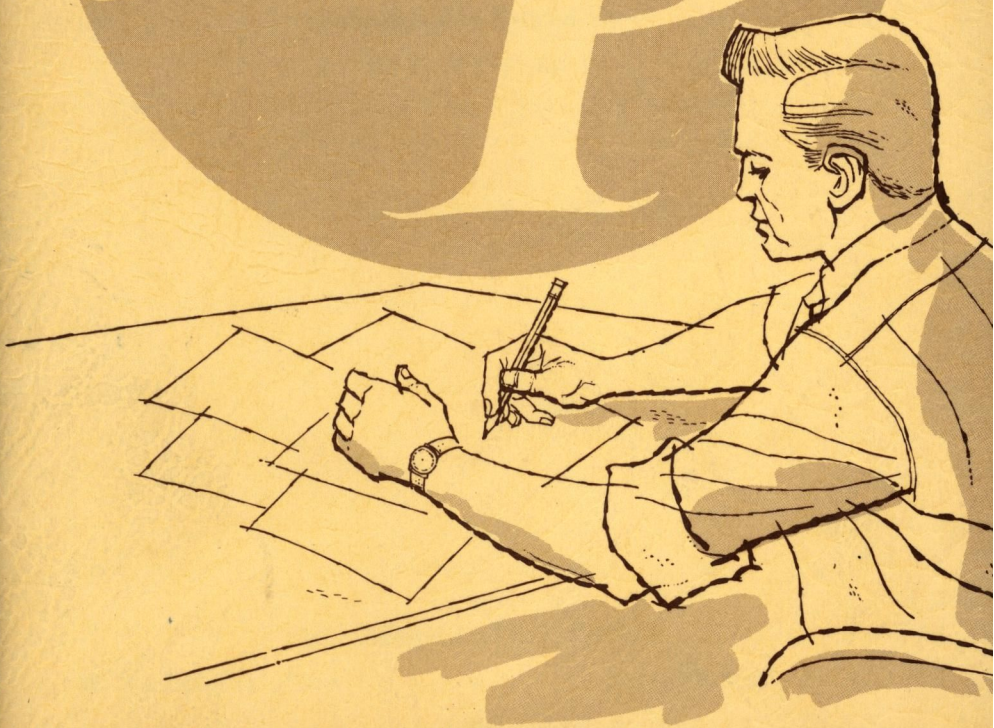


Stylebook



THE ASSOCIATED PRESS

To Members of The Associated Press.

THE ASSOCIATED PRESS STYLEBOOK

Compiled and Edited By

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THE ASSOCIATED PRESS

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THE ASSOCIATED PRESS STYLEBOOK

THIS book is for the guidance and benefit of those engaged in writing and preparing material for newspapers, and provides forms for presentation of the printed word.

It represents cooperation of the AP and UPI for the first time in an effort to standardize usages without limiting individual initiative or enterprise.

The effort in this book has been to provide generally applicable examples and to cover word combinations, slogans, phrases, etc., constantly being added to and becoming part of the language.

Where some point is not covered specifically, an authoritative reference work should be followed.

The Style Committee of The Associated Press Managing Editors Association, schools of journalism and the stylebooks of many newspapers all have contributed forms, ideas, suggestions and help in preparation of the book.

The APME committeemen: William J. Foote, The Courant, Hartford, Conn., chairman; A. M. Glassberg, The Daily Herald, Everett, Wash.; Sam Ragan, The News and Observer, Raleigh, N. C., and William D. Reimert, The Call-Chronicle Newspapers, Allentown, Pa.

To Members of The Associated Press:

IN 1953, The Associated Press embarked on the unprecedented compilation of a comprehensive stylebook. The original has stood well the test of time.

The first effort was the result of the typical give-and-take cooperation of the membership. The correspondence, discussions and consultations demonstrated membership awareness of the need to resolve differing points of view. For that cooperation, we are grateful.

AP's effort was to provide a standard for Teletypesetter operations, and to provide copy for member desks more nearly conforming to majority usage and thereby make use of TTS tape efficient to the maximum degree.

We realized it would be impossible to provide a style which would meet every desire of every member so the first edition was a compromise of extremes which now has found general support.

Fluid language and changing times require periodic review to bring operational procedures closer into line with new newspaper usages.

A number of newspapers suggested that when the two major wire services revised their stylebooks, they should resolve the comparatively few differences between them. Thus we have collaborated with United Press International to whose executives we express appreciation for their earnest cooperation in making possible this joint work.

We again called on the membership, and upon the conscientious members of the committee from The Associated Press Managing Editors Association who gave unstintingly of their time and effort in the first publication.

Out of these consultations, and with the continued cooperation of the membership, we have produced a manual common to the wire services. We hope it will serve as well as AP's first book.

FRANK J. STARZEL
General Manager

Capitalization I

1.1 CAPITALIZE titles preceding a name: Secretary of State John Foster Dulles. LOWER CASE title standing alone or following a name: John Foster Dulles, secretary of state. EXCEPTION: Incumbent president of the United States is always capitalized. Do not capitalize candidate for president, no president may seize, etc.

1.2 CAPITALIZE government officials when used with name as title: Queen Elizabeth II, Premier Debre, etc. LOWER CASE when standing alone or following a name: Debre, premier of France.

1.3 CAPITALIZE Pope in all usage; pontiff is lower case.

1.4 CAPITALIZE foreign religious leader titles Imam, Patriarch, etc., but LOWER CASE standing alone or following a name. EXCEPTION: Pope and Dalai Lama, capitalized in all usage. (See Section VIII)

1.5 CAPITALIZE titles of authority before name but LOWER CASE standing alone or following a name: Ambassador John Jones; Jones, ambassador; the ambassador. (See 1.12, 3.31)

1.6 Long titles should follow a name: John Jones, executive director of the commercial department of Blank & Co. Richard Roe, secretary-treasurer, Blank & Co. (See 6.5)

1.7 LOWER CASE occupational or "false" titles such as day laborer John Jones, rookie left-handed pitcher Bill Wills, defense attorney John Jones. (See 2.14)

1.8 CAPITALIZE Union, Republic, Colonies referring to the United States; Republic of Korea, French Fifth Republic. (See 2.12)

1.9 CAPITALIZE U.S. Congress, Senate, House, Cabinet; Legislature when preceded by name of state; City Council; Security Council. LOWER CASE when standing alone: The legislature passed 300 bills.

The building is the Capitol, the city is capital.

Do not capitalize "congress" when it is used as a synonym for convention. (See 1.20)

CAPITALIZATION

5

1.10 CAPITALIZE committee in full names: Senate Judiciary Committee, House Ways and Means Committee, etc. LOWER CASE "sub-committee" in titles and standing alone, also "committee" standing alone.

In shortened versions of long committee names, do not capitalize: Special Senate Select Committee to Investigate Improper Labor-Management Practices often is called the rackets committee.

1.11 CAPITALIZE full titles: Interstate Commerce Commission, New York State Thruway Authority, International Atomic Energy Authority, etc., LOWER CASE authority, commission, etc., standing alone. (See 2.1)

1.12 CAPITALIZE Supreme Court, Juvenile Court, 6th U.S. Circuit Court of Appeals, etc. (See 4.2) Specify which U.S. Court such as district, patent, tax, etc. It is Juvenile Court Judge John Jones and not Juvenile Judge John Jones.

1.13 CAPITALIZE Social Security (Administration, Act) when referring to U.S. system: He was receiving Social Security payments. LOWER CASE use in general sense: He was an advocate of social security for old age.

1.14 CAPITALIZE U.S. armed forces: Army (USA), Air Force (USAF), Navy (USN), Marines (USMC), Coast Guard, National Guard but LOWER CASE all foreign except Royal Air Force (RAF) and Royal Canadian Air Force (RCAF); French Foreign Legion, no abbreviation.

CAPITALIZE Marine, Coast Guardman, Swiss Guard, Evzone, Bengal Lancer, etc. LOWER CASE soldier, sailor, guardsman, etc. NOTE: It is Coast Guardman (no "s") if member of U.S. Coast Guard, and coast-guardman (one word, no "s") if not.

CAPITALIZE Irish Republican Army (political). (See 1.20)

1.15 CAPITALIZE Joint Chiefs of Staff but LOWER CASE chiefs of staff.

1.16 CAPITALIZE holidays, historic events, ecclesiastical feasts, fast days, special events, hurricanes, typhoons, etc. Mothers Day, Labor Day, Battle of the Bulge, Good Friday, Passover, Christmas, Halloween, National Safety Week, Hurricane Hazel, Typhoon Tilda, New Year's (Day, Eve) but LOWER CASE: What will the new year bring? At the start of the new year, etc.

1.17 CAPITALIZE Antarctica, Arctic Circle but not antarctic or arctic.

1.18 CAPITALIZE specific regions: Middle East, Mideast, Middle West, Midwest, Upper Peninsula (Michigan), Southern (Illinois, California) Texas (Oklahoma) Panhandle, Orient, Chicago's near South Side, Loop, etc.

1.19 CAPITALIZE ideological or political areas: East-West, East Germany, West Germany. LOWER CASE mere direction: Snow fell in the western part of the state.

1.20 CAPITALIZE political parties and members but not "party." Democrat, Democratic, Republican, Socialist, Independent, Nationalist, Communist, Congress (India) etc. LOWER CASE democratic form of government, republican system, socialism, communism, etc.

CAPITALIZE Red when used as political, geographic, military, etc., descriptive.

LOWER CASE nationalist in referring to a partisan of a country.

CAPITALIZE Algerian Liberation Front (FLN) and Irish Republican Army (IRA). (See 1.14)

1.21 CAPITALIZE names of fraternal organizations: B'Nai B'rith (no abbreviation), Ancient Free & Accepted Masons (AF&AM), Knights of Columbus (K. of C. as departure from 2.1). (See 2.5)

1.22 CAPITALIZE Deity and He, His, Him denoting Deity but not who, whose, whom. CAPITALIZE Talmud, Koran, Bible and all names of the Bible, confessions of faith and their adherents. (See Section VIII) CAPITALIZE Satan and Hades but not devil and hell.

1.23 CAPITALIZE Civil War, War Between the States, Korean War, Revolution (U.S. and Bolshevik), World War I, World War II, etc.

CAPITALIZE names of races: Caucasian, Chinese, Negro, Indian, etc. LOWER CASE black, white, red (See 1.20), yellow. Do NOT use "colored" for Negro except in National Association for the Advancement of Colored People.

Identification by race should be made when it is pertinent.

1.25 CAPITALIZE common noun as part of formal name: Hoover Dam, Missouri River, Barr County Courthouse. LOWER CASE dam, river, courthouse, etc., standing alone. CAPITALIZE Empire State Building, Blue Room, Carlton House (hotel), Carlton house (home), Wall Street, Hollywood Boulevard. (See 4.1)

1.26 CAPITALIZE species of livestock, animals, fowl, etc., but LOWER CASE noun: Airedale, terrier; Percheron, horse; Hereford, whiteface, etc.

1.27 CAPITALIZE names of flowers: Peace rose, etc. If Latin generic names are used CAPITALIZE the genus (camellia, Thea japonica).

1.28 CAPITALIZE trade names and trade-mark names: Super Sabre Jet, Thunderjet, but Boeing 707 jet (jet descriptive, not part of name), Pan Am Clipper.

"Coke" is a registered trade-mark of Coca-Cola and is not a synonym for soft drinks. "Thermos" is a registered trade-mark. Use vacuum bottle (flask, jug) instead.

Use generic, or broad, term preferably in all trade-mark names.

1.29 Some proper names have acquired independent common meaning and are not capitalized. They include paris green, dutch door, brussels sprouts, etc. Check dictionary.

1.30 CAPITALIZE titles of books, plays, hymns, poems, songs, etc., and place in quotation marks: "The Courtship of Miles Standish." (See 3.26)

The words a, in, of, etc., are capitalized only at the start or end of a title: "Of Thee I Sing" and "All Returns Are In" as examples.

1.31 CAPITALIZE first word of a quotation making a complete sentence after a comma or colon: Franklin said, "A penny earned is a penny saved." (See 3.16)

1.32 CAPITALIZE names of organizations, expositions, etc., Boy Scouts, Red Cross, World's Fair, Iowa State Fair but LOWER CASE scout, fair standing alone.

1.33 Capitalization of names should follow the use of preference of the person. In general, foreign particles are lower case when used with a forename, initials or title: Charles de Gaulle, Gen. de Gaulle, but De Gaulle without forename or title. (See 3.5, 6.4)

In anglicized versions the article usually is capitalized: Fiorello La Guardia.

It is E. I. du Pont de Nemours and Du Pont; Irene du Pont but Samuel F. Du Pont (his usage).

1.34 CAPITALIZE fanciful appellations: Buckeye State, Leatherneck, Project Mercury, Operation Deep Freeze (Deepfreeze, one word, is trademark.)

1.35 CAPITALIZE decorations, awards, etc. Medal of Honor, Nobel Peace Prize.

Abbreviations II

2.1 First mention of organizations, firms, agencies, groups, etc., should be spelled out. Exception: AFL-CIO. In names that do not have commonly known abbreviations, the abbreviation should be bracketed after the spelled name. Thereafter in the story the abbreviation may be used. Example:

The desire was expressed in the Inter-American Economic and Social Council (IA-ECOSOC) of the Organization of American States (OAS) in considering the European Economic Cooperation Organization (OEEC).

Distant Early Warning line (DEW line).

General Agreement of Tariffs and Trade (GATT).

2.2 ABBREVIATE time zones, airplane designations, ships, distress call, military terms, etc. EDT, CST, MIG17, B60, Military Police (MP), absent without official leave (AWOL), SOS (but May Day), USS Iowa, SS Brasil. (See 3.3, 10.12, 6.16)

2.3 ABBREVIATE business firms: Warner Bros.; Brown Implement Co.; Amalgamated Leather, Ltd.; Smith & Co., Inc. (See 3.40)

2.4 ABBREVIATE St., Ave., Blvd., Ter., in addresses but not Point, Port, Circle, Plaza, Place, Drive, Oval, Road, Lane. Examples:

16 E. 72nd St. (single "E" with period); 16 Gregory Ave. NW (no periods in "NW"); Sunset Boulevard, Main Street, Fifth Avenue (no addresses. (See 1.25, 4.1)

2.5 Lower case abbreviations usually take periods. The rule of thumb is if the letters form words, periods are needed. Examples: c.o.d., f.o.b., a.m., p.m., etc. Exception: m.p.h.

Periods are not needed in 35mm (film), 105mm (armament), ips (tape recording).

In news stories first mention of speed should be "miles an hour" or "miles per hour" and thereafter in story use m.p.h.

ABBREVIATE versus as vs. (with period).

2.6 ABBREVIATE states which follow cities (towns, villages, etc.), airbases, Indian agencies, national parks, etc. (See 3.13)

2.7 Standard abbreviations for states (rule of thumb is abbreviate none of six letters or less except Texas):

Ala.	Ill.	Miss.	N.M.	Tenn.
Ariz.	Ind.	Mo.	N.Y.	Tex.
Ark.	Kan.	Mont.	Okla.	Vt.
Calif.	Ky.	Neb.	Ore.	Va.
Colo.	La.	Nev.	Pa.	Wash.
Conn.	Md.	N.C.	R.I.	Wis.
Del.	Mass.	N.D.	S.C.	W.Va.
Fla.	Mich.	N.H.	S.D.	Wyo.
Ga.	Minn.	N.J.		

Do not abbreviate Alaska, Hawaii, Idaho, Iowa, Ohio, Maine or Utah. All states are spelled standing alone: He went to Minnesota at the turn of the century.

2.8 ABBREVIATE:

C.Z.	P.R.	V.I.	Alta.	B.C.	Man.	N.S.
Que.	Ont.	Sask.	Nfld.	N.B.	B.W.I.	

2.9 B.C. as abbreviation of Canadian province must be preceded by town name; B.C., the era, must be preceded by a date.

2.10 ABBREVIATE only U.S.S.R. and U.A.R. of foreign countries.

2.11 ABBREVIATE United Nations and United States in titles: U.S. Junior Chamber of Commerce (Jaycees as exception in abbreviation by letters), U.N. Educational, Scientific and Cultural Organization (UNESCO). (See 2.11, 3.3)

2.12 Spell United States and United Nations when used as a noun. U.S.A. and U.N. as nouns may be used in texts or direct quotations.

2.13 ABBREVIATE and capitalize religious, fraternal, scholastic or honorary degrees, etc., but lower case when spelled: B.A., bachelor of arts. (See 8.4)

2.14 ABBREVIATE titles and capitalize: Mr., Mrs., M., Mlle., Dr., Prof., Sen., Rep., Asst., Lt. Gov., Gov. Gen., Supt., Atty. Gen., Dist. Atty., in titles before names but not after names. Do not abbreviate attorney in: The statement by defense attorney John Jones, etc. (See 1.17)

2.15 Mr. is used only with Mrs., or with clerical titles (except in texts or verbatim quotes).

2.16 Do NOT abbreviate port, association, point, detective, department, deputy, commandant, commodore, field marshal, general manager, postmaster-general, secretary, treasurer, fleet admiral or general of the armies (but Adm. Nimitz or Gen. Pershing is correct). (See 2.21)

Do NOT abbreviate "guaranteed annual wage" and do NOT abbreviate Christmas.

2.17 ABBREVIATE months when used with dates: Oct. 12, 1492; but spell out otherwise as October 1492. Abbreviations for months are Jan., Feb., Aug., Sept., Oct., Nov., Dec. Do not abbreviate March, April, May, June or July except in tabular or financial routine where the abbreviations are Mar, Apr, Jun, Jul and spell May.

2.18 Days of the week are abbreviated only in tabular matter or financial routine where they are Mon, Tue, Wed, Thu, Fri, Sat, Sun. The proper word division for Wednesday is: Wednes-day.

2.19 ABBREVIATE St. and Ste. as in Sault Ste. Marie, St. Louis, St. Lawrence, etc. (except Saint John, N.B.). Abbreviate the mountain but spell the city: Mt. Everest, Mount Vernon; Abbreviate army post but spell city: Ft. Sill, Fort Meyer.

2.20 Do not abbreviate Alexander, Benjamin, Charles, Frederick, William, etc., as Alec, Alex, Ben., Benj., Chas., etc., unless person does so himself. Follow person's preference.

2.21 Military abbreviations:

ARMY

General	Gen.
Lieutenant General	Lt. Gen.
Major General	Maj. Gen.
Brigadier General	Brig. Gen.
Colonel	Col.
Lieutenant Colonel	Lt. Col.
Major	Maj.
Captain	Capt.
Lieutenant	Lt.
Chief Warrant Officer	CWO
Warrant Officer	WO
Sergeant Major	Sgt. Maj.
Specialist Nine	Spec. 9
Master Sergeant	M. Sgt.
First Sergeant	1st. Sgt.
Specialist Eight	Spec. 8
Platoon Sergeant	Platoon Sgt.
Sergeant First Class	Sgt. 1.C.
Specialist Seven	Spec. 7
Staff Sergeant	Staff Sgt.
Specialist Six	Spec. 6
Sergeant	Sgt.
Specialist Five	Spec. 5
Corporal	Cpl.
Specialist Four	Spec. 4
Private First Class	Pfc.
Private	Pvt.
Recruit	Ret.

NAVY, COAST GUARD

Admiral	Adm.
Vice Admiral	Vice Adm.
Rear Admiral	Rear Adm.
Commodore	Commodore
Captain	Capt.
Commander	Cmdr.
Lieutenant Commander	Lt. Cmdr.
Lieutenant	Lt.
Lieutenant Junior Grade	Lt. (j.g.)
Ensign	Ens.
Commissioned Warrant Officer	CWO
Warrant Officer	WO
Master Chief Petty Officer	M.CPO
Senior Chief Petty Officer	S.CPO
Chief Petty Officer	CPO
Petty Officer 1st Class	PO 1.C.
Petty Officer Second Class	PO 2.C.
Petty Officer Third Class	PO 3.C.
Seaman	Seaman
Seaman Apprentice	Seaman Appren.
Seaman Recruit	Seaman Ret.

MARINE CORPS

Commissioned officers are abbreviated the same as Army, warrant officers the same as Navy. Noncommissioned designations are the same as Army except specialist and:

Master Gunnery Sergeant	Mgy. Sgt.
Gunnery Sergeant	Gunnery Sgt.
Lance Corporal	Lance Cpl.

AIR FORCE

Air Force commissioned officers are abbreviated the same as Army. Noncommissioned designations include:

Chief Master Sergeant	CM. Sgt.
Senior Master Sergeant	SM. Sgt.
Master Sergeant	M. Sgt.
Technical Sergeant	T. Sgt.
Staff Sergeant	S. Sgt.
Airman 1st Class	Airman 1.C.
Airman 2nd Class	Airman 2.C.
Airman 3rd Class	Airman 3.C.
Airman Basic	Airman

The Air Force also may designate certain other descriptions as radarman, navigator, etc., but such designations are not abbreviated.

The Navy has numerous ratings such as machinist, torpedoman, etc., and they are not abbreviated.

The Army, Coast Guard and Marine Corps also may describe personnel by specific duty in addition to rank.

Note: The period is used in several abbreviations, such as Spec. 1.C., in Typesetter in the absence of the diagonal, or slash mark.

Punctuation III

Punctuation in printing serves the same purpose as voice inflection in speaking. Proper phrasing avoids ambiguity, insures clarity and lessens need for punctuation.

THE PERIOD

3.1 The period is used after a declarative or imperative sentence: The facing is Vermont marble. Shut the door.

The period is used after a question intended as a suggestions: Tell how it was done.

The period is used in summary form:

1. Korean War. 2. Domestic policy. A. Punctuate properly. B. Write simply.

3.2 The period is used for ellipsis and in some columnist material. Ellipsis: The combine... was secure.

Column: Esther Williams gets the role. . . . John Hay signed a new contract.

3.3 The period is used in abbreviations: U.S., U.N., c.o.d., etc. (See Section II for variations)

3.4 The period separates integer and decimal: 3.75 per cent; \$8.25; 1.25 meters. (See 7.1, 7.2, 7.5, 7.7)

3.5 The period is omitted after a letter casually used as a name, and where a person omits the period in his name:

A said to B that he was not watching.

Herman B Wells (his usage). (See 1.33)

THE COMMA

3.6 The comma separates words or figures:

What the solution is, is a question.

Aug. 1, 1960. 1,234,567

The comma serves in a series:

The woman was short, slender, blonde, well-dressed and old.
x, y and z. 1, 2 and 3.

3.7 Do not use comma before "of": Brown of Arkadelphia.

3.8 Newspaper usage has, in most cases, eliminated the comma before "and" and "or" but this practice does not lessen the need for the mark in:
Fish abounded in the lake, and the shore was lined with deer.

3.9 The comma is used to set off attribution: The work, he said, is exacting. It is used in scores: Milwaukee 6, St. Louis 5.

3.10 The comma is used to separate in apposition or contrast:
Smithwick, the favorite, won handily.
But: The car that failed had been ahead.

3.11 The comma is omitted before Roman numerals, Jr., Sr., the ampersand, dash, in street addresses, telephone numbers and serial numbers:
Louis XVI, John Jones Jr., Smith & Co., ORegon 3-3617, 12345 Oak St., A1234567. (See 4.4)

THE SEMICOLON

3.12 The semicolon separates phrases containing commas to avoid confusion, and separates statements of contrast and statements too closely related:

The draperies, which were ornate, displeased me; the walls, light blue, the party consisted of B. M. Jordan; R. J. Kelly, his secretary; Mrs. Jordan; Martha Brown, her nurse; and three servants. (Without the semicolons, that could be read as nine persons.)
were pleasing.

THE APOSTROPHE

3.13 The apostrophe indicates the possessive case of nouns, omission of figures, and contractions.

Usually the possessive of a singular noun not ending in "s" is formed by adding the apostrophe and "s"; the plural noun by adding the "s" and then the apostrophe: boys' wear, men's wear.

The apostrophe also is used in the possessive "es": Joneses' house.

The "s" is dropped and only the apostrophe used in "for conscience' sake" or in a sibilant double or triple "s" as "Moses' tablet."

3.14 The apostrophe is used in contractions: I've, isn't; in omission of figures: '90, '90s, class of '22. (See 4.3)

3.15 The apostrophe use should follow the official name of group, institution, locality, etc.: Johns Hopkins University, Actors Equity Association, Court of St. James's (variation of possessive ending).

THE COLON

3.16 The colon precedes the final clause summarizing prior matter; introduces listings, statements and texts; marks discontinuity, and takes the place of an implied "for instance":

The question came up: What does he want to do. (See 1.31)

States and funds allotted were: Alabama \$6,000; Arizona \$4,000, etc.

3.17 The colon is used in clock time: 8:15 p.m. (See 4.9)

3.18 The colon is used in Bible and legal citations:
Matt 2:14. Missouri Statutes 3: 245-260.

THE EXCLAMATION POINT

3.19 The exclamation point is used to indicate surprise, appeal, incredulity or other strong emotion:

How wonderful! What! He yelled, "Come here!"

THE QUESTION MARK

3.20 The question mark follows a direct question, marks a gap or uncertainty and in the latter use is enclosed in parentheses:

What happened to Jones?

It was April 13 (?) that I saw him.

The mark also is used in public proceedings, interviews, etc.:

Q. Were you there? A. I don't recall.

Exception: Where, in interviews, the question or answer is of some length, it is preferable to paragraph each.

PARENTHESES

3.21 Parentheses set off material, such as nicknames or identification; or an element of a sentence; or insertion of identifying material:

Harold (Red) Grange, the Galloping Ghost. (See 3.27)

It is not the custom (at least in the areas mentioned) to stand at attention.

"That proposal," he said, "and one by (Prime Minister Harold) Macmillan are being studied."

3.22 Where location identification is needed but is not part of the official name: The Springfield (Ohio) Historical Society edition, etc. It is not necessary to bracket: The Springfield, Ohio, area population, etc.

3.23 Parentheses are not used around political-geographical designation: Sen. Theodore Francis Green, D-R.I., and Rep. Charles A. Halleck, R-Ind., were invited. (See 2.6)

3.24 Parentheses set off letters or figures in a series: The order of importance will be (a) general acceptance, (b) costs, and (c) opposition.

The water is (1) tepid, (2) muddy from silt, (3) unpalatable, and (4) unfit to drink.

3.25 Where part of a sentence is parenthetical and the punctuation mark comes at the end of the sentence it goes outside:

He habitually uses two words incorrectly (practical and practicable).

Ordinarily the mark goes inside: (The foregoing was taken from an essay.)

Several paragraphs of parenthetical matter start with the opening mark on each paragraph and the final paragraph is ended with a closing parenthesis with the punctuation inside.

QUOTATION MARKS

3.26 Quotation marks enclose direct quotations; are used around phrases in ironical uses; around slang expressions; misnomers; titles of books, plays, poems, songs, lectures or speeches when the full title is used; hymns; movies; TV programs, etc. (See 1.30, 10.14)

3.27 Use quotation marks instead of parentheses (See 3.21) around nicknames apart from the name: Smith, who weighed 280, was called "Slim."

The comma and period are placed inside the quotation marks. Other punctuation is placed according to construction:

Why call it a "gentlemen's agreement"?

The sequence in multiple quotations:

"The question is 'Does his position violate the "gentlemen's 'post-haste' agreement" so eloquently described by my colleague as "tommyrot"?"

THE DASH

3.28 The dash indicated a sudden change. Examples:

He claimed—no one denied it—that he had priority.

If that man should gain control—God forbid!—our troubles will have only begun.

The monarch—shall we call him a knave or a fool?—approved it.

3.29 The dash is used after the logotype and before the first word of a story:

NEW YORK (logotype)—Mayor, etc.

3.30 The dash also is used as the minus sign in temperatures to indicate below-zero temperature: Duluth —12.

THE HYPHEN

3.31 The hyphen is one of the least correctly used, and most abused, marks. It is used properly to form compound words, to divide words in composition, in figures, in some abbreviations, and to separate double vowels in some cases.

The general rule for hyphens is that "like" characters take the hyphen, "unlike" characters do not.

A-bomb, U-boat, 20-20 vision, 3D, B60, MIG17, 3-2 (odds and scores), secretary-treasurer, south-southwest, north-central.

Exception: 4-H Club.

3.32 Adjectival use must be clear. (See 5.6)

The 6-foot man eating shark was killed (the man was).

The 6-foot man-eating shark was killed (the shark was).

3.33 Suspensive hyphenation:

The A- and H-bombs were exploded.

The 5- and 6-year-olds attend morning classes.

3.34 Ordinarily in prefixes ending in vowels and followed by the same vowel, the hyphen is used: pre-empt, re-elect. (Check dictionary for exceptions such as cooperate, coed, coordinate, etc.)

3.35 NEVER use the hyphen with adverb ending in "ly" such as badly damaged, fully informed, newly chosen, etc.

3.36 The hyphen also serves to distinguish meaning of similarly spelled words: recover, re-cover; overall (garment) over-all (entire); resent, re-sent.

3.37 The hyphen also separates a prefix from a proper noun: pre-Raphaelite, un-American, etc.

3.38 The prefix "ex" is hyphenated: ex-champion.

3.39 The hyphen has been abandoned in newspaper usage in weekend, worldwide, nationwide, etc.

THE AMPERSAND

3.40 The ampersand is used in abbreviations and firm names: Jones & Co., AT&T, etc. (See 2.3)

Numerals IV

In general, spell below 10, use numerals for 10 and above.

4.1 Numerals are used exclusively in tabular and statistical matter, records, election returns, times, speeds, latitude and longitude, temperatures, highways, distances, dimensions, heights, ages, ratios, proportions, military units, political divisions, orchestra instruments, court districts or divisions, handicaps, betting odds and dates (Fourth of July and July Fourth acceptable).

Exceptions Fifth Avenue, Fifth Republic of France (See 1.25, 2.4), Big Ten, Dartmouth eleven.

The forms: 3-year-old girl, the girl is 3, 5 feet 2, 5-foot-2 trench, Washington won 6-3, \$10 shirt, seven-cent stamp, eight-hour day, five-day week, 60 cents (See 4.6), 38-caliber pistol.

6:30 p.m. or 6:30 o'clock Monday night (never 6:30 p.m. Monday night, or 6:30 p.m. o'clock). (See 6.15)

The vote was 1,345 for and 1,300 against.

The ratio was 6 to 4, but the 6-4 ratio.

It is 20th century but Twentieth Century Limited (train).

In series, keep the simplest related forms:

There are 3 ten-room houses, 1 fourteen-room house, 25 five-room houses and 40 four-room houses in the development.

He had six suits, fourteen pairs of shoes but only one tie.

4.2 Numerals: 6th Fleet, 1st Army, 2nd Division, 10th Ward, 22nd District, 8th U.S. Circuit Court of Appeals.

4.3 Casual numbers are spelled:

A thousand times no! Gay Nineties. (See 3.14)

Wouldn't touch it with a ten-foot pole (but: The flag hung from a 10-foot pole—an exact measure).

4.4 Roman numerals are used for personal sequence, Pope, war, royalty, act, yacht and horse: John Jones III (some may prefer and use 3rd), Pope John XXIII, World War I, King George V, Act II, Shamrock IX, Hanover II. (See 3.11)

4.5 Highways: U.S. 301, Interstate 90, Illinois 34.

4.6 In amounts of more than a million, round numbers take the dollar sign and million, billion, etc., are spelled. Decimalization is carried to two places: \$4.35 million.

Exact amounts would be: \$4,351,242.

Less than a million the form: \$500, \$1,000, \$650,000, etc.

The same decimalization form is used for figures other than money such as population, automobile registration, etc. (See 4.1)

Spell "cents" in amounts less than a dollar. (See 4.1, 7.5)

See Section VII for exceptions in market routine.

4.7 The English pound sign is not used. Spell "pounds" after figures.

4.8 Fractions in Teletypesetter are confined to matrices of 8ths: $\frac{1}{8}$, $\frac{1}{4}$, $\frac{3}{8}$, $\frac{1}{2}$, $\frac{5}{8}$, $\frac{3}{4}$, $\frac{7}{8}$. Other fractions require the hyphen 3-16, 9-10, 1-3, etc.

Fractions used alone are spelled: three-fourths of a mile.

If the diagonal or slash (/) is incorporated in Teletypesetter operation, that symbol will replace the hyphen in fractions other than 8ths. The "plus" sign now occupies that casting-machine channel in the agate font and the hyphen will continue to be used in the agate font for fractions other than 8ths.

4.9 Time sequences are given in figures: 2:30:21.6 (hours, minutes, seconds, tenths). (See 3.17)

4.10 Metric measurements use the comma in three-figure sequences except that kilocycles and meters in electronics are printed solid unless 10ths are included and the 10ths are set off by a period.

4.11 Serial numbers are printed solid: A1234567.

4.12 Write it No. 1 boy, No. 2 candidate, etc.

Spelling V

The first preference in spelling is the short version in Websters New International Dictionary with exceptions as given in this section; the U.S. Postal Guide; The U.S. Board of Geographic Names and National Geographic Society with exceptions as given in this section. The wire services have agreed on some spellings where authorities do not agree.

5.1 The following list includes agreed spellings:

Algiers	Cologne	Kingstown	Romania
Antioch	Copenhagen	Kurile	Rome
Antwerp	Corfu	Leghorn	Saint John, N.B.
Archangel	Corinth	Lisbon	St. John's, Nfld.
Athens	Dunkerque	Macao	Salonika
Baghdad	Florence	Madagascar	Sofia
Bangkok	Formosa Strait	Marseille	Taipei
Basel	Frankfurt	Mt. Sinai	Tehran
Bayreuth	Genoa	Mukden	Thailand
Beirut	Goteborg	Munich	Tiflis
Belgrade	Gulf of Riga	Naples	Turin
Bern	The Hague	North Cape	Valetta
Brunswick	Hamelin	Nuernberg	Mt. Vesuvius
Bucharest	Hannover	Peiping	Viet Nam
Cameroon	Hong Kong	Pescadores I.	Warsaw
Cape Town	Jakarta	Prague	Wiesbaden
Coblenz	Katmandu	Rhodes	Zuider Zee

It is Viet Nam the country, Vietminh the political party and Vietnamese the citizen.

5.2 Where old and new names are used, or where quoted material uses a different form, one is bracketed: Formosa (Taiwan); Gdansk (Danzig), etc.

5.3 In Chinese names, the name after the hyphen is lower case: Chiang Kai-shek, Mao Tze-tung.
It is Peiping People's Daily, People's Republic, etc.

5.4 Often used and frequently misspelled: (*preferred spelling)

adviser	consul	hitchhiker	restaurant
accommodate	copilot	homemade	rock 'n' roll
anyone	copter	home town	schoolteacher
Asian flu	council	impostor	sit-down
ax	counsel	ionosphere	skillful
baby-sit	disc	isotope	strait jacket
baby sitter	drought	judgment	s'trong-arm
baby-sitting	drunken	jukebox	subpoena
baritone	employe*	kidnaping	swastika
blond, male	embarrass	likable	teen-age
blonde, female, hue	eyewitness	machine gun	under way
box office	fallout	missile	vacuum
box-office sales	fire fighter	naphtha	wash 'n' wear
cannot	fulfill	old-timer	weird
cave-in	goodby*	per cent	wheel chair
chauffeur	good will, noun	percentage	whisky
cigarette	goodwill, adj.	permissible	wiretapping
clue	hanged	post office	X ray, noun
consensus	harass	propeller	X-ray, adj.

Disc is a phonograph record, National Council of Disc Jockeys is the trade organization.

It is drunken driving.

Be sure of words ending in ise, ize, and yse.

It is GI and GIs for persons, GI's and GIs' for possessive.

A consonant after a vowel and ending in a final accented syllable is doubled: corral, corralled; transfer, transferred; canal, canalled.

A consonant is not doubled when the accent falls on an earlier syllable: total, totaled; kidnap, kidnaped; channel, channeled; cancel, canceled.

It is bus and buses—buss is not a vehicle.

5.5 In compounding, meaning should be the guide. A great grandfather means he is great; a great-grandfather is lineage. Three-piece suits at \$100 a piece would be \$300 each; three-piece suits at \$100 apiece would be \$100 each.

It is right-hander, right-handed, left-wing group, left-winger but the left wing of the party.

5.6 "Air" is solid in airplane, airline, airport, airwave, airship, etc. Some corporate names divide airline: Eastern Air Lines (EAL), United Air Lines (UAL).

5.7 Some of the general rules for prefixes and suffixes:

all (prefix) hyphenated: All-Star.
ante, anti (prefix) solid, antebellum, anti-aircraft—except in proper noun usage which is anti-American, etc.

bi (prefix) solid: biennial, bifocal.

co (prefix) usually solid: copilot, coed, etc.

counter (prefix) solid: counterfoil, etc.

down (prefix and suffix) solid: downstroke, touchdown.

electro (prefix) solid: electrolysis.

ex (prefix) hyphenated: ex-champion.

extra (prefix) solid: extraterritorial.

fold (suffix) solid: twofold.

goer (suffix) solid: churchgoer.

in (prefix): insufferable; (suffix) hyphenated: stand-in.

infra (prefix) solid: infrared.

inter (prefix) solid: interstate.

intra (prefix) solid: intrastate, intramural.

multi (prefix) solid: multimillion, multifaced.

non (prefix) solid: nonpartisan, non-support.

out (prefix) hyphenated: out-talk, out-box.
over (prefix and suffix) solid: overcome, pushover.

post (prefix) solid: postwar (but it is post-mortem).

pre (prefix) solid: predetermined, predawn.

self (prefix) hyphenated: self-defense.

semi (prefix) solid: semiannual.

sub (prefix) solid: subfreezing.

super (prefix) solid: superabundance, superman.

trans (prefix) solid: transatlantic, transcontinental (but trans-Canada with proper noun of country).

tri (prefix) solid: trifocal.

ultra (prefix) solid: ultraviolet.

un (prefix) solid: unshaven, unnecessary (but un-American with proper noun).

under (prefix) solid: underground, underdog, undersold.

uni (prefix) solid: unicolor.

wide (suffix) solid: worldwide, nationwide.

Miscellaneous VI

6.1 Engine is correct, not motor, in aviation: twin-engine, six-engine, etc. Exception: Trimotor, an obsolete plane but it still occurs in news stories. In railroading, power plants are locomotives—electric, steam, diesel. Diesels also may be called units, or engines.

6.2 Jet planes are driven solely by turbine engines. If the jet engine turns a propeller, it is a turboprop. True jets include the Boeing 707, Douglas DC8, Convair 440, de Havilland Comet, French Caravelle and numerous military (naval) planes. Turboprops include Lockheed Electra, Fairchild F27, Bristol Britannia, Vickers Viscount.

Propeller-driven planes include Super Constellation C, Douglas DC6B, Boeing Stratocruiser.

Flier is an aviator.

6.3 A wife becomes a widow on the death of her husband. It is redundant to say "widow of the late."

"John Jones is survived by his widow" (not wife).

6.4 Include in first reference the first name and initials, or names or initials according to preference of person: Sen. Theodore Francis Green, D. H. Lawrence. (See 1.33, 9.7)

Correct spelling: Randolph McC. Pate. Howard McC. Snyder.

6.5 Long titles: (See 1.6)

International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers is shortened to Teamsters Union, and in subsequent references to Teamsters.

Cemetery Workers and Green Attendants Union of the Building Service Employees International Union is shortened to Cemetery Workers Union.

6.6 An automatic is not a revolver and vice versa, but "pistol" describes either. A bullet is the metal projectile of a cartridge which includes the propellant powder, casing and primer.

Shell describes military and naval or shotgun ammunition.

6.7 Weather: See Webster for Weather Bureau wind scale which has replaced the Beaufort wind scale.

Be certain in the use of tornado, cyclone, typhoon, monsoon, hurricane, etc.

The U. S. Weather bureau defines a blizzard:

"Generally when there are winds of 35 m.p.h., or more which whip falling snow, or snow already on the ground, and temperatures are 20 degrees above zero Fahrenheit, or lower.

"A severe blizzard is where winds are 45 m.p.h. or more, temperatures 10 degrees above zero or lower, and great density of snow either falling or whipped from the ground."

Neither is a hard and fast rule, the bureau says, because winds and temperatures may vary but blizzard-like conditions may prevail.

Rule of thumb: Do not call a snowstorm a blizzard unless the Weather Bureau describes it as such.

In weather stories, with addition of Alaska and Hawaii as states, it is incorrect to refer to highest or lowest temperatures "in the nation" if figures from those two states are not included. The Weather Bureau has a phrase to cover the omission: It refers to minimums and maximums in the "48 contiguous states."

6.8 There are policemen, detectives, deputies, investigators, etc., but not "lawmen."

6.9 Avoid making verbs out of nouns: shotgunned to death, suicided, etc.

Avoid trite phrases of dialect, especially "Sure and it was" and "begorra" etc., in March 17 stories.

If a record is set it is new—"new record" is redundant.

6.10 In describing someone or something from Washington, make clear it is the state or District of Columbia.

6.11 Fahrenheit is used most frequently to measure degrees of heat and cold. If centigrade occurs in foreign, or scientific, copy conversion to Fahrenheit is nine-fifths times centigrade plus 32.

The Kelvin scale of temperature will come into use oftener. Temperatures are referred to in this scale as "degrees absolute" or "degrees Kelvin." Absolute zero in the Kelvin scale is 460 degrees below Fahrenheit zero; 273 degrees below centigrade zero.

6.12 A knot is a unit of speed and is equivalent to 6,076.10 feet an hour. The knot is a nautical mile computed as the length of one minute of the meridian. To convert knots into approximate statute miles per hour, multiply knots by 1.15. It is incorrect to say "sailed 14 knots an hour."

6.13 Gross tonnage is a necessary part of any story dealing with commercial shipping as the accepted basic measurement of size. Naval vessels list "displacement tonnage."

6.14 Red-headed means a red head; red-haired means hair of that color. A person may be called a "redhead" jocularly but is not properly described as "red-headed."

6.15 It is not necessary to bracket time zones in ordinary happenings such as accidents, shootings, etc. It is sufficient to say something occurred at 11 p.m. (See 4.1)

Zone should be included in radio and TV broadcast times. Convert to EST.

Informative notes to editors giving times should include the zone.

6.16 G, G-force, is gravitational pull equal to about 32 feet per second, a second, in acceleration. Thus a flier (plane, rocket, etc.) subjected to a force of 5 G's is accelerating at five times the force of gravity at the earth's surface, or roughly at a 160-foot-a-second, per-second, rate.

6.17 Mach numbers refer to the speed of a body (aircraft, missile, etc.) in relation to the speed of sound. Mach 2 would be twice the speed of sound. A rule of thumb for speed of sound is 750 miles an hour at sea level, and 660 miles an hour at 30,000 feet.

6.18 Thrust is the measure of a driving force, or power, expressed in pounds. Jet engine and rocket powers are expressed in pounds. Thrust in pounds times speed in miles per hour divided by 375 converts thrust to horsepower.

Markets VII

7.1 Commodity routine consists of quotation material, stripped to barest essentials with most punctuation omitted. Dollar signs are not used in this routine. When quotations are less than a dollar, the decimal is not used. Range is indicated by the hyphen. The form:

Salable hogs 8,000; active and uneven, generally 75-1.00 higher on all weights; sows 50-75 higher; top 23.75 for short load; most good and choice 180-240 lb 23.00-23.50; 250-275 lb 22.00-22.75.

Wheat 1,534 cars; 1 lower to 3 higher; No 2 hard and dark hard 2.20½-2.30 (new) No 3 2.21-2.27 (new); No 2 red 2.19½-2.25N.

7.2 In newspaper stories, the dollar sign is used, also decimal:

Stock advances ranged from \$2 a share to more than \$5.50 in brisk trading. At the opening, some shares were down \$1 to \$1.25 but a surge of buying which put the ticker several minutes behind trading sent prices up.

Market page leads do not use the dollar sign. Increases or losses are told in points as: Brown Bros. was up 1 at 82¼.

Bonds are designated: 3s, 4½s, etc.

7.3 Abbreviations in routine, but not used in newspaper, roundups or market leads:

pt qt gal pk bu bbl lb

Letter designations in routine do not take periods: N (nominal); No (number); B (bid); A (asked).

7.4 Stories are carried when there is a change in dividend declarations—increased or decreased, passed or declared after having been passed. However, regular dividends of the large corporations are news—AT&T, U.S. Steel, General Motors, Ford, etc.

7.5 In reporting dividends, use the designation given by the firm (regular, special, extra, increased, interim, etc.) and show what was paid previously if there is no specified designation such as regular, quarterly, etc.

The story should say if there is a special, or extra, dividend paid with the regular dividend and include amount of previous added payments. The form:

Directors of the New Way Products Corp. voted a special dividend of \$1.90 a share, in addition to the regular \$1 dividend, both payable Sept. 15 to shareholders of record Aug. 25. A special dividend of 75 cents was paid June 15. (See 4.6)

When the usual dividend is passed, or reduced, some firms issue an explanatory statement, the gist of which should be included in the story.

7.6 News of corporate activities, and business and financial news should be stripped of technical terms. This does not apply to routine.

There should be some explanation of the firm's business (plastics, rubber, electronics, etc.) if there is no indication in the name of the nature of the business. The location of the firm should be carried.

Names of corporations are as important as those of individuals. Check New York Stock Exchange lists or Standard & Poor's Directory of Directors for correct names and spelling.

7.7 Corporate earnings are interesting chiefly because of net earnings, or losses, which show after all charges are deducted before earnings apply to common stock. That would include preferred stock dividends, interest on bonds, etc. Net per common share always should be carried with comparison to the previous period specified. The form:

The ABC Co., automotive parts makers of Detroit, reported its net income for six months ending June 30 was \$18,456,301, equal to \$1.67 a common share. In the similar period last year net income was \$12,412,006 or \$1.03 a share.

Newsworthy earnings are carried in tabular form where several are available (after a dateline introduction). The form: XYZ Corp., Boston, Textiles, for six months ended June 30:

	1960	1959
Net income	\$ 1,378,933	x-452,881
A share	74 cents	
Sales	24,114,396	16,513,662
x-net loss		

Religious VIII

There is only one way to refer to confessions of faith and members and officials of them—the correct way. While general usage and correct titles of some of the faiths are listed in this section, many are not. In case of doubt, consult authoritative sources.

8.1 Members of communions of the National Council of the Churches of Christ in the United States of America (official title, which may be reduced to National Council of Churches):

African Methodist Episcopal Church
 African Methodist Episcopal Zion Church
 American Baptist Convention
 American Evangelical Lutheran Church*
 Armenian Church of North America, Diocese
 Augustana Evangelical Lutheran Church*
 Christian Churches (Disciples of Christ) International Convention
 Christian Methodist Episcopal Church
 Church of the Brethren
 Evangelical United Brethren Church
 Five Years Meeting of Friends
 Greek Archdiocese of North and South America
 Hungarian Reformed Church in America
 The Methodist Church
 Moravian Church in America
 National Baptist Convention, U.S.A., Inc.
 National Baptist Convention of America
 Philadelphia Yearly Meeting of the Religious Society of Friends
 Polish National Catholic Church of America
 Presbyterian Church in the U.S.
 Protestant Episcopal Church
 Reformed Church in America
 Romanian Orthodox Episcopate of America
 Russian Orthodox Greek Catholic Church of America
 Serbian Eastern Orthodox Church
 Seventh Day Baptist General Conference
 Syrian Antiochian Orthodox Church

Ukranian Orthodox Church of America
 United Church of Christ
 Evangelical and Reformed Church
 General Council of the Congregational Christian Churches
 United Lutheran Church in America*
 United Presbyterian Church in the U.S.A.
 Unity of the Brethren
 *As of April, 1960. (See 8.13)

8.2 Other communions include:
 Roman Catholic Church
 Church of Jesus Christ of Latter-day Saints (Mormon)
 The First Church of Christ, Scientist
 Seventh-day Adventists
 Church of Christ
 Jehovah's Witnesses

8.3 Jewish groups are:
 Union of American Hebrew Congregations (Reform)
 United Synagogues of America (Conservative)
 Union of Orthodox Jewish Congregations (Orthodox)
 Rabbinical groups:
 Central Conference of American Rabbis (Reform)
 Rabbinical Assembly of America (Conservative)
 Rabbinical Council of America (Orthodox)
 Union of Orthodox Rabbis (Orthodox)
 The Synagogue Council of America represents both congregational and rabbinical groups of Orthodox, Reform and Conservative Judaism.
 Terminology of the group should be followed, also in naming the place of worship as a temple or synagogue. The generic term: Jewish house of worship.

8.4 In general, in writing of clergymen, the form:

Rev. John Smith but the Rev. Mr. Smith (See 2.15) Do not use: Rev. without Mr. or a first name or initials.

Rev. Dr. John Jones, Dr. Jones. The title, Dr., is used only when the degree is held. Another correct usage would be Rev. John Jones, D.D.

8.5 Roman Catholic Usage:
 Rev. John Smith, Father Smith.
 Rt. Rev. Msgr. John Jones, Msgr. Jones.
 Most Rev. John Jones, bishop of the Denver diocese: Bishop Jones.
 Francis Cardinal Spellman, Cardinal Spellman.

A sister whose name is Jones is called by her church name, Sister Mary Joseph (or whatever) and never referred to as Sister Jones.

Mass is celebrated, said or read. High Mass is sung—never held. The Rosary is recited or said—never read.

8.6 Episcopal usage:
 A deacon or priest is referred to as Rev. John Jones or the Rev. Mr. Jones.
 A dean is Very Rev. John Jones, Rev. Mr. Jones, or Dean Jones.
 A bishop is Rt. Rev. John Jones, Rev. Mr. Jones, or Bishop Jones.
 Note: An Episcopalian is a member of the Episcopal Church.

8.7 Jewish usage:
 Rabbi James Wise, Rabbi Wise, Dr. Wise (where degree is held).
 Cantor Harry Epstein, Cantor Epstein.
 Do not identify a rabbi as a "Reverend Doctor."
 See dictionary for spelling of Jewish holidays.

8.8 Christian Science usage:
 Practitioner, Lecturer, Reader. Do not use Rev. in any form.
 Reader John Jones of the First Church.
 The Mother Church (Boston church only).

8.9 Methodist usage:
 Pastor, Minister, Preacher, Bishop. Use of Rev. Mr. with surname is acceptable.

8.10 Lutheran usage:
 In the United States: Pastor John Jones, Pastor Jones, Mr. Jones.
 Scandinavian Lutheran usage follows the Episcopal form. (See 8.13)

8.11 Latter-day Saints (Mormon) usage:
 President David O. McKay, President McKay.
 Elder Harold B. Lee, Elder Lee.
 Presiding Bishop LeGrand Richards, Bishop Richards.
 Bishop Joseph L. Wirthlin of the Presiding Bishopric, Bishop Wirthlin.
 Members of the church may be called Mormons.

8.12 It is incorrect to apply the term "church" to any Baptist unit except the local church. The organization of Southern Baptists is the Southern Baptist Convention.
 Other faiths have diocese, archdiocese, area, synod, presbytery, etc. Check official source for accurate designation.

8.13 The American Lutheran Church, Evangelical Lutheran Church and United Lutheran Church merged in April, 1960, into the American Lutheran Church, with headquarters in Minneapolis, Minn., to be set up Jan. 1, 1961.
 Listings for Congregational, Evangelical and Reformed, Christian (Disciples of Christ) may change in ratification of proposed merger.

Unitarian and Universalist denominations after May 1961 will be known as "Unitarian Universalist Association."
 Check, rather than follow listings for the three groups as shown in 8.1.

8.14 Abbreviations of the Bible:

Gen.	1 and 2 Kings	Song of Sol.	Obad.
Exod.	1 and 2 Chron.	Isa.	Jonah
Lev.	Ezra	Jer.	Mic.
Num.	Neh.	Lam.	Nahum
Deut.	Esther	Ezek.	Hab.
Josh.	Job	Dan.	Zeph.
Judg.	Ps. (Psa. plural)	Hos.	Hag.
Ruth	Prov.	Joel	Zech.
1 and 2 Sam.	Eccl.	Amos	Mal.

New Testament:

Matt.	Rom.	Col.	Heb.
Mark	1 and 2 Cor.	1 and 2 Thess.	James
Luke	Gal.	1 and 2 Tim.	1 and 2 Pet.
John	Eph.	Titus	1, 2 and 3 John
Acts	Phil.	Philem.	Jude
			Rev.

Sports IX

9.2 Baseball:

The box score:

DETROIT	AB	R	H	RBI
Kuenn cf	4	1	1	1
Martin ss	4	1	1	0
F. Bolling 2b ect.				
Totals	36	12	13	12
NEW YORK	AB	R	H	RBI
Collins rf	3	0	1	0
a-Slaughter	1	0	0	0
Trucks p	1	0	0	0
b-Larsen	1	0	0	0
Totals	35	5	9	5

a—Struck out for Collins in 7th;
b—Grounded out for Trucks in 7th.

Detroit	241	200	003—12
New York	000	000	221—5

E—None. PO-A — Detroit 27-18, New York 27-8. DP—F. Bolling, Martin and Harris; Kubek, Skowron and Richardson. LOB—Detroit 5, New York 8. 2B—Howard, Martin. 3B—Kaline, Harris 2, Howard. HR—Mantle, Skowron 2. SB—Virgil. S—Martin, Lary. SF—Maxwell.

IP H R ER BB SO

Lary (W, 9-8)	7	2-3	9	4	3	2
Hoelt	1	1-3	1	1	1	0
Trucks (L, 1-1)	2	6	6	6	1	1
x-Turley	0	2	1	1	0	0

x—Faced two batters in 8th.

HBP—By Lary (Carey). Balk—Trucks. WP—Trucks. PB—Howard. U—Berry, Flaherty, McKinley, Chylak. T—2:54. A—15,614.

9.1 The Basic Summary:

Name of event—athlete's full name, his affiliation, performance (given in time, distance, points scored, or whatever performance factor is appropriate).

Observe punctuation. It calls for dash after event and commas. Semicolons are not used. Time follows the colon usage, but the word "time" is not used. The word "points" should be used with first listing only, where applicable to the event. Distances are spelled with the first performer (feet, inches, meters, etc.) but dropped in subsequent performers.

Example:

Mile—1, Ron Delany, Ireland, 4:06. 2, Derek Ibbotson, Britain, 4:06.5. 3, Don Bowden, United States, 4:08.2.

Include the colon before seconds in times of less than a minute, :10.2 or :50.6.

Condensed summary:

100—1, Jones, SMU. 2, Brown, Rice. 3, White, Texas. :09.7.

In the condensed summary, performance is given at end of listings of each event. If a record is broken, the former record is given immediately following the record performance in the expanded summary—but at the end of the condensed summary.

Tabular Summary:

Yacht	Elapsed Time	Corrected Time
1. Seagull	12:05.00	9:21.13
2. Comanche	11:18.20	10:18.12
3. etc.		

Match Summary:

Althea Gibson, New York, N. Y., defeated Sally Moore, Bakersfield, Calif., 8-6, 2-6, 6-0.

In a game where the home team scores winning run in final inning, a parenthetical explanation follows PO-A.

Example: PO-A — Detroit 25-18, (1 out when winning run scored, New York 27-8 DP—F. Bolling, etc.

The above box is the standard used for all regular season games. It is transmitted in half-column agate in Teletypesetter but the heading "Rbi" is changed to "Bi" and hyphens are eliminated between footnote letters and player names. Longer player names are abbreviated.

For All-Star and World Series games, headings are expanded to:

AB R H RBI PO A

Footnotes are listed separately instead of being run together:

a—Flied out for Spahn in 4th.
b—Singled for Narleski, etc.

The summary starts with DP. The hitting summary, starting with 2B (or whatever extra-base hit) should include description of any score that is not batted in: SF—Aaron. Musial scored on a wild pitch in 1st; Fox scored on a double play in 6th, etc.

The pitching summary is reduced to four categories:

IP H R ER

Bases on balls and strikeouts are listed and paragraphed:

BB—Turley 2 (Thomas, Spahn). Narleski (Aaron). SO—Turley 3 (Banks, Mazeroski, Jones). Spahn 2 (Mantle, Williams).

Umpires in final paragraph carry league designation:

U—Rommell (A), Gorman (N), etc.

Bare linescore form:

Detroit 241 200 003—12 13 0
New York 000 000 221— 5 10 0

Lary, Aguirre (8) and Wilson; Monroe, Trucks (3), Sturdivant (8), Kucks (9) and Howard. W—Lary (4-3). L—Monroe (8-1).

Home runs—New York, Mantle (24). Detroit, Kaline (16).

Schedule, result, standings, probable pitcher summary form:

THURSDAY'S BASEBALL AMERICAN LEAGUE

Wednesday's Results

Chicago 7, Boston 4
Cleveland 12, New York 2, night.
Detroit at Baltimore, rain.

	Won	Lost	Pct.	Behind
New York	48	26	.649	—
Kansas City	38	37	.507	10½

Today's Games and Probable Pitchers
(Eastern Standard Time)

Cleveland (Grant 6-6 and Bell 3-2) at
New York (Ditmar 3-1 and Maas 4-7)
doubleheader, 1:30 p.m.

Friday's Games

Cleveland at New York, 1 p.m.

Chicago at Boston, 7 p.m.

Only games Scheduled.

For morning papers, probable pitchers are sent as a separate item, without starting times but with designation "night" if applies.

Afternoon paper headings say "today" and spell prior and subsequent days. Morning paper headings spell all days.

Standings are moved separately after afternoon games and repeated after night games. When moved after afternoon games and night games are pending, designate night-game teams with "x" and add footnote:

x—Playing night game.

The baseball forms should be followed on minor leagues.

9.3 Statistics:

AMERICAN LEAGUE CLUB BATTING

Club	G	AB	R	H	2B	3B	HR	RBI	SB	Pct.	Was Shut Out
New York	51	1803	220	551	etc.						

AMERICAN LEAGUE CLUB FIELDING

Club	G	PO	A	E	DP	Pct.
New York	51	100	444	41	65	.989

Triple play—Washington.

AMERICAN LEAGUE INDIVIDUAL BATTING

Player, Club	G	AB	R	H	2B	3B	HR	RBI	SB	Pct.
Fox, Chicago	44	188	etc.							

Grand slam homers—Mantle, New York; Sievers, Washington.

AMERICAN LEAGUE PITCHING

Pitcher, Club	G	IP	H	BB	SO	C.G.	Sh.O.	W	L	ERA
Wynn, Chicago	21	104	etc.							

MAJOR LEAGUE ATTENDANCE

AMERICAN LEAGUE

Club	Park	Home Capacity	Dates	1958	1957
New York	67,000	20	244,706	231,889	

BASEBALL'S TOP TEN

Leading batsmen, based on 00 or more at bats

NATIONAL LEAGUE

Player, club	G	AB	R	H	Pct.
Musial, St. Louis	40	200	14	80	.400

(List 10 batting leaders in each league).

HOME RUNS

Banks, Chicago 19
(Five leaders are listed)

RUNS BATTED IN

(Same form as home runs)

MAJOR LEAGUE LEADERS

(Top five in each department are listed for each league)

NATIONAL LEAGUE

Batting—based on 00 or more at bats—
Musial, St. Louis, .400; Aaron, etc.

Runs—

Runs batted in—

Hits—

Doubles—

Triples—

Home runs—

Stolen bases—

Pitching—based on 00 or more decisions—

Strikeouts—

9.4 FOOTBALL

All football games, whether using the two- or one-point conversion, will use the same summary style.

Army	8	6	15	6-35
Stanford	16	7	3	2-28
Army—Johnson 6 run (Chambers run)				
Stan—Temple 2 run (Central pass from Temple)				
Stan—Powers 26 run (Powers run)				
Army—Tennyson 11 run (kick failed)				
Stan—Lutz 22 pass from Chambers (Chambers kick)				
Stan—FG Lutz 23				
Army—Tennyson 34 pass interception (Lutz kick)				
Army—Brandt 22 punt return (Lutz pass from Tennyson)				
Stan—Safety Doaks tackled in end zone				
Army—Halmark 16 pass from Tennyson (run failed)				
Attendance 26,571.				

Field goal is abbreviated to FG. Safety is spelled. It is not necessary to give any symbol for touchdowns or conversions.

In both college and professional football, the distance of a field goal is from the point the ball was kicked—not the line of scrimmage. Also, goal posts in college football are 10 yards back of the goal line. That distance must be included.

Football Statistics:

WEST POINT, N. Y. (logotype)—Statistics of the Army-Stanford football game:

ARMY STANFORD

First downs	7	5
Rushing yardage	153	172
Passing yardage	71	62
Passes	4-9	4-7
Passes intercepted by	1	0
Punts	4-37	5-44.2
Fumbles lost	2	3
Yards penalized	62	30

Lineups:

ARMY

Left ends—Foldberg, Poole
Left tackles—Coulter, etc.
Left guards—
Centers
Right guards—
Right tackles—
Right ends—
Quarterbacks—
Left halfbacks—
Right halfbacks—
Fullbacks—

(List starting players first in all positions.)

THE TOP TEN

Michigan (20) (6-0)	741
Pro football: Summary, statistics and lineups same as college.	
Standings:	

EASTERN CONFERENCE

	W	L	T	Pct.	Pts.	OP
New York	5	2	1	.714	205	105
(Ties do not figure in percentage.)						

BASKETBALL—The box score form:

SEATTLE	G	F	P	T
Taylor	8	2-4	5	18
Totals	22	12-19	17	67

KENTUCKY

Beck, etc.				
Seattle	27	29-56		
Kentucky	30	30-60		

No positions are given after player name, but five starting players should be listed first and substitutes in order of appearance.

Expanded standings are headed by the name of the conference. The form then:

	CONFERENCE					ALL GAMES						
	W	L	T	Pct.	Pts.	OP	W	L	T	Pct.	Pts.	OP
Michigan	7	0	0	1.000	126	34	9	1	0	.900	141	48
	Conference			All Games								
	W	L	Pct.	W	L	Pct.						
Illinois	6	0	1.000	10	4	.714						

9.5 Basketball box scores in TTS are moved in half-column measure and carry only G F T headings.

Standings are the same as football except that points column is not carried. The headings are Won, Lost, Pct.

The basketball poll follows the football poll form.

Pro basketball box score is the same as college except that score is given by quarters instead of halves. The form for standings:

EASTERN DIVISION

	Won	Lost	Pct.	Behind
Boston	30	15	.667	—
New York	25	25	.500	7½

9.6 HOCKEY: The lineups:

Detroit: Goal—Sawchuck, Defense—Arbour, Pronovost, Kelly, Godfrey, Goegan. Forwards—Lalande, Wilson, Howe, Delvecchio, Leswick, McIntyre, Poile, Ullman, Kennedy, Bailey, McNeill.

New York: Goal—Worsley. Defense—Howell, Fontinato, Gadsby, Evans, Cahan. Forwards—Sullivan, Bathgate, Gendron, Hebenton, McDonald, Ciesla, Creighton, Foley, Popein, Henry, Lewicki.

Referee—Powers. Linesmen—Morrison, Skov.

The entire front line is listed as forwards, no spares are listed. First names are not used.

Period scoring summaries:

First period: Scoring—New York, Bathgate (Hebenton, Gendron) 2:20. Sullivan (unassisted) 9:30. Penalties—Fontinato :44, Bailey (major) 5:15, Foley (two minors) 5:15, Arbour (major and minor) 12:12, Worsley (served by Ciesla) 14:09, Detroit bench penalty (served by Leswick) 16:27, Fontinato (misconduct) 17:34, Geogan (match) 18:45, Howell (misconduct and minor) 19:52. Saves—Sawchuck 11, Worsley 14.

Second period summary follows the same style. Total saves and attendance are added to the third summary. It is not necessary to repeat team name if team scores successive goals in a period.

On the bottom of the third period summary carry period scores:

Chicago	1	0	1-2
Toronto	2	2	0-4

Standings:

NATIONAL HOCKEY LEAGUE

	W	L	T	Pts.	GF	GA
Montreal	50	9	1	101	245	113

9.7 HORSE RACING.

NEW YORK (logotype)—Entries for Saturday's \$75,000 Suburban Handicap, mile and a quarter, at Belmont Park, listed according to post position, with weights, owners, jockeys and probable odds:

PP	Horse	Weight	Owner	Jockey	Prob. Odds
1.	Warren G.	122	W. G. Reynolds	Ken Church	10-1
2.	a—Jewel's Reward	118	Maine Chance Farm	Eddie Accaro	10-1
3.	f—Red Hot Pistol	124	Mrs. S. Wilson	Robert Dever	50-1

a—Maine Chance entry.

f—Field.

Post time: 4:30 p.m. EST.

Television and radio: 4:15 p.m. EST, CBS.

The weight column is eliminated in the above form where weights are all the same as in the Kentucky Derby. Instead, a line is carried giving the one weight.

Results:

THISTLE—9

Ninth Race—Purse \$1,600, claiming, 4-year-olds & up, 1 1/16 miles, (off at 5:47 1/2)

Mr Action 118 R. Borg 4.40 3.20 2.60
Blimey 118 T. Fortune — 5.20 3.80
Pirro 118 G. Smithson — — 5.80
Time 1:48 3-5.

Gem Cutter, f-Baseball, Paris Fleet, Geo K also ran. f-Field.

Attendance 6,256

Total handle \$420,071

(Last race)

After a second race, if there is a daily double, the form:

Daily Double:

Commendation and Lucky Ballot (9 & 11) paid \$36.20.

HARNESS RACING—Same as running race results except where trotting or pacing events are run in heats when position and finish of each heat is required. Where there is betting, prices precede the heat tabulation.

9.8 BOXING—Match style summary:

Eddie Lynch, 152, New York, outpointed Johnny Saxton, 154, Philadelphia, 10.

If a knockout, use "knocked out." If a technical knockout, use "stopped."

In tournaments where exact weights are not given, precede name of first name with the weight of the class, or its name: 150—Eddie Lynch, etc. Welterweight—Eddie Lynch, etc.

In championship fights, "Tale of The Tape" form:

OLSON		LANGLOIS	
26	Age	29	
160	Weight	160	
5-10 1/2	Height	5-9	
39	Chest (normal)	40	
42	Chest (expanded)	42	
70	Reach	68	
13	Biceps	14	
11 1/2	Forearm	12	
32	Waist	33	
22	Thigh	22 1/2	
16	Calf	13	
12	Fist	11 1/2	

Facts and Figures:

SAN FRANCISCO (logotype)—Facts and figures of the world middleweight championship fight between champion Carl (Bobo) Olson of San Francisco and Pierre Langlois of France:

Date—Wednesday, Dec. 15.

Place—San Francisco Cow Palace, capacity 18,000.

Distance—15 rounds.

Television—Nationwide, CBS, with black-out 100-mile radius of San Francisco.

Radio—Nationwide, CBS.

Time—10 p.m. EST.

(Other pertinent information may be included such as estimated attendance, estimated gate, shares of the purses, etc., as available.)

When a fight is scored by rounds, the form:

NEW YORK (logotype)—Scorecards of the Carmen Basilio - Billy Graham 15-round welterweight title bout:

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Referee Tom Swift	B	B	B	G	G	G	B	B	B	B	B	G	G	G	B
Judge John Jones	B	B	B	E	G	G	B	B	B	B	B	G	G	G	B
Judge Phil Cook	B	B	B	G	G	G	B	B	B	B	B	G	G	G	B
(Logotype)	B	B	B	G	G	G	B	B	B	B	B	G	G	G	B

Scoring by points:

	1	2	3	4	etc.	Totals
Robinson	10	10	9	10	etc.	—147
Graziano	10	9	7	10	etc.	—132

JUDGE DICK SMITH

Robinson 10 etc.
Graziano 10 etc.

9.9 GOLF: summaries are medal or match play.

Medal play: At the end of each day's play, low scorers and ties are cumulatively given:

Ben Hogan, Dallas, Tex. 70-70-66—206

On the final day when money winnings are reported, the amount is inserted:

Ben Hogan, \$2,800
Dallas, Tex. 70-70-66-64—270

Match play:

Ben Hogan, Dallas, Tex., defeated Gary Player, South Africa, 4 and 3. Arnold Palmer, Latrobe, Pa., won from John Snow, Houston, Tex., by default.

The form for parings—Match:

8 a.m.—Ben Hogan, Dallas, Tex., vs. Gary Player, South Africa.

Medal:

8 a.m.—Ben Hogan, Dallas, Tex.; Gary Player, South Africa; Arnold Palmer, Latrobe, Pa.

The form for cards—Medal:

Par Out 454 343 454—36
Par In 443 545 344—36—72
Hogan Out etc.
Hogan In etc.

Match:

Par Out etc.
Hogan Out etc.
Par In etc.
Hogan In etc.

In match play "in" and "out" rounds are grouped for each player; in medal play the rounds are handled consecutively.

9.10 TRACK and field—Use basic summary, either condensed or expanded, depending on value.

Where the winning time, or distance, is a record, the form:

Mile—1, Ron Delany, Ireland, 3:52 (world record; old record 3:53.6, Herb Elliott, Australia, Dec. 15, 1958). 2, Don Bowden, etc.

In summaries, record is given in the same form.

Team standings are given at the end of summaries in conference meets. The form:

TEAM SCORING—Michigan 97, Illinois 67, Iowa 63 1/2, etc.

It is not necessary to use "yards" in summaries in listing track events in order: 100—440—etc., but include "hurdles" and "relay" after distances. If measurement is in meters, include "meters."

Full names of relay team winners should be listed:

Mile relay—1, Manhattan (Vern Jones, Joe Dixon, Lou Carty, Ed Thomas), 3:15.2. 2, Syracuse, 3:16. 3, Brown, etc.

9.11 SWIMMING—The same form as track summaries except events are identified by distance and style and points are included in diving: 100 Freestyle, breaststroke, backstroke, individual medley, medley relay. Distance precedes each style.

High diving—1, Bob Clotworthy, Ohio State, 60.41 points. 2, Bob James, Yale, 59.71. 3, Tom etc.

9.12 TENNIS, badminton, table tennis — Use match summary form. In doubles, give names and home towns of competitors. The form for scores: 6-4, 6-3, 6-2

9.13 ROWING—Basic summary.

9.14 FENCING — Match summary for dual and small meets and divide into epee, foil and saber classes.

In major meets where competitors meet in round-robin competition and divided into "pools" the form:

EPEE—First round (four qualify for semifinals):

Pool 1	W	L
Smith, U.S.A.	4	1
Lopez, Chile	3	2

Footnotes may be needed where a tie is decided on number of touches, or some such means.

9.15 CROSS COUNTRY — (Marathon) Tabular summary in meets giving 10 or more places; basic summary for less than 10 places.

9.16 DOG SHOWS — Summaries by groups have five places. The form:

SPORTING GROUP — Pointers: 1, Ch Magic of Mardomere, owned by Mardomere Kennels, Glen Head, N. Y. 2, etc.

The same form applies if judging is by breeds.

9.17 LACROSSE (Soccer, Polo, Water Polo): Give score by chukkers (periods) and list goals scored by individuals in paragraph form by teams.

9.18 AUTO RACING — Tabular summary with driver, car make, owner and average speed. Basic summary will suffice on lesser contests or where there are few drivers.

9.19 SHOOTING — (Rifle, pistol, etc.) Tabular summary with name, home town, hits, handicap and total.

9.20 SKIING — Tabular summary for jumping, cross-country, downhill and slalom races. Jumping table should give distance of each jump and point total. Cross-country table should give time and handicap if used in event.

9.21 BOBSLEDDING — Tabular summary.

9.22 BOWLING — There are several forms. They are:

Jones	167	167	174
Smith	208	etc.	
Totals	802	903	887

In singles matches a fourth tabulation is added, giving the bowler's total for the three games. Handicaps are figured with the totals.

The Petersen summary:

	W	L	Pins	Pts.
John King, Cleveland ..	20	8	5886	137.36
Carmen Salvino, Chicago	16	12	5816	132.16
Tony etc.				

9.23 WEIGHTLIFTING — Tabular summary with table for each weight class, giving name, affiliation, pounds lifted in each of three lifts, and total pounds lifted.

9.24 FIGURE SKATING—Tabular summary.

9.25 SPEED SKATING — Basic summary.

9.26 GYMNASTICS — Basic summary, events by name (sidehorse, horizontal bar, etc.) with points scored.

9.27 CYCLING—Basic summary.

9.28 WRESTLING — Match summary. Key words are "pinned" and "outpointed." Point scoring should be given after name and affiliation of loser if a decision match.

Teletypesetter X

Teletypesetter copy must meet requirements of conversion to metal.

Revision of material must retain, or regain, line justification. It is preferable to transmit an entire paragraph where a revision means casting several lines.

See current directives for transmission of material that is not to be cast, or changing type fonts.

All material must be transmitted in justified lines. Informative material, not for publication, must be justified but quads may be dropped instead of dividing words.

Numerical sequence and continuity must be observed.

10.1 Datelines are capitalized, light face, and except for major cities should carry the state. (See 2.7) There is no spacing in state abbreviations. Abbreviations should not be divided at the end of a line.

10.2 Dates are omitted from datelines. Days of the week are spelled throughout the AMS report. In the PMS report, the use is "today" and spell prior and subsequent days.

10.3 Notes to editors take several forms.

Nonpublishable: EDITORS—The following dispatch contains material which may be objectionable to some readers.

EDITORS — developing, top expected about 11 a.m. EST.

Such nonpublishable notes are followed by a 3m dash.

10.4 Current cycle advances, where release time is not fixed by source, carry only: Adv for 6:30 a.m. EST, or Adv for 6:30 p.m. EST. In Daylight Saving Time the slug is 5:30 EST.

Advance for a subsequent cycle carries a slug: Adv for Tues PMS May 24. It also carries a closing note: End Adv for Tues PMS May 24 (or AMS).

Current cycle advances do not require visible caution in tape.

Subsequent cycle advances carry in visible tape: ADV MAY 24 at start, but no closing visible, only monitor.

10.5 Identify leads, inserts, adds, revisions plainly. Give understandable pickup lines and precise location in story. Avoid duplicating key subject words in slugs where more than one story deals with the same field. This insures proper matching of leads, adds, etc.

10.6 Absence of parentheses on monitor printers requires special handling of parenthetical matter.

Where parenthetical matter occurs it must be indicated. In stories, where part is embargoed for later use, it either is separated in the story by 3m dash (in its proper sequence) and boldface caution Adv for 00.00 time and End Adv followed by 3m dash, or may be sent as add at end of story under 3m dash with advance slugs and notation where to insert.

Within paragraphs, a parenthetical word or phrase usually is evident by the extra spacing which occurs on the monitor in place of the parenthesis.

10.7 Where a name is unusual and occurs only once, add note under 3m dash repeating name and saying it is correct. Check monitor to insure correctness.

10.8 In long lists of names, or similar compilations, break into paragraphs (with appropriate punctuation) after each six or eight lines, with next to last paragraph including the word "and" without punctuation after "and."

10.9 In textual matter, the signature should be flush right. Title, date and other descriptive matter is on a second line. Where signatures are multiple and of equal importance, set one flush left and other flush right and if names are too long to permit spacing, divide name and run over (right or left) under each.

10.10 In Teletypesetter, put addresses in separate paragraphs.

Instead of saying John Doe of 125 W. 71st St., Kansas City, Mo., was among those cited, make separate paragraph read: Doe lives at 125 W. 71st St.

That form permits deletion of the address by a distant or uninterested point without having to set a paragraph over.

10.11 Avoid transitional paragraphs except in introduction of lists or introduction to statistics.

"Production," he said, "will equal, if not exceed, that of the past year." He added:

"The current outlook indicates a better growing season."

The above form means setting over if last paragraph is deleted.

In the following form, the paragraph may be deleted without new composition:

"Production will equal, if not exceed, that of the past year," he said.

"The current outlook indicates a better growing season."

10.12 Time zones are needed only in informative notes, release time of advances, radio or TV programs, or stories in which a time zone is part of required information. Where mention is made in a story that a conference, session, meeting, etc., is to be held at a certain hour, that information should be in a separate paragraph.

When zone is included it should be converted to EST.

It is NOT necessary to include time zones in accidents, fires, etc. A wreck at 3 a.m. gives the reader the clear picture.

10.13 Weather table:

Temperature and precipitation in inches for the 24-hour period ending at 7:30 a.m., March 20:

	Temp.		Precip.
	High	Low	(T-trace)
Aroostook ...	80	70	T
Beaumont ...	92	72	.30

Aroostook and vicinity: Generally fair and warmer today. High 80-85. (Form for AMS would spell the day.)

Short form:

NEW MEXICO: Partly cloudy and warm today, mostly cloudy and continued warm with showers and possibly thunderstorms Sunday. (Change "today" to "Saturday" for AMS report.)

10.14 Play listings:

FABLE

"Rashomon": Music Box—A Japanese fable of brutality as seen by four witnesses. Clair Bloom and Rod Steiger head the cast.

10.15 Land description:

SE¼NW¼, Sec. 2 T. 10 S., R2E. Lot 3, NW¼ Sec. 2, T. 9S, R2W. S½ Sec. 10, T. 9S, R6E, sixth principal meridian.

10.16 Book review:

I WAS THERE. By John Doe, Scranton, Pa. County Press. \$4.50.

John Doe has been around and his observations have been put into a readable volume. Travelers will find many things in this book that they have overlooked in their travels and will give them a guide for their return.

John Henry

(The following material is given in agate measure for space reasons and does not mean TTS composition in that measure.)

Bylines and credit lines follow several forms, bold face and center in all cases, with the name capitalized. The "y" in "by" is lower case.

Forms:

By **DAVID J. WILKIE**

Identification is up and down:

Associated Press Science Writer

Where the byline replaces logotype (use only one or the other, not both):

By **THE ASSOCIATED PRESS**

If copyright, add up and down:

Copyright 1960

Where a story is written for The Associated Press:

By **CASEY STENGEL**
Manager New York Yankees

(Written for The Associated Press)

When a substitute column is sent for a regular fixture, it should be labeled "Sub for Thomas" or may take this form:

By **SAUL PETT**
(For Hal Boyle)

Include reason at end under 3m dash.

Series should be identified as such, saying how many articles there will be and identifying each: Hollywood II, No. 2 or Second of three articles. If a note is included at the end of each article it should include reference to the material in the next one of the series, or indicate it is the last of the series.

Special numbers are used for Sunday (future) advances. Currently these numbers start on the trunk wire at 300 the first of each month and continue through whatever figure is necessary. The numbers start at 300 again the next month.

Corrections are identified after the dateline as "subs:"

Big Four

Geneva Big Four TA65 sub line 3rd graf changing meal:

Lloyd will entertain at dinner
9m

Big Four

Paris Big Four TA65 sub 2nd graf reversing titles: conference.

German Foreign Minister Heinrich von Brentano and British Foreign Secretary Selwyn Lloyd will meet later in the day.

Their 3rd graf

9m

Both the reason for the change, and helpful pickup keys should be given.

Information slugs of "PMS in" or "AMS in" are not used in TTS.

The form for kills:

**BULLETIN KILL
EDITORS**

NEW YORK Kill story John Doe jailed
TA2. Doe not jailed. AP
9m

The foregoing should be followed immediately by:

EDITORS

New York—Story John Doe jailed TA2 has been killed. A kill is mandatory. Make certain the story is not published. AP

Repeat kill note in next cycle.

Where only a part of a paragraph, or a paragraph, is killed, the kill note should identify the location in story by the opening and close of the paragraph, and a sub sent. On short stories the preferred form is to kill the entire story and send a sub—or a note to editors explaining why a sub is not being sent.

The TTS numbering and slugs vary. The numbers, visible in tape, may be preceded by "TA" or "D" or "N" or some other letter, identifying the circuit. The monitor copy will show the same thing. The visible material in tape will appear as gibberish on the monitor printers. On circuits which change regularly from body to agate and back the letters "A" and "B" in visible tape and on monitor printers after the number indicate the type size.

TA5

ecsswyyf

Ike lead

ar 6

The "ecsswyyf" on the monitor printer is the "TA5" visible in the tape; the "Ike Lead" identifies the material, the "ar6" is the operator's sign and date of the month.

In those situations where material is transmitted that is not to be cast, there are several forms dependent on circuit usage. Notice may be perforated in visible tape and also sent as readable on monitor printers.

When type-size transmission is changed, notice may be given in visible tape and on monitors except where (Sports, for example) the change is indicated by "A" or "B" in visible tape and monitor in the folio numbers.

The publishable form of editor's note:

EDITOR'S NOTE—Trapped in a cave, Donald Ames scribbled notes in the darkness describing his wait while rescuers cleared rock slides to reach him. "It was tough," he said, "to write without being able to see. I couldn't read some of the notes when I got out."

Here is his story as he wrote it from notes he could decipher:

By **DONALD AMES**

Written for The Associated Press

or, the underline may read:

As Told to The Associated Press

Stories which run 150 lines or more of monitor copy should be slugged "MORE" and subsequent galleys should carry the heading the first carried (whether current cycle without visible advance, or subsequent-cycle advance with tape visible caution). The first galley also should say how many galleys there will be.

It is not necessary to repeat datelines on subsequent galleys but clear subject connection must be indicated in the slug.

Where future cycle advance is broken into galleys and does not move in entirety in one cycle, additional guidance for desks is needed:

TA316 MOONSHOT May 24 Gal. 3. Previous TA315 moved May 10.

Bulletins are not slugged as such except kills and release of advances. Extra paper feeds between each line of the first paragraph and between succeeding paragraphs indicate bulletins (on monitors). The paper feeds have no casting-machine function. TTS members prefer stories in one piece often as possible. Short takes (pieces of tape) are difficult to handle.

Check deaths against Biographical Sketches list and include number of sketch under 3m dash at end of story, advising that it has been released. The form:

Eds—Sketch 123456 released.

Check monitor for accuracy of name and number.

Teletype

On the Teletype (all-capital) circuits, there is a short, publishable bulletin, followed immediately by the bulletin matter add, or adds. The bulletin is the shortest statement of a situation.

Bulletin matter adds should not exceed 200 words and should be separated by folio numbers every 50 words. Bulletin matter adds should not be slugged "more" unless there is additional material ready to move.

Next in order is "URGENT" which signifies material just under bulletin caliber. A "95" schedule is preferable because of wire conditions, worth of the story, etc. "URGENT" should not exceed 200 words.

The flash is seldom used because a one-line publishable bulletin moves as rapidly. If a flash is used, it carries a slug, point of origin, dash and statement. The form:

FLASH

WASHINGTON—SPACE MAN ALOFT

A flash must be followed immediately by a publishable bulletin.

Stories should be laid down on copy desks with a minimum of breaks. To aid in this, the wordage count is given at the start of any item exceeding 100 words in length. This permits a sending point to determine whether to "bust" the item, make it "more" or wait for its finish.

Leads, etc., need pickup lines to match earlier material and should include the folio and key word, or words, of prior matter. DO NOT say "pick up previous at start" of a datelined story. Write a paragraph in order to pick up in next paragraph of previous below dateline.

When optional leads are sent, they should include the reason.

Where related matter of different dateline-origin is included under one dateline, there should be clear distinction of origin.

The undated roundups should carry a line saying that dateline may be used, and give the useable dateline.

There are occasions to have "precedes" such as Washington having the first news of a court action in a U.S. District Court elsewhere. The District Court city would file a "precede" under its own dateline and pick up whatever is available from the Washington-dateline material. Care is needed to avoid "here" and "there" in such stories because the datelines may change.

Where names transmitted on the all-capital circuits have some peculiarity of capitalization or spelling, it should be indicated:

MAYOR DELESSEPS (SMALL D, CAP L, ONE WORD) etc.

Material which is unprivileged, undesirable or incorrect should be killed. The form:

BULLETIN

NEW YORK—KILL STORY OF JOHN DOE JAILED (A108). DOE NOT JAILED. THE AP.

The kill is followed immediately by:

EDITORS—THE STORY OF JOHN DOE BEING JAILED HAS BEEN KILLED. A KILL IS MANDATORY. MAKE CERTAIN THE STORY IS NOT PUBLISHED. THE AP.

The kill should explain why the story is being killed, not a general term such as "dangerous" or similar.

The kill and kill note are followed as soon as possible by a sub, or note explaining why a sub cannot (or will not) be sent.

Kill notes must be repeated in the following cycle.

There may be occasions to eliminate a story because it is old, trivial, erroneous without being libelous, or duplicating something already in the report. This is done with an "ELIMINATION" either as a bulletin or only a note to editors, depending on urgency. The note should explain why. Necessity for a sub is determined by conditions.

Repeats (reruns) should give the folio, dateline and subject key word (or words) for quick identification.

Corrections should carry the dateline, subject key word, and identification as needed to locate the erroneous part. In a lengthy story it is better to say "3rd graf from end" rather than "21st graf" from start.

The form for corrections:

CORRECTION

LONDON CHURCHILL 2ND LEAD (A217) 7TH GRAF BEGINNING "THIS PROBLEM" MAKE IT READ: THE OUTER SEVEN (INSTEAD OF INNER SIX) THE AP.

A note to editors either is informative about something coming up, expectation of something or other advisory, or a publishable introduction to a story or series.

The insert may be new material, a revision of text by the source, or other change not requiring a correction. The insert is not to be used as an alibi for misunderstanding, or covering up an untrustworthy source.

The form:

WASHN NUCLEAR (A140WX) INSERT AFTER 3RD GRAF: POWER.

THE COMMITTEE HAD ANNOUNCED EARLIER IT WOULD HEAR FROM THE COMMISSION BUT THERE WASN'T TIME. THE COMMISSION'S STATEMENT IS EXPECTED AT WEDNESDAY'S SESSION.

AGUMENTS ABOUT 4TH GRAF

There may be a several-cycle delay between an error and its detection. This requires a "CORRECTIVE" which carries a slug identifying it as such, gives the folio, date, dateline and time moved of the previous incorrect version. Some cases may require the heading:

PAPERS WHICH PRINTED (describe story, dateline, date, folio, time moved) ARE REQUESTED TO PRINT THE FOLLOWING. (The corrected version then follows.)

Consult latest circulars for any variations.

In no instance shall the story say "The Associated Press regrets" or "is glad to correct" the story.

Movement of advance requires fullest identification.

News sources may prescribe a fixed release time, or provide on a hold-for-release basis.

The flat-cycle release time is 6:30 a.m. EST for PMS, and 6:30 p.m. EST for AMS. In Daylight Saving Time the slug is 5:30 EST.

Current cycle advance slug:

ADVANCE FOR PMS (AMS) TODAY (TUESDAY) or

ADVANCE FOR 1 P.M. EST TODAY or

ADVANCE HOLD FOR RELEASE EXPECTED ABOUT 12 NOON EST or

ADVANCE HOLD FOR RELEASE TIME OF WHICH IS UNCERTAIN

Where there is delay in releasing hold-for-release advance there should be an informative note on the delay and indication, if possible, of a new release time. Where the release will be delayed into another cycle there should be a note to editors so advising and caution against premature release.

KEEP THE EDITORS INFORMED.

If a PMS advance finally is released in AMS time, the next day PMS cycle needs to be informed (and vice versa). If still being held for release the next day, another note to editors is needed.

Advance for future cycles more than one day ahead requires both opening and closing cautions. The form at start:

ADVANCE FOR TUESDAY AMS APRIL 19

The closing line:

END ADVANCE FOR TUESDAY AMS APRIL 19 MOVED APRIL 17

Any revision — correction, insert, lead, add — should carry similar opening and closing lines, including date moved.

Where advance is moved considerably ahead, the opening line (advance slug) should also carry:

CAUTION NOTE RELEASE DATE

The word "advance" also is included in the dateline (Teletype only):

(ADVANCE) NEW YORK, etc.

On hold-for-release advances, a bulletin release is sent.

Biographical sketches are released in a separate note to editors. The form:

EDITORS — BIOGRAPHICAL SKETCH NO 1234567 ON JOHN DOE IS HEREBY RELEASED.

Stories should include cause of death.

NEWSFEATURES

AP Newsfeatures handles stories both by wire and by mail. Wire copy may move either as spot or advance. Advance slugs are the same as others except that "FROM AP NEWSFEATURES" is added. All newsfeature material must be identified on the all-capital circuits as such in stories, inserts, adds, corrections, leads. The "Newsfeatures" designation is NOT used in Teletypesetter.

Corrections or other material sent on the wire pertaining to the mailed pages carries the identification "mailed pages" and includes dates for future use if any.

When another writer substitutes for a regular columnist, indicate at start, for example: "Substitute for Boyle." Then give byline of fill-in writer and follow with material. At the end of the item, under a dash, include whatever reason as: "Boyle on vacation."

WIRE NOTES, MESSAGES

The Associated Press ordinarily does not carry denials of stories not carried by AP, but editors may be informed in a note. Denials will be carried, however, when they make news.

All wire notes should be dated as part of the sign-off.

Urgent messages are "95" and should be urgent and necessary. A "95" schedule of near-bulletin news is preferable to a story slugged "URGENT." Only messages and schedules slugged "95." The slug "95" has been replaced by the word "URGENT" on stories.

Messages no longer are slugged "17" but are slugged "All Points."

The "97" message is for markets and financial, but "TAB" messages deal only with the tabular department. Such messages also should indicate whether gummed tape or TTS circuits are meant.

Messages for a point on a different circuit are addressed by bureau initials to the control bureau with the ultimate destination spelled, and the originating point (if not the transmitting bureau) also spelled. The control bureau spells the originating point in the reply which is directed to the inquiring bureau; and the replying bureau (if not the control point) also is spelled in the sign-off.

Messages offering stories should be brief and to the point, include wordage, and the wire for which the stories are aimed. Do not group schedules for different wires in one message.

Schedules of deaths should include the name.

ROUNDUPS

Editorial and spot news roundups are subject to clearance with, and authorization by, the New York General Desk. This applies particularly to a bureau-by-bureau call for material.

Some roundup responsibilities are fixed and are routine, such as holiday fatalities and weather, but New York may designate some focal point for weather or other roundups.

WORLD SERVICE

AP World Service requests and replies should be slugged plainly as dealing with that department to insure delivery. Time and messages will be saved by remembering to include home towns and addresses of foreigners in AP World Service copy.

WIDE WORLD

Wide World is a supplementary service for feature and special assignment pictures, and a commercial service department. It operates in conjunction with AP Newsfeatures.

WIREFOTO

Bureaus and sending stations on the Wirephoto network schedule verbally to the New York monitor.

The basic and vital information of schedules is content of the picture and a brief sizeup of its value—whether the picture is worth general distribution or only regional movement. Pictures of the greatest value for the greatest number will be taken first, quality considered.

Captions must be accurate and complete enough to answer questions a thousand miles away. Captions should be complete enough to stand with the picture without having to lean on a news story for essentials.

First names, titles and identifications are basic. Nicknames should be avoided except for widely known sports figures. Unusual circumstances under which a picture is taken often are pertinent and should be included. Credit should be given for outstanding member pictures.

Any copyright notices should be included. Kills, eliminations and corrections are handled on the same basis as they are in the news report except that Wirephoto matters are channeled through the New York Wirephoto Desk.

Kills, important corrections, reverse prints, etc., notices are handled on the trunk news wires and backstopped by transmission and roll call on the Wirephoto network. Consult New York promptly on all.

Eliminations usually are handled by roll call and (or) a transmitted note on the Wirephoto network but may be handled on the news trunk wires if several hours old. Regional eliminations are handled on network split after consultation with the New York desk by the bureau involved.

ALL-AMERICA

There is only one All-America football team. This is Walter Camp's selection through 1924, and The Associated Press selection after 1924. Do not call anyone an All-America player unless he is listed either on the Camp or AP roster.

Similarly do not call anyone an All-America basketball player unless on AP selection. This selection started in 1948.

The same rule applies to the Little All-America teams in both football and basketball.

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Copy Markings

¶ ATLANTA—When organization of
 or is over, Now it will be the first
 the last attempts.)
 or b (With this the conquering is to
 according to the this compendi-
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 ^ comma
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 = hyphen
 — dash
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