

A CONCISE MANUAL OF STYLE

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A Concise Manual of Style by H. Allan Reed

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H. ALLAN REED

**A CONCISE
MANUAL OF STYLE**

A CONCISE MANUAL OF STYLE

REVISED EDITION

By
H. ALLAN REED

Univ. of
CALIFORNIA

COMPILED FOR USE IN THE PRINTING HOUSE
OF THE
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FRANK A. GODARD, Superintendent

PHILADELPHIA

1920

POINT SYSTEM

- 3½ point, Brilliant.
- 4½ point, Diamond.
- 5 point, Pearl.
- 5½ point, Agate.
- 6 point, Nonpareil.
- 7 point, Minton.
- 8 point, Brevier.
- 9 point, Bourgeois.
- 10 point, Long Primer.
- 11 point, Small Pica.
- 12 point, Pica.

LIBRARY
SCHOOL

GIFT

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R4

1925

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SCHOOL

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Street. Sunday school and Teacher-training. S. S. Departments. "The" (as part of name). Time. Titles. U. S. Service and Departments. War.

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INTRODUCTORY

THERE is no one final authority that may be appealed to by the printer in disputed points of capitalization, punctuation, spelling, and the compounding and division of words. The teaching of the special treatises on these subjects is so widely divergent that an attempt has been made here to put in concrete form a number of rules that will assist in preserving uniformity of style in typographical composition. It is needless to say that this embodiment of rules is not exhaustive, and that much has been left to the judgment and experience of the compositor and proof-reader. As a convenient starting-point, the rulings of the Standard Dictionary have been followed generally, although office decisions frequently differ from that authority.

The specimen words found under the captions "Consolidation," "Hyphenation," and "Division" will be found useful in indicating the treatment of words of similar construction not mentioned in these lists.

It must be clearly understood that while the rules given in this Manual are to be generally observed, cases are bound to occur where it may be considered necessary to deviate from the rule. So far as possible, in such cases, special instructions will accompany copy. Sometimes, however, the proof will convey the notice of temporary change of procedure. Such exceptional departures from the usual style must not be considered as a precedent or as invalidating any rule herein given. Every doubtful point that may arise cannot be specifically treated here, but it is believed that the rules laid down will serve as a guide in the majority of such cases.