

**The Yakima Daily
Republic**

**YAKIMA MORNING
HERALD**

Style Book

SEPTEMBER 1930

Issued to

INDEX

Subject	Page
Abbreviation	8-10
Apostrophe	19
Bible References.....	28
Capitalization	11-16
Colon	20
Communications	28
Compound Words.....	23-24
Dash	21
Date Lines.....	7
Division	22
Ellipses	28
Figures	17-18
Figures of Speech.....	1
Foreign Names.....	11
Guide Lines.....	7
Head Style—Herald.....	34-36
Head Style—Republic	31-33
Indented Matter.....	3
Letter Spacing.....	7
Libel	36
Lottery	37
Markets	30
Military Titles.....	8
Miscellaneous	28
Nicknames	29
Parentheses and Brackets.....	6
Period	21
Prefixes	24-27
Professional Titles	8
Punctuation	19-21
Quotation Marks.....	20
Resolutions and Debates.....	28
Roman Numerals.....	18
Slang	1
Spelling	22-23
Sports	29-30
Tabular Matter.....	28
Trite Expressions.....	5
Uniformity	7
Usage	1-6
Violation of Style.....	7

Changes in style may from time to time be ordered, and such changes must be copied into the style book as they are posted. Place an (X) opposite the paragraph affected and write change on blank page in back of book.

USAGE

GENERAL

No attempt is made here to cover in anything like a comprehensive manner the field of newspaper writing. It may be emphasized, however, that one of the first principles of reporting is to tell the story as simply and directly as possible. The best method of telling a story is to use words that cannot be misconstrued, selecting them for their strength and directness, and avoiding words and phrases that have been permitted to roam far afield. If possible, use expressions that mean one thing and one only.

Be sparing with figures of speech. Don't grill or probe any more than necessary. Don't throw out cordons. Don't comb the woods. The Republic and Herald have no objections to figures of speech that are clear and comparatively fresh but all hackneyed and stilted expressions must be eliminated. The simplest and best method in news writing is to be literal and direct. Then you are not likely to go wrong.

Write the English language. Keep away from sine qua non, de rigueur, coup d'etat, coup de grace, au fait and similar affectations.

Avoid the general use of thieves' slang. Do not use dick, frisk, dip, gat, moll, comeon, soup, or other

terms unless your story clearly calls for them.

Differentiate between effect and affect, practical and practicable, therefore and therefor, regime and regimen.

Do not be prudish if you can help it but avoid any hint of indecency. It is better, for example, to say a woman is to become a mother than is in a delicate condition.

It is also better to say a man is charged with an offense against a woman than with a statutory offense.

In writing of persons use the form full blooded; of animals, pure bred.

In writing of funeral arrangements say the body will be sent rather than shipped.

Never refer to a woman, no matter what she has done to deserve it, as the Hanks woman.

Verbs of thinking and declaring in the past tense are followed by past tenses except when a statement permanently true is quoted. The witness said her name was Mary Brown and she lived at 500 Twelfth street. (Neither statement is permanently true.) The speaker said that oak makes the best flooring. (The statement is permanently true.)

Do not give a man a title based on his occupation. A title is an official designation. Avoid writing Attorney Brown, Butcher Smith, Grocer Jones.

Do not ring in the phrase former service man whenever a former soldier or sailor gets into trouble.

Do not use the personal pronoun in referring to ships, aircraft, trains, etc.

Words denoting occupation generally should be kept in the masculine form even when referring to a woman; as, poet, author, editor.

Substitute **a** for **per** where phrasing permits.

More than 300 is better than over 300.

Write in the last year or last hundred years rather than past.

Use former and not **ex** in connection with a previous status (former judge, former President Taft).

Editors are expected plainly to mark indented matter, as well as matter to be set in bold face, caps or italics. In the absence of such instructions, compositors will disregard all such indented matter, bold face, caps or italics.

In lists of officers elected the office will be placed first, the officer second and the address, if any, last, as follows: President, John Jones, Yakima; vice president, James Smith, 128 South Naches avenue, Yakima; directors, William Jackson, Seattle; August Wilson, Tacoma.

In writing of a Protestant, Catholic or Jewish clergyman, use the form the Rev. John I. Jones, the Rev. Father Peter Murphy, or Rabbi Samuel Aarons, when the name is introduced. Thereafter write the Rev. Mr. Jones or Mr. Jones, Father Murphy, or Rabbi Aarons. Never use Mr. with the name of a Catholic priest. Omit Mr. before given names or initials except for special effect.

Following are a few fixed rules on usage. Do not use:

allow for say or permit
amateur for novice
balance for rest or remainder
banquet for dinner
calculate for think
character for reputation
citizen for resident or person
colored for Negro
complected for complexioned
couple for two
donate for give

during unless you mean throughout
the course of
groom for bridegroom
heart failure for heart disease
inaugurate for begin or open
interment for burial
funeral parlor for chapel
kiddies for children
lady for woman
less for fewer. (Less signifies amount,
fewer signifies number.)
locate for settle or find
moron for degenerate
most for almost
nom de plume for pen name
pants for trousers
partake of for eat
partially for partly
party for person
people when you mean persons
raise for rear, when speaking of chil-
dren
remains for body
render for sing or play
secure for get
solon for a lawmaker
sustain for suffer
transpire for happen
unsanitary for insanitary
well known for widely known

Be free from wordy and trite ex-
pressions, useless and padded phrases
and verbiage in general. Following
are a few rules. Do not use:

new with beginner or recruit
regular with monthly meeting
partly with damaged
general or of opinion with consensus
entirely with completed or destroyed
completely with destroyed
now with pending
totally with wrecked
possibly with may
badly with decomposed
or not with whether
invited with guest
present with incumbent
old with adage
a distance of with 50 feet
the corner of with Fourth and Spruce
streets

The following trite expressions should be avoided:

affixed his signature
agreeable surprise
angry mob
appropriate exercises
aqua pura
black as the ace of spades
bolt from the blue
breakneck speed
breathless silence
burly Negro
busy marts of trade
cheered to the echo
city bastile
city fathers
conventional black
cut by flying glass
Dame Fashion
Dan Cupid
denizens of the deep
divine passion for love
downy couch
dull, sickening thud
dusky damsel
facile pen
fair Luna
fair sex
finny tribe
foeman worthy of his steel
fragrant Havana
giant pachyderm
great beyond
grim reaper
herculean efforts
high-powered car
high dudgeon
historic landmark
immaculate linen
in durance vile
infuriated animal
it goes without saying
Jupiter Pluvius
land office business
large and enthusiastic audience
last sad rites
leave no stone unturned
let the cat out of the bag
like rats in a trap
limps into port
luscious bivalve

minions of the law
miraculous escape
natty suit
news leaked out
old Sol
pale as death
pillar of the church
prominent citizen
rooted to the spot
severed his connection
speculation is rife
summoned a physician
tidy sum
tensorial parlor
toothsome viands
to the bitter end
vale of tears
well known clubman
well known southern family
whipped out a gun
white as a sheet
work like a Trojan

The obvious rules for the use of punctuation marks are not given here. It is taken for granted that the newspaper writer knows that a sentence is followed by a period, a question mark or an exclamation point, according to circumstances. It is further taken for granted that the writer understands the fundamental purpose of punctuation — to make clear a construction which might otherwise be misconstrued.

Collective nouns are to be treated as singular. Committee, team, army, public, family, etc., are singular.

Avoid complicated construction requiring colons or semicolons. Avoid the use of parentheses (). Brackets [] should inclose anything inserted by the editor.

Avoid beginning a sentence with a number when possible.

Long, involved titles should be made to follow rather than precede proper names when possible.

Christian names should never be abbreviated in news text. Not Jno. R. Brown, Chas. M. White; but John R. Brown, Charles M. White.

DATE LINES

1. Washington cities are printed without state designation in date line, except those that are obscure or those which might confuse the reader; as, Vancouver, Wash.

2. Other American cities should be printed without mention of the state when they are widely known.

3. Set date lines without periods and in following style:

For Republic:

Phoenix, Ariz., June 30—(AP)—

For Herald:

WAPATO, June 30—(Special)—

COMPOSING ROOM

6. In cases not covered specifically or by plain implication in these rules, uniformity must be maintained in each individual article in the instances not so covered.

7. Apparent violations of style must be followed if they are necessary to bring out the sense of an article as the reporter wishes to express it.

8. In proper names such as MacDonald or McKinley, ac and c will go in lower case if the name is set in caps. If name occurs in conjunction with an initial letter c or ac will be in caps, separated by a space.

9. Guide lines will be set flush in Roman caps. In add and insert lines number of add or insert will be spelled out. Examples:

FRENCH FLIER—5 FRONT

AUXILIARY SENDS—4 SOCIETY

ADD ONE—FRENCH FLIER 5

INSERT TWO—AUXILIARY SENDS 4

10. Do not letter space news body type, and avoid, if possible, letter spacing head type.

ABBREVIATION

20. These professional and personal titles are abbreviated when they directly precede proper names:

Dr.	Mme.
Esq.	Mr.
Gov.	Mrs.
Hon.	Msgr.
Gov. Gen.	Prof.
Lieut. Gov.	Sig.
M.	the Rev.
MM.	the Rev. Mr.
Messrs.	the Rt. Hon.
Mlle.	the Rt. Rev.

21. These military titles are abbreviated when they directly precede proper names, but abbreviations of titles are not used in compound titles where one of the words may not be abbreviated, except as specifically provided for in this or the preceding rule. Do not abbreviate military titles applied to ships or to race horses and other animals.

Adjt.	Maj.
Adjt. Gen.	Maj. Gen.
Brig. Gen.	Pvt.
Capt.	Second Lieut.
Col.	Sergt.
Corp.	Sergt. Maj.
Lieut.	Color Sergt.
Lieut. Col.	Detective Sergt.
Lieut. Comdr.	First Sergt.

22. Names of the states are abbreviated when they directly follow the names of cities or towns, but not—except in date lines—when they follow such terms as county, barracks, field, stadium, etc.

Alaska	Ida.	Neb.	R. I.
Ala.	Ind.	Nev.	S. C.
Ariz.	Iowa	N. C.	S. D.
Ark.	Kas.	N. D.	Tenn.
Calif.	Ky.	N. H.	Tex.
Col.	La.	N. J.	T. H.
Conn.	Mass.	N. M.	Utah
C. Z.	Md.	N. Y.	Vt.
Del.	Me.	Ohio	Va.
D. C.	Mich.	Okla.	Wash.
Fla.	Minn.	Ore.	W. Va.
Ga.	Miss.	Pa.	Wis.
Ill.	Mo.	P. I.	Wyo.
	Mont.		

23. Do not abbreviate the months of the year when used in connection with the days of the month except in date lines.

24. The more usual of the ordinary abbreviations:

a. m.	B. C.	M. D.
p. m.	I O U	C. E.
etc.	S O S	D. A. R.
jr.	Ph. D.	W. R. C.
sr.	No.	Inc.
G. A. R.	LL. D.	Y. M. C. A.
A. B.	Litt. D.	Y. W. C. A.
A. M.	Ltd.	St. (Saint)
A. D.	D. D.	per cent

Note—I O U and S O S should be thin spaced. Radio stations should be run in capitals without spacing and without periods; as, KIT.

25. Points of the compass used in the names of thoroughfares are spelled out and precede the names.

West Yakima; North Eleventh avenue; South First street.

26. In general, do not use abbreviations not given in the lists printed here but accepted abbreviations of names of monastic orders, lodges, societies, educational institutions, etc., are permissible, as are the Latin abbreviations, viz, et al., e. g., pro tem and i. e.

Palmer lodge No. 1, F. and A. M.; Schiller No. 1, G. U. G.; Msgr. William Landry, O. M. Cap.; Sir John Bull, F. R. G. S.; H. M. S. Neptune; H. R. H. the prince of Wales.

27. Abbreviate United States only in the expressions U. S. A., U. S. N. and U. S. S. and in market tables.

28. Never capitalize o in No. Ampersand (&) and the abbreviation Co. are used in all business titles and not elsewhere. Company is spelled out when a portion of the full name is omitted. Do not abbreviate brothers or corporation.

The Yakima Savings & Loan association; Jones Brothers & Co., the Jones company; Standard Oil Co. of Indiana; the United States Steel corporation, the steel corporation; the Radio Corporation of America; the Chicago & Northwestern railway.

29. Use dollar, pound, shilling and pence marks to express American and English sums of money. In all other instances, spell out.

\$234,584.34; £28 4s 5d; 28 marks; 56 francs.

CAPITALIZATION

41. Do not capitalize the names of the seasons or points of the compass (or their derivatives). North and South, when referring to the factions in the American Civil war, are capitalized and South, West, East, etc., when applied to European possessions in Africa. Arctic and Antarctic are capitalized only when applied to the oceans. Sections of the city are not capitalized.

British East Africa, Portuguese Southwest Africa, spring, mid-summer, north, southeast, southern, orient, far east, occident, arctic, south pole, north side, south side, northwest side.

42. Capitalize nouns, adjectives and verbs of country and nationality; the names of states (with their abbreviations) and those of cities (either in their full or shortened form), as well as names of persons and of provincial groups and their objectives, and accepted terms for specific cities, etc.

United States, the Union, the States, Americanize, Hebrew, Indian, Yankee, Germanize, Twin Cities.

43. Do not capitalize the prefixes de, di, la, le, von, etc., in foreign names except when beginning a sentence. Van is always capitalized. These prefixes are capitalized when a part of American names. Oriental names should be printed without hyphens and with each division capitalized.

Gen. von Hindenburg, von Hindenburg; Georges le Grand, le Grand; Hendrik Van de Vogelweiden, Rene la Coste, George Von Elm, Le Roy (or Leroy), La Plant, Curt Von Cotzhausen, Sun Yat Sen, Abd El Krim, Suraj Ud Dowla.

44. Do not capitalize legislative bodies nor executive or administrative department, bureaus, boards, commissions, committees, etc.

school board, city commission, weather bureau, health department, congress, assembly, state senate, duma, parliament, reichstag, chamber of deputies, dail eirean, interstate commerce commission, railway rate commission, department of public works, bureau of standards.

45. Do not capitalize the names of courts, no matter what their nature.

46. Do not capitalize the designations of rooms in homes, public and semi-public buildings or hotels, unless such designations are derived from proper nouns.

47. Do not capitalize ranks or degrees of societies or secret organizations, proper names excepted.

The Knights of Pythias bestowed the rank of page; work in the order of the temple.

48. The general rule for capitalization of kinds of cheese, breeds of livestock and poultry and cats and dogs, species of flowers, fruits, vegetables, etc., is to capitalize when the name is derived from a proper noun. Follow the dictionary.

49. Capitalize names of religious denominations and institutions, institutions of learning and specific institutions of a private or semi-public nature but not the governing bodies of such religious denominations nor the several departments or schools of which colleges and universities may be composed.

Presbyterian, Catholic, Christian Science, Protestant; Spokane synod, Columbia presbytery, Seattle Council of Churches; St. Rose's Orphan asy-

lum, Protestant Home for the Aged; University of Washington, Washington State college, Washington Junior High school, Ellensburg Normal school; college of forestry, University of Washington; department of animal husbandry, Washington State college.

50. Capitalize holidays, lodges, leagues and all assemblages partaking of the nature of associations or societies but not the nouns of common application in such names.

Mothers' day, Labor day, Fourth of July (July 4), Independence lodge No. 1, F. and A. M.; League of Nations, the league; American Legion, the legion (French foreign legion); Ku Klux Klan, the klan; Boy Scouts, the scouts.

51. When groups of people, parties, localities or epithets lose their original identity and take on the nature of institutions with a well defined significance, they will be capitalized in full.

Vatican, Wall Street, Downing Street, Big Business, High Finance, the Four Hundred, the White House, Little Italy, Main Street, Packingtown, the Great White Way, the Old Guard, the G. O. P., Gold Coast, South Seas.

52. Capitalize in full the names of buildings and the names of business concerns or private organizations or resorts if they are of an unusual or unique character, as well as the names of train.

Madison Square Garden, Boyle's Thirty Acres, Greenwich Village, Chicken Shack, Marquette Union, Goodwin's Service; Diamond Express, Twentieth Century Limited; the Washington State Grange, the grangers; Yakima County Farm Bureau, the farm bureau.

53. Capitalize ordinal numbers used to specify thoroughfares but not

those used to specify sessions of congress, political divisions, city wards, etc. Spell out up to 100.

Thirty-third street, Forty-second avenue, the sixty-second congress, the fourth ward, the ninth district, third ward.

54. Capitalize the important words in titles of books, names of magazines and newspapers, titles of magazine and newspaper articles, addresses, books, plays, poems, pictures, etc., in headlines and signs, but not in slogans or mottoes. A the preceding the title of a newspaper is to be capitalized only in connection with The Yakima Daily Republic when the name is used in full.

the American Magazine, the Chicago Tribune, "World Peace and Former German Emperor"; "The Strange Adventures of Madame X"; "Portrait of a Dying Swan"; the headline ran, "Fifty Men Lose Lives"; he saw a sign, "Horses for Sale"; slogan, "All for one, one for all"; my motto is, "Do others or they'll do you."

55. Capitalize names and titles of the Deity and of Jesus Christ, names of the Bible and other sacred books, words referring to events in the life of Christ and to exalted religious concepts, and pronouns referring to Deity. Capitalize adjectives derived from the names of the Deity, but not those derived from the names of sacred books. The common noun god, either singular or plural, is never capitalized.

Bible, the Scriptures, Holy Writ, Talmud, the Old Testament, Proverbs, the Septuagint, God and His Works, the Almighty, Creator, Father, Jehovah, Savior; Crucifixion, Ten Commandments; blessed sacrament; Christian, Jesuit; Lent, Lenten, biblical, scriptural, apocryphal, gospel, epistles.

56. Capitalize names used to refer to national flags and documents and epithets attached to or standing for personal names.

Stars and Stripes, Old Glory, Union Jack; the Tricolor; the Red, White and Blue; the Constitution (United States only); the Declaration of Independence; the Magna Charta; Frederick the Great; the Iron Chancellor; the Bambino.

57. Capitalize titles immediately preceding names, but not otherwise.

Prof. James, Col. Henry, President Hoover, former President Taft, the Rev. John J. Smith, Brig. Gen. Robert F. Williams, the president received the prince of Wales and the duke of York.

58. Capitalize the names of the recognized political parties in the United States but not factions of the same or epithets applied to such parties or factions (G. O. P. and Old Guard excepted). Republicanism, democracy, socialism and prohibition, relating solely to an abstract principle or belief, are not capitalized. All foreign political parties and factions are down.

Republican, Democrat, Socialist, Prohibition, Farmer-Labor, Independent-Labor, Socialist-Labor, Workers' parties; stalwart, conservative, stand-patter, progressive, mugwump, communist, radicals. Foreign: socialists, nationalists, sinn feins, fascisti, left, right, tory, liberal, clerical, anti-clerical.

59. Capitalize the distinctive portion of designations applied to parks, expositions, shows, fairs, sporting meets and tournaments and performing operatic and musical combinations.

Pattison State park, Yellowstone National park, Chicago Livestock exposition, Washington State fair, Jef-

person County fair; Interstate fair, Chicago Civic Opera company, Metropolitan Grand Opera company, Blackbird Jazz band, Cincinnati Symphony Glee club, Harvard Musical club, Carroll Mandolin club.

60. Capitalize the titles of corporations, firms and co-partnerships (with their abbreviations) but not the noun of common application in such titles. When such titles are shortened or altered to include words indicative of the nature of the business, such indicative words should not be capitalized.

Yakima Finance corporation; T. G. Borthwick & Co., Inc., the Borthwick grocery; Commercial coffee shop; Yakima Iron Works, Yakima foundry; Pioneer Drug Co., Pioneer pharmacy; Pacific Telephone & Telegraph Co., the telephone company.

61. Capitalize only the distinctive parts of titles of public, penal and correctional institutions and works or enterprises of a public nature.

Washington veterans' home; Chehalis training school, Wapato pumping station, Lake Union ship canal, Yakima county hospital, Medical Lake custodial school, detention home, county jail, city hall, armory, federal building.

62. Capitalize neuter terms when they are personified, but only when used with personal pronoun.

O Death, where is thy sting? Gentle Spring, I sing of thee; the muses; the fates.

63. Bohemian capitalized only when relating to nationality. Both the real and mythical countries up.

64. Do not capitalize your majesty, your excellency, your honor, etc.

65. New York stock exchange and Chicago board of trade down. Yakima Chamber of Commerce up.

FIGURES

70. Use figures for dates, ages, time of day, decimals, betting odds, per cent, latitude and longitude, temperature, money, ballots, paragraph, page and section numbers and all those instances in which the abbreviation No. is expressed or implied, omitting the commas. Fractions should be spelled out, except when they stand with a whole number. Decimals in figures.

January 25, 1928; John Brown, 36; a 3-week-old child; 4:15 a. m.; 2.4 miles; a 6 $\frac{7}{8}$ hat; it was a 10 to 1 shot; the odds were 2 to 1; call money, 41 $\frac{1}{2}$ per cent; latitude 40 degrees 20 minutes north, longitude 104 degrees 3 minutes west; it was —4; 10 cents; by a vote of 74 to 3; ayes 14, noes 0; paragraph 3, page 2, Section 2; his license was C-17428; A-1 condition; he gave his motor number as 10345176.

71. Figures will be used in statements of a statistical nature of three or more items or of two items and a total, and by statistical is meant the placing of the explanation first, followed by the figures.

The report gave 364 cases, as follows: Scarlet fever, 1; croup, 11; diphtheria, 27; measles, 7. Won, 7; lost, 5; total, 12.

72. Figures may be used to begin paragraphs when time is used as a side head (as in programs) and in distance events in sport summaries.

2 p. m.—Lecture by the president, Mr. Fitzpatrick.

440-Yard Dash—Jones (Washington), first; Simpson (Chicago), second.

73. Time, distance, weight and dimensions in two or more parts will be put in figures.

1 hour 3 minutes; 24 feet 5½ inches; 164 pounds 3 ounces; 3 by 7 by 6 feet (3x7x6 feet in classified ads).

74. With the exceptions noted in the foregoing rules, all numbers under 10 will be spelled out.

75. Spell out numbers beginning a sentence or directly following a colon, except in tabulations, time, statistics, etc.

76. Do not use the dollar sign (\$) for sums less than one dollar nor 00 in even dollar sums. Spell out cents. Do not use c except in markets.

77. Roman numerals are used in the names of rulers, volume numbers of books and publications and chapter and article divisions of the same, and in case of some ordinary proper names. Use no periods.

George V; William II; II Samuel viii, 3-6; Vol. I; No. 4; Article IX, Constitution; Chapter IV; Ned Allis II.

BE KIND TO YOUR TYPEWRITER

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

Touch the points gently.

Clean the machine once in a while.

PUNCTUATION

GENERAL

80. In the case of titles, subjects and excerpts quoted for the purpose of emphasis only, punctuation of a character applying to the entire sentence or division of the subject by means of semi-colons or otherwise, will go outside the quotes, with the exception of periods and commas.

Subject, 10:30 a. m., "What Shall I Do to Be Saved?"; subject, 7:45 p. m., "Healing." He stated that he "was entirely satisfied"; that he no longer desired additional rewards. What do you think of "What Price Passion?"?

THE APOSTROPHE

81. Drop the possessive form when speaking of a world champion, a world record, state rights, state prison. The apostrophe is used to form some irregular plurals. Shortened years are indicated by an apostrophe.

The A's (Athletics); City of Yakima first 5s; Walter Camp, Yale, '89; the big wind of '88.

82. Names of fraternal or social organizations in the plural form (Elks, Lions, Odd Fellows, etc.) will not take the apostrophe. Possessive terms ending in Z will take the 's.

83. Firm names will take the apostrophe if the possessive is either expressed or implied.

Dower's, Brown's drug store.

84. Do not use apostrophe in names of organizations and institutions.

Yakima Valley Pear Growers association; United States veterans bureau.

QUOTATION MARKS

85. Quote the titles (but not the characters) of books, short stories, plays and pictures. Quote the titles of musical compositions and addresses, as well as captions, headlines, signs, slogans and mottoes, but not questions for debate. Quote all direct dialog.

86. Quote excerpts from addresses, compositions or publications except when set in type smaller than the context.

87. Nicknames inserted between given and surnames are put in parentheses and are not quoted. No nicknames are quoted in sports.

88. Names of musical numbers, when set in six-point, program style, must not be quoted if the form follows the regular program arrangement, thus:

Ave Maria.....Schubert
The Swan.....Saint-Saens

When the form is irregular the names should be quoted:

Anthem, "Hark, the Herald Angels
Sing" Schmid

COLON, DASH AND PERIOD

89. Omit the colon after the phrase those present were in run-in lists of guests and in all other instances where there is no break in continuity of the sentence. The colon is used in time combinations of hours, minutes and seconds and wherever there is a break in the continuity of the sentence.

Those present were Mr. and Mrs. Robert Smith, Chicago; John J. Greene, Green Bay, and Alfred Carey. They arrived at 4:30. These officers were elected: President, Henry James; secretary-treasurer, William Brown.

90. Interruptions, pauses, suspensions, etc., in dialog and speeches and for effect in writing are indicated by a single one-em dash. Omission of a word, softening of a term by retaining only the first and last letters, or the dropping of all of a name except the initial letter will be indicated by two dashes.

91. A dash must never follow a colon or a comma. If one is used the other must be dropped.

92. When an initial follows a name, usually in relation to water craft and animals, the period will be omitted.

Captain of the Mary B; Grace M won the six-furlong race.

93. Omit the period after the abbreviations S O S, I O U, T N T, cent (in per cent) and tem in pro tem.

SPELLING

94. Words ending in *tic* and *gue* shall be spelled in the new forms, as *logic*, *crucet*, *decalog*, *monolog*, etc.

95. Follow the *er* ending for such words as *gutter*, *messenger*, *maneuver*, *water*, etc. Exception: *theatre*.

96. Drop the *s* in all words ending in *ward*—*forward*, *toward*. Use in place of *en* in such words as *incense*, *insure*, *incumber*, *in-*

97. Spellings given below will prevail if in conflict with the foregoing.

Yugoslavia	Jugoslavia
kidnaped	kidnaped
La Folletteism	La Folletteism
loth	loth
mama	mama
medieval	medieval

WORD FORMS

DIVISION

100. Webster's dictionary is the sole authority on division, Standard controlling only in case it contains words not found in Webster.

101. Get the single letter syllables in first line if possible.

102. Wednesday may be divided on the Wed. Do not divide extraordinary on the extra.

103. To facilitate close spacing, division of two-letter syllables is permissible except at paragraph endings. Every effort should be made by compositors to avoid paragraph runovers of divided words.

SPELLING

104. Words ending in tte and gue will be spelled in the new forms, as cigaret, brunet, decalog, monolog, etc.

105. Follow the er ending for such words as goiter, meager, maneuver, fiber, luster, etc. Exception: theatre.

106. Drop the s in all words ending in ward—forward, toward. Use in in place of en in such words as inquire, inclose, insure, incumber, indorse.

107. Spellings given below will govern, even if in conflict with the dictionary.

advisor
airplane
anesthetic
ax

eyes and noses
birdseye

Jugoslavia
kidnaped
La Folletteism
loth
mama
medieval

blond (both noun and adjective, masculine and feminine)	mold
bus (pl., busses)	molt
calimine	musicale (noun)
cello (no apostro- phe)	musical (adj.)
chaperon	mustache
clue	narcissi
cue (also instead of queue)	nearby
crystallize	parcel post
Czechoslovakia	plait
dispatch	(hair or rope)
draft	pleat (dress)
drouth	plow
esthetic	practice
fiance (mas.)	pretense
fiancee (fem.)	repertory
flier	Rumania
gaiety	Savior
gaily	Shakespeare
gelatine (and sim- ilar words)	sirup
gladioli	skilful
goodby	staunch
guarantee (noun and verb)	subpoena
gypsy	technique
Halloween	Tijuana
Hindu	Tokio
instalment	ukulele
	vitamin
	visor
	whisky
	wilful
	wobble
	woman suffrage
	X-ray

108. The present and past partici-
ples and past tenses of verbs ending
in l or r are formed by doubling the
final l or r when the final syllable is
the one that is accented. When the
final syllable is not accented, the
participles do not double the l or r.
Examples:

impelling	deterred	canceled
impelled	cancelation	watering
detering	canceling	watered

COMPOUND WORDS

109. Compounding of words will
be avoided except as herein provided
for. Terms never should be com-
pounded if there is no distortion of
meaning and no ambiguity.

110. Compound the relationships step, half and in-law and the term great indicating degree in direct line of descent.

great-grandfather	half-sister
great-grandmother	son-in-law
great-grandnephew	brother-in-law
step-father	

111. Compound two nouns of equal value or participation.

Anglo-Saxon	lake-gulf waterway
Greco-Roman	poet-musician
Heider-Bott Co.	secretary-treasurer
Stewart-Warner	soldier-statesman

112. In spelled out fractional numbers compound the numerator and the denominator unless either already contains a hyphen.

two-fifths gone
one-half
thirty one-hundredths

113. Like as a suffix will be made one word in combination with words of one syllable and compounded with words of more than one syllable. Designate, elect, end, in, odd and wide will be compounded in all cases.

envoy-designate	cave-in
lifelike	forty-odd
business-like	a hundred-odd
president-elect	city-wide
week-end	state-wide
lying-in	

PREFIXES

114. Compound all prefixes used in combination with proper nouns and the prefixes all (indicating makeup), ante, anti, bi, by, co, counter, cis, demi, ex, electro, hydro, intra, non, mid, post, pro, pseudo, quasi, self, semi, sub, super, tri and ultra (ex and post only in their Latin meaning).

all-wool	mid-day
all-conference	post-prandial
ante-date	pro-German
anti-prohibition	pseudo-archaic

bi-partisan	quasi-public
by-products	self-abnegation
co-ed	self-defense
co-operate	semi-public
counter-claim	sub-station
cis-Alpine	super-power
demi-brigade	trans-Atlantic
ex-officio	trans-Pacific
electro-plating	tri-weekly
intra-mural	ultra-radical
non-union	

Exceptions: hydroplane, nonpartisan, nonessential, submarine, subdivision, midnight, etc. Note: This list of exceptions is far from complete. Many other words in common usage and long since established in unit form also are exceptions.

115. The prefix *inter* is never compounded. Compound prefixes *pre* and *re* only when used in connection with words beginning with their terminal vowels; when joined to roots not in common use; when joined to roots which would be difficult to read without division, and when, through omission of the hyphen, they would convey meanings different than intended.

re-cover (recover)	interclass
re-formation (reformation)	re-enter
re-pulverization	pre-existent
intercollegiate	pre-interpret
re-yeild	pre-war
vis-a-vis	tete-a-tete

116. *Up, down, out, over, under, on* and *off*, will be combined as one word with roots of one or more syllables, whether used as prefixes or suffixes.

upstate	carryover
runnerup	undernourished
downtown	oncoming
throwdown	comeon
incoming	offhand
outgoing	standoff
knockout	lineup
overestimated	

117. Words of one syllable may be combined as prefixes with the roots bird, book, bound, boy, box, binder, binding, girl, hand, house, hound, keeper, keeping, layer, line, maker, making, master, mate, maid, room, reader, seed, skin, stand, tender, wife, work, worker, working and yard.

blackbird	shoemaker
steamboat	schoolmaster
textbook	teammate
southbound	milkmaid
schoolboy	sickroom
icebox	flaxseed
schoolgirl	pigskin
farmhand	bandstand
milkhouse	bridgetender
foxhound	fishwife
housekeeper	ironwork
housekeeping	ironworker
bricklayer	woodworking
skyline	graveyard

Exceptions: Front yard, back yard, left field, right field, right hand, right handed, second hand, main line, side line (commercial), car line. Sometime is one word only when used to express a vague, indefinite period. I will see you sometime; but, he will arrive some time in March.

118. The following will be made one word:

bedfellow	livestock
carferry	motometer
Mr. Goodfellow	payroll
gocart	trademark
hijackers	sidetrack
inasmuch	stockyards
insofar	taxpayer
Hongkong	windshield

119. The following will be made two (or three) words:

back stroke	ill timed
breast stroke	Latin America
brother officer	Latin American
blue eyed	life history
butter fat	mother tongue

commander in chief	parent word
court martial	pin knights
cross examination	red haired
daughter cells	right of way
ever present	sergeant at arms
fair grounds	sister ship
far reaching	vice president
father love	wave band
fellow man	wave length
foster father	well being
free style	well known
high grade	world power
home grown	world problem
home made	fruit grower
ill health	under way

BE KIND TO YOUR TYPEWRITER

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

Touch the points gently.

Clean the machine once in a while.

TABULAR MATTER

135. Tabular abbreviations (other than market tables) will be governed by the nature of the table. Composition will not deviate from style in other respects, especially in the matter of capitalization.

MISCELLANEOUS

BIBLE REFERENCES

130. Do not abbreviate the names of the books of the Bible or capitalize book. Book numbers in Roman numerals, chapter numbers in lower case Roman numerals and verse numbers in figures. The second book of Chronicles; text will be found in II Chronicles xxii: 43-51.

COMMUNICATIONS

132. Communications will be divested of all superfluous words in salutations and closures. Signature to be in same line as final paragraph ending if space permits. Examples:

To the Editor of the Republic: I notice in your issue of January 24 that you are inclined to be unusually censorious. ROBERT L. SMITH.

ELLIPSES

133. Ellipses will be indicated by periods. Compositors will use judgment as to the amount of space between points, which should be a nut quad if circumstances allow. Ellipses between paragraphs are indicated by asterisks one em apart.

RESOLUTIONS AND DEBATES

134. "Whereas, It has become necessary in the course of human events, to throw off the shackles that bind us, therefore be it

"Resolved, That we, the people of the United States, in order . . . ; be it further

"Resolved, That we proceed in the easiest manner possible."

TABULAR MATTER

136. Tabular abbreviations (other than market tables) will be governed by the nature of the table. Compositors will not deviate from style in other respects, especially in the matter of capitalization.

SPORTS

GENERAL

140. In setting half-measure bowling and baseball lineups, the vowels of names that are too long for the space should be pulled whenever practicable. Substitute with apostrophes.

141. Quote no nicknames. Nicknames inserted between given and surnames go in parentheses.

142. Use figures to indicate the actual state of the score in all sports, as well as for time, distance and other records. The terms hours, minutes, feet, inches are spelled out in preference to using the colon, except in horse racing. Figures may be used to start paragraphs in track, swimming and similar summaries.

143. Do not capitalize rugby or marathon. In horse racing derby, futurity and handicap will go down unless coupled with a specific term.

The Kentucky Futurity will be run at Churchill Downs; the Washington Park Derby; the derby day crowd; Great American Handicap.

144. Team titles are singular if derived from cities or educational institutions and plural if taken from other sources. In half measure matter only the distinctive part of such latter titles should be used, thus holding them in one line without abbreviation, but maintaining a distinction between teams in the same league whose titles are similar.

145. Playing positions will be abbreviated if included in lineups set in half measure and spelled out if run in full measure. In baseball p and c indicate pitcher and catcher, not pitch and catch.

146. In track and field, football and other summaries the word **officials**, if there are more than one, should be used as a side head, the schools of which they are graduates being placed in parentheses. Institutions represented by athletes also should be placed in parentheses.

147. Do not abbreviate military titles used in names of boats or animals and omit periods after initials in such names if these initials come last.

Captain of the Mary A; General James B, 4 to 1, 1 to 3, out, 111 (Jackson), won.

148. Summaries of results in baseball, football, etc., will be set in this form (in bold only when indicated):

Yakima 3, Toppenish 0.

149. Coupled scores are connected by a hyphen, as is the term 18-2 in billiards.

Yakima beat Toppenish, 3 to 0; Smith beat Carroll, 1 up, in 37 holes, his card being 68-73—142; Johnston won from Tilden, 6-3, 6-5, 6-3; Hoppe, 18-2 champion; Daw rolled high three-game total, 221-195-248—664.

MARKETS

GENERAL

160. Use of the commercial @ is restricted to and required in price variations given in money unless the sentence is phrased from 25c to 50c.

161. Price variations given in points are indicated in figures. Drop final 00 in even sums of money, either dollars or cents. Always use the indicative sign of value (\$10@10.50; 95c@\$1.05).

HEAD STYLE

—1—

Freak Eye Works Well

—2—

SETTING US RIGHT

—3—

VICEROY MAY LOSE OFFICE

**British Ruler of India Not Expected
to Be Reappointed**

—7—

JUDGE WON'T PADLOCK HOTEL

**Owner Denies Knowledge that Op-
erator Violated Booze Law**

—9—

**SEATTLE GIRL SAVES LAD
MENACED BY SPEEDING CAR**

**Little Brother Knocked From Path
of Machine by Watchful
10-Year-Old**

—17—

**ASSOCIATED OIL KNOTS
WITH GIBSON FOR LEAD
OF KITTYBALL CIRCUIT**

—5—

HEARN WILL SEEK COUNTY POSITION

**Others File With Auditor as Can-
didates for Nomination at
Primary Election**

—15—

DICTATORIAL POWER TAKEN BY BRUENING

**Cabinet to Make Use of Article
48 of German Constitu-
tion to Save Program**

FINANCIAL CRISIS IS FACED

**Sweeping Authority for Ministers
to Retain Control Granted
by von Hindenburg**

—11—

LOS ANGELES OFF TO LOSING START IN COAST LEAGUE

Oakland Aggregation Smashes
12 Hits Off Baecht in First
Second Half Game

SEALS DEFEAT SACRAMENTO

—10—

MOONEY'S HOPE
TRAVELS WEST
WITH WITNESS

SELF-CONFESSED PERJURER TO
TESTIFY IN LOS ANGELES

Three Attorneys and Labor Leader
Accompany Man; Con-
science Bothers

—1—

Huey Long Seeks Senate

—2—

MAHATMA GANDHI WEAKENING

—3—

STUNT FLIER LOSES HIS LIFE

**Wings of Roy Ahern's Biplane Drop
Off at 10,000 Foot Altitude**

—4—

**PATRONS BENEFIT
IN RATE DECREASE**

—6—

**PARACHUTE LEAP
RESCUES PILOT AS
SPIN HOLDS SHIP**

—10—

**MOONEY'S HOPE
TRAVELS WEST
WITH WITNESS**

**SELF-CONFESSED PERJURER TO
TESTIFY IN LOS ANGELES**

**Three Attorneys and Labor Leader
Accompany Man; Con-
science Bothers**

—30—

ARMISTICE NEARS IN GASOLINE WAR ON PACIFIC COAST

Larger Companies Refuse to
Serve Fighting Fuel Dealers;
Officials Predict Prices to
Jump at Once

SEATTLE CONTINUES TO
SELL AT LOWER LEVELS

Move Saves Many Smaller
Firms From Bankruptcy;
Motorists Benefit

—20—

DRY CHIEF NEEDS INCREASED FORCE

Jackson Claims Idaho Free of
Rum; Montana Greatest
Problem; Stool Pigeon Ta-
boo; Offenders Under Eye

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.