other punctuation marks are placed inside only if they are a part of the quoted matter.

“The President,” he said, “will veto the bill.”

The trainman shouted, “All aboard!”

Is this what we call a “fax”?

“Have you an application form?”

Who asked, “Why?”

Why call it a “gentlemen’s agreement”?

*but*

Change “the following examples:” to “the following example:”.

## Semicolon

**Use the semicolon:**

To separate independent clauses not joined by a conjunction, or those joined by a conjunctive adverb (such as *consequently*, *therefore*, *however*, *moreover*, etc.). For example:

The report is not ready today; it may be completed by Friday.

The allotment has been transferred to the Production Division; consequently, construction of the partitions must be delayed.

To separate two or more phrases or clauses with internal punctuation. For example:

Robert M. Roman, chairman of the board, will travel in most of southern Europe; in all of the Near East; and, in the event there is time, along the northern, western, and southern coasts of Africa.

If you want your writing to be worthwhile, give it unity; if you want it to be easy to read, give it coherence; and, if you want it to be interesting, give it emphasis.

To separate statements that are too closely related in meaning to be written as separate sentences. For example:

No; we receive one-third. War is destructive; peace, constructive.

To precede words or abbreviations which introduce a summary or explanation of what has gone before in the sentence. For example:

A writer should adopt a definite arrangement of material; for example, arrangement by time sequence, by order of importance, or by subject.

The industry is related to groups that produce finished goods; i.e., electrical machinery and transportation equipment.

## ABBREVIATIONS

Established abbreviations are acceptable in all but the most formal writing. For reading ease, use only well-known abbreviations. If it is desirable to use an abbreviation that may not be familiar to the reader, spell out the word or phrase followed by its abbreviation in parentheses. After this first definition of its meaning, the abbreviation may be used without further explanation.

This part lists abbreviations for names of states, for civil and military titles, and for a few other selected groups of words. For a more complete listing, consult the U.S. Government Printing Office Style Manual.

### Capitals, Hyphens, Periods, and Spacing

In general, when abbreviating a word or words, capitalize and hyphenate the abbreviation as in the original word or words. Use a period after each element or the abbreviation, unless through

usage the period is omitted. Allow no spaces after periods except when they follow the initials in names of persons. For example:

EST or e.s.t. (eastern standard time)	J.M. Jones
B.A. (bachelor of arts)	e.g. (for example)
AM or a.m. (ante meridiem)	i.e. (that is)

Omit periods and spaces after initials used as shortened names of Government agencies and other organized bodies, if not contrary to usage. For example:

NIH      TVA      DOD      ARC      AFL-CIO      USAF

### Geographic Terms

You may abbreviate United States when preceding Government or the name of a Government organization, except in formal writing (such as proclamations and Executive orders).

Spell out United States when it is used as a noun or when it is used in association with names of other countries as an adjective. For example:

U.S. Government	U.S.S. Brooklyn (note abbreviation for ship)
U.S. Congress	<i>but</i>
U.S. Department of Agriculture	The climate of the United States is moderate.
	British, French, and United States Governments

With the exceptions of the instances noted in the preceding paragraph, the abbreviation U.S. is used in the adjective position. However, United States should be spelled out when used as a noun. For example:

U.S. foreign policy	<i>but</i>
U.S. economy	foreign policy of the United States
U.S. attorney	the economy of the United States
U.S. attitude	United States Code (legal title)
	United States Steel Corp. (official title)

In other than formal writing, you may abbreviate Canal Zone, Puerto Rico, Virgin Islands, and the names of states of the United States. For example:

AL Alabama	KS Kansas	NM New Mexico	VA Virginia
AK Alaska	KY Kentucky	NY New York	WA Washington
AZ Arizona	LA Louisiana	NC North Carolina	WV West Virginia
AR Arkansas	ME Maine	ND North Dakota	WI Wisconsin
CA California	MD Maryland	OH Ohio	WY Wyoming
CO Colorado	MA Massachusetts	OK Oklahoma	CZ Canal Zone
CT Connecticut	MI Michigan	OR Oregon	DC District of Columbia
DE Delaware	MN Minnesota	PA Pennsylvania	GU Guam
FL Florida	MS Mississippi	RI Rhode Island	PR Puerto Rico
GA Georgia	MO Missouri	SC South Carolina	VI Virgin Islands
HI Hawaii	MT Montana	SD South Dakota	
ID Idaho	NE Nebraska	TN Tennessee	
IL Illinois	NV Nevada	TX Texas	
IN Indiana	NH New Hampshire	UT Utah	
IA Iowa	NJ New Jersey	VT Vermont	

## Addresses

Words in an address are usually spelled out. Where brevity is required, abbreviations following a name or a number may be used. For example:

Cir.—Circle	Sq.—Square	Dr.—Drive	NW.—Northwest
St.—Street	Bld.—Boulevard	Ct.—Court	SW.—Southwest
Ave.—Avenue	Ter.—Terrace	Pl.—Place	SE.—Southeast
Bldg.—Building		NE.—Northeast	

Do not abbreviate county, fort, mount, point, and port.

Other commonly accepted abbreviations appearing before numbers are:

APO—Army post office	RR—rural route
FPO—fleet post office	RFD—rural free delivery

## Names and Titles

Use abbreviations in firm names as they are shown on the firm's letterhead. For example:

J. Dillard & Sons, Inc.

Where brevity in company names is required, the following abbreviations may be used:

Bro.—Brother	Inc.—Incorporated
Bros.—Brothers	&—and
Co.—Company	Ltd.—Limited
Corp.—Corporation	

Do not abbreviate Company and Corporation in names of Federal Government units. For example:

Saint Lawrence Seaway Development Corporation  
Metals Reserve Company  
Panama Railroad Company  
Commodity Credit Corporation

In other than formal usage, you may abbreviate a civil or a military title preceding a name if followed by a given name or initial; but abbreviate Mr., Ms., Mrs., M., MM., Messrs., Mses., Mlle., Mme., and Dr., with or without a given name or initial. For example:

Gov.—Governor	Prof.—Professor
Lt. Gov.—Lieutenant Governor	Supt.—Superintendent

Use the following abbreviations after a name:

Jr., Sr.	Degrees: M.A., Ph.D., LL.D.
2d, 3d, II, III (not preceded by a comma)	Fellowships, orders, etc.:
	F.R.S., K.C.B.

Sr. and Jr. should not be used without given name or initials, but may be used in combination with any title. For example:

President A.B. Jones, Jr.; A.B. Jones, Jr.; *not* Jones, Jr., *or* Mr. Jones, Jr.

Do not use titles such as Mr., Ms., and Dr. in combination with another title or with abbreviations indicating academic degrees. For example:

John Jones, A.B., Ph.D.; *not* Mr. John Jones, A.B., Ph.D.

Dick Roe, M.D.; *not* Dr. Dick Roe, M.D., *or* Mr. Dick Roe, M.D.

When the name is followed by abbreviations designating religious and fraternal orders and academic or honorary degrees, arrange the abbreviations in this sequence: Orders (religious first); theological degrees; academic degrees earned in course; and honorary degrees in order of bestowal. For example:

Jeanne J. Jones, D.D., M.A., D.Lit.

Richard R. Row, C.E.C., Ph.D., LL.D

## Parts of Publications

Abbreviations may be used to designate parts of publications mentioned in parentheses, brackets, footnotes, lists of references, and tables, and followed by figures, letters, or Roman numerals. For example:

app., apps.—appendix, appendixes  
 art., arts.—article, articles  
 bull., bulls.—bulletin, bulletins  
 ch., chs.—chapter, chapters  
 col., cols.—column, columns  
 ed., eds.—edition, editions  
 fig., figs.—figure, figures  
 No., Nos.—number, numbers  
 p., pp.—page, pages

par., pars.—paragraph, paragraphs  
 pl., pls.—plate, plates  
 pt., pts.—part, parts  
 sec., secs.—section, sections  
 subch., subchs.—subchapter, subchapters  
 subpar., subpars.—subparagraph, subparagraphs  
 subsec., subsecs.—subsection, subsections  
 supp., supps.—supplement, supplements  
 vol., vols.—volume, volumes

## Terms Relating to Congress

You may use abbreviations for the words *Congress* and *session* when these words are used in parentheses, brackets, footnotes, sidenotes, lists of references, and tables. For example:

101st Cong., 1st sess.      1st sess., 101st Cong.  
 Public Law 84, 92d Cong.

## Calendar Divisions

When brevity is required, you may abbreviate the names of months (except May, June, and July) when used with day or year, or both. For example:

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

The names of days of the week are preferably not abbreviated. If they are, use the following forms:

Sun.   Mon.   Tues.   Wed.   Thurs.   Fri.   Sat.

# NUMERALS

Whether to express a number in figures or to spell it out is often a troublesome choice. This part covers most of the principles needed to make a choice. It first treats numbers that are spelled out. Then it deals with numbers that are expressed in figures, confining the rules to small numbers (usually those under a thousand). The third area covers large numbers, some of which may be written in text by combining figures and words. Further instructions on writing numerals may be found in the U.S. Government Printing Office Style Manual.

Guidance for choosing the best method of expressing a number follow:

- Spell out numbers at the beginning of a sentence. Numbers under 10 should be spelled out, except when they express time, money, or measurement; these are always typed as numerals.
- Arabic numerals are preferable to Roman numerals.
- Except in legal documents, avoid repeating in numerals a number which has been spelled out.

## Numbers Spelled Out

Single numbers of less than 10 within a sentence. For example:

six goals and objectives      five recommendations  
 three times as large      seven agencies

Numbers of less than 100 preceding a compound modifier containing a figure. For example:

two 3/4-inch boards      *but*  
 twelve 6-inch rulers      120 5-by-8-inch writing pads

Round numbers and indefinite expressions. For example:

a hundred cows, dollars, men <i>but</i> 100-odd pupils, 250-fold	midsixties <i>but</i> mid-1961
the early seventies <i>but</i> the 1870's (not the 70's)	a thousand and one reasons less than a million dollars
in the nineties <i>but</i> the 1990's <i>not</i> the 90's, or the '90's	

Numbers used with serious and dignified subjects and in formal writing. For example:

the Thirteen Original Colonies  
millions for defense *but not* one cent for tribute  
in the year twenty hundred; *not* in the year two thousand

Large numbers denoting amounts which are formally spelled out, as in legal work, are expressed as follows: For example:

one thousand six hundred and twenty (1,620)  
eight thousand and ninety-two (8,092)  
fifty-two thousand one hundred and ninety-five (52,195)  
nine hundred and seventy-three thousand eight hundred and eighty-two (973,882)

Fractions standing alone or followed by "of a" or "of an." For example:

one-half inch  
one-half of an allotment; *not* 1/2 of an allotment  
*but*  
1/2 to 1-3/4 pages  
three-fourths of an inch; *not* 3/4 inch *or* 3/4 of an inch

Ordinal numbers less than 10. For example:

First Congress	ninth century	eighth parallel
Second Street	Ninth Street Bridge	
<i>but</i> 14th Street Bridge		

## Numbers Expressed in Figures

Single numbers of 10 or more within a sentence. For example:  
50 ballots    25 computers    nearly 10 miles    about 40 employees

Serial numbers. (Commas are not used in serial numbers.) For example:

Bulletin 725    pages 352-357    963-6427    1900 19th Street    290 U.S.C. 325

Quantities, measures, and time. For example:

### Ages

6 years old  
a 6-year-old  
at the age of 6 (years implied)  
52 years 10 months 6 days (no commas)

### Dates

June 1990; June 20, 1990  
*not* June, 1990, or June 20th, 1990  
  
March 6 to April 15, 2000  
*not* March 6, 2000, to April 15, 2000  
15 March 2026 (military)

4th of July,  
*but*  
Fourth of July, meaning the holiday

the 1st [day] of the month,  
*but*  
the last of April *or* the first of May, *not* referring to specific days

### Decimals

Place a zero before a decimal where there is no unit, except in market quotations. Omit decimal point and zeros after a number unless the zero is needed to indicate exact measurement. For example:

0.25 inch	1.25 inches	gage height 10.0
approximately 10 feet	sugar, .03; <i>not</i> 0.03 (market quotation)	

### Degrees

longitude 77° 08'06" E. (spaces omitted)	an angle of 57°
latitude 49° 26'14" N.	<i>but</i>
140° temperature; 60° C	two degrees of justice

### Market quotations

4-1/2 percent bonds	Treasury bonds sell at 95
Metropolitan Railroad, 109	gold, 420

### Mathematical expressions

multiplied by 3	divided by 6	a factor of 2
-----------------	--------------	---------------

**Measurements**

7 meters, yards, miles, acres, bushels, gallons  
 8 by 12 inches  
 2 feet by 1 foot 8 inches by 1 foot 3 inches  
 20/20 vision 2,500 horsepower 6-pounder  
*but*  
 tenpenny nail; fourfold; three-ply; five votes; six bales; two dozen; one gross;  
 zero miles; seven-story building

**Money**

\$0.75 *or* 75 cents \$3 per 200 pounds (not \$3.00)  
 0.5 cent \$3.65 *but*  
 \$3.00 to \$3.65  
*but*  
 two pennies, three quarters,  
 one half, six bits, etc.

**Percentages**

a salary increase of 5.5 percent 0.5 percent *or* one-half  
 a 5.5-percent salary increase of 1 percent  
 5.5 percentage points 50-50 (colloquial expression)

**Proportion**

1 to 4 1:62,500 1-3-5

**Time**

6 hours 8 minutes 20 seconds half past 4 *or* 4:30 a.m.  
 10 years 3 months 29 days 12 noon; 12:01 p.m.  
 400 years; 30 years 12 midnight; 12:01 a.m.  
*but* 1300 (military time)  
 four centuries, three decades *not*  
 10 o'clock *or* 10 p.m. 1300 hours  
*not*  
 10 o'clock p.m. *or* 10:00 p.m.

**Unit modifiers**

5-day week 8-hour day *but*  
 8-year-old wine 10-foot pole a two-story house  
 a five-member board  
 \$20 million airfield

**Ordinal numbers of 10 or more**

21st century 102d Congress 20th Congressional District  
 17th region 171st Street 200th Place

**Large Numbers**

Large numbers are usually expressed in figures; however, numbers from a million up which end in four or more zeros may be expressed in text by combining figures and words. Preference is based on the ease with which the number can be grasped in reading. For example:

Amount expressed in figures	Preferable in text	Acceptable in text
299,789,665 .....	299,789,665	
\$1,200,390,180 .....	\$1,200,390,180	
\$12,000,000 .....	\$12 million .....	12 million dollars.
\$1,000,000,000* .....	\$1 billion .....	1 billion dollars or one billion dollars.
3,250,000* .....	3.25 million .....	3-1/4 million or three and one-fourth million or three and one-quarter million.
750,000,000* .....	750 million .....	3/4 billion or three-fourths of a billion or three-quarters of a billion.
9,000,000 to .....	9 million to .....	nine million to
1,000,000,000.* .....	one billion .....	one billion

\* Correct for tabular work and for text when used with other numbers ordinarily written in figures, as \$12,000,000 and \$9,250,000.

## WORD DIVISION

It is preferable that correspondence not contain hyphenated words. However, when words must be divided, they should be separated between syllables. One-syllable words are never divided. Guidelines on proper syllabic division may be found in the U.S. Government Printing Office Style Manual's supplement Word Division and in any dictionary.

### Divide Words

So that the part of the word at the end of the line suggests to the reader the whole word. For example:

capac-ity *not* capa-city          extraor-dinary *not* extra-ordinary

After a vowel, if the vowel itself is a separate syllable within a word. For example:

physi-cal *not* phys-ical          particu-lar *not* partic-ular  
sepa-rate *not* sep-arate          criti-cism *not* crit-icism

Between the components of solid compounds. For example:

rail-road                          proof-reader

At the hyphen in hyphenated compounds. For example:

courts-martial                  above-mentioned

Between adjoining vowels in separate syllables. For example:

estu-ary                          gene-alogy                          cre-ation

After prefixes of three or more letters. For example:

ante-date          tri-color          inter-leaving          trans-portation

Before suffixes of three or more letters. For example:

port-able                          handwrit-ing                          correspond-ing

After the second consonant of double consonants ending a root word, when followed by a suffix. For example:

access-ing                          express-ing

Between double consonants that are doubled because a suffix is added. For example:

remit-ted                          thin-ning                          program-ming

According to their grammatical function. For example:

pro-gress (verb)	in-va-lid (noun)	<i>but</i>
prog-ress (noun)	in-val-id	proc-ess (noun, verb)
pro-ject (verb)	(adjective)	proj-ect (noun, verb)
proj-ect (noun)	re-cord (verb)	
steno-grapher (noun)	rec-ord (noun)	
steno-graphic	pro-duce (verb)	
(adjective)	prod-uce (noun)	

### Do Not Divide Words

At the ends of more than two consecutive lines.

Of five or fewer letters, even though containing more than one syllable. For example:

avoid    begin    into    also    every    area

Between a one- or a two-letter terminal syllable and the rest of the word. For example:

ammonia                          proceeded                          period

Between a one- or two-letter initial syllable and the rest of the word. For example:

identify                          around                          behavior

At the end of a page.

So that the last word of a paragraph is hyphenated.

### Do Not Separate Closely Related Word Units

Avoid separating words that are closely associated with one another, such as the elements of dates and of proper names, groups of initials and surnames, and abbreviated titles (Dr., Mrs., etc.) and names. When absolutely unavoidable—

- Dates containing month, day, and year may be divided by carrying the year over to the next line.
- Proper names may be divided by placing the last name on the next line.
- Do not separate figures, letters, or symbols from their accompanying words when used as a group. For example: