

STYLE BOOK



The Yakima Daily Republic
and
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INDEX

Chapter 1—Hints to Reporters, Pages 1-6.

Chapter 2—Hints to Proofreaders, Pages
7-14.

Chapter 3—Editorial and News Guides,
Pages 15-16.

Chapter 4—Capitalization, Pages 17-21.

Chapter 5—Punctuation, Pages 22-26.

Chapter 6—Spelling and Word Usage,
Pages 27-31.

Chapter 7—Abbreviations, Pages 32-35.

Chapter 8—Figures, Pages 36-38.

Chapter 9—Special Styles, Pages 39-44.

Chapter 10—Warnings, Pages 45-47.

Additional Notes, Pages 48-52.

HINTS TO REPORTERS

CHAPTER 1

Reporters should remember that newspapers are written to be read. The finest newspaper in the world, unread, is merely waste paper. Since newspapers must compete with other interests, reading a newspaper must be made exciting business which can be handled quickly. That requires, on the part of a reporter, a real news sense, a thorough knowledge of the subject about which he is writing, and clarity in expression.

Sentences must be simple and concise.

Stories should be as interesting as facts justify and brief as possible but telling the whole story. Who, what, when, where and why are given as the essentials of a news story. Often the why is what makes a story rather than a statistic. Don't try to crowd too many annoying statistics in the lead when the reader wants to get at the story itself. There are three essentials in the lead of a story; the incident, action or thing recorded, the time, and the place. Other details may be important but these three essentials must be clear and accurate.

Write your copy double spaced (makes correction easier), put your initial in the upper right corner of page one, and number every page of your story. Leave a fourth of the first page blank for a head. Indent paragraphs an inch. Use special care in names and figures; check them.

Read your copy over. Cut out surplus words; they are excess baggage. Tighten every sentence. Long phrases destroy simplicity. Use nouns and verbs so expressive they require few adjectives and adverbs. This may seem like an order for skeleton-

ized writing but it will have punch and will be easy to read.

Use the active voice in place of the passive because it is more direct and takes fewer words. Make it "John hit Jack" not "Jack was hit by John."

Trite expression should be avoided. Hunt your own similes and avoid the current slang of the day.

Accuracy, terseness, and fairness are essential. Don't use such derogatory words as nigger, kike, and dago. Make them Negro, or colored man, Jew, and Italian. (It's a little contribution to racial amity which a newspaper should make.) Few references to race are necessary.

Don't, even if the wire reports carry them, use words that are vulgar, disgusting or obscene.

Watch names. Sound has little to do with the spelling of names. Get names spelled correctly over the telephone; when in doubt use the "s for Sam," "b for Ben" method.

If you don't know how to spell a word, look it up but remember that if you, trained as a writer, can't spell it possibly your reader, less trained, can't understand it. Sometimes a big word adds to a feature story but usually Anglo-Saxon words are better. They are nearly always shorter than foreign importations.

Use good taste. Treat the dead with respect unless proved a horrible criminal. Remember there is nothing funny about a crime or a broken home.

In writing, watch the tenses. Stories are generally written in the past or future tense and heads in the present tense. Use the present tense for statements of continuing truth. Watch tenses throughout a story to see that the story is properly "geared" in that respect.

Do not clutter a sentence with vague clauses. Move on with the story.

In rewriting stories have two aims: To get new leads and to save space for the day's developing news. Remember in writing the new lead that it must be complete; your readers may not have read the original story.

Remember the reader. Think of how the story would read to you if you were glancing through the paper. When you have told all the things that would interest you, stop.

Remember that YOU, personally, are responsible for what you write. Treat your profession with respect.

Special Pointers

A retraction does not excuse defamation. A correction does not quite make up for the original error.

Accuracy must not be sacrificed for speed.

It is not the duty of the press to gratify a public taste for scandal or gossip but the newspaper has a right to discuss matters which relate to the life, habits, comfort, happiness and welfare of its subscribers. Criticism of an official's public actions are proper; his home life except as it touches his public service is his own.

"It is reported" or "alleged" does not protect the publisher in case of libel.

In any criminal trial, the defendant must be presumed innocent until proved guilty. Arrests by the police or charges made by the police, however voluble and seemingly true, are not proof of guilt. A trial in open court is public and therefore privileged. Anything said in open court or filed in a court office may be printed. Arrests may of course be handled as facts but charges by the police should be qualified.

Avoid repetition of the same words or phrases. Also avoid such tautological phrases as "new recruit"—if he's a recruit he must be new. Don't say murderer when you mean slayer, mob for crowd, revolver for pistol, less for fewer, relation for relative, anticipate for expect, liable for likely, audience for spectators, who in referring to animals or which in referring to people; "true" facts—there are no others. Why say he "acted as toastmaster" when he "was toastmaster"?

As some other examples: Don't write "the month of June"; make it June. The same rule applies to "the year 1900"; just say 1900. Such phrases as "for the purpose of learning" are poison; the simple "to learn" is much better. "At the present time" should be "at present" or "now."

"While" is often misused. Don't use it as a connective unless the actions discussed were simultaneous. "Jones received a 10-year sentence while Smith was fined \$100" is incorrect if the prisoners were sentenced separately.

Don't use "demise"; most people die. Don't say "sustained injuries"; the victim may die. Don't say "unique" carelessly; few things are unique. Don't use phrases like "blue-blooded canines"; let them go as fine dogs.

Remember that nothing that is planned occurs. It takes place. A dinner for a few people, however tasty the bill of fare, is hardly a banquet. It's well to treat all foreign phrases with the most distant courtesy and to look up all geographical names. And one of the musts to remember is this quote from the late Editor Paul Kelty: "Data always are. They never is."

Tips

Planning, day by day, is the essence of a good newspaper. A newspaper's reputation is built on its day in and day out performance and not on its few lucky breaks. Read everything there is in your paper every day to get the "feel" of Yakima and tips on the off-the-beat feature stories. Explore Yakima as much as you can. Meet and talk to as many people as you can. Read as many outside newspapers as possible to learn what others are doing. There are always stories to be found in hospitals, in homes for the aged, in dog pounds, on Produce row, and in the back rooms of the fire and police departments. Such stories won't be found by looking at the police blotter or the hospital admission list. Visit your news sources at odd moments to learn all you can about the community in which you work. It won't hurt to read a book, report, or chamber of commerce blurb about it once in a while. Even the telephone book and city directory are worth leafing through.

ALSO—remember that no person lasts long in the newspaper field if he cannot be trusted to keep secrets.

Don't Forgets

Undue haste in rushing copy may cost the paper thousands of dollars in good will if not in actual cash. On the other hand, reporters who cannot work with fair speed are not competent. The good or bad intentions of the writer are not important factors in deciding whether an article is libelous or not. Giving the source of the story, when libelous, will not save the publisher from responsibility.

Such words as "it is reported" or "alleged" do not protect the publisher.

Conclusions of detectives are not privileged and a person wronged by the publication of such findings could recover damages. Accusations brought in open court are privileged and publication of such charges, however outrageous, is never libelous.

Arrest of a person is not proof of guilt. Under the American judicial system a man must be held innocent until he is proved guilty.

Never, in writing an interview, make it appear that the person interviewed conferred a great favor on the person writing the story. A newspaperman should not apologize for his method of earning a living, especially in print. A toady is as much out of place as a bully and almost as bad as a blackmailer.

Never let any person "refuse to be interviewed" or "decline to discuss." You might, by using the story in that manner, put ideas into the heads of other small people. This will needlessly debase yourself and put the paper which employs you in a humiliating position. Once in a while the "refuse to be interviewed" may be made funny and the onus placed on the person doing the refusing, as when a public official refuses to answer questions that the public has a right to ask. That's a different matter entirely from the refusal by visiting "stars" or home-town "big shots." In such cases, don't mention the people at all.

No one "submits" to be interviewed in the Yakima dailies. It's an honor to be interviewed by any representative of the Yakima papers. Never allow it to appear that a reporter was snubbed or insulted without the decent resentment any self-respecting person should show.

HINTS TO PROOFREADERS

CHAPTER 2

Proofreaders are the newspaper's court of last resort. In the final analysis, they are responsible for any errors, except those of fact made by careless reporters which get into the paper, or by the composing room in resetting corrected proof. Proofreading is **IMPORTANT**.

Proofreading should not be done mechanically. It's a matter for brains as well as eyes. Good proofreaders must train themselves to read proof **thinkingly** instead of **mechanically**. Concentration is required to read proof accurately. Any proofreader will fall into the habit of reading mechanically unless he is determined in his guard against it.

Proof errors which require an alert mind include:

1—Agreement of subject and predicate, especially if divided by clauses, and of noun and pronoun. Example: The remainder of the winter schedule of operations is as previously outlined. The subject is remainder, not operations.

2—Inserting the second comma in a parenthetical expression.

3—Correcting faulty punctuation.

4—Noting the negative not, whether it should or should not be used.

5—Checking for uniform spelling of all proper names and lack of uniformity in other spelling.

6—Watching for words where the **s** or **ed** has not been set.

7—Checking against calendar for accuracy of day and date and adding all number totals to check correctness.

8—Watching sentences to be sure they read intelligibly so as to make reader's work easier and more rapid.

9—Avoiding repetition of statements in story and of words. Proofreaders should NOT change words without asking desk but there are times when desk should be informed so as to advise reporters.

10—Remembering that a compound noun must take a plural verb and pronoun. "The boy and girl are busy; they study hard."

11—When the subject consists of both plural and singular elements, the verb should agree with the element nearest it. Examples:

Right: Neither the twins nor the nurse is well.

Wrong: Neither the twins nor the nurse are well.

But—Right: Neither the nurse nor the twins are well.

There are many other proofreading errors which require mental alertness. The more one knows the better one is equipped to read proof. A retentive memory is a great asset. A dictionary at hand is a prime necessity. Look up the meaning of words with which you are not familiar. If you break away from mechanical proofreading, work as a proofreader will be a great education.

Special Tips

A. Become familiar with type faces.

B. When possible read the proof silently once for typographical errors, wrong facts, cold metal, and poor alignment. Then examine the copy to see that interlineations or inserts have been set. Then read again.

C. Beware of interruptions. Always check copy when interrupted and start a few words ahead of the interruption.

D. Your initial on your proof should indicate honest, accurate, and productive craftsmanship.

Here are some words every proofreader must scan carefully to see that they are correctly used.

Ability; the power of applying knowledge; capacity; power of receiving or retaining knowledge.

Affect, a verb which must have an object (The moon affects the tides.); effect, means to accomplish. (He effected the reform.)

Among refers to any number of persons more than two; between refers to two only.

Appropriate and embezzle are not synonyms; to appropriate means to set apart for a particular purpose; to embezzle denotes illegal possession of property belonging to others.

Are there or is there: The words are there should be followed by a plural noun; is there by singular. (A compound noun is plural, you know.)

Aspirant or candidate. A man may aspire to be governor; he is not a candidate except for the nomination until he is formally nominated for the office.

Balance or remainder; balance denotes equilibrium; remainder is what is left after something has been used up.

Believe or expect. Believe refers to credibility; expect refers to the future with an implication of desire or interest.

Bimonthly means every two months; semimonthly twice a month.

Compose or comprise. Compose denotes makeup (The group was composed of people from many walks of life.); comprise means to contain or include. (The committee comprises thirty persons.)

Continual or continuous. Continual action is constantly renewed (continual applause); continuous means without a break (continuous music at the reception).

Deadly or deathly. Deadly means likely to cause death; deathly means simulating death.

Differ from or differ with. Differ from points out dissimilarities; differ with points of disagreement.

Explicit or implicit. Explicit means clear or distinct; implicit means unreserved.

Hardly or scarcely. Hardly is often improperly run for scarcely. The term hardly means "not wholly" or "barely"; the idea of quantity is conveyed by scarcely.

Lay or lie: Learn these two words.

Tenses of lay: lay, laid laid.

Tenses of lie: lie, lay, lain.

Like. Like is an adverb expressing similarity of manner, as: You look like your mother. The use of like as a conjunction is incorrect.

More than or over. More than is greater in size of number; over means elevation or surplus.

Nearby or near by. Nearby, one word, is an adjective; near by is an adverbial phrase, synonymous with close by.

Ordinance or ordnance. Ordinance is a law or regulation; ordnance means military supplies.

Perform or render. To perform means to accomplish or complete; to render to melt down or clarify in the exact meanings of the words.

Pupil, student, scholar. A pupil attends elementary school; a student high school or college; a scholar is a gifted or highly advanced student.

Homonyms

Homonyms are similar-sounding words of different meanings. Proofreaders must check to see that the correct homonym, regardless of sound, is used. Some true homonyms to be treated with attention are:

Adds, adze
Aerie, eerie
Ail, ale
Aid, aide
Bridal, bridle
Calendar, calender
Canvas, canvass
Air, ere, heir
Aisle, isle
Altar, alter
Arc, ark
Ascent, assent
Auger, augur
Bail, bale
Bait, bate
Beach, beech
Berth, birth
Block, bloc
Born, borne, bourn
Breach, breech
Bread, bred
Capital, capitol
Carat, caret, carrot
Censor, censor
Cere, sear, seer, sere
Cite, sight, site
Complement, compliment
Council, counsel
Cue, queue
Desert, dessert
Draft, draught

Formally, formerly
 Guaranty, guarantee
 Hale, hail
 Hoard, horde
 Hold, holed
 Holy, wholly
 Immanent, imminent
 Incite, insight
 Indict, indite
 Laps, lapse
 Lead, led
 Lessen, lesson
 Links, lynx
 Mantel, mantle
 Marshal, martial
 Mead, meed
 Meat, mete, meet
 Minks, minx
 Peal, peel
 Pearl, purl
 Pedal, peddle
 Pendant, pendent
 Pole, poll
 Principal, principle
 Prophecy, prophesy
 Rain, reign, rein
 Right, rite, wright, write
 Ring, wring
 Sac, sack
 Stationary, stationery
 Straight, strait
 Their, there
 To, too, two
 Troop, troupe
 Vice, vise
 Weather, wether, whether

Proofreading Symbols

dd

Delete

#

Space

tr

Transpose

wf

Wrong font

⊙

Period

,/

Comma

’v

Apostrophe

∨∧

Space evenly

┐

Raise letter

└

Lower letter

○

Ring around abbreviation
or figure: Spell out

|

Through spelled-out
number: Use figures

Proofreading Symbols

^	Caret: Insert here
↗	Move word or words as indicated
⌒	Close up
⌒/	Take out letter and close up
¶	Paragraph
—	Drawn under letter: Capitalize
/	Drawn through capital letter: Use lower case
.....	Drawn under word: Follow copy
bf	Bold face
]	Indent left margin
[Indent right margin
stet	Let it stand
⌋	Transpose words

EDITORIAL AND NEWS GUIDES

CHAPTER 3

Here are some guides to editorial and news writing, designed to avoid some common errors of expression and produce writing which is "tighter"—that is, more compact and more specific in phrasing.

As if it were (not was).

Grow fruit, raise cattle, rear children.

The foregoing, preceding (not the above).

Use more than instead of over in expressing amount.

Headquarters, despite that s, is, never are.

Omit very except in direct quotes where it cannot be avoided.

Use afterward, backward, and the like without an s.

One admits a mistake, acknowledges a fault, confesses a wrong.

There is no alternative. Alternative is used only of two things so no other alternative is an example of word redundancy.

The first time a proper name appears in a story it is supposed to be correct; the same spelling is to be used throughout.

Remember: Series is; strata are, stratum is; crises are, crisis is.

When in the past tense make it ended; in the future, ending. For the week ended last night; for the year ending June 30.

A collective noun that can be pluralized always requires a singular verb. The committee is in session; the committees are busy; the group is planning a party.

Certain words form two kinds of plurals; give preference always to the Ameri-

canized plural. Make it beau, beaus (not beaux); gymnasium, gymnasiums (not gymnasia); formula, formulas (not formulae); tableau, tableaus (not tableaux).

CAPITALIZATION

CHAPTER 4

The Yakima dailies in general follow the down style of capitalization. In case of doubt don't capitalize but never hesitate to use a capital when one is needed.

Capitalize titles when used before names so they become part of the name. It is President John Smith, Cadet John Brown, the Duke of Windsor. When titles follow names they are not capitalized so it should be John Smith, president; John Brown, cadet. When titles are long it is better to have them follow names unless the use of the title before the name is imperative. For example, Chief of Yakima City Detectives Richard Roe should not be used; it should be Richard Roe, chief of the Yakima city detectives.

Capitalize numbers when they are part of specific names: Troop 22, Second division, have a second helping. An occupational designation becoming part of a name should be capitalized, as Director John Smith, but it is better to put such designations, which are not titles, after the name, as John Smith, director of the bank.

Capitalize names of specific organizations, firms, schools, religious sects, except the common name: Yakima Labor council, Yakima Hardware company, Congregational church, Odd Fellows lodge, Yakima senior high school, Masonry when it applies to the Masonic lodge or Masons.

Capitalize the common part of an organization, firm title, or place when it precedes the specific name: Hotel Commercial but Yakima hotel.

Capitalize war, circle, section, etc., when they are parts of a specific designa-

tion: Circle B ranch, Section 2, World War I.

Capitalize proper name only of such hyphenated words as trans-Atlantic and pro-German.

Capitalize fanciful and personalized names: Old Glory, Old Faithful, Stars and Stripes, Yakima Stars, New Deal, Gold Coast, Great White Way. Avoid common use of such names.

Capitalize pronouns and names referring to the Deity: God in His heaven, Christ on His cross, Jehovah, the Savior. In similar line, capitalize Bible, Biblical, the Scriptures, Holy Writ. Not doing so seems disrespectful to many persons. Capitalize also the names of specific religious sects: Presbyterian, Episcopal, Catholic, Shinto, Buddhist.

Capitalize names of racial groups: Negro, which corresponds to Caucasian or Indian. Do not capitalize colored as against red or white races. Avoid race antagonism.

Capitalize Constitution only in referring to the United States Constitution. Also capitalize Union as referring to the nation: The Union will endure.

Capitalize recognized political designations, noun and adjectival forms, of all countries. Make it: The Republicans scored, the Democrats won, the Nazis lost, the Communists met, a Democratic platform, the Communistic ideology. Party names are not capitalized when used in general meanings: This is a republican form of government; America is a democracy.

Capitalize title parts of separate days and weeks: Fathers day (no possessive for such title designations), National Baby week, Mothers day, National Education week.

Names of persons, firms and institutions should be spelled and capitalized as far as possible the way the owners write them. It may, for example, be MacDonald or Macdonald; find out which and use that. Be doubly careful to be consistent throughout a story.

Capitalize local geographic names, as Naches Heights, Wide Hollow, when generic term is part of the name but use lower case when such terms are merely a reference, as Miller park, Parker field.

Capitalize epithets affixed to or standing for proper names: Alexander the Great, the Bambino.

Capitalize but do not quote the names of newspapers and other periodicals; the Saturday Evening Post, the New York Times. Capitalize AND QUOTE the titles of books, plays, songs, poems, or speeches.

Do not quote the names of newspapers, magazines, animals, ships, trains, airplanes or characters in plays. Make them:

He was an avid reader of Liberty.

He wrote "David Harum." Rosa Bonheur painted "The Horse Fair." John Smith will lecture on "The Trip to the Arctic."

The Queen Mary docked at New York.

The greatest horse in turf history was Man o' War.

Names of musical numbers, when set in program style in six point, are not quoted. Make it:

Ave Maria.....Schubert

Capitalize holidays: Fourth of July, Labor day, Memorial day, St. Patrick's day.

Capitalize nicknames of states, cities, ball clubs, etc.: the Lone Star state, the Evergreen state, the Hub city, City of Destiny, Boston Braves, the Hoosiers.

Capitalize notable events and things when given specific names: the Civil war, Declaration of Independence, World War I.

Capitalize adjectives derived from proper nouns: Teutonic, Elizabethan.

In hyphenated Chinese names, such as Chiang Kai-shek, use the lower case after the hyphen but in heads, for appearance, use a capital after the hyphen if a word of more than two letters follows the hyphen. In heads, for example, it is Kai-Shek, 5-Year-Plan. Numerals are allowable in heads but should not be used too frequently.

Capitalize breeds of animals and varieties of fruit if from place or personal derivative or generally recognized as a specific variety: Holstein cow, Burbank cactus, Pekinese, Stayman Winesap apple, Gold Medal peach, Violet nectarine, Early Rose potatoes, the Yakimine. Follow the same general rule for names of airplanes and other forms of machinery, a Fortress plane, a Chrysler car.

Capitalize neuter terms when personified and used with pronouns: "O Death, where is thy sting," "The Spring comes tripping o'er the lea."

Capitalize the first word of any direct quotation and the first word of an enumerated list following a colon. He said "Let us go." The appointments are: Secretary, Jane Doe; treasurer, James Brown.

In heads, capitalize all words except articles, prepositions and conjunctions of less than four letters. Keep up all parts of compound words.

Do Not Capitalize

Do not capitalize street, roadway, avenue, etc., unless they precede. It is Lake Crescent, but Moses lake; Yakima avenue but Avenue de LaFayette.

Do not capitalize former or ex in a title and name: It is former President Hoover, ex-King Umberto.

Do not capitalize sections of the country except when forming recognized units: Central Washington, Pacific Northwest, Dixie, Inland Empire. Do not capitalize in such cases as "I am going east."

Do not capitalize names of lesser and changing organizations or units of government. It is city commission, Yakima school board, city planning commission, etc.

Do not capitalize adjectives of noun origin when long usage has obscured the original significance. It is: india rubber, street arab, pasteurize, macadam, paris green, gatlin. Follow the dictionary.

Capitalize senior and junior in abbreviations: John Smith, Jr.

Do not capitalize seasons of the year unless personified.

Do not capitalize a. m., p. m., or points of compass.

Do not capitalize names of awards, such as air medal, distinguished service cross, oak leaf clusters.

PUNCTUATION

CHAPTER 5

The purpose of punctuation is to make clear the meaning of written words. The better the quality of newspaper writing the fewer the punctuation signs needed. In general newspapers tend to omit commas unless they are required for clarity. The effect accomplished by punctuation should be the basis for its use rather than strict grammatical rules which were developed for use with more involved sentence structures than are "good newspaper." Thus a writer may have his choice between a comma, semi-colon, dash or colon and use the one which best accomplishes the effect he desires.

Excessive punctuation should be avoided. It confuses rather than clarifies.

Periods

A period is the safest punctuation mark. When in doubt, use a period and start a new sentence.

Use periods after all abbreviations except recognized alphabetical organizations such as CIO, BPOE.

Do not use periods after heads, subheads or decks.

Do not use periods after a group of words that do not make a sentence, such as a picture caption or credit. Make them:

Girl Slayer

—Republic photo

Commas

Avoid unnecessary commas as you would the smallpox. Many clauses must be set off by commas but good writing and brief sentences will reduce the number.

Distinguish between alternative and appositional words by commas. Examples:

John or Thomas will go.

Indian corn, or maize, is a good food.

Participial clauses are usually set off by commas. Thus: Shouting defiance, he ran far ahead.

Coordinate adjectives are separated by a comma. Thus: He was a kind, indulgent father. Do not use a comma when the adjectives are not coordinate but independent. Thus: A battered black hat was worn.

Use a comma to separate month and year, as November, 1946.

Do not use commas before "and" in such series as Tom, Dick and Harry or in time schedules such as 7 minutes 2 seconds.

Colon

The colon is always used to introduce summaries. For example, The table is:

The colon is favored for introducing direct quotations. Lincoln said: "This nation cannot . . ."

Use a colon in giving the time, 7:30 a. m.

Use a colon between chapter and verse in the Bible, as Mark 2:5-13.

Semicolon

In running names and titles, use the semicolon as: John Smith, president of the chamber of commerce; James White, manager of the chamber; John Jones, secretary.

Use the semicolon to separate coordinate clauses when they are not separated by a conjunction. Thus: "This is a bad law; it should be repealed." (Frequently a period will be even better than a semicolon in such cases.)

Apostrophe

Use the apostrophe to indicate possession when necessary but omit it in such names as Elks lodge, Eagles hall, Fruit Growers association, St. Elizabeth hospital. (In earlier days, it was Elks' lodge, St. Elizabeth's hospital, etc, but use of the apostrophe is becoming rarer. Eliminating it when not necessary helps compositor and proofreader.) Set such words as cello, phone, and varsity without an apostrophe.

Watch the use of the singular and plural possessive apostrophe. In the former, the apostrophe precedes the s; in the latter it follows the s. It is:

The boy's watch—meaning one boy.

The boys' score—meaning the score made by several boys.

Make it: A six-month sentence rather than a six months' sentence.

Do not use the apostrophe to form plurals. (This is a change from the former system but seems to be in line with the general trend.) Make it: The gay 90s, not 90's; B-29s and so on.

Use the apostrophe to take the place of elided letters as in don't, it's, meaning it is, doesn't, and the like. Note: Its, the possessive form of the pronoun it, does not take the apostrophe. It's a special word form. Examples: The crowd roared its approval. It's too bad the issue was not clear.

Parentheses

Use parenthesis marks for explanatory matter introduced into a story, such as (see table above to get the facts). Remember that the parenthesis is a twin punctuation mark. There must be two, facing center (). If parenthetical matter runs more than one paragraph, put the parenthesis at the begin-

ning of all paragraphs but a parenthesis at the end of the final sentence only.

Quotations

Quotation marks are used to set off quotations and should be regarded as danger signals. There must always be two quote marks, one at the beginning and the other at the close of the quotation. The period and a comma, if used, should stand inside the quote mark as should the exclamation mark and interrogation point if they are part of the quotation. Otherwise they should be outside the quote marks.

Incise in quotation marks all direct quotations except when set off by indentation or some other typographical mark such as bold face, or when the question and answer system is used, or in a direct series of quotes. An example:

Q.—You saw the accident?

A.—From the beginning.

Q.—On which side was the car?

The general said that conditions are "rapidly deteriorating." (In this case the words are quoted so the reader may know they represent exactly the general's views.) When the first word of a quotation begins a complete sentence it is capitalized.

Single quotes should be used in headlines solely because they look better and are less confusing to the reader. They are also used for quotes within quotes. Example:

The general said "You must remember that the commander held that 'the best defense is an offense' when he was in like situation."

Do not use quotation marks around slang or colloquial expressions to indicate they are not generally accepted words. If they must be used to add color to a story

use them without apology. If they are too doubtful, find some other words.

Exclamations

Use exclamation points sparingly. The exclamation point does have its place, especially in feature writing and in direct quotes to indicate that something was said in a violent manner. They are also needed in some forms of editorial writing but they always lose force if too many are used or if used too frequently.

Interrogation

The *interrogation point, the question mark, is used only at the end of a direct question.

Hyphens and Dashes

These should be used with caution. Usually a comma will do as well. Use a dash to indicate an abrupt break in construction. Example: He thought of his wife—what a girl she was!

Use a dash—rarely—for the sake of emphasis, for a significant pause, or for an unfinished sentence.

Use a hyphen with numerals when spelled out, as in Twenty-fifth street.

Use a hyphen in compound words when necessary for clarity, as: re-form, to form again and not a reform movement; re-create, to create anew.

Do not use a hyphen in weekend, to-night, etc.

Compound adjectives generally take the hyphen, as 7-year-old boy, light-brown color; 10-yard gain, ill-tempered witness. BUT: The boy is 7 years old, the color is light brown, the gain was 10 yards, the witness was ill tempered. Hyphens are usually needed to avoid ambiguity, to anchor a participle to a noun, as: Man-eating tiger, dike-destroying river.

SPELLING AND WORD USAGE

CHAPTER 6

Use the Webster International dictionary in the newsroom as the final authority in spelling. If two spellings, such as catalog and catalogue, cigaret and cigarette, employe and employee, glamor and glamour, whisky and whiskey are used take the shorter form. It must be refugee to avoid confusion with refuge, and there are other words of same type. The shorter word facilitates head writing.

Use the Associated Press as final authority in the spelling of foreign and geographical names.

Use the Anglo-Saxon *er* instead of the Romance *re*; thus theater, not theatre; goiter, not goitre.

Spell American when possible. Use the American *z* rather than the British *s* in such words as dramatize, publicize, and the American *s* rather than the British *c* in such words as defense, offense. Make it advertise, as favored by the dictionary. With many words with *se* and *ce* possible endings the dictionary permits no choice so in case of doubt the only safe course is to look them up.

When like and less are used as suffices, make them parts of the main words. Thus, businesslike, manlike, hopeless, but use a hyphen when three *ls* come together, making such words as ball-like, hull-less.

Make one word of occupational and geographical designations ending in man or woman, as: newspaperman, warehouseman, Irishman, charwoman, sheepman.

Spell all words starting with non as single words except where words containing

capital letters are concerned. Thus it is: noncompetitive, non-Aryan. The same rule applies to words starting with super; superman, super-Nazi. All ex words, such as ex-president, ex-governor, should take the hyphen as should many words ending in up. The common words ending in up drop the hyphens, as in holdup, markup. In regard to up as a word ending, the language is in a state of rapid change so the only rule is to drop the hyphen whenever the dictionary permits it.

In adding a suffix beginning with a vowel, as er, ed, ing, drop the doubling of the final consonant of the root word when permissible. This will make it worshiper, kidnaper. In some cases, such as expelled, extolled, the dictionary does not permit omission of the final consonant.

Whether a word ends in ible or able is often puzzling. Use the dictionary.

Errors are often found in plurals of words ending in o. In general, if there is a consonant before the final o the ending is es but if a vowel precedes the o add s only. That makes it halo, halos; solo, solos. If both forms are permissible, use the shorter, dropping the e. The e is not dropped in verbs: The boy solos well.

In adding the suffix ity to words of more than one syllable remember that only one word has the double l—tranquillity.

Watch for word meanings; look up affect and effect, for example, each time you want to use either word until you are SURE you are making the correct choice.

Here are some words and phrases often misused or misspelled. Be friendly with your dictionary until you become fully conversant with its regulations.

Ante, meaning before; anti, meaning against.

Assert means to maintain, declare to make known in a formal manner, state to set forth in detail, claim to demand something to which one has a right. These words are NOT synonyms for say.

As is used in affirmative comparisons; so in negative comparisons. Your record is as good as his. He is not so tall as you.

Bus—plural, busses, which the dictionary gives preference over buses, the verb form.

Beside means at, by the side of, away from, or outside of. Besides is an adverb meaning in addition or moreover.

Capitol is an official building; capital is the city.

Citizen is not a synonym for resident or person.

Clue rather than clew.

Calimine rather than calsomine, kalso-mine.

Despite means in direct opposition; in spite of means notwithstanding direct opposition. Despite the crowd, he went on. In spite of the board's ruling, patrons were not satisfied.

Don't use surprised when you mean astonished or astounded.

Don't say he "sustained injuries" unless you are sure the chap will live.

Don't refer to a baby as "it." Use it in referring to animals in general.

Do not write posted for informed.

Distinguish between healthy and healthful; the child is healthy, apples are healthful.

Differentiate between audience and spectators; an audience hears, as a concert; spectators see, as an art show.

DON'T say murderer when you mean slayer; murderer is libelous unless murder is proved. A self-confessed slayer may be innocent of murder.

Each other applies to two persons; one another to more than two. The brothers help each other. The people of Yakima help one another.

Fiance, man; fiancée, woman.

Farther refers to material distance; distinguish it from further.

Hanged denotes execution of human beings; hung means articles hanging. He was hanged for murder. The picture was hung.

Into is a preposition; in to is an adverbial suffix and a preposition. He walked into the store. He went in to dinner. The same differences rule in onto and on to.

If an individual finds \$96 don't say "almost \$100." Use exact totals whenever possible.

Less signifies amount; fewer signifies number.

Lay is an active verb meaning to place, set or put; I lay the book on the table. Lie is intransitive; I lie on my back.

Make it mold, not mould.

Marshall is a family name; an officer is a marshal, as marshal of a parade.

Marriage is the ceremony; a wedding is a social event. Remember that the man marries the woman; the woman is married to the man.

None is a contraction of no one; make it none was injured.

Occur; things and events occur by accident; they take place by design.

Persons who are left a few thousand dollars don't inherit fortunes.

Persons should be used where individuals are meant; people in a collective sense only. Three persons are on the committee. The people are aroused.

Probe should be used sparingly and not confused with investigate.

Restrict the title judge as a local designation to men now occupying the bench or those who have won distinction on the bench.

Render lard, sing a solo, play the violin.

Secure has a specific meaning. Do not confuse it with get.

Sewage is waste matter carried off in sewers; sewerage means a system of sewers.

Shall or will:

I shall go. (Simple futurity.)

I will go. (Determination.)

Sometime means at one time or another, indefinite. Some time is an inexact period of time. Sometimes means occasionally.

There is nothing startling in that a person "falls to the ground." If he fell up it would be worth an extra. Make it "John Smith fell 20 feet" and then go on to say he landed on rocks or whatever if that's a factor in his injuries.

The other day it was reported that a man was "attired in overalls." Attire implies a more elaborate costume. The man probably just wore overalls.

That as a pronoun refers to persons. Which refers to inanimate things. These pronouns are frequently used as synonyms, which they are not.

Unique means a thing or event which is without equal. Few things in this life are unique.

Do not use Xmas. It grates on many people who prefer Christmas as more clearly designating the holiday based on the birth of Christ.

You don't need any tips on spelling or word use? That's grand! But can you spell both accommodate and recommend automatically? Better read the list over.

ABBREVIATIONS

CHAPTER 7

Limit the abbreviations, always, to those that are clearly understood. In case of doubt, spell them out. Names of organizations and individuals should, with few exceptions, be spelled out the first time they are used in a story. It is permissible to use FDR, YMCA, TNT, CIO, DDT and similar abbreviations which have become part of the English language without first spelling them out. Well-recognized abbreviations for fit are allowable in headlines but should be used sparingly. No newspaper page crowded with abbreviations will win admiration.

In datelines, abbreviate months when six letters or more long. Spell the months out in all straight matter.

Abbreviate military titles: Pvt. Pfc. Sgt. T/Sgt. M/Sgt. T/5, 2nd Lt., 1st Lt. Capt. Maj. Lt. Col. Brig. Gen. Maj. Gen. and Ens. Adm. Rear Adm. Retain the abbreviation throughout the story. Exception: to avoid confusion spell out commander and commodore. Use GI without periods, such as the GIs, but use periods when it is part of a name, as G. I. Joe.

Abbreviate the outstanding civilian titles preceding names and also college degrees, either before or after names. Make it Gov. Mon C. Wallgren, but Commissioner Fred Redmon; John Smith, Ph. D., John Doe, B. S., Dr. Richard Roe.

Abbreviate such titles as Rev., Rt. Rev., Monsig., Sen., Rep. Do not use Rev. Dr., Rev. Mr. is correct when surname is used alone though the Mr. is not essential (merely extra polite). Do not use Mrs. Dr. under any circumstances. A Catholic priest after being listed as Rev. John Smith may there-

after be Father Smith. Ordinarily avoid the use of Mr. in the news columns. Use it when showing exceptional respect, as for age or distinction or in case of reference to the dead, and then do it sparingly. (Many papers use Mr. in society columns when wishing to indicate more lofty than usual social standing.)

Abbreviate names of states after cities, such as Boise, Ida., except in the case of distinctive and well-known cities, such as Boston, San Francisco, and cities in Washington state. In case of several cities of the same name, as Portland, Me., and Portland, Ore., or Albany, N. Y., and Albany, Ore., always designate the state. Here are the correct state abbreviations:

Alabama	Ala.
Alaska	Alaska
Arizona	Ariz.
Arkansas	Ark.
California	Calif.
Colorado	Col.
Connecticut	Conn.
Delaware	Del.
District of Columbia	D. C.
Florida	Fla.
Georgia	Ga.
Idaho	Ida.
Illinois	Ill.
Indiana	Ind.
Iowa	Ia.
Kansas	Kan.
Kentucky	Ky.
Louisiana	La.
Maine	Me.
Maryland	Md.
Massachusetts	Mass.
Michigan	Mich.
Minnesota	Minn.
Mississippi	Miss.
Missouri	Mo.

Montana	Mont.
Nebraska	Neb.
Nevada	Nev.
New Hampshire	N. H.
New Jersey	N. J.
New Mexico	N. M.
New York	N. Y.
North Carolina	N. C.
North Dakota	N. D.
Ohio	O.
Oklahoma	Okla.
Oregon	Ore.
Pennsylvania	Pa.
Philippine Islands	P. I.
Puerto Rico	P. R.
Rhode Island	R. I.
South Carolina	S. C.
South Dakota	S. D.
Tennessee	Tenn.
Territory Hawaii	T. H.
Texas	Tex.
Utah	Utah
Vermont	Vt.
Virginia	Va.
Washington	Wash.
West Virginia	W. Va.
Wisconsin	Wis.
Wyoming	Wyo.

Abbreviate names of all foreign countries according to dictionary, as names above are. (List merely for convenient reference.)

Make it also U. N. for United Nations, treating it according to geographic area rather than as though it were a bureau.

Spell United States out except when it is used as an adjective, such as U. S. trade, or in headlines.

Abbreviate company in firm names when it follows the ampersand (&) but otherwise spell it out. Thus: Yakima Hardware company, Fenner & Pranger Sign Co., Inland

Motor company, Garbe Ice & Fuel Co. Abbreviate Bros. in firm name, the Johnson Bros.

Abbreviate fort, saint and mount when part of titles, thus: Ft. Riley, Mt. Rainier, St. Louis. Write it out when an integral part of a place name as Fort Worth, Mount Vernon, Wash.

Abbreviate the word number when followed by digits: No. 15.

Use this style for congressional roll calls:

Ayes—Holmes, R. Wash., Smith, D. Ore., etc.

Noes—Same style.

Do Nots

Do not abbreviate street or avenue in addresses: First street, Second avenue, Park lane.

Do not abbreviate Christian names (except when the abbreviated form IS the real name) in general news reports; doing so is permissible in sport news or distinctive feature stories as is the use of nicknames. Even there the system should not be used so much as to be confusing.

Do not abbreviate the names of cities, except as in St. Paul, etc. Make it San Francisco instead of Frisco. Community pride frequently resents the use of such abbreviations.

In listing names use the husband's name, Mrs. John Davis, instead of Mrs. Sarah Davis, whenever possible to do so without arousing antagonism.

FIGURES

CHAPTER 8

Spell out numbers up to and including nine; use figures for 10 and above except in special rulings, covering age, time, etc.

Spell out indefinite numbers and phrases, as: about a hundred, more than a million, a man in ten thousand, at the eleventh hour.

Where numbers above and under 10 are used in the same story in close proximity, use figures for all. Example: Attending were 26 persons, 20 adults and 6 children.

Use figures for dates, ages, prices, percentages, degrees of temperature, street and telephone numbers, time of day, votes and scores. In the case of street names, write out the number, capitalized, as: Tenth street, Fifteenth avenue, First street. BUT—it is correct to write June 2, 4 years old, 6 cents, 3 per cent, 7 Third street, 2 o'clock, 9 votes and a score of 3 to 1.

Do not begin a sentence in straight matter with figures. This is a rule resulting from appearance. Make it: Sixteen boys died instead of starting the sentence with 16.

Write the ordinals, such as 3rd, 22nd, 31st. Street names are the exception.

Use figures in results without commas, another way of making writing more compact. Say: The trip took 5 days 10 hours 4 minutes. He jumped 8 feet 6 inches.

Use commas in four unit or larger figures except in street numbers, telephone numbers, and scores. Make it: The thief got \$3,427. The bowlers scored 2120. His house is at 6120 North Third street and his telephone is 7205. The reason for the comma in money matters is that often such figures are used in tables where the use of the com-

ma aids in accuracy and speed of reading. This is especially true in case decimals are involved. Omit decimals where the fraction of the number is inconsequential. Make it: The bill was \$22,450 instead of saying \$22,450.03. After all, in such an amount the 3 cents won't make much difference except to a bookkeeper. On the other hand, make it: The atomic weight is 91.2. In dealing with as exact a matter as atomic weight the decimal might be vitally important.

In dimensions of lots, machinery, and the like, use figures with an x. Say: the lot was 25x60 feet; the chest is 2x4 feet.

Dates should be read April 2, not April 2nd. It is proper on occasion to say the second of April but usually April 2 is better.

In market quotations use @. Say: Wheat was 2@3 cents higher a bushel. In straight matter, however, eliminate the @.

Always omit ciphers when no cents are given except in display ads.

Spell out figures when they are recognized as names of a specific group, as: The Twelve Apostles, the Forty-niners.

Omit meaningless terminal zeros. Make it 8 p. m. and 8 o'clock instead of 8:00 p. m. and 8:00 o'clock.

Except in dimensions, ages, spell out fractions. Say: two-thirds of the sum, in half an hour but make it 5-inch guns or .30 caliber. It's always possible to avoid confusion by spelling out one of two numbers, as in writing six 5-inch guns.

Use figures for military units, as 3rd army, 4th division, and use Roman numerals to designate army corps, such as XII corps.

Latitude and longitude take figures, as: Latitude N 47:32:6, longitude E 122:42:12.

Exceptions to the rule of not starting sentences or paragraphs should be made in

paragraphs designated the time of a series of events or in sport summaries. As:

2 p. m.—Parade forms.

2:30 p. m.—Parade at reviewing stand.
or

The meet will include:

440-yard dash—Jones of Washington,
Brown of Franklin.

110-yard relay—Smith, etc.

Roman numerals should be used in the names of rulers, volume numbers of books, chapter divisions. Make it: George V, Vol. XI, Genesis VII, 2-8.

SPECIAL STYLES

CHAPTER 9

Certain material is set according to special styles. This refers especially to the 6 point used for marketing tables, sporting events, and the like. Baseball box scores should be set thus:

Los Angeles—				
	B	H	O	A
Otero, 1	5	2	15	0
Paton, r	5	1	4	0
Elko, 3	4	0	1	2
Russell, 2	4	2	3	4
Tyack, m	3	1	1	0
Hicks, l	4	1	2	0
Kreitner, c	3	2	1	0
Viers, s	4	1	0	4
Adams, p	4	0	0	1
Totals	36	10	27	11
Portland—				
	B	H	O	A
Shone, m	4	2	2	0
Barton, 1	3	1	6	1
Demaree, 1	4	0	2	0
Owen, 3	3	0	1	1
Gullic, r	4	0	5	1
O'Neil, s	4	1	0	2
Yunker, c	4	1	8	0
Mossor, p	1	0	0	1
Crawford, 2	1	0	0	0
Totals	33	7	27	7

Two out when winning run scored.

*Batted for Mossor in 7th.

†Batted for Gunnarson in 9th.

‡Batted for Jones in 8th.

§Ran for O'Neil in 9th.

¶Batted for Owen in 7th.

||Batted for Smith in 9th.

‡Batted for Brown in 9th.

Los Angeles032 000 000— 5

Portland002 020 000— 4

Error, Mossor. Runs batted in, Kreitner 3, Viers 2, English 2, Owen. Two-base hits, Russell 2, Kreitner. Sacrifice, Tyack. Double plays, Otero (unassisted), Gullic to Yunker. Left on bases, Los Angeles 7, Portland 5. Bases on balls, off Mossor 2, Adams 2. Struck out, by Mossor 6, Adams 1, Brown 1. Earned runs, off Mossor 5,

Adams 4. Hits and runs, off Mossor 10 and 5 and in 7 innings, off Gunnarson none and none in 2. Hit by pitcher, by Adams (Mossor). Losing pitcher, Mossor. Umpires Kober and Doran. Time, 1:40. Attendance, 4,850 (estimated).

In the case of an important game a more detailed box score may be used.

Set basketball scores:

Gonzaga (34)—				
	fg.	ft.	pf.	tp.
Evans, f	1	0	1	2
J. Brasch, f	1	4	5	6
Walter, c	0	1	3	1
Curran, g	2	5	0	9
Presley, g	2	2	2	6
Gillingham, c	1	3	1	5
Anderson, g	1	1	0	3
Walter, g	0	0	3	0
Coleman, f	1	0	1	2
McCaghy, g	0	0	1	0
Williams, f	0	0	2	0
Totals	9	16	19	34
Idaho (33)—				
	fg.	ft.	pf.	tp.
Christianson, f	1	4	1	6
Jaussi, f	0	0	1	0
Gano, c	3	0	4	6
Taylor, g	0	0	2	0
Grove, g	1	2	5	3
Rainey, f	1	2	2	4
Geisler, f	1	0	0	2
Wallace, f	1	0	3	2
Phoenix, c	2	3	4	7
Linck, g	0	0	5	0
Brimhall, g	1	0	3	2
Elmers, g	0	0	0	0
Evans, f	0	0	2	0
Totals	11	10	32	33

Free throws missed—Idaho 12, Gonzaga 14.

Half-time score—Idaho 17, Gonzaga 18.

Officials — Frank Kurdy, Albert Mitchell.

Or:

Second Team Game

	Pos.	Yakima (26)
Richland (23)		
Melcenheimer 3	F	Myers 7
Lauder 2	F	Waeffler 1
Clement 3	C	Willard 4
Sandusky 2	G	Chapman 2
Keller 7	G	B. Humbard 4

Substitutes: Richland—Schnerer 2, Chubb, Marzyk 4; Yakima—Pickens 2, Pugmire 5, W. Humbard 1, Howden.

Funerals, deaths, births, and marriage license notices are set as follows:

Funerals

MITCHELL—The funeral of Robert S.

Mitchell, 79, will be held Wednesday afternoon at 2 o'clock in the Sourwine-Merritt chapel in Wapato. Burial will be in the Reservation Community Memorial park. Mr. Mitchell was born in Pennsylvania and had lived in the valley 22 years. He made his home at Harrah. The family includes the widow, Mrs. Lillian Mitchell of Seattle; three sons, Robert K. of the navy; Herbert and Wallace J. of Seattle, and one grandson.

RAY—Funeral services for John S.

Ray were held in the Keith & Keith chapel Monday afternoon. Rev. R. M. Nichols and Clifton Lord officiated. Burial will be in Terrace Heights Memorial park. Ray, who was 69 years old, died Saturday in his home in Yakima. He had lived in this vicinity for 10 years and is survived by his wife, Eva of Wiley City; three daughters, Mrs. Amy Curtis of Yakima, Mrs. Rosetta Frazier of Wiley City and Mrs. Sadie Watson of Union Gap; a son, Ralph Ray of Yakima; two sisters, Mrs. Minerva Hilton and Mrs. Ethel Nichols, both of Missouri; six grandchildren and four great-grandchildren.

Births

CULLIER—To Mr. and Mrs. Laurence

Cullier, a daughter weighing 3 pounds 15½ ounces in St. Elizabeth hospital, March 29, 1947.

DITTMAR—To Mr. and Mrs. Robert

Dittmar, a daughter weighing 8 pounds 15 ounces in St. Elizabeth hospital, March 29, 1947.

Obituaries

GLEASON—Mrs. Abbie Gleason, 79, died Saturday in Seattle. She is survived by her husband, James F. Gleason of Seattle and two nephews, Harold and William Reagan of Yakima. The body will be brought to Yakima for burial. Langevin-Meyer will have charge of services.

HANEY—Mrs. Abbie May Haney, 64, pioneer resident of the Yakima valley, died yesterday morning at St. Elizabeth hospital. She had been ill for the past two years. Born in Milbank, S. D., she had lived in the valley 44 years. She was a member of Syringa chapter of the Order of Eastern Star, the Willowlawn Garden club and the Tietonview grange. Survivors include a daughter, Mrs. Doris Cushen of Seattle; three sons, Ronald W. Haney of Seattle, Vern of Yakima and Allan M. of Kirkland; and six grandchildren. Shaw & Sons has charge of funeral arrangements.

Marriage Licenses

(Applications)

Ernest L. Fink, Yakima.....	26
Barbara Jean Endsley, Yakima.....	19
Douglas L. Fulgham, Toppenish....	22
Deon A. Laupp, Toppenish.....	23
William C. Carney, Selah.....	over 21
Myrtle Carter, Selah.....	over 18
Frank H. Grove, Yakima.....	42
Josephine Jessie Morgan, The Dalles, Ore.....	37
Charles E. Rogers, Moxee.....	26
Edith Cleveland, Kent.....	20
Dean M. Buff, Yakima.....	21
Elizabeth I. Crow, Yakima.....	21

Correct style for setting marketing reports is:

Portland Livestock

Cattle: Salable 1,600, total 2,150; calves salable 200. Market active, strong with last week's close; mostly 25@50c higher than last Monday; top fed steers, \$24; medium to good steers \$20@23; common down to \$15; common to medium heifers \$14@19; good fed heifers up to \$22.50; canner and cutter cows \$10.50@13.50; fat dairy-type cows to \$15; medium to good beef cows \$16@18; load young cows to \$19; good beef bulls, \$17@18; good to choice vealers \$22.50@26; extreme top \$27.

Hogs: Salable 550. Market active, steady with Friday; good to choice 180-250 lbs. \$28; 265@320 lbs. \$26@26.50; 155 lbs. \$26; good sows \$23@24; choice feeder pigs \$1 higher at \$30.50, a new high.

Sheep: Salable 200. Market steady; good to choice spring lambs \$22.50; woolled lambs \$21.50; shorn lambs \$20.50; good to choice ewes salable \$8.50@9.50.

Style for Wall Street tables is:

New York Stocks

Closing prices for New York:

Al Chem & Dye.....	175
American Can.....	93½
Am Pow & Lt.....	14½
Am Tel & Tel.....	165½
Anaconda.....	39¾
Atchison.....	88½
Bendix Aviation.....	34¾
Beth Steel.....	91
Boeing Airplane.....	21¼
Calif Packing.....	28½
Canadian Pacific.....	12½
Case, J. I.....	37½

Curb Exchange

Alum Co Am.....	75%
Amer Gas & Elec.....	41½
Amer Super Power.....	1¼
Ark Nat Gas "A".....	5%
Berkey & Gay.....	2½
Elec Bond & Shares.....	14
Ford Motor Car "A".....	—
Hecla Mining.....	—
Niagara Hud Pow.....	9½

Lists of names, such as of jurors, should be in 6 point when lengthy, with place names first in black face. Make it:

Yakima—John Smith, Richard Roe, etc.

Wapato—Fred Brown, James Jones.

Lists of committees, members, etc, whether on news pages or society section, should follow the same style.

The committees are:

Auditing—Mesdames John Jones, Richard Roe.

Housing — Mesdames George Brown, Jack Smith, Misses Jane Jones, Alice Brown.

Follow the same usage in listing names of guests, club members, and the like, printing such lists in 6 point when lengthy. This saves space.

Guests were: Messrs and Mesdames John Brown, Silas Smith, James Jones; Mesdames John Green, Ray Lucas; Misses Jane Green, Lillian Smith.

Firm adoption of this policy will save a lot of space during the year.

WARNINGS

CHAPTER 10

LIBEL

Libel is, briefly, malicious publication by writing, printing, or picture, which tends to expose any living person to contempt, ridicule or hatred, or to deprive him of the benefit of public confidence; or which tends to expose the memory of any deceased person to contempt, ridicule or hatred; or which tends to injure any person, corporation, or association in his or her business or occupation. Any such publication is deemed to be malicious unless it is justified or excused. It is justified only when the matter charged as libelous is the true and fair statement of the charge of a commission of a crime. It is excused solely when it is made in belief of its truth and fairness and upon reasonable grounds for such belief, and when it likewise consists of fair comments upon the conduct of any persons in respect to public affairs.

LOTTERY

Lottery is any scheme for the distribution of money or property by chance whether for a valuable consideration or not.

Newspapers or other publications containing advertisements or news stories of lotteries, gift enterprises or similar schemes offering prizes dependent in whole or in part upon lot or chance, or lists of the prizes awarded in pursuance of such schemes, and all other matter relating to them, are unmailable. The terms include guessing or estimating contests for prizes, as well as drawings and raffles of every kind, whether for private gain or in aid of charitable, educational or religious objects, and whether the consideration for chances be money or other thing of value. Enterprises in which prizes are distributed among purchasers of merchandise in stated amounts, or among subscribers for publications, or for shares of corporate stock, through the medium of drawings or guessing contests, are lotteries.

Any advertisement or news story concerning a lottery renders the paper unmailable and subjects the publisher to severe penalties under both the state and federal law. No reference whatever to a lottery of any kind, however conducted, should be made in either the advertising or news columns, except, of course, privileged court proceedings concerning prosecutions for violations of the law.

STON JANC1932

BE KIND TO YOUR TYPEWRITER

Don't be rough with it; it can't fight back.

Touch the points gently.

Report all trouble at once.

Move your typewriter with care.

BE KIND TO YOUR FELLOW WORKERS.

**CLEAR OFF YOUR DESK EACH DAY
BEFORE LEAVING FOR HOME.**

ADDITIONAL NOTES

ADDITIONAL NOTES

