

**MANUAL OF STYLE GOVERNING  
COMPOSITION AND PROOF READING  
IN THE GOVERNMENT PRINTING  
OFFICE, TOGETHER WITH DECISIONS OF  
THE BOARD ON GEOGRAPHIC NAMES**

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Manual of Style Governing Composition and Proof Reading in the Government Printing Office,  
Together with Decisions of the Board on Geographic Names by Various

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**VARIOUS**

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MANUAL OF STYLE

26

*no cover*

GOVERNING

COMPOSITION AND PROOF READING

IN THE

U.S. GOVERNMENT PRINTING OFFICE,

TOGETHER WITH

DECISIONS OF THE BOARD ON GEOGRAPHIC NAMES.

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## PREFACE.

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

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

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

## ABBREVIATIONS.

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

Fort Barrancos, Fla.  
Vancouver Barracks, Waah.  
Rock Island Arsenal, Ill.  
League Island Navy-Yard, Pa.  
Key West Naval Station, Fla.  
Albany, N. Y.

Hudson County, N. J.  
Pyramid Lake Reservation, Nev.  
Pine Ridge Agency, S. Dak.  
Springfield Armory, Mass.  
Fort Myer Military Reservation, Va.

## POSTAL-GUIDE CONTRACTIONS.

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

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

Professor (with surname)	* MM. (messieurs)	* Signorina
Prof. (with Christian name)	* Mme. (madame)	* Señor
Right Rev.	* Mile. (mademoiselle)	* Señorita
Very Rev.	* Mgr. (monsignor)	* Señora
Right Hon.	* Sig. (signor)	* Herr
* M. (monsieur)	* Signora	

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

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

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

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

NOTE.—The contractions "U. S. A." and "U. S. N.," for United States Army and United States Navy, will be used when so written. When written "U. S. Army" or "U. S. Navy," spell in full, as—

John L. Worden, U. S. N.  
R. W. Meade, United States Navy.

N. A. Miles, U. S. A.  
G. G. Crook, United States Army.



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

20. Use period after abbreviated Christian names, Saml., Thos., Edwd., etc., omitting apostrophe.

21. References to Congressional documents: House Doc. No. 6, Fifty-fifth Congress, second session; Senate Doc. No. 10, Fifty-fifth Congress, first session.

22. Use "r." (*versus*) in all cases except "fol." and "fol. lit."

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

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

(See also "Contractions" under "Tabular style;" "Supreme Court records" and "Court of Claims opinions, briefs, and decisions" under "Court style.")

#### CAPITALIZATION.

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

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

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

4. Capitalize "department," "bureau," and "survey" only when referring definitely to an executive department or important bureau of the United States Government and Coast and Geodetic or Geological surveys; otherwise lower-case it. Also capitalize "congress," referring to the United States Congress, and "house," referring to the United States Senate or House of Representatives.

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

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

Parliament	Rigsdag	Cortes
House of Lords	Reichsrath	Legislature (Hawaii)
House of Commons	National Assembly	the Right
the Lords	Corps Legislatif	the Center
the Commons	Bundesrath	the Left
the Reichstag	Skupshchina	States-General (Holland)

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

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

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

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

10. Capitalize all commissions and boards authorized by act of Congress only when given in full, singular and plural, as Fish Commission, Civil Service Commission, Mississippi River Commission, District of Columbia Board of Commissioners, Light-House Board, etc.

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

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

The troops were supplied with army saddles and blankets.

The army before Nashville was commanded by General Thomas.

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

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

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

13. Capitalize "government," both singular and plural, when referring to a distinct or independent nation or nations; also "crown," "empire," "kingdom," "republic," "administration," or "state," when used as a synonym for "government." When indefinite or applied to dependencies, lower-case it. Examples:

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

President Cleveland's Administration compared favorably with preceding Administrations.

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

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

The government of Canada and the government of India are dependencies of Great Britain.

14. Capitalize "state," "territory," "canton" (in Switzerland), "province" (in Canada and Australia only), etc., both singular and plural, when referring to administrative divisions of any country.

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

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

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

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

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

<p><b>Ages:</b>                  Archean                  Paleozoic                  Mesozoic  <b>Eras:</b>                  Lower Silurian                  Upper Silurian                  Devonian                  Carboniferous                  Mesozoic                  Jura-Trias                  Jurassic—                  Lias                  Oolite                  Purbeck</p>	<p><b>Eras:</b>                  Triassic—                  Lower                  Middle                  Upper                  Rhaetic                  Cretaceous—                  Lower                  Tertiary                  Quaternary                  Post-Tertiary                  Azoic                  Eozoic                  Cambrian</p>	<p><b>Periods:</b>                  Calciferous                  Chazy                  Carboniferous                  Subcarboniferous                  Carboniferous                  Permian                  Eocene                  Oligocene                  Miocene                  Pliocene                  Glacial                  Recent</p>
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20. Capitalize all designations in connection with capital letters or roman numerals, as Title XV, Chapter IX, Volume XX, Section VII, etc.; but lower-case when used with figures, as chapter 10, volume 5, schedule No. 5, etc. "Appendix," "Exhibit," "Form," and "Table" will be capitalized in all cases when preceding numerals or figures.

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

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

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

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

□□□Very respectfully, JAMES KERR,□□□  
*Clerk of the House of Representatives.*□

□Hon. CHARLES F. CRISP,  
 □□□*Speaker of the House of Representatives.*

□□□I am, very respectfully, yours, etc., JOHN RANDOLPH,□□□  
*Assistant Clerk Court of Claims.*□

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

□□□(Signed) JOHN S. HENDERSON,□□□  
JNO. A. CALDWELL,  
*Committee on the part of the House of Representatives.*□

[Observe lead.]

WM. F. VILAS,  
 JAMES McMILLAN,  
*Committee on the part of the Senate.*□