

The Seattle Daily Times

STYLE BOOK



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General

Webster's dictionary is the authority (with a few exceptions) for spelling and division of words; also geographical and other names.

Forms of spelling or capitalization rules other than those given here may be correct, according to certain authorities, but the forms set forth in this book should be studied carefully and accepted as the style to be followed in The Seattle Times.

Do not cite anything that you may see in the paper itself as authority for style; read this style book—uncorrected matter occasionally slips through or is railroaded.

For quick reference, this style book is compiled under various sub-divisions. But only as you are familiar with all sections of it will you contribute to what should be a unified effort to keep Times standards high. A reporter should be familiar with what a copy-reader is required to do; it helps the reporter to prepare his copy intelligently. A copy-reader should know what a compositor is required to do; it helps the copy-reader contribute his bit to the general smooth-working of the entire machine.

The Times treads softly on sex matters; the news

can be told without endangering the faith that Seattle parents now have in letting their children see The Times.

When stories of juvenile shortcomings are told, keep in mind this thought: The story can be told without hurting so much if names are not mentioned. The same goes for names of schools, organizations, etc., in such stories. Just because other papers use names is no argument for The Times to lose the friends it has made by a consistent effort to help make wayward boys and girls good citizens instead of shoving them down.

Crime and accident stories can be told without gory or repulsive details. "Blown to bits," "mangled," "crushed to death," etc., will always give way to less gruesome description if reporter or copy-reader gives the matter a little thought.

Patients do not "go under the knife." They "undergo an operation," and The Times keeps surgical and pathological details to a minimum.

You never read in The Times of anyone having a "hemorrhage" without knowing that someone is visiting the cashier. Except in the cases of transfusions and hounds there is generally no need for using "blood."

Miscellaneous

Federal law prohibits sending in the mails any matter relating to drawings, gift enterprises, guessing contests or other schemes of disposing of prizes by lot or chance. The fact that the chances are obtainable without cost makes no difference. Nor does the fact that a purchaser of a theatre ticket receives full value for the money spent and no extra charge is made for the chance to win a prize render the scheme any the less a lottery. Card party prizes and prize winners are also banned.

Where an Associated Press dispatch is rewritten as a local story, the Associated Press must be given credit somewhere in the article, preferably well up in the lead. In the case of other news services, such credit is not compulsory, but advisable in most instances.

Nothing is to be written into an article published under an Associated Press service line without the Managing Editor's O. K. When such approval is given, the matter written in must be so clearly indicated as an expression of the newspaper itself that it cannot be mistaken by readers to be the report of the Associated Press. Enclosure of such matter in brackets has been held as not sufficient differentiation.

All copy which might in any way be construed as commenting on the relative value of Pacific Northwest products must be called to the attention of an editor before passing the copy desk—oysters; lumber vs. tiles or bricks; coal vs. gas or electricity, etc.

When the Pacific fleet is in Puget Sound, Port Angeles and other Sound ports must be given due recognition; do not appropriate the fleet for Seattle.

No arbitrary rule can be made for the use of "Mr." in speaking of a man after his full name has been once

given. Al Capone would not be a "Mr." in The Times; this is a matter for personal judgment; when in doubt call a man "Mr."

Except in the case of such comic artists as Fontaine Fox (who has built up a mythical community of his own) comics shall not be printed in The Times which depend for their laugh-making value on jokes peculiar to city and living conditions which are not known in Seattle.

Eastern dispatches refer to Minnesota, the Dakotas, etc., as the "Northwest." The Times speaks of that region as the "North Midwest." Washington, Oregon, Idaho, etc., are the Northwest, or to save any possible confusion make it read "Pacific Northwest."

Don't say "Walla Walla" when you refer to the penitentiary. Say "state prison at Walla Walla" or "penitentiary at Walla Walla." Same applies to the town of Monroe and the state reformatory; the town of Steilacoom and the Western Washington Hospital.

Write it King Street Station—not King Street Depot. Same applies to all railroad stations.

It's Pioneer Place, not Pioneer Square.

Firland Sanatorium is correct; it's not Firlands and it's not a sanitarium.

Never refer to Yesler Hill as "Profanity Hill" unless it be in a feature story of historical nature.

Except in the Radio Department, Managing Editor's O. K. is required on any reference to radio broadcasting of speeches or programs. Once a reporter wrote a feature yarn full of sob stuff about the little boy who found his dog after making an appeal by radio. A few days later the reporter found that the radio stations had nothing more to offer him than the newspapers.

Libel

The value of a news story is lost when it tends to wreck a good reputation.

Libel is written defamation which imputes to another that which makes him liable to imprisonment, tends to injure his reputation, or holds him up to ridicule or contempt.

Everything in a newspaper—news, features, photographs, headlines (even subheads), editorials, advertisements—everything in a newspaper is subject to the law of libel.

WHAT CONSTITUTES LIBEL?

1. Falsely accusing a person of being a criminal.
2. Bringing disgrace, scorn, ridicule or obloquy upon a person without justification. (In this class comes reference to a person's former criminal record when it has no bearing on his present conduct and might tend to hurt him unjustly).
3. Falsely accusing a person of suffering from some contagious or obnoxious disease, or of being insane.
4. Falsely accusing a public official of being morally or mentally unfit to perform his duties. Criticism of public officials must be confined to their public acts.
5. Falsely charging lack of skill or knowledge of his craft to a physician, lawyer or any member of a trade or profession, impugning the credit of a business man, or injuring the credit of persons not in business.
6. Falsely accusing a person of cruel or inhuman treatment to humans or animals.
7. Publishing false charges affecting a person's religious standing.

Certain kinds of news are called "privileged" and are not subject to the law of libel. "Privileged news" includes reports of judicial proceedings and legislative and other public or official proceedings.

Judicial proceedings mean what actually occurs in the courtroom and during a trial. The following parts of proceedings are privileged:

1. The evidence admitted by the judge.
 2. The statements of counsel that are clearly relevant to the hearing.
 3. The instructions of the court to the jury.
- The following matters are not considered parts of judicial proceedings and are therefore not privileged:
- Deliberations of grand juries prior to indictment.

Testimony in trials which is later stricken from the record by the court.

Utterances made by lawyers during the trial which are irrelevant.

Contents of pleadings in civil suits which have not been presented to the court for any action

on its part, even though the complaint has been filed in the clerk's office.

(For example: The statements in a divorce complaint, charging misconduct on the part of either husband or wife are not privileged and if any newspaper publishes them it may be sued for libel therefor.)

In addition to the above, newspaper privilege to publish judicial proceedings is conditional and the conditions are that the reports must be full, accurate, fair and impartial, free from malice, and the proceedings reported must be those which actually occurred in the courtroom. Comments of the newspaper regarding such proceedings are not privileged.

In a criminal action, the news of the arrest and the charge upon which the warrant is based and the news that the action has been filed is privileged.

In like manner, the reports of legislative and other public and official proceedings must be full, accurate, fair and impartial and free from malice. Any editorial comment thereon is not privileged. The proceedings reported must be those which actually occurred in the Legislature or before one of its committees, and the same is true of other public and official proceedings.

If in doubt as to whether the news is privileged, take the matter up with the Managing Editor, or with Counsel for The Times, because the question of whether or not news is privileged is a difficult legal one.

DON'T FORGET that the use of the word "alleged" will not prevent a statement from being libelous.

DON'T forget that such qualifying statements as "it is said," "according to reports," "says Joe Bush," etc., do not protect a newspaper from libel charges.

DON'T FORGET that the fact that a statement is a quotation or made on some outsider's authority does not remove the newspaper's responsibility.

DON'T FORGET that omitting the name of a person accused is not protection against libel if identification is possible.

BE SURE that addresses and initials of persons mentioned in stories of criminal accusations are correct; all other statements may be free from libel liability, but a wrong address or wrong name or initial may give another person cause for action.

DON'T FORGET that a retraction does not excuse defamation.

DON'T FORGET that police announcements of "confessions" of crime are not sufficient protection against libel; the newspaper must know that such "confessions" are official police record or the newspaper must be prepared to go into court and prove that such "confession" was made.

And finally, DON'T FORGET that undue haste in rushing "copy" may cost your paper thousands of dollars; DON'T FORGET that accuracy must never be sacrificed for speed.

Reporters

Accuracy is the first essential; speed is necessary, but not at the expense of accuracy. Verify names, initials, addresses, dates; don't rewrite from other papers on the assumption that their facts are accurate—The Times' standard of accuracy is higher than that of the average newspaper; help keep it so.

Be fair and unbiased; don't misrepresent. Even when The Times is making a campaign for some particular purpose, never forget that there is nothing that will beat you more decisively than your opponents being able to say that you are misrepresenting facts—either by omission or distortion. Familiarize yourself with the section of this book devoted to Libel.

Typewrite all copy, double-spaced, with deep enough margin at top for copy-editors to write instructions for composing room and with deep enough margin at bottom to allow easy pasting sheets together. Number pages if article is more than one sheet and inclose number in penciled circle. Each page written by reporter should bear his name in upper left corner.

For convenience of copy-readers and copy-cutter,

articles written near edition-closing time and given to city desk in "takes" should break between sheets at end of paragraph.

At bottom of each page indicate if "more" to come or if article is finished. And don't sign off with "30"—it's the sign of a press agent or a beginner. The Times uses a "2-dash" as a closing, and a figure "2" below last line of copy is sufficient.

When time permits, and it always does except in the case of rush stories just before closing time, **READ OVER YOUR OWN COPY** and make corrections neatly and clearly.

Don't repeat. Don't get tangled up in long sentences. Repetition of words and thoughts is one of the commonest of errors; nothing kills reader interest so quickly.

Don't be impatient at the telephone, but remember that taking names over the telephone is one of the most fruitful sources of error. Get the names right, but be patient. Friends are made by telephone as well as by personal contact, and friends make a paper popular.

Don't

Do not use "little while" for "short time."

Do not say "going to" do a thing when you mean "will" do a thing. In the same class is "have to" do something when you mean "must" or "should" do it.

Do not use "don't," "can't," or other conversational abbreviations unless a story is written in gossip conversational style—and not many stories should be so written.

Do not say "John Jones, 19," and expect your reader to know that you mean "John Jones, 19 years old." If giving a list of names and ages, the name and figure are sufficient after the first name in the list. In no case give a name, age and street address thus: "John Jones, 19, 478 Tenth Ave." The words "years old" or "of" are needed between the age and the address to save the reader from confusion.

The fire did not occur ON Wednesday; it occurred Wednesday.

"All of" The Times copy-readers are not mind-readers; but "all" The Times copy-readers should be. Do not say "all of" when "all" will do.

Look up "folks" in the dictionary; it has a meaning all its own. Use it in that sense; don't use it when you mean "folk."

Do not say he went "out of" the door or "on to" the porch when you mean he went out the door or on the porch.

"Much" occupies far less space than "a great deal" besides being grammatically correct.

Do not say "brought to the police station" unless you are working for a paper which has for the majority of its subscribers persons who see the world only from a police station.

Do not use "nabbed," "picked up" and other police terms.

Do not overwork any word. Sports heads are the worst offenders in this respect with their "loop," "tilt," etc. But it's a danger all departments should guard against.

Do not write funny stories based on a person's infirmities.

Do not mention a person's nationality unless it is essential.

Don't split infinitives.

Do not begin an article with the word "yesterday." The event is more important than the date.

Don't say the funeral, or the body, or the will, or the estate of the LATE Mr. Jones; it is to be presumed that the man is dead.

Don't say "widow of the late."

Don't use "very" unless it strengthens the sentence; generally it does not.

Don't, in writing birth notices, specify the weight any more than the color of the hair, and omit all reference to the condition of the mother.

Don't forget that "neither" is used with "nor," and that "either" is used with "or."

Don't say, "at the present time," for "at present."

Don't say, "for some time past," when you mean "for some time."

Don't use the word "matter" when you mean "subject" or "question."

Don't use comprise for compose.

Don't write "an" before hotel, history, historic and similar words. As a general rule an is used before words beginning with vowels, or letter combinations sounding like "y" or "u." Exceptions, ewe, eunuch, union, eulogy.

Don't say "last two years,"; make it "past." There can be only one (unit or group) "last."

Anything unique is incomparable. Don't say most unique. And few things, if any, are unique.

"Propose" means to suggest; "purpose" to intend. The "staging" of athletic events, programs, etc., is overdone.

"After" is a good short word that too many reporters overlook in their efforts to misuse "following."

Every entertainment is not a "special program." Many of them are routine affairs.

Don't confuse "practically" with "virtually."

Times readers know all the trite phrases ever uttered; give them a rest.

Don't use slang, baby-talk, butchered English, etc.

Copy-Readers

Following rules for handling and marking copy are for the purpose of simplifying and standardizing methods, giving explicit directions with a minimum of red tape. It is important that copy-readers familiarize themselves with these rules and follow them without further reminders. It is incumbent on all slot men and others who send copy to the composing room to see that these rules are observed.

Do not depend on composing room being familiar with style as to punctuation, capitalization, abbreviation, paragraphing, indention, etc. Learn the style yourself and mark copy properly.

Copy-readers will be responsible for legibility of their heads. Not only proper names, but anything out of the ordinary run of words, should be printed. If the copy-reader writes "Roy" in script and it appears "Ray" in the paper, the burden of proof that it was legibly written is on the copy-reader. Unusual words and names and deliberate wrong spelling of words (where it is desired they be printed that way) should be underscored in running copy.

All slug-lines and directions for typing must be written plainly and large enough to compel compositor's or copy-cutter's attention. They must not be squeezed into a small corner of the copy. If there is not room enough on the sheet of copy to write directions boldly and legibly, paste on another piece of paper. To date, there is no shortage of copy paper in the office.

Instructions as to special typing, etc., in the running copy must be marked in the left margin—not hidden away between lines in the middle.

Cross off from copy any marks not intended for composing room. There will then be less chance of directions intended for the printer being overlooked.

Never send more than one story on one sheet of paper. Never send a piece of copy less than six inches long; if it comes to you shorter, paste on another piece of paper—and keep your paste dry enough so the copy is not messy and illegible after it's pasted up.

Always mark paragraphs where they belong, whether or not they are shown in copy by indention.

"Ring" all abbreviated words that are to be spelled out.

In handling telegraph-printer copy where all caps are used indicate all letters to be set caps—even where new sentence is indicated.

The purpose of many of these rules is to put over the idea that a copy-reader's responsibility does not end with the handling of copy as handed to him. A good copy-reader does not pass the buck to the city desk or a news service. The Times prefers to look on its copy-readers as copy-editors and regard them as the last news room check in the effort to preserve standards of accuracy, smooth and informative news stories and common sense.

Write $\frac{1}{2}$ - and $\frac{3}{4}$ -col cut captions on the story copy—not on the head copy. Do not squeeze into an indistinct corner, but paste on enough paper so they will be legible. Mark body of copy for cut-indent as well as indicating captions in margin or at top.

Follow the rule of two subheads or none; subheads should be not less than three nor more than five inches apart. When type is to be doubled up under two (or more) column head, place your subheads (if story will make more than six inches of type) so they will not come opposite each other.

Subheads should say something—not be merely a decorative bunch of words.

Do not use lower case subhead immediately preceding or following full-face lower case matter. When a story is set all blackface lower case, use cap subheads.

In the case of special subheads to be set on head-letter machines (Chelt Italic, boxed subheads, etc.) write them on separate sheet with specific directions as to typing, the slugline of the story they go with, etc.,

and mark them Subhead A, Subhead B, etc.; indicate on original story copy positions for Subheads A, B, C, etc. Do not write the language of special subheads into the story copy.

In handling stories of more than one page, paste sheets together so copy-cutter can cut between paragraphs without pasting; or be sure that sheets are properly numbered and broken on paragraphs.

In copy where heads are written on same sheet as story, paste on enough paper so copy-cutter will have ample space to cut off head and not have a sheet of paper so small as to be easily lost.

In copy where heads are written on separate sheet, be sure head and story are each 'slugged' and be sure you use the same slug for each. Also be sure to use same slug for follows, adds, inserts, etc. If copy comes to you improperly slugged, ask slot man to call it to attention of persons with whom copy originated—but the responsibility for correct slug lines rests on copy-readers.

Turn in no copy unless plainly marked at end for 2-dash to indicate end, 10-dash to indicate follow matter, or 'turn rule for add.' When copy, sent up with a 2-dash, is reopened for an add or follows, responsibility is on copy-reader for knowing that proof has been marked to show additional matter coming or that make-up editor has been advised. Number all ads—first, second, third, etc. Never send up piece of copy marked "last ad" or "only ad"—use a number for the ad, and a 2-dash, 10-dash, "turn rule for pickup," or other proper direction at end.

Copy-readers handling running stories will be responsible for keeping record of numbered ads sent along so that they will detect any error in proper sequence of numbering; also so that they may advise make-up editor how many ads to expect.

When "inserts" are sent along after original copy has been handled, copy-readers will be responsible for knowing that make-up editor has been advised, by proof or otherwise, as to where such inserts go.

In stories where inserts, new leads, etc., are handled after original copy has been handled, responsibility rests on copy-readers to see that heads are kept to conform with changes in stories; also copy-readers are responsible for preserving proper continuity in stories, avoiding repetitions, contradictions, etc. This applies particularly to running stories of the type where late developments bring bulletin precedes, new leads, inserts, etc.

When matter is offered as blackface precede to a story already handled, copy-reader is responsible for making rest of story conform, if time permits; at any rate he cannot escape responsibility for making corrections in subsequent editions and so far as possible eliminating the use of "precedes" at variance with detailed story—as a general rule original story can better be changed in proof; avoid the "blackface precede" wherever possible—it's one of those "easiest way" habits that help to lose the confidence of the reader who cannot understand why one paragraph tells him one thing and then a detailed story goes on to tell him something different.

It sounds like a journalism class to list this in a Times style book, but there have been enough twice-set heads to justify it; **COUNT YOUR HEADS**; don't be satisfied with guessing or hoping a head will fit. And this applies to banks as well as top heads. Copy for banks shall not be accepted by slot men unless written **AND COUNTED** by individual lines; in hanging-indent banks, bottom line shall count to make a full line.

Banks of heads should be broken up with semi-colons to cover several angles of story. Banks should not be long-drawn-out phrase-entangled sentences.

Avoid dividing words between lines in any part of a head.

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Copy-Readers (Continued)

Avoid use of same preposition more than once in top heads; and with a little effort, copy-readers can avoid repeating a preposition in a bank.

Avoid use of "is", "are", etc., in display lines, top heads, and so far as possible in banks and small heads.

Avoid using as last word in first line of top heads such words as "of," "to," "for," "and," "but," "if," and so forth.

The single figure 1 must not be used to open a display line or head (regardless of size of head).

And, for the benefit of some "easiest way" men who still try to get away with it, a verb shall not be the first word of any head. Of course like all good rules, there is an occasional exception; for instance,

'SHOOT TO KILL' ORDERS ISSUED IN THUG CHASE

But this brings up the point that only in very exceptional cases does the poor typographical effect justify the use of a quote at beginning of a top head.

Use single quote style in top heads and also in banks.

In writing display lines, get the punch of a story first for the lines and then work out your problems of figuring out a drop head. Don't take the "easy way" method of figuring out what will count in a drop head and then framing a display line out of the words that are left.

In this connection, keep in mind that The Times multiple display line style means that so-called "drop heads" do not read directly out of display lines. Often several heads appear under several lines and copy-readers must write drop-heads that will stand by themselves and not be dependent for their appeal on a continuation of the display line thought. Any story that is worth a display line has enough angles so that a little extra effort will make this possible.

In the matter of display lines: Where a story is given more than one line of 6 columns or more, get a wording that will have a complete definite appeal in each line; if the punch of two display lines is not in the first line, it is so much waste space. A better method, where typographically feasible, is to take two full lines of contrasting type, with one complete feature in each line.

The Times "jumps" more stories from page one than the average paper. Copy-readers will be responsible for supplying jump heads for all stories bigger than 27 heads unless copy-reader gets assurance jump head is not needed.

Only the most common forms of abbreviation should be used in heads. The Times does not abbreviate "Representative" or "Senator"—but these are only two of many flagrant frequent violations; familiarize yourself with Times style in abbreviations.

Maintain the proper relation (grammatically and otherwise) between the banks of a head to avoid confusing the reader.

The purpose of a head, whether it be a one-line sub-head or two 8-column stud lines, is to intrigue a person to read what is under it. Copy-readers are the window-dressers of The Times; no matter how appealing the news stories, the features, etc., they are but as space wasted if they are not dressed in a manner to intrigue the person who glances to come inside and examine more closely. Build your head on an intriguing feature of the story; don't just try to think of words that will fit typographically.

Where a story on a matter of public affairs involves a question of office policy, be sure you are familiar with that policy. If not, ask for instructions before writing your head.

In Aviation, Boy Scouts, Camp Fire Girls and like department columns of notes on various subjects, use 3-em dash and subhead style. Stars used only in

society, sports, gossip columns and special feature material when specifically ordered.

By-lines are Nonp. Black caps unless otherwise ordered. Jermaine articles carry special style by-line.

By Associated Press, By United Press, Special to The Times and like service lines are roman flush left unless otherwise ordered. Chicago Tribune Service has special style line. "By a Staff Correspondent" is fullface caps when page one; otherwise lightface lower case flush.

Copyright lines run at end of articles unless otherwise ordered.

In date lines, the name of the town or city goes CAPS; name of state (if used), day of week and day of month go lower case.

Omit name of state after all cities and towns in the state of Washington (except towns having same names as important cities in other states or where doubt might arise). Also omit name of state in date lines after New York, Chicago, Quebec, Montreal, New Orleans, San Francisco, Los Angeles, Brooklyn, Washington, Philadelphia and others of similar class.

In foreign date lines do not use the country or province in the case of well known cities, but where used, spell out.

Responsibility rests with the copy-reader to ask for an O.K. on any copy which refers to any lottery, fraud, etc., or which suggests libel dangers. If in doubt, ASK!

Where reports, letters, etc., are included in a story, leave out the word "Signed" where it reads

(Signed) —JOE BUSH.

Run in "yours respectfully", etc.

Familiarize yourself with other sections of this style book listed under punctuation, abbreviation, quotation, spelling, capitalization, etc.

Familiarize yourself with the characters on the keys of the telegraph-printer; frequently wrong shift of the printer key causes errors in copy that can speedily be corrected if copy readers will acquaint themselves with the following:

A.....	—	J.....	'	S.....	Bel
B.....	?	K.....	(T.....	5
C.....	:	L.....)	U.....	7
D.....	\$	M.....	.	V.....	:
E.....	3	N.....	.	W.....	2
F.....	!	O.....	9	X.....	
G.....	&	P.....	0	Y.....	6
H.....	£	Q.....	1	Z.....	"
I.....	8	R.....	4		

Use proper marking to indicate indented type: thus 1-1-1 means 1 column indented one em each side; 2-1-2 means 1 column indented 2 ems each side; 1-2-1 means 2 columns indented one em each side; 2½-2-2½ means 2 columns indented 2½ ems each side. "One em around" means that matter is to be set with 6-point blank top and bottom and one em indent on each side.

When marking fullface, italic or other special typing into a running story, be sure to mark "end fullface," etc., to indicate return to prevailing type face of the story.

Unless special instructions otherwise are given, never set under-captions for layouts more than 2½ column measure. Where possible do not make your reader keep his eye on a line more than two columns in width. Where any copy is marked for more than 2½ column measure it must be at least ten point.

In breaking from two column matter to single column indicate the break to come in the middle of a sentence, never between paragraphs.

Unless otherwise specifically ordered, layouts of more than three pictures must be numbered. In setting the under-captions for such layouts the numbers must be marked to set blackface; this helps the reader connect each picture with its descriptive matter without thinking he is hunting Easter eggs.

In cut captions, never describe the position of a picture as "below" unless the caption is to appear over the layout. Use "lower."

Spelling

Rules for Forming Participles—When a verb of one syllable (or, if more than one syllable, the accent falls on the last syllable) ends in a single consonant (except h and x) preceded by a single vowel, that consonant is doubled in forming the past and present participles; as, fan, fanned, fanning; patrol, patrolled, patrolling. When the verb ends in a single consonant, preceded by a double vowel, or is of two or more syllables with accent on any other than the last syllable, the consonant is not doubled; as, pool, pooled, pooling; cancel, canceled, canceling; kidnap, kidnaped, kidnaping, etc.

In general, English plurals are preferred instead of Latin plurals.

Many words of five letters or less, as "into," "only," "title," "ever," "every," also words pronounced as one syllable, as "changed," "drowned," etc., should not be divided.

Compound adjectives or common nouns used adjectively take the hyphen, as first-class man, two-story house, apple-pie order; one or two story house, etc., do not take hyphen.

Adverbs ending in "ly" compounded with participles

One Word.

ahunting
airship
alleyway
antitrust
anybody
anyone
awhile
backstretch
balkline
bankbook
baseball
basketball
bimetallic
birdseye
blueprint
boilermaker
bookkeeper
breachloader
broadax
bullfight
bullseye
cannot
carline
carload
catchpenny
camelshair
childlike
cigarmaker
clubroom
clubhouse
clubwoman
committeeman
cooperative
courtplaster
courtroom
crowbar
customhouse
daytime
deathbed
drawbridge
downstairs
downtown
entranceway
everybody
eyewitness
facsimile
fairgrounds
foresight
figurehead
flagship
flaxseed
foothill
gocart
grandstand
handbook
halfback
halfmast
hardwood
headdress
hairbreadth
hairbrush
hairpin
hairsplitting
halfbreed
hijacker
holdout
horsepower
housebuilder
hydroelectric
inasmuch
jailbreaker
juryman
lacrosse (game)
Lafayette
lawsuit
lifelike
lightweight (sport)
lifelong
liveryman
livestock
lockout
manlike
nearby
nearsighted
newcomer
officeholder
officeseeker
paperhanger
payroll
pianoforte
playground
playoff
powwow
prorate
racehorse
rainstorm
reinforce
roughshod
sagebrush
schoolhouse
semifinals
semiwindup
skyscraper
smallpox
someone
stockyards
subcommittee
subdebattente
thunderstorm
tidewater
timeserver
today
tryout
venireman
volleyball
walkout
warehouseman
watercourse
waterway
workingman
workout
wrongdoing

do not take the hyphen, as a newly built house.

A final syllable of two letters must not be turned over except in extreme cases, and in no case must words whose first syllable consists of "il," "li" or "fi" be divided on that syllable. Do not divide N. Y., M. P., LL.D., M. D., a. m., p. m., etc.

All words formed by prefixing "re," "non," "over," "under," "sub," and similar prefixes, make one word; also all words to which "inter," and "trans," are united as a prefix, as "interstate," "intercollegiate" Make one word with the prefixes, self, ante, post, semi and mid, as midseason, trans as transpacific. (Exceptions noted under hyphenated words.

Make one word where like is used as a suffix, such as childlike, manlike, sphinxlike, etc. Where three "l's" come together as in ball-like, bell-like, hull-less, use the hyphen.

Use hyphen with suffix -wide, as state-wide, country-wide, etc.

Where the words man (or men), yard, maker, tender, keeper, seeker, holder, master, owner, house and room are given prefixes of one syllable make one word. Where the prefix is of two or more syllables make two words (except as noted in list).

Separate Words.

back yard
bucket shop
business man
buzz saw
camp meeting
chapter house
common sense
corner stone
dinner dance
drug store
East Side
en route
ex officio
ex post facto
front yard
good will
high lights
home stretch
horse race
in so far
Latin America
Latin American
light heavyweight
light weight (adj)
lodging house
looking glass
loud speaker
mass meeting
motor car
newspaper man
plate glass
prize fight
school teacher
Stone Way
street car
to wit
vice president
water works
a hail and rain storm
a man well known
commander in chief
editor in chief
right of way
right of ways (plural)
wave length
White House (Wash.)

Compound Words.

anti-evolution
anti-aircraft
attorney-general
postmaster-general, etc.
anti-red
bric-a-brac
brother-in-law
by-laws
co-ed (slang)
co-op (slang)
court-martial
cross-complaint
cross-examine
double-header
ex-governor
good-bye
good-night
governor-elect
great-grandmother
hold-up
hull-less
line-up
make-up
man-of-war
mud-slinging contest
no-host
old-time
Pan-American
Pan-Hellenic
poet-printer
round-up
set-to
shake-up
so-called
ship-rigged vessel
6-year-old girl
tete-a-tete
tri-city
two-thirds
two-story house
un-American
un-Christian
week-end
well-known man
world-weary and sad

Words Ending in "E"

The following words, although ending with a terminal beginning with a vowel, retain the final "e" in the primary word:

agreeing
dyeing
eyeing
hieing
hoeing
shoeing
singeing
tingeing

The following words omit the "e" before the terminal, as:

awing
bluing
gluing
icing
judging
truing
vying

(Continued on Page 7.)

Spelling and Divisions

Following are a few spellings and divisions:

ad-van-tage	dil-et-tan-te	is-let	pro-pri-e-tor
ad-vis-er	dis-patch	in-trench	pro-pri-e-ty
a-nae-mia	draft	in-trust	pro-spec-tive
an-aes-thet-ic	drafts-man	jail-er	pros-pec-tor
an-aes-the-tize	dread-nought (type of ship)	ju-jit-su	pro-tec-tive
an-aes-the-tist	dries(plural)	Jugo-Slavia	Prot-es-tant
ax	drought	ju-gu-lar	pro-tes-tant
bark-en-time	dull-ness	kitch-en	pto-maine
bar-i-tone	du-ma	lik-a-ble	purs-er
ben-e-dict	dum-found	lov-a-ble	pyg-my
ba-zaar	ec-sta-sy	lunch-eon	py-rite
ben-e-fit-ed	elec-tro-cute	Lutheran	Pyth-i-an
blond (mas. noun, adj.)	em-ploye	man-i-kin	quar-ter-back
blonde (fem. noun)	en-circle	man-ne-quin	quar-tet
B'nai B'rith	en-force	mam-ma	queue
Bourne	en-cum-ber	mer-chan-dis-ing	rack-et (tennis)
Bolshevik (n.)	en-cum-brance	molt	rarefy
Bolsheviki (plu.)	en-gi-neer	mold	re-en-force
Bolshevist (adj.)	en-roll-ment	mon-ēys	ref-or-ma-tion
bron-cho	equaled	mo-tom-e-ter	rep-re-sent-a-tive
brusque	eve-ning	mo-tor-me-ter	re-pub-lic-an
budg-et	ex-traor-di-nary	nickel (coin and meta.)	rhyme (not rime)
bus	farm-er	num-skull	ro-guish
busses	Fascist (sin-adj.)	ob-bli-ga-to	ru-ble
but-ter-ine	Fascisti (pl.)	pari-mutuel	sacque (garment)
cal-ci-mine or kal-so-mine	fas-ten	paris-mutuels (pl.)	sanatorium
ca-liph	faze	par-ti-san	sanitarium
calc	flor-ist	par-af-fin	Sedro Woolley
can-cel-la-tion	fly-er	pas-sage	salm-on
can-celed	form-al	pass-ing	seize
can-ta-loupe	for-mer (first)	pass-ive	shoot (ore vein)
car-bu-ret-or	form-er (maker)	pass-able	siege
chan-cel-lor	for-mu-late	pas-si-ble	si-phon
chan-cel-ler-ie	froz-en	ped-dler	skep-ti-cal
chute (tube)	fuch-sia	per-mis-si-ble	ski
cig-a-rette	ful-fill	pet-it (juror)	skis (plural)
clue	fu-ror	pet-ty (lar-ceny)	ski-ing
coco	ga-rage	phi-los-o-phy	skill-ful
co-co-nut	gauge (measure)	phys-i-cal	smol-der
com-bat-ed	gay-e-ty	phy-si-cian	sof-ten
com-mand-er	glad-i-o-lus-es	pick-a-nin-ny	som-er-sault
com-man-dant	glam-our	Pitts-burgh (Pa.)	so-ror-i-ty
con-sen-sus	glam-or-ous	plait	so-vi-et
co-op-er-a-tive	gel-a-tin	por-ce-lain	stanch
con-ven-ience	glyc-er-in	po-rous	sub-poe-na
cor-al	gray	pos-ses-sive	syrup
co-til-lion	grippe (omit la)	post-age	te-pee
coun-cil-or	guer-ril-la	post-al	thresh (grain)
coun-sel-or	grue-some	prac-tice	thrash (punish)
cox-swain	gyp-sy	prai-rie	ti-ler
cozy	Hal-low-een	pray-er (supplicant)	ton-sil-li-tis
crit-i-cize	hic-cup	prayer (appeal)	tran-quil-li-ty
crys-tal-lize	Hin-du	prel-ate	Trots-ky
cy-a-nide	host-ess	pres-en-ta-tion	Tu-tenk-ha-mun
Czecho-Slovakia	im-por-tant	pro-duce (verb)	usu-al-ly
de-col-lete	im-pre-sa-rio	prod-uce (noun)	venge-ance
dem-on-strate	in-case	pro-fes-sor	vil-i-fy
de-stroy	in-close	pro-gram	vil-i-fi-ca-tion
di-ar-rhea	in-de-pend-ent	pro-gres-sive	Wednes-day
dic-ta-phone	in-dorse	pro-hib-i-tive	weird
dic-to-graph	in-san-i-tary	pro-hib-i-tory	wield
dike	in-stall-ment	pro-ject (verb)	will-ful
	in-sure	proj-ect (noun)	Wil-liam
	is-land	pro-jec-tor	woe-ful

Names of Foreign Newspapers.

Allegemeine Zeitung	Journal des Debats	L'Intransigeant	Staats-Zeitung
Beobachter	Koelnische Zeitung	L'Italie	St. James' Gazette
Fliegende Blaetter	Le Belgique	Neue Freie Presse	Taegliche Rundschau
Galignani's Messenger	Le Figaro	Novoe Vremya	Tageblatt
Gil Blas	Le Nord	Osservatore Romano	Tit-Bits
Independence Belge	Le Petit Journal	Pester Lloyd	Vossische Zeitung
		Scotsman	Waechter

Foreign Names and Places.

Amur (river)	Bering	Hongkong	Rumania
Antofagasta	Bosporus	Hudson Bay	Sebastopol
Argentine (adj.)	Budapest	Hudson's Bay Company	Serbia
Argentina (noun)	Capetown	Khartum	Sudan
Baikal (lake)	Chile, Chilean	Korea	Tibet, Tibetans
Baireuth (Bavaria)	Haiti	Peking	Tientsin
Beirut (Syria)	Hindu	Porto Rico	Tokyo
		Rheims	Weihaiwei

Words Ending in "eive" or "ieve."

When doubtful as to the proper use of these terminations note that in words of two or more syllables, the former almost always follows "c" and the latter is used where preceded by any other letter than "c," in the primary word. For instance, in the word "conceive" the "ei" is preceded by "c," hence the spelling is correct. In "retrieve" the word is not preceded by "c"—such words employ the "ie." Here are examples of the two classes:

Conceit, conceive, deceit, deceive, perceive, receipt. Achieve, aggrieve, believe, relief, retrieve, reprieve.

This guide to the use of the termination does not apply generally to words of one syllable only—the digraphs are not preceded by "c": feign, heir, reign, reins, seine, skein, although in all such words, "ie" is never preceded by "c." Siege and sieve form notable exceptions.

Capitalization

A general "up style" is desired on The Times. For instance:

Lord's Day, Labor Day, New Year's Day, Memorial Day, Fourth of July, Mother's Day—any day distinguished by a special celebration.

Capitalize sections of country—Pacific Coast, the East, the South, the Orient, Eastern Washington, Northern Michigan. Also Coast when it stands alone and refers to the Pacific Coast. Sound when it stands alone for Puget Sound; but coastwise, coastal and coast-to-coast lower case.

Do not capitalize east, west, north, south when simple direction is meant instead of a definite section of country.

Capitalize Street, Avenue, etc., after name of street. State, City and County take caps when designated by name: King County, New York City, New York State.

Rivers, bays, inlets are capitalized when following name: Snohomish River, Puget Sound, Smith Cove, etc.

Federal, state, county and city courts take caps when preceded by name: United States District Court, Superior Court, Justice's Court, etc.

Capitalize names of organizations: Board of Control, Faculty Club, Women's League, Phi Beta Kappa Fraternity, Department of Journalism, School of Law, etc.

Capitalize University when designating the University of Washington.

Capitalize city departments and governing bodies: City Council, Board of Aldermen, Port Commission, Water Department, Board of Public Works, Library Board, etc.

Capitalize Council when meaning any City Council.

Capitalize names of political parties: Republican Party, etc. Also capitalize names designating political groups in foreign parliaments: Right, Center, etc. Capitalize the Dominion, meaning Canada.

Capitalize name denoting form of organization where it appears at the end of a name: sorority, fraternity, association, federation, league, etc.

Capitalize names of buildings and halls: Meany Hall, Armory, Burke Block, Arcade Square, White House, Courthouse, County-City Building, Empire Building, etc. Do not capitalize the room, suite, etc., in Marine room, Spanish ballroom, Louis XIV. suite, etc.

Capitalize all established legislative bodies of nations or states: Parliament, Reichstag, Duma, Diet, Congress, Senate, House, Legislature.

Capitalize all established departments, boards, bureaus, etc., of federal, state, county and city governments, and names of corresponding departments in other countries: State Department, Treasury Department (or Treasury, when standing for the Treasury Department), Admiralty Office, Foreign Office, Interstate Commerce Commission, etc.

Use lower case when not using his name but speaking of secretary of the treasury, chancellor of the exchequer, and when speaking of the lower house, both houses, legislative and congressional districts, except when speaking of a specific district, as the 15th Congressional District.

Capitalize titles of legislative enactments: Volstead Law, Versailles Treaty, etc.

All army, naval and civil titles, when preceding names, take capitals: President Hoover, etc. But lower case when the postmaster-general directed the chief of police to arrest the mayor for drunkenness.

Always capitalize President (but not presidency or presidential) when referring to the President of the United States or of any other republic; also King, Queen, Pope, Sultan, Mikado.

Capitalize Speaker when referring to the presiding officer of a legislative body; but speakership is lower case.

Capitalize titles of nobility: Prince of Wales, Duke of Cackiac.

In foreign names von, de, di, da should be capitalized

when no initials or title precede; otherwise lower case. Von Bissing or General von Bissing.

Do not use hyphens in military or naval titles.

Capitalize all divisions of the military and naval arms: Regular Army, National Army, Medical Corps, Aviation Corps, the Marines, National Guard (or Guard, but not guardsmen), Army, Navy, etc.

Capitalize names of historic periods, important events or things: the Union, the Civil War, the War of the Rebellion, the World War, World Series, Middle Ages, etc.

Capitalize "The" before the names of newspapers, and also before names of theatres and hotels when the full name is not given: The Seattle Times, The St. Louis Post-Dispatch, The New York World, The Olympic, The New Washington, but lower case where full name is given: the Butler Hotel, the Olympic Hotel, the Metropolitan Theatre.

Do not capitalize "the" before names of public buildings: the Armory, the Federal Building, etc.

Do not capitalize city or county jail, Monroe reformatory, state prison, police station, etc.

Capitalize Ward, Precinct and Regiment when specifically used: First Ward, Second Precinct, etc.

Capitalize the names of breeds of animals, varieties of flowers, vegetables, etc.: Shorthorn cattle, Rhode Island Red chicks, Yakima Gem potatoes, Premier roses, etc.

Do not capitalize the names of committees, names of departments in women's clubs, etc.

Do not capitalize soviet.

Do not capitalize names of the seasons.

Capitalize all religious denominations, Bible; also He, Him when referring to the Deity.

Capitalize names of all races and nationalities: Indian, Caucasian, Negro.

Do not capitalize words which refer to kind of trade engaged in, such as Liggett's drug store (but the Liggett Drug Company).

Capitalize Tropic of Cancer, but not the tropics.

Capitalize the names of planets, stars, etc., but not the words sun, moon, earth, star.

Capitalize names of flags when symbol of nations: Stars and Stripes, Union Jack, Old Glory, etc. Do not capitalize the word flag, even when referring to American emblem.

Do not capitalize names of school classes: senior, junior, etc.

Do not capitalize a. m. and p. m.

Do not capitalize titles when following proper names, except President and Vice President (when referring to President and Vice President of the United States) and titles of cabinet officers and Supreme Court justices.

Do not capitalize words derived from proper nouns that have developed a specialized meaning; utopia, bohemian, titanic, prussic acid, brussels lace, godsend, mecca, india ink, etc.

Capitalize fanciful names as applied to states, cities, etc.: the Queen City, the Evergreen State, Celestial Kingdom, etc.

When the common noun is personified—as in Faith, Hope and Charity as used in fraternal organizations—it becomes a proper noun and takes capitals.

Capitalize Dame Nature, Father Time, Mother Earth, etc.

Nicknames of athletic teams, cities, inhabitants of various states, etc., take capitals. College colors, when used to designate an athletic team, take caps: the Crimson, the Blue and Gold, etc. All-American, used in mythical athletic teams, is capitalized.

Capitalize the States when referring to the United States.

Do not capitalize "ex" preceding a title (except in heads and beginning of sentence).

When part of a name is used, do not capitalize: typographical union, temperance society, high school, etc.

Misused Words

Affect—Far different from "effect."

Anticipate does not mean "expect;" it means to forestall.

Apt means capable or skilled; it does not mean "likely" or "liable."

Audiences listen; **spectators** witness.

Accused should not be used as a noun.

Abettor—Learn the fine points of distinction in the use of **abettor**, **accomplice**, **accessory**, **confederate**, **conspirator**.

Assert means to maintain; **declare** means to make known in a formal manner; **state** means to set forth in detail or exactly; **claim** means to demand something to which one has a right; these words are not synonyms for **say** and should not be so used.

Bridegrooms are not **grooms** unless they work in stables.

Burial is generally more acceptable than **interment**.

Balance is not a synonym for **rest** or **remainder**.

Canine is not a noun. Neither is **feline**.

Continuous means something uninterrupted; **continual** means frequently recurring.

Couple of should not be misused for **two**. **Couple** refers to two things or persons that are joined.

Differ with refers to persons; **differ from** refers to things.

Drop dead is not as acceptable as **fall dead**.

Famous is overworked; few persons are really famous.

The same applies to **well-known**; you cannot make a person well-known by labeling him such; if he is, you do not need to say so.

Fine is overworked and has lost much of its meaning; primarily it means finished or refined. Give it a rest.

Farther refers to distance; distinguish from **further**.

Gun is artillery and should not be used for **revolver** or **pistol**. But **gunman** is permissible.

Heart failure is the cause of every death; distinguish from **heart disease**.

Inaugurate does not mean begin; it should be used only in connection with formal ceremonies.

Kiddies or **tots** should not be used for children.

Ladies are women; all women are not ladies. Use **women** except in exceptional cases where it is inappropriate.

Like should never be used in the sense of **as**.

More than should be used with figures instead of **over**.

Marriage is the state of being married or the ceremony; **wedding** is a social event.

Minister should not refer to Catholic priests or pastors; Protestant clergymen are preachers, ministers or pastors.

Negro—"I'm not colored; I was born that way." Use **Negro** instead of **colored**; say **Chinese** instead of **Chinaman**; **Japanese** instead of **Jap**.

Occur—Things occur by accident; they take place by design.

Persons should be used when individuals are meant; **people** should be used in a collective sense only.

Probe is a handy word to have around. Use very sparingly; when it is overworked it is quickly prohibited. The same applies to **quiz**.

Point of a revolver—Don't use it unless you can answer the question "where is the point?"

Secure is incorrectly used in the sense of **obtain** or **procure**; it means to fasten.

Sewerage is a system of drainage; **sewer** is a drain; **sewage** goes through it.

Story when meaning newspaper article is not understood outside of newspaper offices.

Transpire means to leak out or become known; not to take place.

Unknown should not be used for **unidentified**.

Xmas must never be used in headline or article.

Punctuation

Use only enough punctuation marks to make the meaning clear. It is not necessary to set out every clause with commas; prepositional phrases and phrases of time rarely need commas.

USE COMMAS: To set off modifying phrases or clauses of sufficient length to make confusion possible unless so set off, to separate two identical or closely similar words, to precede the abbreviation "etc." to separate two numbers, to indicate the omission of a word or words, to separate month and year or day and date, to separate two or more adjectives preceding a noun.

USE COLONS: To separate a clause which is grammatically complete from a second which presents an illustration or an amplification of its meaning, to introduce a formal statement or list or long quotation, to separate hour and minute figures in time designation. (Capitalize the first word following a colon).

USE SEMICOLONS: To make a division somewhat more distinct than that marked by a comma, to divide successive parts of an enumeration.

USE EXCLAMATION POINTS sparingly. They are seldom of value in running stories except in single-sentence paragraphs of four or five words and in occasional display headlines.

USE ELLIPSES (succession of three periods) to indicate omissions from quotation.

USE DASHES only for the purpose of setting off parenthetical phrases.

USE PARENTHESES sparingly in the text of news stories. Their chief uses are to set off figures or letters that mark divisions in enumerations run into the text; to set off any remark not belonging in a text or quotation (applause), (cheers), (A voice: "You bet!")

(Continued on Page 10.)

"Hooray!" and continued cheers); and to set off the state, etc., in such cases as "Portland (Me.) Gazette" and "Portland (Or.) Telegram."

Explanatory words, phrases and clauses are properly set out with commas, which, however, may be omitted if sense is clear without them; but both commas must be used, if any—it is a matter of two or none.

O without the comma when used in solemn form: O Lord! O Liberty!

Oh, with comma: Oh, goodness!

Omit commas after names in cases like these: John Smith of New York, Spokane Lodge No. 34, A. F. & A. M., President Butler of Columbia.

Use commas in cases like this: W. D. Howells, the popular novelist.

In lists of names use the comma only after the town, supplying "of" if necessary, except in cases where phrases occur describing the persons or their business, in which case use the comma and semicolon, thus:

Joe Bush of 3100 Greenwood Avenue, Seattle; W. D. Howells, the popular novelist, of Boston, and James Phelan, University of Washington football coach, were present.

Use comma only in cases like these:

A. R. Healy, A. Lipman and A. D. Pillsbury of Portland, R. P. Herr and John Smith of Seattle, D. T. Littler, C. T. Stratton and Mr. and Mrs. C. W. Cable of Los Angeles, W. S. Flanagan of San Francisco.

Use comma before Sr., Jr. or 2nd (not II). Don't use semicolon after Jr., Sr., 2nd in list of names run in with sommas.

Use comma in four or more figures—1,723; except in street, telephone or other serial numbers.

Denote interruption in conversation by two-em dash and place it before the quotation marks.

Punctuation (Continued)

In a sentence containing words inclosed in parentheses punctuate as if the part inclosed were omitted, the punctuation mark, if any, coming after the last parenthesis.

Use comma before and after "to wit," "namely," etc. Do not use "viz"—change it to "namely" or use just the colon. Follow copy in facsimile matter.

Et al, in re, etc., do not take period.

Do not use periods after nicknames—Tom, Sam, etc. Do not quote nicknames where Christian name is also given; write it William (Pug) Bennett.

Jno., Thos., Wm., etc., are contractions and require periods, but should ordinarily be spelled out.

Do not use comma in 7 hours 35 minutes 18 seconds.

Initials in names of mines, horses, etc., take the period: Nellie S. Copper Company.

Use period after Roman numerals.

Do not use commas in ship positions: 165 degrees 30 minutes west longitude.

In location statements omit comma before "near" or "between"—Pike Street near Fourth Avenue; Fifth Avenue between Pike and Pine Streets.

Space but no points in S O S and other code signals; but S. O. S., meaning "service of supply" in the army. TNT, no space, no points.

Set radio station designations solid without points—KOMO, KJR.

R-K-O Orpheum Theatre.

In financial and similar matter, in noting fluctuations of the market, punctuate as follows: Rock Island advanced 3, Atchison $\frac{1}{2}$; among the declines were Anaconda $1\frac{1}{2}$, St. Paul 2. Among the oils, Shell Union declined 1 to $10\frac{1}{2}$, Standard $\frac{3}{4}$ to $61\frac{1}{4}$, etc.

Unless necessary for clarity of reading, do not use comma after "whereas" in preamble to resolutions. Whenever possible use "therefore be it" in the last "whereas" following a semicolon. Thus:

Whereas reporters are prone to make mistakes, and
Whereas copy readers are far from being infallible;
therefore be it

Resolved, That it behooves editors to be proficient
as nursemaids.

If the connecting "and" is not used, a semicolon should be placed after each "whereas."

Where figures are used at beginning of paragraphs or sentences (either alone or as "Section 5") use period and en quad; where figures alone are run in with semicolons and commas use parentheses without point. Thus:

1. The Columbia River project is, etc.

Two commendable results are obtained by close spacing: (1) type is more easily read, (2) appearance is improved.

In congressional or legislative reports, where politics and state, county, or either one, are given after a person's name use commas: Senator Jones, Republican, Washington.

Do not use apostrophe in state rights, state prison, trades union, Veterans Bureau, Lumbermens Trust Company, Halloween, Peoples Bank Building, Hunts Point, Grays Harbor, Hood Canal, Smith Cove, nor before the words varsity, Frisco, bus, possum, cellist, cello, phone, plane or other common contractions.

Use apostrophe in St. James' Church, St. Luke's Hospital, etc.

Use apostrophe in unusual plurals: A B C's, I. W. W's.

Do not use apostrophe where years are joined, as 1861-65; but make it war of '61, '49er, '80s, etc.

Personal pronouns do not take apostrophe: hers, theirs, its, etc. "It's" is correct for "it is."

In names of corporations, etc., composed of two possessives, use only one apostrophe: Farmers & Merchants' Bank. Also in general use of two possessives such as "Cain and Abel's father." But distinguish from "John's and James' fathers were bankers."

Write it Burns' poems, Agassiz' works, "Fox's Martyrs," Bradstreet's, Dun's Review.

Punctuate trials, investigations and inquests as ordinary reading matter. If sentences are incomplete use semicolons; if complete use periods.

In such proceedings and in dialogues, interviews or expressions of opinion by various men use dash after name of speaker and do not quote. Thus:

Mr. Sills—Does the gentleman object?

Mr. Gattis—I do.

In testimony question and answer form use:

Q. Did he die? A. He died.

Set lists of officers with an em dash when paraphrased:

For president—Charles W. Murphy.

When run in, use comma and semicolon.

Use the following style on "Letters to Editor:"

Editor The Times:

A man or woman who would poison an animal deserves to be shot.

—Mrs. A. B. Seed.

Use this style for citations: Act III., Scene 2; Article III., Section 2. See section on "Figures" for style on scriptural citations.

Quotations

Quote all extracts that are run in and set in the same type and style as the context; all dialogues or interviews, unless preceded by name of speaker and dash; names of novels, dramas, paintings, statuary, operas and songs, (except in programs); subjects of addresses, lectures, sermons, toasts, (except in programs), mottoes, articles in newspaper. In names of books, pictures and plays include "The" (when used) in the quotation, as "The Fire King," "The Red Robe."

Exceptions are the Bible, Koran and other sacred scriptures and the names of dictionaries, encyclopedias, almanacs and similar books.

Do not quote extracts set in smaller type than the context or set solid in separate paragraphs where context is leaded matter.

Do not quote names of vessels, mines, fire engines, horses, cattle, dogs, sleeping cars, automobiles, airplanes, characters in plays, theatrical companies, newspapers, etc.

Do not quote interviews where preceded by name of speaker and dash, as in symposium matter. Do not

quote dialogue or testimony where preceded by name of speaker and dash or by "Question," "Answer," etc.

Punctuation (except period and comma) applying to a sentence and not a part of the quotation goes outside of quotation marks. Thus: When was printing first described as "the art preservative"? Where the punctuation applies directly to the quotation it should be inside the quotation marks. Thus: "March on!" he said.

Single quote style must be used in all headlines—top heads as well as banks.

Rules governing the use of single and double quotation marks in running text matter are illustrated in the following sentence:

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

Quoted prose matter broken into paragraphs should have quotation marks repeated at the beginning of each paragraph but only at the end of the concluding paragraph.

Abbreviations

Abbreviate names of streets and avenues above Tenth when house number is given; when house number not given, do not abbreviate. Thus: 1712 135th St. S. W.; corner of 11th Avenue and Third Street; Ninth Avenue and Roy Street. Abbreviate East, West, Southwest, etc., in street names.

Two words: Stone Way, Denny Way, Green Lake, Yesler Way.

Abbreviate names of states after town names, except Alaska, Idaho, Iowa, Ohio and Utah. Do not abbreviate state names after names of counties, rivers, lake, etc.

Cal. is abbreviation for California; Colo., Colorado; Kas., Kansas; Mo., Missouri; Or., Oregon; Vt., Vermont; Wyo., Wyoming.

Canadian abbreviations: Alta., B. C., Lab., Man., N. W. T., Ont., Sask., Yukon, N. B., N. F., N. S., P. E. I.

In date lines and heads abbreviate name of month, except March, April, May, June, July. In text of stories spell out names of all months.

Do not abbreviate names of foreign countries following names of cities.

United States should not be written U. S. or U. S. A. in body of story, but U. S. S. before the name of a war vessel should not be spelled out. Use U. S. A. or U. S. N. following officer's name when rank is given: Admiral Byrd, U. S. N.

Abbreviate degrees appearing after proper name; abbreviate Junior, Senior, 2nd after person's name.

Abbreviate names of organizations commonly spoken of by abbreviations: Y. W. C. A., Y. M. C. A., W. C. T. U., P.-T. A., etc.

Abbreviate bushel, quart, barrel, etc., in market quotations.

Co., Corp., Assn., etc., may be used in financial matter; also in extended lists in other matter for the sake of brevity.

Abbreviate Company in firm names where character & is used, as Malmo & Co., Schwabacher Bros. & Co.; but spell out where character & is not used, as Moran Brothers' Company, Washington Improvement Company, and where character & is used in such combinations as Seattle Construction & Drydock Company.

Abbreviate steamship (SS), motorship (MS) and tanker (Tkr) without points in routine shipping reports on marine page—but in these only. Spell out in marine news matter.

Abbreviate railroad names of three or more words if abbreviation is commonly known; if not well known, spell out for first mention in the article. Exception: Do not abbreviate names of railroads operating into Seattle.

Abbreviate military and civic titles when followed by name and initials, except in society columns. Spell out when initials are lacking.

In social events spell out all military, naval and civil titles except Mr. and Mrs., Prof., Dr. and the Rev. Make it Major and Mrs. John C. Smith, Major John C. Smith.

Do not abbreviate Christian names such as George, Thomas, William, etc., unless as signatures or when set up in tabular matter, etc., there is not space to spell them out. Under such conditions any reasonable abbreviation is permissible with the exception of advertisements and facsimile matter.

Set names of noted men in customary form, as Herbert Hoover, not H. Hoover.

The Rev. Dr. Joseph Jones, not the Rev. Joseph Jones, D. D. (the first time he is mentioned in a story; thereafter Dr. Jones.

The Rev. James Allen; thereafter Mr. Allen.

The Rt. Rev. Edward J. O'Dea, Bishop of Seattle; thereafter Bishop O'Dea.

The Rt. Rev. John Smith, Archbishop of Portland; thereafter Archbishop Smith.

The Rev. Michael Donovan; thereafter Father Donovan (when a Catholic).

Do not abbreviate (in head or body of article) representative or senator. Spell out always: Representative Ralph Horr, Senator Wesley L. Jones.

Do not abbreviate names of religious denominations: Methodist Episcopal, etc.

Do not abbreviate railroad, except where it is part of a company name that is being abbreviated.

Do not abbreviate fort, port, mount, etc., when used as part of proper names: Port Townsend, Fort Lawton, Point No Point, Mount Rainier.

Abbreviate St. Paul, St. Joseph, Sault Ste. Marie.

Figures

Use figures in tabular or statistical matter, when accompanied by fractions, or when designating military or naval units or political districts.

Do not use nd, rd, th and st in dates when following the month.

Spell out all numbers under one hundred, except as provided otherwise.

Use figures in all cases where results are given; thus: ayes 5, noes 6; time, 2:10; killed 10 birds out of a possible 15; made 1 mile and 4 laps. All sports records go in figures; thus: he made a 3 at the fifth hole; first down on the 10-yard line; gained 40 yards, etc. Time under one minute :49¼. Use hyphen in 18-2 balk line, etc.

Use figures in ages, hours, sums of money, degrees, calibres, street names (above 10), precincts, military units, fire companies, weights, distances, odds (2 to 1), percentages, dimensions, decimals, quantity and number in recipes, sizes, votes, vote ratios (a 3-to-1 vote). Thus: 70 years old, 10-year-old child, 4:30 o'clock, 10 per cent, 25 cents, \$2, 42 degrees Fahrenheit.

No arbitrary rule can cover all situations. It is foolish to say "ninety-nine letters were received one day and 102 the next." In cases like this where two or more numbers occur, use figures if any of the numbers are above 100.

It is obvious that in an article dealing with money, items of tonnage and similar things, figures should be used. However, when we speak of a crowd of several thousand persons witnessing a fire, there is no sense

in saying later that the fire chief said there were at least 15,000 spectators.

Spell out "round" or approximate numbers, as: He had about three thousand dollars in the bank.

But use figures for 100-odd cattle, 30-odd years ago, aged 80-odd.

Descriptive numerals should be spelled out, together with the value designation, and hyphenated. Thus: A seven-dollar hat; not: A \$7 hat. A six-million-dollar hotel; not: A \$6,000,000 hotel.

Use figures and quotes for card game "500."

Names of fractions take no hyphens: one third, seven eighths, etc.

Use figures in market reports: General Motors lost 1 point and Chrysler gained 1¼.

Use commas in four or more figures: 1,723—except in street and telephone or any other serial numbers.

Scriptural texts, credits or references: Gen. xiv., 24; II. Sam. vii., 1-5. When reported as "The pastor announced as his text the tenth verse of the fifth chapter of the Gospel according to St. Matthew," etc., follow copy.

In dimensions use "by" rather than "x" unless story is of technical building type or for other special reason the "x" style seems more appropriate.

Omit unnecessary ciphers in time: 8 p. m.; not 8:00 p.m.

Always spell out numbers beginning a sentence.

Spell out when indicating sequence: fifth, tenth, fifteenth.

Spell out when speaking of a football eleven.

Composition

Guide lines on copy should be set CAPS and followed by turned slug. Set guide lines in full—no abbreviations—and no pi at end of lines.

When a take can be set in more than one way, compositor shall get instructions from copy-cutter. Uniformity is more to be desired than a blind conformity to style rules.

Spacing wider than two ems not allowed. Avoid making even on one or two lines.

Observe correct syllable division of words. A reasonably safe rule to follow is to divide on a long vowel, or on a consonant following a short vowel; pro-gress (verb), prog-ress (noun); pro-ject (verb), proj-ect (noun). Accent alone sometimes decides division: ci-gar, cig-a-rette; cour-age, cou-ra-geous.

CORRECT DIVISIONS—Amer-i-can, ad-van-tage, ca-pa-ble, cu-ri-ous, coun-cil-or de-stroy, ear-nest, even-ings, even-tu-al, ex-traor-di-na-ry, fa-mous, fra-grance, farm-er, fas-ten, for-mal, form-er (maker), for-mer, (first), for-mu-late, fur-ni-ture, ga-rage, gay-e-ty, parti-san, phi-los-o-phy, phys-i-cal, phy-sician, post-age, prel-ate, pro-gres-sive, pro-spec-tive, Prot-es-tant, self-ish, serv-ice, sof-ten, va-grant, venge-ance.

Never divide four-letter words—only, over, into, upon.

Words ending in 'ed' and pronounced as one syllable should not be divided—dreamed, shaped, hoped.

Do not divide two-letter turnovers if it can be avoided—mod-el, tick-et, travel-er, tak-en, etc.

Never divide on fi, as in fin-ancial. Same applies to words where first syllable is "il" or "li." Do not divide N. Y., M. P., LL.D., M. D., a. m., p. m., etc.

In all paragraphs set with hanging indentation, the turnover lines will be indented one em up to 18 ems, 1½ ems from 18 to 24½ ems, and 2 ems for matter wider than 24½ ems

Indent poetry three ems on the runover; center longest lines.

In programs, indent runover lines one em each end; put nothing but composer's name at end of line. If no composer's name, leader out to within one em of end of line. Use no quotes in program titles. Style:

Vocal—

Heart Bowed Down with Weight
of Woe Balfe
W. W. Brown.

When periods show ellipsis (except in poetry) use three only, and do not make extra line unless absolutely necessary to get them in. Use em quad between periods. In poetry use seven periods. Use stars only if specifically indicated by copy-editor.

One letter in caps following an initial letter is sufficient; as AN; not AN ELABORATE. When initial begins a proper name, title of book or title preceding name, put complete title and name in caps.

In datelines, only name of the place in CAPS; BOSTON, Monday, July 4.

Do not ignore copy when it calls for quotes ahead of an initial.

Use character & only in firm names and names of railroads.

Date at end of an article is lower case.

When title follows a signature and will not go in one line with signature, indent the name two ems from right end of line and the title one em.

Run in "Yours respectfully."

In matters of punctuation, abbreviation, spelling, hyphens, capitalization, etc., copy editors will be held responsible for copy being properly edited before going to composing room. But operators, correction bank men and proof readers are urged to familiarize themselves with other sections of this style book. Where copy is not prepared in conformity to Seattle Times style, composing room men are requested to call it to the attention of the news editor.

Turn rule only where marked "turn rule" and reason for the turn rule is given.

Avoid long leader lines in tabular matter; where these can be avoided by setting half-measure, if copy is not so marked, ask copy-cutter for instructions.

It shall be the duty of all who make or handle correction lines to read and check all lines carefully. Of the correction bank, in particular, it shall be the duty to read carefully, and identify beyond doubt the correction line with the incorrect line; also to check all burrs, kills, transpositions, high slugs and leads, and on all other points marked on proof; also with more than one type-face on same proof, to check each carefully.

Operators are justified in correcting undoubted errors in copy, but should "ring" with pencil the error for attention of proofreader, without other marking of copy. Operators should be cautious in this, however, when it is merely a matter of their judgment; when in doubt, return copy to copy-cutter.

But operators shall not depart from copy merely to make a head fit; return copy to copy-cutter.

In headlines, capitalize all words of more than three letters and all adjectives, adverbs, nouns, pronouns, verbs; also both members of a compound word; also the first word of any line in top heads; also the last word.

In classified ads spell out telephone districts (KENwood, EASt, ELliott, etc.) unless matter must be squeezed into a certain number of lines.

Except as noted, and in spelling, classified ads are not required to be held to the restrictions of style, as long as they are understandable.

Classified ads do not carry anything more complicated than a plain two-line border.

Set first word in caps, indent succeeding lines one em.

Death and funeral notices:

STARR—In this city, January 9, 1926, Benjamin W. Starr, aged 65 years; beloved husband of Anna Starr, father of Benjamin S. and George A. Starr of Monroe. Funeral arrangements later. Butterworth Mortuary.

(Continued on Page 13.)

Composition (Continued)

Vital Statistics

MARRIAGE LICENSES.

Nobujero Shibata, 31, Seattle.
Ayako Nakata, 23, Seattle.
George Preston, 24, Seattle.
Grace N. Blanchard, 24, Seattle.
Wayland S. Clark, 26, Bellingham.
Virginia Sherman, 25, Seattle.
Alex B. Lee, 21, Seattle.
Ruth B. Roebuck, 20, Seattle.
Clement Corbin, 24, Seattle.
Florence Sugars, 22, Seattle.

BIRTHS.

Mr. and Mrs. Angelo Rafeti, 1539
17th Ave. S., March 4, girl.
Mr. and Mrs. Lewis H. Mathus,
2538 Ninth Ave. W., March 5, boy.
Mr. and Mrs. William S. Gruger,
4231 Midvale Ave., March 4, girl.
Mr. and Mrs. Josip M. Gergish, 3850
17th Ave. S. W., March 5, boy.
Mr. and Mrs. Clarence J. Frenck,
717 16th Ave. N., March 10, boy.
Mr. and Mrs. Harry Disbrow, 2318
56th Ave. S., March 5, girl.
Mr. and Mrs. Alfred P. DeCeaser,
141 W. 82nd St., March 8, boy.

DEATHS.

Schwatke, Anna H. P.—3224 Wal-
nut Ave., 57, March 11.
Brebner, Adelaide—7051 20th Ave.
N. E., 49, March 12.
Bateman, Josephine E.—7033
Seventh Ave. N. W., 72, March 12.
Gardner, Marie—2412 Jackson St.,
59, March 12.
Davey, Emma—1600 Terry Ave., 37,
March 12.
Wood, Arthur—Mount Vernon, 57,
March 13.
Dickson, James A.—151 Washing-
ton St., 60, March 9.
Falk, Oscar—1525 Harvard Ave., 62,
March 12.
Rothermel, Emma—2004 King St.,
53, March 12.
White, John H.—1709 E. Marion
St., 68, March 10.
Davies, Infant—6507 Division Ave.,
March 11.

DIVORCES ASKED.

Helen from Donald Hamilton,
cruelty.
Margret from Kenneth A. McKen-
zie, nonsupport.
Marie from Edward O. Hoxie,
cruelty.
Lillian from James F. Wilson,
cruelty.

Weather Bureau Report

Observations Taken 5 A. M.
Pacific Time.

STATIONS	Temper- ature.			State of Weather.	Wind per hour.	Precipitation last 24 Hrs. (Ins.)
	At 8 A. M.	Highest Yesterday.	Lowest Last Night.			
Atlanta	46	56	44	Pt cldy	..	0.00
Baker	30	50	30	Clear	..	0.00
Boise	38	54	36	Clear	..	0.02
Boston	36	44	34	Cloudy	..	0.00
Buffalo	24	34	24	Cloudy	12	0.00
Calgary	4	18	2	Pt cldy	..	0.02

Alaska temperatures are read at 4
a. m., Pacific time.

Local Weather Report.

Furnished by U. S. Weather B.
reau. Record taken at 8 a. m., 75th
Meridian time, 5 a. m., local time,
March 13, 1931:

Thermometer.

This year. Last year
Highest 48 44
Lowest 42 34
Total excess from January 1 to
date, 314 degrees.

BASEBALL.

Standing of the Teams.

	Won.	Lost.	Pct
Seattle	99	10	.908
Oakland	10	99	.121

Los Angeles—					Seattle—				
AB	B	H	O	A	AB	B	H	O	A
Jones, ss.	3	1	0	2	Lucas, p.	2	0	3	1
Caven'y, lf	3	3	0	0	Peck, ss.	3	2	2	2
Totals	34	17	6	8	Totals	34	16	8	7

First Game.

Score by innings:
Los Angeles..... 000 000 000—0
Hits 110 110 000—4
Seattle 000 001 001—2
Hits 222 000 000—6
Summary: Runs—Seattle 2 (Luacs,
Jones). Errors—Smith, Jones.

BASKETBALL.

Referee, Joe Bush, Seattle.
Umpire, "Bull" Mulligan, Spokane.
The score:
Ravenna (46). Broadway (18).
White (7).....F....Barrager (2)
MacDonald (7).....F.....Brown (4)
Harrison (2).....C.....Rice (6)
Linstead (11).....G.....Brandt (4)
Selig (1).....G.....Watt
Substitutions—Wells (8) for Har-
rison, Wienzril for MacDonald, Har-
rison for Wienzril, MacDonald for
White.
Individual scoring: Oregon—Oker-
berg, 5 baskets, 3 fouls; Westergren,
4 and 3.

TRAP SHOOTING.

25 25 Tl.
*Frank Troeh 25 24—49
L. H. Reid..... 25 24—49
J. P. Jones..... 24 24—48
T. P. Smith..... 24 24—48
*Professional.

BOWLING. COMMERCIAL LEAGUE.

Em Quads.

Puckett	179	200	201—	530
Siegrist	200	200	200—	600
Totals	379	400	401	1,130

Individual Averages.

Murdock	182	Taylor	181
Bergammi	182	Nagel	181

FOOTBALL.

The line-up:
Washington. Oregon.
Wilson Q. Kelly
Brown L.H.R. Nevers
Officials: Referee—Varnell, Seattle.
Umpire—Arnold, Auburn. Head
linesman—Bishop, Mississippi. Field
judge—Barchan, Florida.

Special to The Times.

VANCOUVER, B. C., Thursday,
Jan. 21.—Entries for tomorrow's races
at Landsdowne Park follow:
First race, 3-year-olds and up, five
and one-half furlongs—Cornstalk, 112;
6947 Stanley H., 112; 6948 Maud, 112.

Golf Scores.

Out 4 3 5 6 4 5 4 3 3—37
In 4 3 4 5 4 6 5 3 4—38—75

Sales Record

NEW YORK, Friday, March
13.—Yesterday's sales on the
Stock Exchange were 2,500,000
shares; previous day, 2,300,000;
week ago, 2,731,071; year ago, 3-
853,580; Jan. 1 to date, 135,823,343;
year ago, 167,231,840; two years
ago, 234,288,200.

Money Market

By Associated Press.

NEW YORK, Friday, March 13.
—Call money steady, 1½ per cent
all day; time loans steady; 60
days, 1½@1¾; 3-4 months, 2@2¼;
5-6 months, 2½ per cent. Prime
commercial paper, 2½@2¾. Bank-
Bar silver—29½c.

Bond Averages

	10 Indls	10 RRs	10 Utils	30 Total
Previous day	87.9	101.8	100.7	96.8
Week ago	88.8	103.6	100.5	97.6
Month ago	90.0	104.6	99.4	98.1
Year ago	93.4	107.1	98.9	99.8
2 Years ago	94.2	102.7	97.6	98.2
3 Years ago	96.5	108.8	100.8	102.0
High (1931)	90.4	105.7	100.8	98.7
Low (1931)	86.8	101.8	98.4	96.2
High (1930)	94.9	109.8	101.4	101.9
Low (1930)	83.3	97.3	96.6	92.6
High (1929)	95.3	106.0	99.8	99.9
Low (1929)	90.4	100.8	96.0	96.3

Investment Trusts

	Bid.	Ask.
Amer Fdrs com.	4¾	5
Amer Fdrs 6s pfd.	39	44
Amer Fdrs 7s pfd.	49	..
Amer Fdrs cum pfd.	75	..
Amer Fdrs war.	1½	..
Amer & Gen Secs A.	14	..
Amer & Gen Eccls B.	1½	..
British Type Inv.	7¾	8¾

(Continued on Page 14.)

Composition (Continued)

Metal Market

By Associated Press.

NEW YORK, Friday, March 13.—Copper steadies; electrolytic spot and future, 10 $\frac{1}{4}$ c.
Iron, quiet; unchanged.
Tin, steady; spot and nearby, \$27.15 future, \$27.40.
Lead, steady; East St. Louis spot and future, 4.25c.
Zinc, steady; East St. Louis spot and future, 4.05c.
Antimony, \$7.25.
Bar silver, 29 $\frac{3}{4}$ c.

Foreign Exchanges

By Associated Press.

NEW YORK, Friday, March 13.—Foreign exchanges firm. Great Britain in dollars; others in cents.
Great Britain, demand, 4.85 23-32; cables, 4.85 29-32; 60-day bills, 4.83 3-16.
France, demand, 3.91 11-32; cables, 3.91 13-32.
Italy, demand, 5.23 $\frac{1}{2}$; cables, 5.23 15-16.
Demands: Belgium, 13.94; Germany, 23.79 $\frac{1}{2}$; Holland, 40.07 $\frac{1}{2}$; Norway, 26.74 $\frac{1}{2}$; Sweden, 26.77; Denmark, 26.74; Switzerland, 19.24; Spain, 10.84; Greece, 1.29 $\frac{1}{4}$; Poland, 11.25; Portugal, 4.50; Czechoslovakia, 2.96 $\frac{1}{4}$; Yugoslavia, 1.75 $\frac{1}{2}$; Austria, 14.05; Rumania, 0.59 $\frac{1}{2}$; Argentina, 35.05; Brazil, 8.30; Tokyo, 49.33; Shanghai, 31.75; Montreal, 100; Mexico City (gold peso), 47.60.

Bank Clearings

SEATTLE.	
Transactions	\$16,361,000.00
Clearings	6,049,576.70
Balances	1,516,177.35
Portland.	
Clearings	\$ 4,811,671.00
Balances	577,580.00
Spokane.	
Clearings	\$ 1,714,365.00
Transactions	3,828,482.00
Tacoma.	
Transactions	\$ 4,073,000.00

San Francisco Stocks

(Furnished by Dean Witter & Co.)
SAN FRANCISCO, Thursday, March 12.—Following are the closing prices at noon on the San Francisco Stock Exchange:

	High.	Low.	Bid.
Alaska Pack Assoc.	130		
Anglo Calif Trust.	360		
Anglo & L P N Bk.	175		
Atlas D Eng A com.	6		
Bank of Calif N A.	233		

NEW YORK STOCK LIST.

By Associated Press.

NEW YORK, Friday, March 13.—Following is the complete closing list yesterday transactions on the New York Stock Exchange:

	Sales in 100s.	High	Low	Close
Abitibi P&P	4	11 $\frac{1}{8}$	11 $\frac{1}{2}$	11 $\frac{1}{2}$
Abraham % Str.	1	31	31	31
Adams Exp.	40	21 $\frac{1}{8}$	21 $\frac{1}{8}$	21 $\frac{1}{8}$
Ahumada L.	1	6	6	6
Air Reduc.	29	99 $\frac{1}{8}$	98 $\frac{1}{8}$	98 $\frac{1}{8}$
Air Way E Ap.	4	7 $\frac{1}{2}$	7 $\frac{1}{8}$	7 $\frac{1}{8}$

U. S. GOVERNMENT BONDS.

(Dollars and Thirty-seconds.)
Following are the prices at noon on government bonds as furnished by Dean Witter & Co.:

	Bid.	Ask.
Liberty 3 $\frac{1}{8}$ s, '32-47	101.25	101.27
Liberty 1st 4 $\frac{1}{8}$ s, '32-47	102.25	102.27
Liberty 4th 4 $\frac{1}{8}$ s, '33-38	103.26	103.28
Treasury 4 $\frac{1}{8}$ s, '47-52	111.12	111.14
Treasury 4s, '44-54	107.30	107.31
Treasury 3 $\frac{1}{8}$ s, '46-56	105.30	105.36
Treasury 3 $\frac{1}{8}$ s, '40-43	101.12	101.20

Daily Averages

Following are yesterday's Dow, Jones averages as furnished by Russell, Miller & Co. to The Times:

Thirty industrials, 180.14; off 1.77.
Twenty rails, 101.97; off 1.50.
Twenty utilities, 71.34; off 0.28.
Following were the Dow Jones averages for the corresponding day last year: Industrials, 272.13; off 4.12; Rails, 151.16; off 0.38; Utilities, 98.96; off 1.52.

NEW YORK BOND LIST.

By Associated Press.

NEW YORK, Friday, March 13.—Following are yesterday's high, low and closing prices of bonds on the New York Stock Exchange:

U. S. Government Bonds.			
(Dollars and Thirty-seconds.)			
	High.	Low.	Close.
Lib 1st 4 $\frac{1}{8}$ s, '32-47	102.26	102.25	102.26
Lib 4th 4 $\frac{1}{8}$ s, '33-38	103.28	103.24	103.26
Lb 4th 4 $\frac{1}{8}$ s r, '33-38	103.23	103.23	103.23
Treas 4 $\frac{1}{8}$ s, '47-52	112.1	111.28	112.1
Treas 4s, '44-54	108.00	107.28	108.00
Treas 3 $\frac{1}{8}$ s, '46-56	106.00	105.28	106.00
Treas 3 $\frac{1}{8}$ s, '40-43	101.11	101.11	101.11
Treas 3 $\frac{1}{8}$ s, '43-47	101.31	101.18	101.31

Total sales today, \$10,500,000; previous day, \$10,200,000; week ago, \$10,650,000; year ago, \$16,714,000; two years ago, \$7,620,000; January 1 to date, \$563,690,000; same year ago, \$519,678,000; same two years ago, \$529,367,000.

Chicago Stocks

By Associated Press.

CHICAGO, Friday, March 13.—Following is the complete official list of transactions in stocks on the Chicago Stock Exchange yesterday:

	Sales in 100s	High	Low	Close
Acme Steel	100	38 $\frac{3}{4}$	38 $\frac{3}{4}$	38 $\frac{3}{4}$
Adams Mfg.	90	24	23 $\frac{1}{2}$	23 $\frac{1}{2}$
Allied Mot Ind.	6950	3	2 $\frac{5}{8}$	3
Am Com Pw A.	50	16	16	16

New York Bank Stocks

(By Russell, Miller & Co.)

	Bid.	Ask.
Bank of America	57	60
Bank of Manhattan	88 $\frac{1}{2}$	90
Bank of N Y & Trust	625	635
Bank of U S	2	3
Bankers Trust	116	118
Central Hanover	266	269
Chase National	102	103
Chatham	81 $\frac{1}{2}$	84
Chemical Bank	47 $\frac{1}{2}$	50
Corn	122	125
Fifth Ave	2400	2600
First National	4000	4100
Guaranty	537	540
Irving	38 $\frac{3}{4}$	39 $\frac{1}{4}$
Lawyers	241	247
Manufacturer's Trust	47 $\frac{3}{4}$	49
National City	98 $\frac{1}{2}$	100
New York Trust	180	184
Contl Illinois Chicago	390	394
First Nat Chicago	485	488

SEATTLE CURB EXCHANGE.

With all manner of Friday 13 luck staring them in the face traders hesitated to do much business today on the Seattle Curb Exchange. Seventy shares of Superior Portland Cement A stock were sold, all at 35, the bid advancing from yesterday at 34.75. Fulton Petroleum brought \$2 to the seller for 25 shares, closing 1.50@2 and .50 bid on the rights. Smith Cannery Machines was offered at 1.60, no bid. Following are the closing morning quotations and sales:

Mining.		Bid.	Asked.
Ambergris02 $\frac{1}{2}$..
Big Missouri43	.47
Bunker Hill	50.00		60.00
Dayrock	1.25		1.40
Fulton Petroleum	1.50		2.00
Golconda40		.44
Grandview05 $\frac{1}{2}$.06 $\frac{1}{2}$
Hecla	6.50		7.50
Jack Waite New39		.42
Montana Mines14		.16
Noble Five06		.10
Oregon Copper05		.08
Planet Mines08
Premier Gold70		..
Sherman Lead45		.50
Sunshine	1.26		..
Tamarack & Custer27		.31

Industrials.

Smith Cannery	1.60
Sup A	34.75 37.00
Fulton rights50

Sales.

25 Fulton Petroleum	2.00
70 Sup A	35.00

(Continued on Page 15.)

Composition (Continued)

Livestock

Steady cattle, hog and sheep markets were reported yesterday by the Seattle Union Stockyards. Receipts were 975 hogs and 234 sheep.

The following prices were ruling:
Cattle—Choice steers, \$7.50@8; medium steers, \$7@7.50; common steers, \$6@7; choice heifers, \$6@7; common and medium heifers, \$5.50@6; choice cows, \$4@5; canners and cutters, \$2@4; bulls, \$4@5; light calves, \$5@7.
Hogs—Prime hogs, 160 to 210 lbs., \$8.15@8.25; 210 to 260 lbs., \$7.65@7.75; 200 to 300 lbs., \$7.15@7.25; heavy hogs, 300 lbs. and over, \$6.15@6.25; packing sows, \$5.65@6.25; pigs, \$7.15@7.25.
Sheep—Choice lambs, \$7@7.50; culls and commons, \$6@7; yearling wethers, \$4.50@6; ewes, \$1.50@4.

CHICAGO, Friday, March 13.—(P)—Following are yesterday's prices:

Hogs—Receipts, 28,000; slow, uneven; mostly steady; light weights weak to 10c lower; top \$8.25; bulk 140 to 220 lbs., \$8@8.20; 240 to 340 lbs., \$7@7.75; packing sows, \$6.25@6.50; medium and good, 275 to 500 lbs., \$6.25@6.65; slaughter pigs, good and choice, 100 to 130 lbs., \$7.50@8.

Cattle—Receipts, 5,000; calves, 2,000; better grade weighty steers slow, strong to 25c higher; she stock strong to 25c up; slaughter cattle and vealers: steers, good and choice, 600 to 1,100 lbs., \$8.75@11.50; 1,100 to 1,500 lbs., \$8.75@11.25; heifers, good and choice, 550 to 850 lbs., \$7.75@10; cows, good and choice, \$5@6.75; cutters, \$3@4; bulls, yearlings excluded, good and choice (beef), \$4.25@5.75; vealers, milk fed, good and choice, \$7@9.

Sheep—Receipts, 17,000; weak to unevenly lower; good and choice lambs, \$8.50@9; lambs, 90 lbs. down, good and choice, \$8.75@9.35; medium, \$7.50@8.75; 91 to 100 lbs., medium to choice, \$7.25@9.10; ewes, 90 to 150 lbs., medium to choice, \$3.50@5.

CHICAGO GRAIN.

(Furnished by Logan & Bryan.)				
Wheat—	Open.	High.	Low.	Close.
Mar. old.	.79%	.79%	.79%	.79%
Mar. new	.79%	.79%	.79%	.79%
May, old.	.81%	.81%	.81%	.81%
May, new	.82%	.83%	.82%	.83%
July	.64%	.64%	.63%	.63%
Sept.	.64%	.64%	.63%	.63%
Corn—				
Mar. old.	.62%	.62%	.61%	.61%
Mar. new	.62%	.62%	.61%	.61%
May, old.	.64%	.64%	.63%	.63%
May, new	.65%	.66%	.65%	.65%
July	.67%	.67%	.66%	.66%
Sept.	.67%	.67%	.66%	.66%
Oats—				
Mar. old.	.30%	.30%	.30%	.30%
May, old.	.32%	.32%	.32%	.32%
May, new	.32%	.32%	.32%	.32%
July	.32%	.32%	.32%	.32%
Rye—				
May, old.	.40%	.40%	.40%	.40%
May, new	.41%	.41%	.40%	.40%
July	.42%	.42%	.41%	.41%

SEATTLE WHEAT MARKET.

(Furnished by the Seattle Grain Exchange.)

Opening quotations on the Seattle Grain Exchange were unchanged from Thursday on selling orders. There was a fair interest in the new crop, July and September, with idea of buyers a little too low to work the business, although the smoothness in declines in line with the smoothness in outside markets led to declines locally also. A fairly large quantity of May changed hands this morning at the Farm Board price of 68 cents. At the closing bell, Seattle May was unchanged, with the July and September down 1/2 cent. Seattle cash wheat closed unchanged.

Futures.

	Open.	High.	Low.	Close.
May	.68	.68	.68	.68
July	.59	.59	.58%	.58%
Sept.	.59	.59	.58%	.58%

Cash.

Soft white	.66
Western white	.66
Hard winter	.64
Western red	.64
Northern spring	.64
Bluestem	.66

Coarse Grains.

	Per Ton.	Bid.	Asked.
Corn, No. 2 yellow, bulk	\$26.75	\$27.25	
Corn, No. 3 yellow, bulk	26.25	26.75	
Oats, No. 2, 38-lb. sk.	19.00	19.50	
Barley, No. 2, 46-lb. sk.	20.50	21.00	
Mill feed, standard	13.50	14.00	
Mill feed, red	13.50	14.00	
Mill feed, white	14.50	15.00	

Puget Sound Car Receipts Yesterday.

Seattle—Wheat, 16; oats, 2; barley, 1; corn, 1; hay, 1; flour, 7.
Tacoma—Wheat, 7; corn, 1; hay, 2; flour, 2.

CHICAGO CAR LOTS.

(Furnished by Logan & Bryan.)

	Year	Rcts.	Cont.	Estd.	Ag.
Wheat	88	82	88	6	
Corn	67	52	67	137	
Oats	4	3	4	19	
Rye	1	1	1	7	
Barley	3	3	3	14	

OUTSIDE CAR LOTS.

	Wht.	Crn.	Ots.	Bly.	Rye.	Fl.
Minneapolis	189	20	7	20	8	18
Winnipeg	294	86	19	14	1	
Duluth	138	2	4			
Kan. City	122	42	8			
St. Louis	38	33	21			
Omaha	36	32	8			

MINNEAPOLIS GRAIN.

	Wheat—	Open.	High.	Low.	Close.
May	.76%	.76%	.76%	.76%	.76%
July	.69%	.69%	.68%	.68%	.68%
Sept.	.63%	.63%	.62%	.62%	.62%
Oats—					
May	.29	.29	.29	.29	.29

WINNIPEG GRAIN.

	Wheat—	Open.	High.	Low.	Close.
May	.60%	.60%	.59%	.59%	.59%
July	.62%	.62%	.61%	.61%	.61%
Oats—					
May	.30%	.30%	.30%	.30%	.30%
July	.30%	.30%	.30%	.30%	.30%
Rye—					
May	.34%	.34%	.33%	.33%	.33%
July	.36%	.36%	.35%	.35%	.35%

Produce

NEW YORK, Friday, March 13.—

(P)—Following are yesterday's prices.

Eggs—Receipts, 30,615 cases; firm. Mixed colors, regular packed closely selected heavy, 25 1/4@25 1/2c; extras, 24 1/4@25c; extras firsts, 23@23 1/2c; first, 22 1/2c; seconds, 21@22c; medium firsts, 20 1/2c; refrigerator seconds, 19 & 19 1/2c; medium firsts, 16@18c; near-by hennery brown, regular packed extras, 25@25 1/2c; extra firsts, 23 1/2@25c; nearby and nearby western hennery white, closely packed extras, 26 1/2@28c; average extras, 24 1/4@25c; nearby white mediums, 22 1/2@23c; Pacific Coast white extras, 27 1/2@29c; extra firsts, 26@27 1/2c.

Butter—Receipts, 10,646 tubs; steady. Creamery, higher than extra, 29 1/2@30c; extra, 92 score, 29c; first, 27@28 1/2c.

Cheese—Receipts, 142,859 pounds; steady.

Poultry—Dressed, steady: live, steady; broilers by express, 30@37c; by freight, 32c.

CHICAGO, Friday, March 13.—

(P)—Following are yesterday's prices:

Potatoes—Receipts, 74 cars; on track, 238 cars; total United States shipments, 773 cars; firm on Wisconsin, about steady on other stock; trading rather slow; sacked per hundredweight Wisconsin round whites, \$1.35@1.40; few, \$1.45@1.50; Minnesota round whites, \$1.25@1.30; occasional fancy higher; Idaho russets No. 1, \$1.50@1.60; fancy shade higher; No. 2, \$1.25@1.30; Colorado McClures fancy, \$1.70@1.80.

SEATTLE STOCK EXCHANGE.

Increasing activity for the day seemed to be indicated by this morning's trading on the Seattle Stock Exchange. Trading, as far as individual issues is concerned, was light, but there was interest in a considerable number of issues. A bid of 23 for Marine Bancorporation stock was maintained throughout the morning, 100 shares being acquired at this price. Eighty shares of Carnation Company common were purchased at 24 1/2. An odd lot of First Realty Corporation "A" brought a price of 3. Two shares of Puget Sound Power & Light preferred appeared and were taken at 99 1/2. Odd lots of United National Corporation participating preferred sold at 8. Bonds came in for brief attention, \$5,000 Dexter Horton Building 6s, '47, selling at 99.

Stocks.

	Bid.	Ask.
Alaska Pac Salmon, com.	24	25
Carnation Co pf	103 1/2	106 1/2
Elec Prod Corp of Wash.	6 1/2	8
First Realty Corp A	3 1/2	
Fisher Flour Mills Co pf	103	
Gen America Corp com	4 1/4	5

Bonds.

Arcade Bldg & R 6s, '48	75	81
Blethen Corp 6 1/2s, '47	100	104
Cheasty Bldg 6s, '41		95
Com Hotel 7s, '47		80
Dexter Hort Bldg 6s, '47	98	100

Sales.

80 Carnation Company	24 1/2
25 First Realty Corporation	3
100 Marine Bancorporation	23
2 P S P & L	99 1/2
80 United National Corp	8

FULL 14 HEAD

CARD SHARP SLAYING ON SHIP LINKED TO HANGING

Detectives Investigate Mystery 'Suicide'; Victim of Crooks Found Dead in His Cabin After Big Losses.

SKULL OF WEALTHY PASSENGER INJURED

Latest Is Vivian Gordon, Slain Because She Knew Too Much and Was Preparing to Tell Sordid Story

27 HEAD

Hawks Is Winner Over Benson In Six-Round Final

INDENTED 27

Huge Dynamite Cargoes Hauled; No One Injured

14 HEAD

RECALL NOW BLOCKED BY DEFICIENCY OF CHARGES

Whiskey, Safety Razors, Lip Sticks, Soda Water Invade Land of Mystery; 'Flapper' Activities Shock Elders.

3 LINE 14

INCOME TAX AGREEMENT NEARS VOTE

Appropriation Measures Revamped Behind Locked Committee Doors; No Sign of Adjournment in Sight.

40 HEAD

East Side Judge Hurt

Page Sixteen

13 HEAD

STUDY OF COAL REVEALS GREAT WORLD RESERVE

Department of Commerce Expert Reports America Has Immense Amount; Switch to Oil Is Noted.

2 LINE 13

BUCKS BOUNCED OUT OF ICE RACE

Strategy of Jack Walker and His Passes Eliminates Portland as Contender in Play-Off.

"FOLLOW" HEAD

Dunbar Withholds Verdict Comment

"JUMP" HEAD

OFFICER DENIES BRIBE CHARGES

(Continued From Page One.)

1 HEAD

Oil Worker Killed As Plant Blows Up

2-COL 4 HEAD

LAME DUCKS LIMP ON DESPITE HUE AND CRY, SAYS SMITH

Former Governor of New York Asserts
Changed Bill That Failed to Get by Con-
gress Saved Everybody's Face.

224 HEAD

'Third House' Makes Jazz Ring in State's Capitol

INDENTED 26

HELENE GOES TO HOSPITAL; REST NEEDED

Swim Star Recovers From
Illness; Coach Places
Her in Convalescence.

26 HEAD

INCOME TAX OFFICE WILL REMAIN OPEN

Hours Revised by Collector
Frank Babcock to Assist
Late Filings of Returns.

2-COL A (CUT CAPTION)

'IT'S A WOMAN!'

When a woman's voice asks for her husband, Dorothy Mackaill is more than a little reluctant about letting Joel McCrea answer the telephone call. These popular young players head the cast of "Kept Husbands" at the R-K-O Orpheum Theatre.

2-COL H (PICTURE PAGE)

EDWARD'S SEEKING HIGH HONORS—Edward Schaefer, treed when the picture was taken, is one of twenty youngsters from the Seattle Children's Home entered in The Times-Park Board kite contest.

3-COL H (PICTURE PAGE)

INCOME TAX DEADLINE NEAR—These are the "dog days" for the taxpayers—realty taxes, personal taxes and income taxes. Internal Revenue Agent Miles Price is helping Letah Heimbach sign on the dotted line. The last day for filing 1930 income tax returns is Monday. If you're not exempt, Uncle Sam'll get you after that.

16 HEAD

WILLYS ADOPTS FLOAT-O SCHEME OF LUBRICATION

Best of Oil in Crankcase
Automatically Picked Up,
Distributed to Greatest
Wearing Parts of Motor.

2-LINE 16 HEAD

YAKIMA TO HOLD ORATORY CONTEST

East Side City Will Have
County Finals on April 3;
State Semifinals 2 Weeks
Later in Same Place.

1 COL A (Cut Caption)

MISS HALE

Franc Hale, youthful Tacoma actress, will be Walker White-side's leading woman once again when "The Chinese Bungalow" comes to the Metropolitan Theatre Monday night for an engagement of six days.

1 Col H (Picture Page)

DIES—The Rt. Hon. Vernon Hartshorn, lord privy seal of Great Britain

36-HEAD (SUNDAY SOCIETY)

Muriel Draper Spins Web of Reminiscence

Sunset Club Audience Held Spellbound as
Memories of Striking Personality
Fill Magic Hour.

32 HEAD (WOMAN'S PAGE)

Festal Board Will Be Wearin' Green to Honor St. Patrick

Seattle Shops Have Plentiful Supply of Novel-
ties to Dress Up Table for Party
With Irish Motif.

34 HEAD (WOMAN'S PAGE)

Theatre Party With Midnight Supper Easiest Way to Entertain Strangers

2-COL SOCIETY CUT CAPTION

MRS. D. M. M'PHAIL is general chairman for the banquet
Delta Gamma alumnae and active members are giving
this evening at the Washington Athletic Club.
(Grady Studio.)

INDENTED 38 Woman's Pg.

Jewel Caps And
Flower Muffs
Spell "Paris"

31 HEAD (Woman's Page)

They Are Great
Men, Yet Milk Is
Their Main Food

35 HEAD (Sunday Society)

GARDEN CLUBS TO CONVENE

Tacoma Officers and Board
Members Invited to Meet-
ing in Seattle Tuesday.

37 HEAD (Sunday Society)

OFFICERS GIVE DANCING PARTY ON LOUISVILLE

33 HEAD Woman's Pg.)

Debs Work As Mannequins For Charity's Sake

New York's Junior League
Girls Turn Chic Into Cash
for Needy.

30 HEAD (Daily Society)

WE RREN RATH HONORED BY DINNER

Famous Baritone Enter-
tained at Psi Upsilon
House Preceding Concert